ATTACHMENT B

Emergency Response Plan

Corporate Emergency Response Plan

including

Site Specific Emergency Response Information

For

USA Operations

Wild Goose Storage

Copy # ___

Developed 2008
Rev. June 2012

Remember!

In any emergency:

Safety

- *Ensure no further danger to yourself or others; do not rush in.*
- *Stay calm – think clearly – act with caution.*
- *Warn others at or near the scene who may be at risk.*
- *Determine injuries.*

Isolation

- *Isolate energy sources, if possible.*
- *Determine what happened.*

Notification

- *Sound warning alarm(s), if applicable.*
- *Report the incident to the Niska Facility Control Room – request First Aid assistance if required.*
- *Move to a safe location – upwind and/or away from the scene.*

Niska Gas Storage – Corporate Emergency Response Plan (Wild Goose Operations)

Quick Phone List

Niska Gas Storage - Calgary Head Office
400, 607 8th Avenue, S.W., Calgary, AB T2P 0A7
Phone # 403-513-8600 www.niskapartners.com

Corporate Emergency Operations Center (CEOC) – 403-513-8691; Fax: 1-866-871-6417

24 Hr. Phone: 1-866-710-3726 **Fax: 403-261-3377**

Corporate Position	Contact	Business	Residence	Cellular
President, CEO & COO	Simon Dupere	403-513-8709	403-663-2177	403-803-8904
Executive VP	Rick Staples	403-513-8616	403-284-1575	403-560-9272
VP, General Counsel & Corporate Secretary	Jason Dubchak	403-513-8647	403-209-2878	403-681-1587
Chief Financial Officer	Vance Powers	403-513-8724	610-285-2434	610-207-2926
EHS & S Coordinator	Kelly Baltimore	403-513-8663	403-912-5106	403-988-7041
Manager Engineering & Ops	Gary Theberge	403-513-8631	403-460-0068	403-863-8586
Drilling & Completion Specialist	John Craig	403-513-8708	403-242-7977	403-540-0922
Facility Engineering	John Shelford Swift Engineering	403-705-4800	Not Available	403-804-4949
Legal Counsel	Lawna Hurl	403-513-8680	403-282-4674	587-228-6856
Vessel Inspection	Izak Roux P. Eng. RAE Engineering and Inspection Ltd.	780-469-2401	Not Available	780-405-2512
	Gino Iannattone	403-544-5125	Not Available	403-504-8789
Wild Goose Gas Storage Facility 24-Hour Emergency Number: 1-866-940-7351				
Production Coordinator	Pat Baynard	530-846-7385	530-363-0032	530-363-0032

Niska Gas Storage Corporate Emergency Response Plan (Wild Goose Operations)

Distribution List

Corporate Position	Recipient	Location	Copy #
Niska Field Personnel			
Corporate Law Firm Harris, Sanford & Hamman 660 Ohio Street, Gridley, CA 95948 530 846 5691	Tom Sanford		28
Operations and Maintenance Coordinator	Pat Baynard	Wild Goose	2
Wild Goose Office	Spare	Wild Goose	3
Niska Calgary Personnel			
President, CEO & COO	Simon Dupere	Calgary	5 & 6
Executive VP	Rick Staples	Calgary	27
Chief Financial Officer	Vance Powers	Calgary	29
EHS & S Coordinator	Kelly Baltimore	Calgary	7 & 8
Legal Counsel	Lawna Hurl	Calgary	9
Manager Engineering & Ops	Gary Theberge	Calgary	10 & 12
VP, General Counsel & Corporate Secretary	Jason Dubchak	Calgary	11
Calgary Office	Spares	EHS & S Calgary	1, 4, 13,14-18 & 23
External Agencies			
Cal-Fire Biggs Fire Station 73 CAL-Fire – Butte County Fire Dept. 434 B St. Biggs, Ca 95917 Ph: (530) 868-5834 Fax: (530) 868-5104	Jerry Long - Fire Apparatus Engineer	Station 73 Biggs, CA	19

e-mail:BTU.BiggsStn@fire.ca.gov			
California Public Utilities Commission (CPUC) Consumer Protection and Safety Div Utility Safety and Reliability Branch 505 Van Ness Avenue, Room 2-D San Francisco, CA 94102-3298 Ph: (415) 703-1555 Fax: (415) 703-1891 Cell: (415) 203-5836 E-mail gec@cpuc.ca.gov	George Carter - Utilities Engineer	San Francisco, CA	20
Butte County - Environmental Health Division 202 Mira Loma Drive Oroville, CA 95965 Ph: (530) 538-7281 e-mail: dellis@buttecounty.net	Danelle Ellis	Oroville, CA	21
Butte County - Office of Emergency Services 25 County Center Drive Suite 200 Oroville, CA 95965 Ph: (530) 538-7373 Fax: 530-538-7120 Cell: 530-624-6356 e-mail: jgulserian@buttecounty.net	John Gulserian – Emergency Services Officer	Oroville, CA	22
Colusa County Sheriff – Coroner 929 Bridge St Colusa, CA 95932 Dispatch: (530) 458-0200 Office: (530) 458-0230 e-mail: rjones@colusasheriff.com	Lt. Russ Jones – Support Services	Colusa, CA	24
Shepherd Risk and Safety Advocates LLC 47765 Pansy St Indio, California 92201 Ph: (760) 702-2310 Fax: (760) 347-0715 pipestr@hotmail.com	Gary Shepherd – Safety Consultant	Indio, CA	25

Cal-Fire Gridley Fire Station 74 CAL-Fire – Butte County Fire Dept. 47 East Gridley Road Gridley, CA 95948 Ph: (530) 846-5711 Fax: (530) 868-5104 e-mail: mike.pickard@fire.ca.gov	Mike Pickard - Captain	Station 74, Gridley, CA	26

Niska Gas Storage Corporate Emergency Response Plan (Wild Goose Operations)

Revision Record

Date	Revision (Page #)	Approved By	Inserted (□)
August 2010			
January 2011	Title Page Quick Phone List Distribution List Revision Record Table of Contents Acronym Key Section 1, Pages 1, 5,6-7 Section 2, Page 2 Section 3, All Pages Section 4, All Pages Section 6, Pages 1-4, 11-18 Section 7, Pages 17-18 Section 8, Pages 1-6, 9 Section 9, All Pages Section 10, All Pages Section 12, All Pages Appendix 1, Page A1-10	K. Baltimore	
June 2012	Title Page Quick Phone List Distribution List Revision Record Table of Contents Section 1, Pages 2-3, 7 Section 2, Pages 1-6 Section 3, Pages 1-6 Section 4, Pages 1-5, 9, 14, 17-19, 24, 28-38 Section 6, Pages 1-4, 14-18 Section 7, Pages 2-6 Section 8, Page 9 Section 9, Page 2 Section 13, Pages 1-2	K. Baltimore	

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Acronym Key

ACGIH	American Conference of Governmental Industrial Hygienists. This group is best known for developing TLV's for occupational chemical exposures.
AGA	American Gas Association
AHM	Acutely hazardous material (CH & SC Sec. 25532 et seq.)
ANSI	American National Standards Institute
API	American Petroleum Institute
APWA	American Public Works Association
ASME	American Society of Mechanical Engineers
ASTM	American Society for Testing and Materials
BLEVE	Boiling-liquid expanding-vapor explosion. The possible result of a Complex sequence of event involving the impingement of flame on the exterior of a container of liquefied gas.
Cal EPA	California Environmental Protection Agency. Formerly the Environmental Affairs Agency; was expanded in 1991 to include the Department of Toxic Substances Control (formerly DHS-TSCP), the Air Resources Board, the State Water Resources Control Board, the Regional Water Quality Control Boards, the Integrated Waste Management Board, the Department of Pesticide Regulation, and the Office of Health Risk Assessment.
Cal OSHA	California Division of Occupational Safety and Health Administration. In the Department of Labor.
CAS	Chemical Abstract Service
CCR	California Code of Regulations (formerly California Administrative Code)
CEOC	Corporate Emergency Operations Center
CEPRC	Chemical Emergency Planning and Response Commission (California).
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act of 1980
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CHRIS	Chemical Hazards Response Information System
CMA	Chemical Manufacturers Association
CMT	Crisis Management Team
CPUC	California Public Utilities Commission
CUPA	Certified Unified Program Agency
CWA	Clean Water Act
DOHS	Department of Health Services (California; a.k.a. CDHS;DHS;SDOHS).

DOT	Department of Transportation (federal agency)
EOC	Emergency Operations Center
EOC	Off-Site Emergency Operations Center (government)
EPZ	Emergency Planning Zone
ERP	Emergency Response Plan
ERT	Emergency Response Team
ESD	Emergency Shutdown
FEMA	Federal Emergency Management Agency
GECC	Government Emergency Command Center
HAZMAT	Hazardous Materials
HAZWOPER	Hazardous Waste Operations and Emergency Response 29 CFR 1910.120.
HCS	Hazard Communication Standard (HAZCOM)
HVP	High Vapor Pressure liquid
IC	Incident Commander
IC2	Deputy Incident Commander
ICS	Incident Command System. The organizational arrangement by which one person, normally the Fire Chief of the impacted district, is in charge of both an integrated, comprehensive emergency response organization and the emergency incident site and is backed by an Emergency Operations Center staff with resources, informational, and advice.
ICS/NIMS	Incident Command System / National Incident Management System
ICT	Incident Command Team
IDLH	Immediately Dangerous to Life or Health
LEL	Lower explosive limit or lower flammable limit (**LFL**). By percentage, the lowest concentration of a substance in air, which will ignite.
LEPC	Local Emergency Planning Committee
LFL	See LEL
LPG	Liquefied Petroleum Gas
MSDS	Material Safety Data Sheet
NACE	National Association of Corrosion Engineers
NCRIC	National Chemical Response and Information Center
NFPA	National Fire Protection Association
NGL	Natural Gas Liquids
NGPSA	Natural Gas Pipeline Safety Act of 1968
NIOSH	National Institute of Occupational Safety and Health

NRC	National Response Center
NRT	National Response Team
OES	Governor's Office of Emergency Services
OPS	Office of Pipeline Safety
OSCP	On-Site Command Post
OSHA	Occupational Safety & Health Administration (federal).
PPB	Parts per billion
PPM	Parts per million
SARA	Superfund Amendments and Reauthorization Act of 1986
SERC	State Emergency Response Commission
SMYS	Specified Minimum Yield Strength
SPCC	Spill prevention, control, and countermeasures plan (from CWA).
STEL	Short Term Exposure Limit
TLV	Threshold Limit Value
TPQ	Threshold planning quality (from EPCRA). A quantity designated for each chemical on the list of extremely hazardous substances that triggers notification by facilities to the State Emergency Response Commission that such facilities are subject to emergency planning requirements under SARA Title III.
TSI	Transportation Safety Institute
TWA	Time-Weighted Average
U.S. EPA	United States Environmental Protection Agency
UEL	Upper explosive limit or upper flammable limit (**UFL**). The maximum percentage of substance in air which will ignite. (See also **LEL**).
UFC	Uniform Fire Code
UFL	Upper Flammable Limit
ULCC	Utility Location and Coordination Council
USCG	U.S. Coast Guard
WCB	Workers Compensation Board

1.0 Introduction

An **emergency** is a present or imminent event outside the scope of normal operations that requires prompt coordination of resources to protect the health, safety, and welfare or people and to limit damages to property and the environment.

Niska Gas Storage operates the Wild Goose Gas Storage (WGS) Facility in Gridley California with the utmost safety in mind. As a result, the possibility of a harmful release of substances occurring is extremely remote. Nevertheless, Niska has prepared this Emergency Response Plan (the Niska ERP) to assist its operations with an emergency response within the Niska facilities.

1.1 Plan Purpose

The purpose of this Emergency Response Plan (ERP) is to ensure response to emergencies is timely, effective, and minimizes loss at Niska's Wild Goose Storage facility. Specifically, the WGS ERP is intended to:

- Enhance the safety of the public, public property, WGS personnel, the environment and corporate facilities.
- Provide WGS personnel with established procedures to:
    - Notify WGS Emergency Response Team Personnel, government agencies, spill co-operative, other companies and petroleum industry operators, and Emergency Planning Zone (EPZ) occupants, of any hazardous situation that requires immediate action to protect the public and the environment.
    - Monitor the Emergency Planning Zone to determine the presence of flammable situations.
    - Isolate and evacuate the Emergency Planning Zone as required to protect the public.
    - Ignite a natural gas release vapor cloud if public safety cannot be assured.
- Eliminate or minimize the effects emergency incidents have on Niska operations.

The WGS ERP compliments other emergency response plans administered by:

- Government agencies,
- Other industrial operators in the area, and
- County, State or Federal Emergency Services.

The WGS ERP describes the emergency actions and procedures which Niska Gas Storage will implement if an incident occurs that causes, or has the potential to cause, a hazardous situation.

1.2 Emergency Preparedness & Manual Maintenance

1.2.1 Response Training

All levels of management will become familiar with Niska's Wild Goose ERP and its requirements. Field Supervisory staff must be knowledgeable of the sections that affect their responsibilities and area of operations.

Training on the use of emergency response plans will be provided through exercises. Assistance in designing and coordinating these exercises will be provided by the Niska Operational Management and EHS&S Coordinator. A record of emergency response exercises will be maintained at the Wild Goose facility office. A report of the exercises will be prepared to identify any shortcomings or issues which need improvement. The exercise records and reports can be reviewed during the audit/inspection process.

Emergency response exercises will be conducted at the discretion of Niska management. These exercises are meant to be a realistic simulation of an emergency response and should involve all Niska operations personnel at the Wild Goose facility. Should a full-deployment exercise be conducted, government and support service personnel identified in the plan may be invited, as required, to participate.

1.2.2 Revisions and Updates

Revisions to Niska's Wild Goose Storage ERP

The emergency response plan will be reviewed and revised at least annually by Niska and changes forwarded to all Niska ERP holders listed on the Distribution List. For any major modifications of Wild Goose Storage operations, Niska will review its emergency response plans before commencement of modifications to ensure that its ERP remains applicable to the operations.

Niska will ensure that effective regular communications are in place with local levels of government regarding the WGS ERP with the responsibility of the local authorities during a gas release or any other emergency.

A record of all changes to the WGS ERP will be maintained on the Emergency Response Plan revision record contained in the front of each Niska ERP.

The Niska EHS&S Coordinator will update the WGS ERP document annually with respect to:

- Telephone numbers,
- Road systems and evacuation routes,
- Niska facility operations

At the discretion of Niska Management a company representative may tour the Emergency Planning Zones (EPZ's) to visit with the occupants (i.e. landowners and residents) in the emergency planning zone to advise them of the hazards and characteristics of natural gas, the emergency response procedures, and safety measures employed by Niska. At this time resident contact information and health considerations will be updated.

Suggested tour frequencies are:

- Following the initial ERP publication,
- By telephone one year after the ERP publication,
- In person every two years or more frequently if occupants change.

1.3 Regulatory Applicability

Niska's Wild Goose Storage ERP applies to Niska's California operation and to Calgary management where an emergency requires a Corporate-level response.

The WGS ERP contains information that is specific to the Wild Goose Storage facility and to the governing agency in that area.

1.3.1 U.S.A. Applicability

The purpose of this ERP manual is to provide procedures to be followed by Wild Goose Storage personnel in any emergency involving the Department of Transportation (DOT) jurisdictional pipelines. These procedures are written to assure the welfare and safety of the public and all emergency response personnel. Property, both company and public, is to be protected, but only after it is ascertained that the public is adequately protected from any consequences of the failure or accident. This plan is designed to meet the requirements of the DOT for natural gas pipeline operations as outlined in 49 CFR 192.615 and 49 CFR 191.

1.4 Command Posts

The following locations will be used to coordinate emergency response activities at all Niska locations:

1.4.1 Niska Command Posts

- The **On-Site Command Post (OSCP)** will be established by the Incident Commander at the nearest safe location to the emergency. The OSCP could be a motor vehicle, trailer or other portable building. The purpose of the On-Site Command Post (OSCP) is to manage emergency response actions and safety of on-site personnel. Communication will be maintained between the OSCP and government agencies, the Emergency Operations Center (EOC), and the Niska Corporate Emergency Operations Center (CEOC). The OSCP will be manned by the Operations Chief, Public Safety Coordinator and any individuals necessary for support activities.

- The **Emergency Operations Center (EOC)** will be established by the Incident Commander or Deputy Incident Commander at the WGS Facility Administration Building, provided that the building is not located in the Emergency Planning Zone. If the building is located in the Emergency Planning Zone (EPZ) the nearest possible location outside of the EPZ will be utilized. This will be the primary location for the coordination of response to most incidents. The EOC provides the primary link between the Emergency Response Team (ERT) and all others involved in the response. The EOC will also be the staging area for emergency response personnel requested from mutual aid groups, spill cooperatives, response contractors, and other petroleum industry operators.

  The EOC will be manned by the Incident Commander (IC), Deputy Incident Commander (IC2), General Staff Chiefs and the Command Staff.

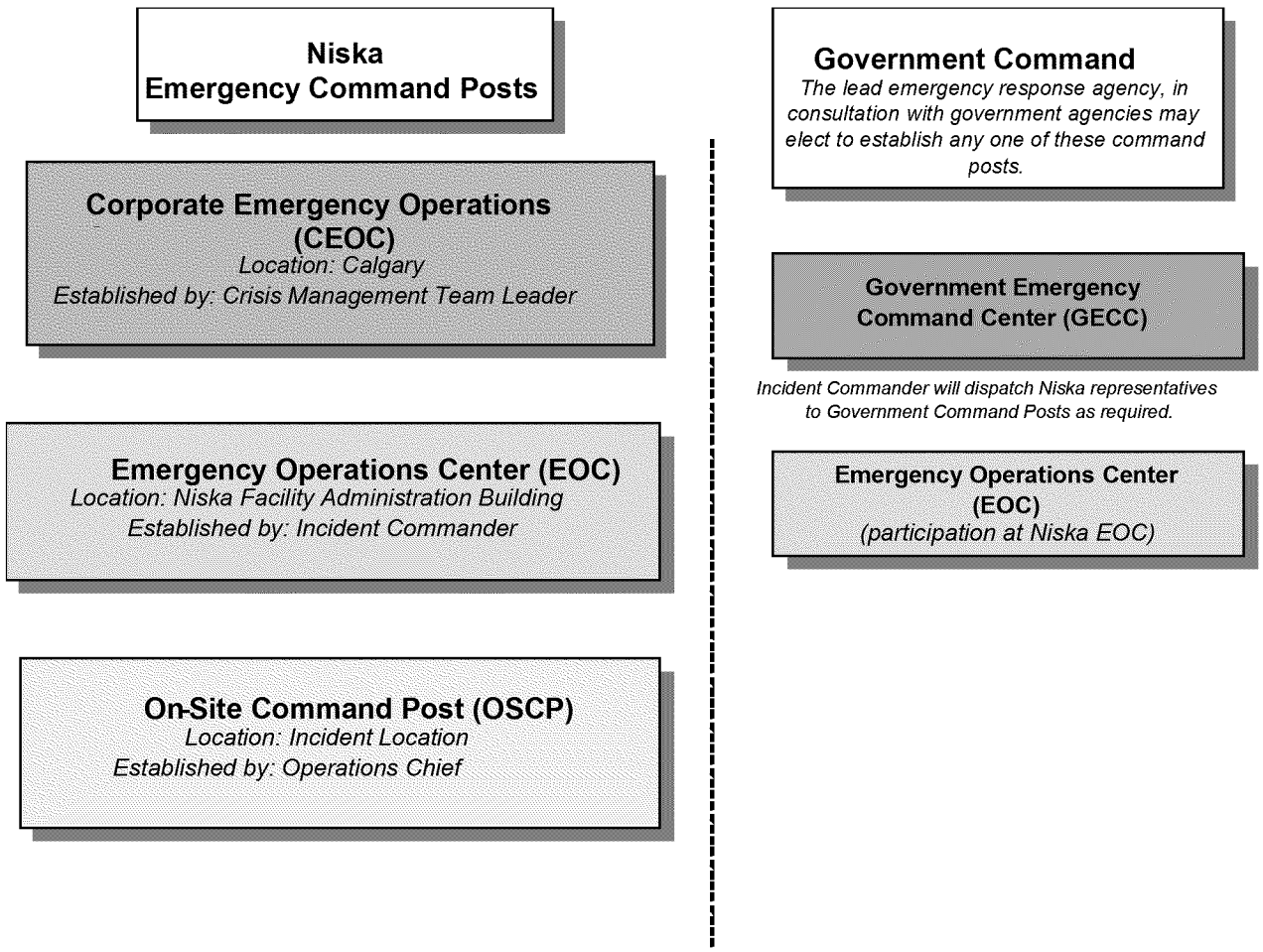
- The **Corporate Emergency Operations Center (CEOC)** will be established by the Crisis Management Team (CMT) leader. Members of the Crisis Management Team will locate to the CEOC during Level 2 & 3 Emergencies to support the incident response.

- The CEOC is located at the Niska Calgary office:

  Room: 433
  Phone: 403-513-8691
  Fax: 1-866-871-6417

1.4.2 Government Command Posts

- The lead government agency responsible for emergency response, in consultation with other government agencies and local authorities, may elect to establish a local **Government Emergency Command Center (GECC)**. The location of the GECC will be determined at the time of the emergency by the responsible government or local authority. The Incident Commander will dispatch authorized Niska representatives to the GECC, if established. Government agency representatives will also participate in the **Emergency Operations Center (EOC)** established by Niska off-site from the emergency incident.



1.5 Emergency Planning Zones

1.5.1 Emergency Planning Zone

The **Emergency Planning Zone** (EPZ) is the zone surrounding a WGS well, pipeline or facility which could become hazardous if a natural gas release were to occur. Part 92 – Transportation of Natural and Other Gas Pipeline, Section § 192.903 has been used to determine the EPZ radius for storage wells, pipelines and the facility. These values were determined using the flammability of an uncontrolled sweet or sour gas release from a well, pipeline or facility. The EPZ distance represents the radial zone around the point of release.

Wild Goose Storage is considered to be a sweet gas facility, meaning that it contains 0% Hydrogen Sulfide (H_2S). See Sections 6.1.11 for further information on the Wild Goose EPZs.

The EPZ was determined based on the maximum distance to 50% of the lower flammable limit (LFL/2). The LFL is the lowest concentration at which the released fuel will support combustion in the presence of an ignition source.

Based on the Wild Goose Gas Storage facility, it is anticipated that the worst-case catastrophic hazard scenario, and hence the largest EPZ radial distance of 740 feet (~225 meters) will result from a failure involving a pipeline release.

EPZ Calculations

- **30" Pipeline**
  1200 = (MAOP) $\sqrt{}$ = 34.64 x .69 (BTU Factor) = 23.90 x 30 (OD of pipeline) = 717.06.
  Total radius = 717 ft.

- **24" & 16" Pipelines**
  Run parallel and therefore are calculated as a worse-case scenario.
  2000 = (MAOP) $\sqrt{}$ = 44.72 x .69 (BTU Factor) = 30.85 x 24 (OD of Pipeline) = 740.40
  Total radius = 740 ft.

- **16" Pipeline**
  2000 = (MAOP) $\sqrt{}$ = 44.72 x .69 (BTU Factor) = 30.85 x 16 (OD of pipeline) = 493.60
  Total radius = 494 ft.

- **Well Pad**
  The calculations for a wellhead absolute open-flow will utilize the information contained for the 24" pipeline which = 740ft.

2.0 Emergency Notification

2.1 Notification and Alerting

Notification of an emergency may likely be:

- A report from a resident / or member of the general public.
- A report from on-site personnel.
- An activation of an instrumentation alarm; or
- A report from gas storage facility personnel.

All odor complaints, public concerns or abnormal operating situations reported to or observed by Wild Goose personnel are to be investigated and acted upon without delay.

- **Do not approach a hazardous condition** alone or without the proper personal protective equipment (breathing apparatus [SCBA] and personal electronic gas detector capable of detecting O_2 (oxygen), H_2S (hydrogen sulphide), CO (carbon monoxide), and explosive gases (LEL).
- **Always employ the buddy system**, and if necessary, await the arrival of additional personnel and equipment.

Notice of Certain Incidents CFR 191.3 is required for:

1. An event that involves a release of gas from a pipeline and that results in one or more of the following consequences:
    i. A death or personal injury necessitating in-patient hospitalization; or
    ii. Estimated property damage of $50,000 or more, including loss to the operator and others, or both, but excluding cost of gas lost;
    iii. Unintentional estimated gas loss of three million cubic feet or more;
2. An event that results in an emergency shutdown of an LNG facility. Activation of an emergency shutdown system for reasons other than an actual emergency does not constitute an incident.
3. An event that is significant in the judgment of the operator, even though it did not meet the criteria of paragraphs (1) or (2) of this definition.

CFR § 191.5 - Immediate Notice of Certain Incidents.

a. At the earliest practicable moment following discovery, each operator shall give notice in accordance with paragraph (b) of this section of each incident as defined in §191.3.
b. Each notice required by paragraph (a) of this section must be made to the National Response Center either by telephone to 800–424–8802 (in Washington, DC, 202 267–2675) or electronically at http://www.nrc.uscg.mil and must include the following information:
    1. Names of operator and person making report and their telephone numbers.
    2. The location of the incident.
    3. The time of the incident.
    4. The number of fatalities and personal injuries, if any.
    5. All other significant facts that are known by the operator that are relevant to the cause of the incident or extent of the damage.

Contact with the California Public Utilities Commission (CPUC)

If any incident as described above occurs the CPUC requires the operator to access them via the internet as soon as possible but within 1-2 hours of the incident occurring by accessing http://www.cpuc.ca.gov/PUC/emrep/

Gas utilities must report, within two hours during working hours and four hours outside of working hours, incidents which involve the release of gas:

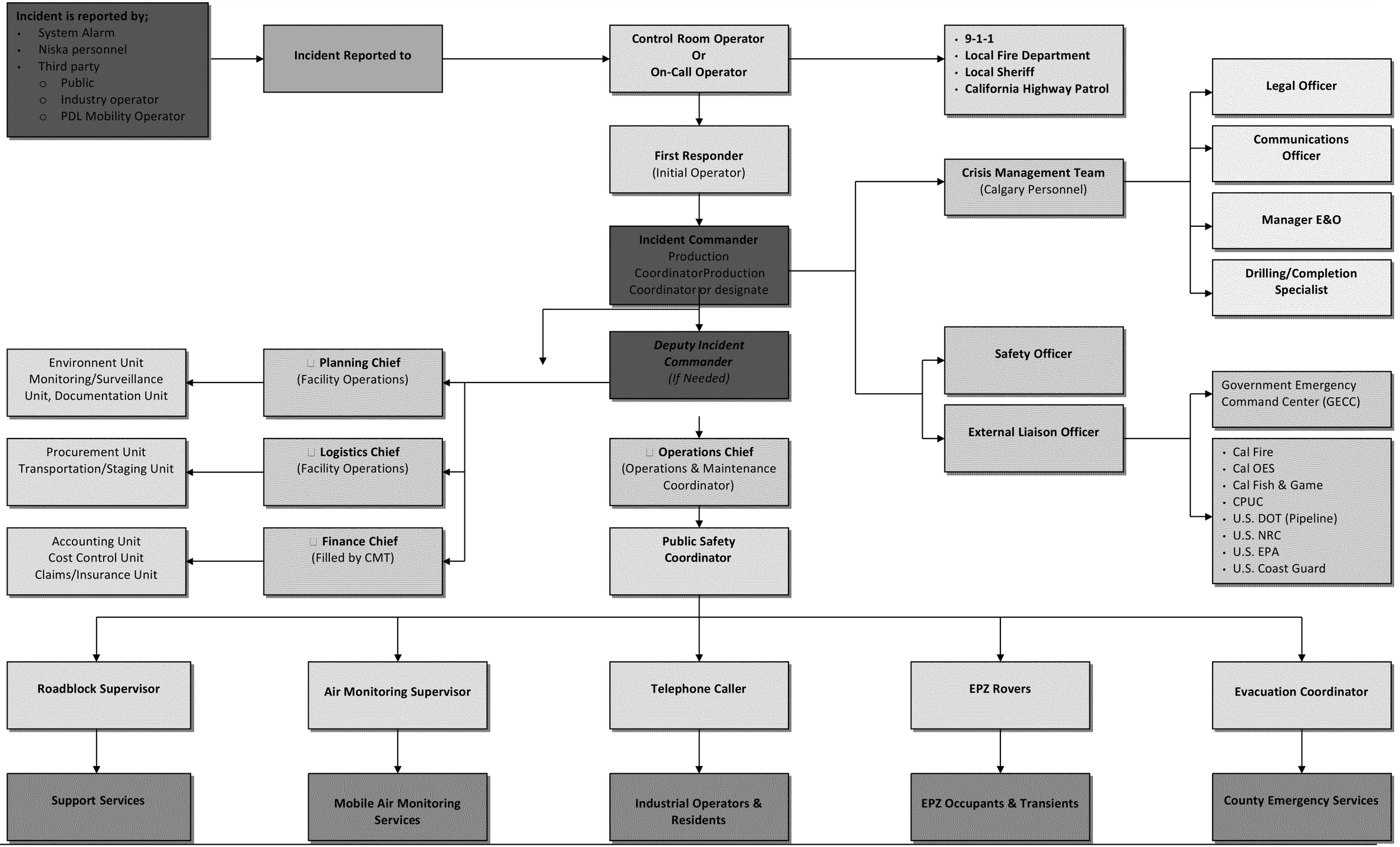
- Result in fatality or personal injury rising to the level of in-patient hospitalization;
- Are the subject of significant public attention or media coverage;
- Involve damage to property of the utility, including loss of gas, or others, or both, estimated to exceed $50,000.

Contact with the Federal Department of Transportation (DOT)

If property damage exceeds $50,000, contact the Federal Department of Transportation at (800) 424-8802 providing the following information:

- Name of the operator,
- Person reporting the incident and
- Appropriate contact information

Figure 2.1 - Emergency Notification Flow Chart – Wild Goose Operations



2.1.1 Incident Observer and First Responder

Immediately following the occurrence of an emergency incident, the Incident Observer/First Responder will assume the duties as described in section 4.2.1 as well as the role of Incident Commander until relieved of the position by more senior or knowledgeable personnel.

In order of priority the Incident Observer/First Responder must:

1. Identify the incident and determine what happened.
2. Ensure no further danger to yourself or others; do not rush in.
3. Stay calm – think clearly – act with caution.
4. Sound warning alarm(s), if applicable.
5. Isolate energy sources, if possible. Emergency Shut Down (ESD) facility.
6. Warn others at or near the scene who may be at risk.
7. Determine injuries and how many injured, if safe to do so.
8. Move to a safe location – upwind and/or away from the scene.
9. Report the incident to the Wild Goose Control Room Operator and request First Aid assistance if required.
10. Make appropriate notifications to regulatory officials, as required.

2.1.2 Wild Goose Control Room

Upon being notified of an incident, the Wild Goose Control Room Operator will immediately:

1. Notify as required:
    - The Wild Goose Production Coordinator or their designate;
    - Emergency response personnel,
    - Appropriate regulatory officials.
    - Production Coordinator
2. Restrict access to the property to only emergency personnel and/or vehicles, as appropriate;
3. Ensure access to the site is clear of obstruction; and
4. Look for and direct emergency vehicles to the scene of the incident, or to a staging area pending further direction.

2.1.3 Incident Command

The Incident Observer/First Responder must perform the responsibilities of the Incident Commander (section 4.3.1) until relieved of the position by more senior or knowledgeable personnel.

Until the ICT has been established and is functioning, the Incident Commander must also assume the role of Operations Chief and is responsible for organizing the Emergency Response Team (ERT-see Section 4.2) based on the requirements of the situation, assigning available personnel, and initiating appropriate response actions. This includes activating and directing the ERT as dictated by the circumstances of the incident. Once the ICT is in place, the Incident Commander will relinquish the role of Operations Chief who will coordinate the ERT and work together to coordinate the operational response.

The Operations Chief will perform the duties as described in section 4.3.5 and in consultation with the Incident Commander, will immediately:

- **Ensure** the safety of all personnel and complete a head count if appropriate;
- From a safe location, **assess** the situation and risks based on information provided by the Incident Observer/First Responder, if they are fulfilling the roles of both Incident Observer/First Responder and Incident Commander positions and personal observation;
- **Begin** to complete the Niska Gas Storage – Emergency Response, Site-Specific Health & Safety Plan form;
- **Consider** the need to evacuate the immediate area and order evacuation if required – as per Wild Goose Facility Evacuation procedures;
- **Ensure** the incident has been identified, energy sources have been isolated, if possible, the facility has been Emergency Shutdown (ESD) and appropriate notifications have been made;

  Appropriate notifications are e.g., 911, police, fire, ambulance, etc.;
- **Secure** the area and isolate the scene;
- **Collect/confirm** critical information about the incident – Who? What? Where? When? How? Document for records;
- **Initiate** a partial or full plant or field evacuation, as required;
- **Activate** the Emergency Response Team (ERT) if required.

  Note - if the ERT is activated, the Incident Command Team (ICT) Deputy Incident Commander (ICT-IC2) MUST be notified.
- **Activate** the Incident Command Team (ICT – see Section 4.1.2) if required.

- ONLY if safe to do so, **direct** on-site employees to contain/control the situation;
- In the case of small spills, utility failures, other localized incidents, **work** with the most senior facility operator to direct response activities;
- **Coordinate** response operations with the Operations Section; and
- **Keep** the ICT Incident Commander informed, (either directly, or through the ICT Operations Section if a full ICT has been established.

2.1.4 Incident Command Team – Incident Commander (ICT-IC)

The Incident Command Team-Incident Commander (ICT-IC), typically the Production Coordinator or their designate, are on call, 24 hours a day, 7 days a week. Upon being notified of an incident, the ICT Incident Commander will decide the level of ICT response needed and notify:

- The Niska Facility Production Coordinator;
- The on call (24/7) Incident Command Team consisting of the Operations Chief, Planning Chief, Logistics Chief and Finance Chief, as required, and;
- The Command Staff consisting of himself, Deputy Incident Commander (IC2) Safety Officer and External Liaison Officer, as required.

* See Section 4.1.4 – Response Roles vs. Corporate Position.

The ICT-Incident Commander will make this determination based on a personal assessment of the risks involved and support requests coming from the ERT.

The ICT-Incident Commander will also, or delegate to a Deputy Incident Commander (IC2):

- Alert the full ICT;
- Alert the ICT and place it in stand-by mode;
- Alert the ICT and conduct briefing;
- Alert the ICT and dispatch selected team members; and
- Alert the ICT and mobilize for full activation.

2.2 Emergency Levels & Criteria

The level of the emergency is determined by combining Table 1 - Consequence of Incident and Table 2 - Likelihood of Incident Escalating. This results in a ranking of its potential to cause harm to workers, property, public or the environment.

An **emergency** is a present or imminent event outside the scope of normal operations that requires prompt coordination of resources to protect the health, safety, and welfare or people and to limit damages to property and the environment.

Niska classifies all incidents as either an Alert or Emergency Levels 1 (Low), 2 (Medium) or 3 (High). The emergency level is determined by its potential to adversely affect workers, property, public and the environment. The emergency level will dictate the required notification and response actions.

2.2.1 Assessment Matrix for Classifying Incidents

Table 1: Consequence of Incident

Rank	Category	Example of consequence in category
1	**Minor**	• No worker injuries. • Nil or low media interest. • Liquid release contained on lease. • Gas release impact on lease only.
2	**Moderate**	• First aid treatment required for on-lease worker(s). • Local and possible regional media interest. • Liquid release not contained on lease. • Gas release impact has potential to extend beyond lease.
3	**Major**	• Worker(s) requires hospitalization. • Regional and national media interest. • Liquid release extends beyond lease – not contained. • Gas release impact extends beyond lease – public health/safety could be jeopardized.
4	**Catastrophic**	• Fatality. • National and international media interest. • Liquid release off lease not contained – potential for, or is, impacting water or sensitive terrain. • Gas release impact extends beyond lease – public health/safety jeopardized.

Table 2: Likelihood of Incident Escalating*

Rank	Descriptor	Description
1	**Unlikely**	The incident is contained or controlled and it is unlikely that the incident will escalate. There is no chance of additional hazards. Ongoing monitoring required.
2	**Moderate**	Control of the incident may have deteriorated but imminent control of the hazard by the licensee is probable. It is unlikely that the incident will further escalate.
3	**Likely**	Imminent and/or intermittent control of the incident is possible. The licensee has the capability of using internal and/or external resources to manage and bring the hazard under control in the near term.
4	**Almost certain or currently occurring**	The incident is uncontrolled and there is little chance that the licensee will be able to bring the hazard under control in the near term. The licensee will require assistance from outside parties to remedy the situation.

* What is the likelihood that the incident will escalate, resulting in an increased exposure to the public health, safety, or the environment?

Sum the rank from both of these columns to obtain the risk level of the incident.

Table 3: Incident Classification

Risk Level	Assessment Results
Very Low: 2-3	**Alert**
Low: 4-5	**Level 1 Emergency**
Medium: 6	**Level 2 Emergency**
High: 7-8	**Level 3 Emergency**

2.2.2 Possible Responses for Specified Incidents

Responses	Alert	Level 1 Emergency	Level 2 Emergency	Level 3 Emergency
Communications Internal	Discretionary, depending on company policy.	Discretionary, depending on company policy.	Immediate notification of off-site management.	Immediate notification of off-site management.
External public	Courtesy at company discretion.	Mandatory for individuals within the EPZ requiring notification.	Planned and instructive as per the specific ERP.	Planned and instructive as per the specific ERP.
Media	Reactive, as required.	Reactive, as required.	Proactive-media management to local or regional interest.	Proactive-media management to national interest.
Government	Notify appropriate government agency if public contacted.	Notify appropriate government agency and local authority, if required for initial response.	Notify appropriate government agency and local authority.	Notify appropriate government agency and local authority.
Actions Internal	On-site, as required by company.	On-site, as required by company. Initial response undertaken in accordance with the specific or corporate level ERP.	Predetermined public safety actions are under way. Corporate management team alerted and may be appropriately engaged to support on-scene responders.	Full implementation of emergency management system ICS / NIMS.
External	On-site, as required by company.	On-site, as required by company.	Potential for multi-agency (operator, municipal, provincial, or federal) response.	Immediate multi-agency (operator, municipal, provincial, or federal) response.
Resources Internal	Immediate and local. No additional personnel required.	Establish what resources would be required.	Limited supplemental resources or personnel required.	Significant incremental resources required.
External	None.	Begin to establish resources that may be required.	Possible assistance from government agencies and external support services, as required.	Assistance from government agencies and external support services, as required.

3.0 Contact Lists

3.1 Niska Contact Lists

3.1.1 Niska U.S.A. Facility Contacts

Wild Goose Gas Storage Facility 24-Hour Emergency Number 1-866-940-7351

Corporate Position	Contact	Business	Facsimile	Cellular
Operations & Maintenance Coordinator	Pat Baynard	530-846-7385	530-846-7353	530-363-0032
Operator	Grant Bozarth	530-751-8170	530-846-7353	530-624-0112
Operator	Stacy Brackin	530-751.8170	530-846-7353	530-363-0017
Mechanic	Richard Holland	530-751-8171	530-846-7353	530-624-0288
Operator	Justin Jarramillo	530-751-8170	530-846-7353	530-363-0019
Mechanic	Matthew Jones	530-751-8163	530-846-7353	530-363-0015
Operator	Lee Killough	530-751.8170	530-846-7353	530-624-0294
Operator	Dana Moffett	530-751-8162	530-846-7353	530-624-0289
Instrument Technician	Daniel Pleger	530-751-8173	530-846-7353	530-363-0034
Conference Room		530-751-8168		

3.1.2 Niska Calgary Contacts

Corporate Position	Contact	Business	Residence	Cellular
President, CEO & COO	Simon Dupere	403-513-8709	403-663-2177	403-803-8904
Executive VP	Rick Staples	403-513-8616	403-284-1575	403-560-9272
VP, General Counsel & Corporate Secretary	Jason Dubchak	403-513-8647	403-209-2878	403-681-1587
Chief Financial Officer	Vance Powers	403-513-8724	610-285-2434	610-207-2926
EHS & S Coordinator	Kelly Baltimore	403-513-8663	403-912-5106	403-988-7041
Manager Engineering & Ops	Gary Theberge	403-513-8631	403-460-0068	403-863-8586
Drilling & Completion Specialist - Consultant	John Craig	403-513-8708	403-242-7977	403-540-0922
Facility Engineering	John Shelford Swift Engineering	403-705-4800	Not Available	403-804-4949
Vessel Inspection	Izak Roux P. Eng. RAE Engineering and Inspection Ltd.	780-469-2401	Not Available	780-405-2512
	Stephen Comstock	403-544-5114	Not Available	403-581-8527

3.2 Mutual Aid Contacts

Mutual Aid Assistance	24-hour	Office	Cellular
As of 2012-03-01, no specific organizations or corporations have been contracted by Niska to fulfill a contracted mutual aid role. *Information to be completed at a future date*.			
U.S.A. - CA			

3.3 California Government Contacts

Agency	Location	Business	Other
Butte County - Air Quality Management District www.bcaqmd.org	Chico	855-332-9400	24 Hr: 530-332-9400 ext.4
Butte County - Environmental Health Division (County CUPA)* www.buttecounty.net/publichealth/	Oroville	530-538-7281 530-538-5322	Fax: 530-538-5339
Butte County – Office of Emergency Services http://www.buttecounty.net/Office%20of%20Emergency%20Mgmt.aspx	Oroville	530-538-7373	
Butte County Sheriff www.buttecounty.net/SheriffCoroner.aspx	Oroville	530-538-7321 Ext. 2	
Cal-Fire Emergency Command Center * www.fire.ca.gov	Oroville	24 Hr: 530-538-6460	Emergency Command Center (ECC) 530-533-6363
California Department of Fish and Game * www.dfg.ca.gov Office of Spill Protection and Response (OSPR) www.dfg.ca.gov/ospr	Sacramento	916-445-0411 916-445-9338	
California Highway Patrol (CHP) www.chp.ca.gov	State Wide	911 24 Hr: 530-879-1900	Oroville 530-538-2700 Yuba City 530-674-5141
California Office of Emergency Services (OES) * www.oes.ca.gov	State Wide	Spill Reporting: 800-852-7550	916-845-8510
California Public Utilities Commission (CPUC) * www.cpuc.ca.gov/puc/	State Wide	415-703-2782 24 Hr: 800-235-1076	800-235-7128
Cal-OSHA www.dir.ca.gov/dosh/CalOSHA.htm	Chico	530-895-4761	530-224-4743

Agency	Location	Business	Other
Central Valley Regional Water Board	Redding	530-224-4845	Dale for Groundwater 530—224-4786
Colusa County Environmental Health (County CUPA)*	Colusa	530-458-0395	
Colusa County Sheriff's Department www.colusasheriff.com Lt. Russ Jones, Support Services rjones@colusasheriff.com Scott Marshall, Sheriff-Coroner smarshall@colusasheriff.com	Colusa	911	24 Hr ECC: 530-458-0200
Division of Oil, Gas and Geothermal Resources (DOGGR) www.conservation.ca.gov/dog/Pages/Index.aspx	Sacramento	916-322-1110 Ask for Engineer on call	
Gridley Fire Department http://www.gridley.ca.us/city-departments/fire-department	Gridley	911 Cal Fire ECC: 530-933-6363	530-846-5711
U.S. Department of Transportation * www.dot.gov	Washington D.C.	202-366-4000	
U.S. National Response Center * www.nrc.uscg.mil/nrchp.html	Washington	800-424-8802	202-267-2180 Fax: 202-267-1322

* Must be contacted immediately at onset of incident.

In California the following agencies should be notified at the onset of an "Incident":

- Local 911(Cal-Fire) (Gridley Fire Department),
- County Sheriff,
- County Certified Unified Program Agency (County CUPA),
- California Highway Patrol (CHP)(911),
- Cal OES,
- Cal Fish and Game,
- Cal Public Utilities Commission,
- U.S. Dept. of Transportation, and
- U.S. National Response Center.

Other agencies may be called or added if needed based upon the needs of the "Incident" (i.e. Fed EPA, Coast Guard etc.). An incident is defined in Section 2.1 *Notification and Alerting*.

3.4 California Support Services Contacts

** Verify Niska MSA with all contractors **

Industry Support Services / Contractors			
Contractor	**Location**	**Business**	**Other**
Cal-Fire Emergency Command Center	Oroville	24 Hour: 530-538-6460	Emergency Command Center (ECC): 530-533-6363
Electricity Provider – PG&E	Shafter	800-743-5002	
Emergency Response Advisor - Shepherd Risk and Safety Advocates – Gary Shepherd	Indio, CA	760-702-2310	760-347-0715
Industrial Fire Fighters – Gridley Fire Dept.	Gridley	911	
Pipeline Transporters – PG&E	n/a	800-228-1353	
Road Maintenance – Butte County	Gridley	530-846-2515	530-624-5574
Spill Clean-up - Ramos Environmental	West Sacramento	800-456-7745	916-371-5747
Vacuum Truck/Steamer - Mervin Clark	Sutter	530-755-0596	530-701-8077
Well Control - United Well Control	Bakersfield	661-397-4875	

4.0 Emergency Response Role and Duty Checklists

4.1 Niska Personnel Responsibilities

Niska has divided incident response into three teams which will be activated depending on the severity, and degree of response required to mitigate the situation regardless of the emergency level.

4.1.1 Emergency Response Team (ERT)

4.1.2 Incident Command Team (ICT)

4.1.3 Crisis Management Team (CMT)

Other factors such as the degree of interest or concern by the media, the public, and/or various levels of government, the cost and potential duration of the response, and potential liabilities arising from an incident must also be considered.

If an emergency situation occurs:

- Ensure no further danger to yourself.
- Avoid the temptation to rush-in and address the incident.
- Stop, think and remain calm.
- Ensure the safety of all persons.
- Identify the Emergency Level.
- Flip to the page of your response role in Section 4.0.
- Complete your response duties.
- Ensure that all activities and correspondence with residents, contractors, government agencies, industrial operators and any other third parties are well documented. Use the Time and Event Log in Section 15.0, "*Report Forms*".

4.1.1 Emergency Response Team (ERT)

The Emergency Response Team, consisting of the Public Safety Coordinator and their direct reports; EPZ Rovers, Evacuation Coordinator, Telephone Callers, Roadblock Supervisor and Air Monitoring Personnel are located at the On-Site Command Post. The ERT's primary tasks are to:

- Identify nature of incident.
- Ensure no further danger to yourself.
- Avoid the temptation to rush-in and address the incident.
- Ensure the safety of all workers.
- Isolate hazards and energy sources.

- Assess the situation (i.e., spill size, severity, likely impacts, etc).
- Take appropriate action to secure, assess and control the incident if safe to do so.
- Activate the Incident Command Team.
- Initiate evacuation procedures, if required, and
- Notify appropriate agencies.
  Refer to Section 3.3 *"California Government Contacts"*.

4.1.2 Incident Command Team (ICT)

The Incident Command Team (ICT), consisting of: the Command Staff (Incident Commander, Deputy Incident Commander, Safety Officer and External Liaison Officer) and the General Staff (Operations Chief, Planning Chief, Logistics Chief and the Finance Chief) are responsible for planning, managing and directing the response to incidents at Niska facilities. The ICT report to the Incident Commander and are located at the Emergency Operations Center (EOC).

The ICT's primary duties are to:

- Plan, coordinate and manage the overall response in conjunction with the ERT and appropriate emergency agencies and government authorities.
- Ensure that response actions are planned and implemented in accordance with identified response priorities and all legal / regulatory requirements.

4.1.3 Crisis Management Team (CMT)

The Crisis Management Team (CMT) is comprised of Calgary Senior Management, Legal Officer and the Communication Officer. The CMT's role is to support the ICT during the response to Level 2 or Level 3 incident, and to protect the company's major overall business and financial interests, and its reputation as a responsible corporate citizen.

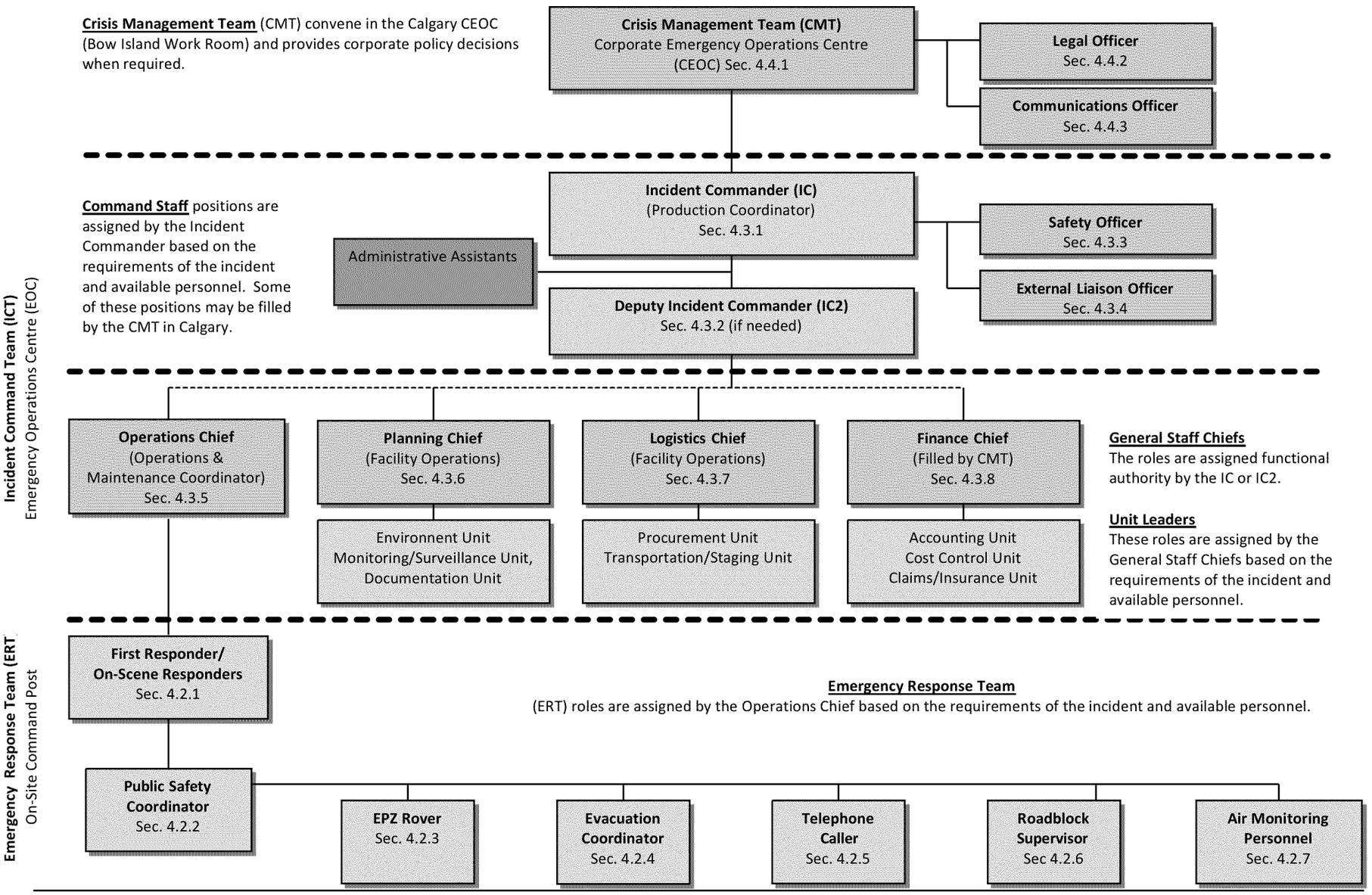
Refer to Section 2.2.1 - Assessment Matrix For Classifying Incidents.

The CMT Leader meets with all core advisors and explains the situation. All core advisors assess the impact of the crisis on their departments. Based on this analysis the CMT leader will prioritize the response to reduce the impacts.

The CMT is responsible for providing clear, accurate and timely information about the response to the media, the community and other outside stakeholders and the crisis management team.

The CMT will assemble at the Niska Gas Storage head office Corporate Emergency Operations Center (CEOC) located at 400, 607 8th Ave SW Calgary, Alberta, Canada, in Room 433, the Bow Island Work Room.

Figure 4.1 – Niska Incident Command System (ICS)



4.1.4 Response Roles vs. Corporate Position

The following outlines the Corporate Position to the Emergency Response Roles.

	Niska Corporate Position		Emergency Response Role
Emergency Response Team	First Available Niska Facility Operator	⇒	First Responder / On-Scene Responders (Section 4.2.1)
	Designated Niska Facility Operator	⇒	Public Safety Coordinator (Section 4.2.2)
	Designated Niska Facility Operator	⇒	EPZ Rover (Section 4.2.3)
	Designated Niska Facility Operator	⇒	Evacuation Coordinator (Section 4.2.4)
	Designated Niska Facility Operator	⇒	Telephone Caller (Section 4.2.5)
	Designated Niska Facility Operator	⇒	Roadblock Supervisor (Section 4.2.6)
	Designated Niska Facility Operator	⇒	Air Monitoring Supervisor (Section 4.2.7)
Incident Command Team	Production Coordinator or their designate	⇒	Incident Commander (IC) (Section 4.3.1) Deputy Incident Commander (IC2) (Section 4.3.2)
	Facility or Calgary Corporate Positions	⇒	Command Staff Safety Officer (Section 4.3.3), & External Liaison Officer (Section 4.3.4)
	Operations and Maintenance Coordinator	⇒	Operations Chief (Section 4.3.5)
	Designated Niska Facility Personnel	⇒	Planning Chief (Section 4.3.6)
	Designated Niska Facility Personnel	⇒	Logistics Chief (Section 4.3.7)
	Designated Niska Facility Personnel (filled from CMT)	⇒	Finance Chief (Section 4.3.8)
CMT	Calgary Corporate Positions	⇒	Crisis Management Team (CMT) Legal Officer (4.4.2) Communication Officer (4.4.3)

Emergency Response Team - EMT (Field Location).
Incident Command Team- ICT (Field Location).
General Staff Chiefs – (Field Location)
Crisis Management Team - CMT (Calgary).

4.2 Emergency Response Team (ERT)

4.2.1 First Responder / On-Scene Responders (ERT)

The First Responder will likely be the **first Wild Goose employee** to become aware of the incident. The First Responder will assume the role of Incident Commander until a more qualified person assumes command and is responsible for investigating emergency incidents and supervising on-site emergency response activities.

The First Responder will declare an emergency level following initial investigations or following discussions with employees of greater authority.

Alert / Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)

• Immediately attend to protecting life and ensuring the safety of all Niska and contract personnel.
• Investigate odor complaints, reports of fire or smoke, or production upsets in the plant and initiate actions to correct an upset or release.
• Administer first aid to injured parties, as required.
• Eliminate all ignition sources.
• Notify the Control Room/ or supervisor of a Level 1 Emergency.
• Continuously monitor air for flammable and/or toxic gases using portable gas monitors.
• Determine flow rate of gas release or volume of substance spilled and relay this information to the Operations Chief.
	• Complete Level 1 duties.
	• Identify consequences of a continuing event.
	• Indicate worker & public safety measures required and environmental protection issues to the Operations Chief.
	• If relieved of responsibility of Incident Commander, inform Incident Commander if emergency escalates.
		• Complete Level 1 and 2 duties.
		• Advise Incident Commander if emergency escalates.
		• Supervise contractor activities on-site.
		• For a fatality, do not disturb the area until representatives from the local police and government agencies have reviewed the scene.
		• Consider all bomb threats seriously. In the case of a threatening phone call:
		  ○ **Listen Carefully.** Keep the caller talking and have someone else contact the local police.
		  ○ Record as much information as possible on the Bomb Threat Form (Section 15.0).
		  ○ Do not hang up the phone after the caller hangs up.
		  ○ Shut-in the facility (ESD).
		  ○ Evacuate all persons from the site.
		  ○ Unlock all drawers, cabinets, and doors to allow search personnel access to all areas of the site.
		  ○ Notify the Incident Commander of Level 3 Emergency Bomb Threat.

First Responder(s)

- **Assess** the scene and determine; what happened, how many people are involved and ensure that there are no further dangers to yourself or others. Always assume that hazards exist and resist the urge to rush in. Ensure others know and are aware of your actions and intentions.
- **Complete** steps 1 – 6 of the Niska Gas Storage - Emergency Response Site Specific Health & Safety Plan for initial response. Completion of the Safety Plan must be completed at the first available moment and submitted to the Incident Commander.
- **Inspect** the scene from a safe distance; use binoculars if practical.
- **Determine** the appropriate monitoring and safety equipment needed to respond safely to this incident (example Self-Contained Breathing Apparatus) and confirm its operation prior to entering the scene.

- **Check** for toxic gases or explosive vapors with an electronic gas detector – (human sense of sight or smell cannot be trusted to determine hazards)
- **Obtain** all relevant MSDS for the products that could be affected
- **Establish** a 'cold, warm or hot' zone around the incident site.
- **Beware** of physical hazards such as debris, structural failures, impaired access/egress, secondary fires, or explosions.
- **Ensure** all sources of ignition are eliminated.

Post Emergency Procedures

- **Initiate** clean up and recharging of equipment only after the Incident Commander has called down the emergency status.
- **Debrief** on-site response personnel, as required.
- **Review** emergency response capabilities and document areas of improvement.
- **Attend** an emergency debriefing meeting and be prepared to discuss:
    - The cause of the incident,
    - Details of emergency response actions taken,
    - Whether response actions were sufficient and response equipment was adequate, and
    - Whether Wild Goose response personnel and support services were able to fulfill their emergency response responsibilities.

4.2.2 Public Safety Coordinator (ERT)

A designated **Facility Operator** will be assigned the role of Public Safety Coordinator by the Operations Chief.

The Public Safety Coordinator is responsible for the Emergency Response Team, coordination and implementation activities involving the isolation, monitoring and evacuation of the EPZ.

The Public Safety Coordinator reports to the Operations Chief until the EPZ has been evacuated.

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Discuss incident with the Operations Chief and determine if the situation could result in the evacuation of any members of the public. • Determine whether the situation warrants involvement of the Logistics team. • Participate in the preparation of the Incident Action Plan. Identify the number of Telephone Callers and Roadblocks which will be required if the emergency escalates to a Level 2. Identify personnel to fill those positions. • Assign the Telephone Callers, Evacuation Coordinator, EPZ Rovers, Air Monitoring Personnel and Roadblock Personnel as required. • Ensure communication equipment is functional. • Process requests for additional resources. • Prepare service and support elements of the Incident Action Plan. • Identify medical support in the area and make preliminary arrangements if necessary.	• Complete Level 1 duties. • Notify the Emergency Response Team (Telephone Callers, Evacuation Coordinator, EPZ Rovers, Roadblock Personnel and Air Monitoring Personnel) of a Level 2 Emergency. • Identify shift replacements for extended operations. • Provide input to, and review, communications, medical and traffic plans.	• Complete Level 1 and 2 duties.

Level 1 (Chemical Spills)	Level 2 (Chemical Spills)	Level 3 (Chemical Spills)
• Complete Level 1 "All Hazards" duties. • Mobilize roadblock crews to isolate the area.	• Complete Level 1 "Chemical Spills" duties and Level 1 and Level 2 "All Hazards" duties. • Dispatch air monitoring personnel if required in consultation with the Operations Chief. • Notify any affected water users.	• Complete Level 1 & 2 duties.
Level 1 (Gas Release)	**Level 2 (Gas Release)**	**Level 3 (Gas Release)**

• Complete Level 1 "All Hazards" duties.
• Identify the EPZ.
• Prepare for evacuation of the public. Notify the County and potential evacuation Centers.
• Identify egress routes, evacuation Centers, and external resources that may be required. Confirm with resource suppliers the estimated time to mobilize to the site.
• Review the potential evacuation and area isolation issues with the Operations Chief.
• Mobilize roadblock crews to isolate the immediate emergency area. Prepare for the isolation of the entire EPZ in the event that the emergency escalates.
• Provide the following information to the Telephone Callers:
  ○ Nature and location of the emergency,
  ○ EPZ requiring notification / evacuation,
  ○ Potential danger to residents, transients, trappers, industry operators, other workers in the area, and
  ○ The specific evacuation information (Section 9.0).
• Notify sensitive residents of a Level 1 Emergency within the EPZ.
• Designate an Air Monitoring Supervisor. Ensure air monitoring is being conducted to determine the location and size of the natural gas plume.
	• Complete Level 1 "Gas Release" duties and Level 1 and Level 2 "All Hazards" duties.
	• Evacuation of the EPZ is required. Determine whether shelter and/or evacuation are required to protect public safety in the EPZ in consultation with the Operations Chief.
	• Initiate evacuation or sheltering of all occupants within the EPZ with the assistance of the County.
	• Determine the priority for contacting the public within the EPZ as outlined in Section 9.3.1.
	• Ensure that the EPZ has been isolated through the establishment of roadblocks.
	• Ensure that all occupants within the EPZ are contacted by the EPZ Rovers or the Telephone Callers.
	• Dispatch Air Monitoring Personnel to determine the location and size of the HVP vapor plume.
		• Complete Level 1 & 2 duties.
		• Confirm evacuation of all occupants from the EPZ.
		• Coordinate resident re-entry visits to the EPZ for livestock or other reasons.

Post Emergency Procedures

- When the Incident Commander has called down the emergency status, **advise** the Evacuation Coordinator, Air Monitoring Personnel, Roadblock Supervisor, Telephone Callers, and EPZ Rovers.
- **Debrief** on-site response personnel, as required.
- **Review** emergency response capabilities and document areas of improvement.
- **Attend** an emergency debriefing meeting and be prepared to discuss:
    - The cause of the incident,
    - Details of emergency response actions taken,
    - Whether response actions were sufficient and response equipment was adequate, and
    - Whether Niska response personnel and support services were able to fulfill their emergency response responsibilities.

4.2.3 EPZ Rover (ERT)

The EPZ Rover is a Niska representative who assists in EPZ occupant notification in the event of evacuation of the EPZ. The **first available Wild Goose Operator** designated by the Public Safety Coordinator will fill the role of EPZ Rover.

The EPZ Rover will only be dispatched for Level 2 and 3 Emergencies.

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Not usually activated.	• Not usually activated.	• Not usually activated.
Level 1 (Chemical Spills)	**Level 2 (Chemical Spills)**	**Level 3 (Chemical Spills)**
• Not usually activated.	• Assist in locating water users.	• Complete Level 2 duties.
Level 1 (Gas Release)	**Level 2 (Gas Release)**	**Level 3 (Gas Release)**
• Review maps of EPZ. • Gather and check emergency response equipment including: o 4X4 pickup, o Intrinsically safe flashlight with extra batteries, o Communication radio, o Hand held electronic LEL & O_2 gas detector, and o 10 LEL detection record forms.	• Complete Level 1 "Gas Release" duties. • Initiate continuous tours of the EPZ. • Assist with the Evacuation of residents, industrial operators and transients within the EPZ. **Evacuation of the area is required.** • Confirm establishment of roadblocks and relay information to the Public Safety Coordinator. • Instruct evacuees of evacuation procedures, if required. • Maintain radio contact with the On-Site Command Post (OSCP), the Public Safety Coordinator, and the Evacuation Center. • Monitor for LEL at least every 10 minutes.	• Complete Levels 1 & 2 "Gas Release" duties.

Post Emergency Procedures

- **Notify** transients in the EPZ of the end of the emergency only after the Incident Commander has called down the emergency status.
- **Initiate** clean up and recharging of equipment.
- **Attend** debriefing of emergency response personnel, as required.
- **Participate** in review of emergency response capabilities and document areas of improvement.

4.2.4 Evacuation Coordinator (ERT)

The First Available **Wild Goose Operator** contacted by the Public Safety Coordinator shall act as the Evacuation Coordinator. The Evacuation Coordinator's responsibilities are notification of the affected area resident/general public, local operators and representation of the Company at the Evacuation Center.

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Not usually activated.	• Not usually activated.	• Not usually activated.
Level 1 (Chemical Spills)	**Level 2 (Chemical Spills)**	**Level 3 (Chemical Spills)**
• Not usually activated.	• Not usually activated. If required use same procedures as outlined for Gas Releases.	
Level 1 (Gas Release)	**Level 2 (Gas Release)**	**Level 3 (Gas Release)**
• Review Section 9.0 "EPZ Evacuation Procedures". • Upon notification from the Public Safety Coordinator carefully review and document the following information: ○ Level of Emergency; ○ Location of the incident and EPZ size; ○ Weather conditions (wind speed and direction); ○ Area Map (road systems and resident locations); and ○ Names and map numbers of the affected area occupants and contact information. • Notify sensitive residents of a Level 1 Emergency within the EPZ. Coordinate the notification with the local municipality emergency services (e.g. fire department, disaster services, etc.).	• Complete Level 1 "Gas Release" duties. • When directed to commence evacuation proceedings: ○ Travel to the Evacuation Center and open the Center in consultation with the county. ○ Ensure that a record is maintained of all persons who arrive at the evacuation Center and acquire a list of those not accounted for using the Evacuation Center Registration Log contained in Section 15.0 "Report Forms". ○ Arrange temporary accommodation for evacuees and address any concerns they may have regarding residence security and feeding of pets or livestock. ○ Provide evacuees with a copy of the Daily Expense Claim Form contained in Section 15.0 *"Report Forms"* and instructions on how to claim for incurred expenses. ○ Obtain and record a telephone number from all evacuees for post emergency follow up. • Upon completion of the designated contacts, relay the following information to the Public Safety Coordinator: ○ Persons who wish to evacuate; ○ Persons who require assistance; and ○ Persons who cannot be contacted. • Ensure all resident locations are visited to confirm evacuation. Dispatch vehicles to locations (as required).	• Complete Level 1 & 2 "Gas Release" duties.

Return of Evacuees

- Once the emergency is over, the decision to permit the return of persons to the area shall be made by the Incident Commander and Operations Chief, in consultation with the applicable regulatory department and local health officials.

- The Evacuation Coordinator shall notify all persons previously requested to evacuate that an emergency condition no longer exists, and all persons may return. Niska shall provide transportation and assistance where required and further instructions on how to claim for expenses incurred due to the emergency.

Post Emergency

- **Attend** emergency response debriefing.

4.2.5 Telephone Callers (ERT)

The **first available Wild Goose personnel** designated by the Public Safety Coordinator will act as the Telephone Callers.

Upon the declaration of a Level 2 Emergency, Telephone Callers will contact occupants in the EPZ.

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Not usually activated.	• Not usually activated.	• Not usually activated.
Level 1 (Chemical Spills)	**Level 2 (Chemical Spills)**	**Level 3 (Chemical Spills)**
• Not usually activated.	• Not usually activated.	• Not usually activated.
Level 1 (Gas Release)	**Level 2 (Gas Release)**	**Level 3 (Gas Release)**

• Review ERP Resident Lists (Section 6.1.12), Notification Forms (Section 8.0), and evacuation text.
• Identify the numbers, locations, and sensitivities of the residents inside the EPZ.
• Assemble / notify additional callers if perceived necessary in the event that the emergency escalates.
• Collect the following information from the Public Safety Officer:
  ○ Nature and location of the emergency,
  ○ EPZ requiring notification/evacuation,
  ○ Potential danger to residents, transients (e.g. hunters) and other industry operators, and
  ○ The specific evacuation information.
• If directed to do so, notify sensitive residents of a Level 1 Emergency within the EPZ.
	• Complete Level 1 "Gas Release" duties.
	• In conjunction with the Evacuation Coordinator and the EPZ Rovers contact all occupants / residents and request that they evacuate the area or shelter in place. Read emergency notification text for Telephone Callers located in Section 8.0.
	• Keep the Public Safety Coordinator informed with the following information:
	  ○ Persons who will not evacuate;
	  ○ Persons who require assistance; and
	  ○ Persons who cannot be contacted.
		• Complete Levels 1 & 2 "Gas Release" duties.

Post Emergency Procedures

- **Advise** occupants and **inform** each of the termination of the emergency only after the Incident Commander has called down the emergency status. Attend emergency response debriefing.

4.2.6 Roadblock Supervisor (ERT)

The **first available Wild Goose plant operator** designated by the Public Safety Coordinator.

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Obtain required information and equipment (map, report forms, communications, safety, LEL monitoring equipment and breathing apparatus). • Review potential roadblock locations and become familiar with egress routes, and area roads. • Organize personnel to operate the roadblocks. Contact support services if required. • Secure the On-Site Command Post & incident site if requested. • Restrict access into the incident site to authorized personnel only and maintain a record of persons entering or leaving the site using the Roadblock Control Log contained in Section 15.0. All those who enter the incident site must first have approval from the Operations Chief.	• Complete Level 1 duties. • Keep the Public Safety Coordinator briefed on incoming personnel and equipment. • Record all contacts with the public and activities related to the movement of people in or out of the zone.	• Complete Level 1 & 2 duties.
Level 1 (Gas Release)	**Level 2 (Gas Release)**	**Level 3 (Gas Release)**
• Complete Level 1 "All Hazards" duties.	• Complete Level 1 "Gas Release" duties and Level 1 and Level 2 "All Hazards" duties. • Establish and maintain roadblocks at required sites to isolate the Emergency Planning Zone. The government transportation department must be notified to close major roads. • Monitor for LEL using handheld detectors at roadblocks. Maintain a record of the results using the LEL Detection Record form contained in Section 15.0 "Report Forms" and immediately report any LEL detection to the Public Safety Coordinator.	• Complete Levels 1 & 2 "Gas Release" duties.

Post Emergency Procedures

- **Remove** roadblocks upon instruction from the Public Safety Coordinator. Return all roadblock equipment to its designated location. Attend emergency response debriefing.

4.2.7 Air Monitoring Personnel (ERT)

The **first available Wild Goose plant operator** designated by the Public Safety Coordinator.

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Not usually activated.	• Not usually activated.	• Not usually activated.
Level 1 (Chemical Spills)	**Level 2 (Chemical Spills)**	**Level 3 (Chemical Spills)**
• Not usually activated.	• Dispatch air monitoring personnel if requested by the Public Safety Coordinator. • Locate downwind of the incident site and conduct the appropriate monitoring following safe work practices and procedures (employ the buddy system). Utilize the appropriate PPE (breathing apparatus and gas detectors.	• Complete Level 2 "Chemical Spills" duties.
Level 1 (Gas Release)	**Level 2 (Gas Release)**	**Level 3 (Gas Release)**
• Obtain required information and equipment (map, report forms, communications, safety, LEL monitoring equipment and breathing apparatus). Review Section 11.0 "*Isolation & Monitoring of the EPZ*". • Locate downwind of the incident site and conduct LEL monitoring following safe work practices and procedures (employ the buddy system). Utilize the appropriate PPE (breathing apparatus and handheld LEL detectors). • Maintain a record of the air monitoring results using the LEL Detection Record form contained in Section 15.0, "Report Forms" and immediately report any LEL detection to the Public Safety Coordinator. • Prepare mobile monitoring plan in conjunction with the Public Safety Coordinator. Contact air monitoring support services.	• Complete Level 1 "Gas Release" duties. • Dispatch Air Monitoring Personnel to determine the location and size of the HVP vapor plume. Monitor plume initially using hand-held gas detectors; subsequently using a continuous downwind monitor and mobile air monitoring units. Immediately report any LEL detection to the Public Safety Coordinator.	• Complete Level 1 & 2 "Gas Release" duties.

Post Emergency Procedures

- **Return** all air monitoring equipment to its designated location. Ensure that batteries are charged prior to storage.
- **Attend** emergency response debriefing.

4.3 Incident Command Team (ICT)

During Level 2 and Level 3 emergencies on Niska worksites, the Incident Command Team (ICT) is responsible for planning, managing and directing the response. The ICT is organized according to the basic principles and organizational structure of the Incident Command System (ICS). An Incident Command Team (ICT) organization chart is shown in Figure 4.1.

The ICT is comprised of two teams, Command Staff and General Staff Chiefs.

The Command Staff includes:

- Incident Commander
- Deputy Incident Commander
- Safety Officer
- External Liaison Officer
- Administrative Assistant

The General Staff Chiefs includes:

- Operations Chief
- Planning Chief
- Logistics Chief
- Finance Chief

This structure provides an overall organizational template. The actual organization activated will depend on the type, size and requirements of the incident and the availability of qualified personnel to fill various positions at the time. The Incident Commander (IC) and Deputy Incident Commander (IC2) are responsible for determining which positions will be filled using the model shown in Figure 4.1 as a guide, and ensuring that the most qualified persons available are assigned to fill the "General Staff Chief" positions. Details of the roles of the IC, IC2 and other ICT members follow in this Sub-Section.

The ICT's primary duties are to:

- **Plan, coordinate and manage** the overall response in conjunction with the ERT and appropriate emergency agencies and government authorities.
- **Ensure** that response actions are planned and implemented in accordance with identified response priorities and all legal/regulatory requirements.
- **Provide** clear, accurate and timely information about the response to the media, the community and other outside stakeholders and the crisis management team.

Incident Command System (ICS)

The Niska Incident Command System (ICS) is administered by the Incident Commander. It is designed to ensure that all incidents are effectively managed and receive appropriate accounting with detailed documentation being produced. The site's ICS provides the ICT with efficient tools for documenting and coordinating a response without limiting their ability to carry out their roles.

By adopting and implementing Incident Command System (ICS) teams, as an integral component of the ICS, the site is able to link efficiently with various fire departments, emergency responders, government agencies, industry responders, etc. all of which use ICS-based systems.

The primary objectives of the ICT are:

- **Maximize** the efficiency of the response.
- **Be** and **be seen** as properly protecting and caring for the public interest.
- **Document** the actions of the ICT and account for their expenditures.
- **Develop** a "Plan" that allows for a shift change to take place and supports the transition from "reacting" to "managing" the incident.
- **Protect** the company's reputation, business, and financial interests.

4.3.1 Incident Commander (ICT – Command Staff)

The **Production Coordinator** or their designate will fill the role of Incident Commander (IC).

The Incident Commander will be located on-site for Level 1 emergencies and at the Emergency Operations Center (EOC) for Level 2 & 3 emergencies and has direct control of the Incident Command Team (ICT).

Role

The Incident Commander is responsible for overall management, command and control of all aspects of the emergency response related to the protection of LIFE, COMMUNITY / PROPERTY, and the ENVIRONMENT. The IC acts as the Incident Command Team's (ICT's) primary link with the Crisis Management Team (CMT), senior government officials, and key outside stakeholders and directs the Incident Command Team. The ICT consists of two groups, the Command Staff (Deputy IC, Safety Officer, External Liaison Officer and the General Staff (Operations Chief, Planning Chief, Logistics Chief and the Finance Chief.

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Obtain incident briefing from prior IC if the IC position has changed. • Appoint the Deputy Incident Commander, and appropriate Command Staff Officers as required by the situation. • Ensure that the External Liaison Officer has contacted the government agencies. • Identify incident conditions (location, weather, access, etc.). • Activate elements of the ICT. Fill out the assignments for the Organization Structure. • Have the Deputy Incident Commander call the first ICT meeting. At the end of the meeting establish Prioritized Objectives and set the time for the next meeting. • When there is sufficient understanding of the facts, authorize the Planning Section to begin the Incident Action Plan Development Process (See Appendix 1.0, A1.3). Regular meetings will continue while Planning develops the Incident Action Plan. • Regularly review the incident level to ensure that it is appropriate. • Approve and authorize implementation of Incident Action Plan. • Confirm that all relevant regulatory authorities have been notified of the incident. • Approve requests for ordering and release of resources. • Provide advice and information to the CMT if required. • Complete the Emergency Response, Site Specific Health and Safety Plan	• Complete Level 1 "All Hazards" duties. • Notify the CMT of a Level 2 emergency. • Appoint additional command staff members as required. • Hold ICT meetings every 1-2 hours. • Meet and brief key stakeholders. Identify their priorities, concerns and issues to be considered in the response to the incident. • In consultation with the Communications Officer, review and comment on media releases and other public statements about the emergency response before public distribution. • Estimate cost and duration of response, damages, liability or compensation. • Complete the Emergency Response, Site Specific Health and Safety Plan	• Complete Level 1 & 2 "All Hazards" duties. • Keep response team General Staff Chiefs and the CMT aware of developments. • Complete the Emergency Response, Site Specific Health and Safety Plan

Level 1 (Gas Release)	Level 2 (Gas Release)	Level 3 (Gas Release)
• Complete Level 1 "All Hazards" duties. • Ensure that initial steps are taken to prepare for evacuation of the EPZ, possibly including notification of local authorities and potential evacuation Centers. • Complete the Emergency Response, Site Specific Health and Safety Plan	• Complete Level 1 "Gas Release" duties and Level 1 and Level 2 "All Hazards" duties. • Order evacuation or sheltering of the EPZ if not already conducted. Provide guidance on whether shelter and / or evacuation should be used to protect public safety in the EPZ. • Order public notification of the incident. • Consult with Operations Chief and the Crisis Management Team on placing well control specialists on stand-by (see "Section 10.0, Ignition Guidelines"). • Complete the Emergency Response, Site Specific Health and Safety Plan	• Complete Level 1 & 2 "Gas Release" duties. • Complete the Emergency Response, Site Specific Health and Safety Plan
Level 1 (Injury)	**Level 2 (Injury)**	**Level 3 (Injury)**
• Complete Level 1 "All Hazards" duties. • Obtain incident briefing; ensure that proper medical response procedures have been implemented. • Ensure that appropriate adjustments are made to operations procedures (if required) during the medical response. • Identify incident conditions (location, weather, access, etc.). • Notify the WCB of all serious injuries or fatalities. • Notify the government agency responsible for pressure vessels and boilers of all serious injuries or fatalities that have resulted from pressure vessel equipment.	• Complete Level 1 "Injury" duties and Level 1 and Level 2 "All Hazards" duties. • Complete Level 1 duties. • Ensure emergency medical services have been called in and are involved in the response. • Ensure the incident scene is not disturbed until after the internal and government agency investigators have completed their investigation, unless conducting a rescue of workers. • Ensure that the local police or state police are notified. • Complete the Emergency Response, Site Specific Health and Safety Plan.	• Complete Level 1 & 2 "Injury" duties. • Identify needs for notification of next-of-kin, and ensure it is handled appropriately (see Section 8.4). • Notify the applicable state authorities (e.g. WCB) of all serious injuries or fatalities. • Notify the applicable state authorities, of all serious injuries or fatalities that have resulted from pressure vessel equipment or contact with electrical equipment. • Complete the Emergency Response, Site Specific Health and Safety Plan.

Post Emergency Procedures

- **Call-down** emergency following consultation with applicable regulatory agencies and on-site Niska representatives when it has been determined that no danger exists to the public, environment or workers. Notify the media of the call-down of the emergency.
- **Debrie**f ICT and CMT, as required.
- **Review** emergency response capabilities and document areas of improvement.
- **Attend** an emergency debriefing meeting and be prepared to discuss:
    - The cause of the incident,
    - Details of emergency response actions taken,
    - Whether response actions were sufficient and response equipment was adequate, and
- **Review** if Niska response personnel and support services were able to fulfill their emergency response responsibilities.
- **Submit** reports, in consultation with the CMT, to CAL/OSHA, DOT, OSHA and all other pertinent state or federal agencies, as required.

Within 30 days of the end of a Level 2 or 3 emergency, and in consultation with the CMT, complete and submit an internal operator incident summary report to Niska management.

4.3.2 Deputy Incident Commander (ICT – Command Staff)

If required, a Niska representative identified by the Incident Commander will fill the role of Deputy Incident Commander.

The Deputy Incident Commander will be located on-site for Level 1 emergencies and at the Emergency Operations Center (EOC) for Level 2 & 3 emergencies.

Role

The Role of the Deputy Incident Commander is to assist the Incident Commander with coordinating communications with the number of positions that may be reporting to the Incident Commander.

Responsibility for the overall assessment, planning, and effective implementation of physical response operations through the ICT Sections and Emergency Response Team (ERT) by ensuring that the individual General Staff Chiefs; Operations, Planning, Logistics and Finance (see ICT in Section 4.1.2) are working in accordance with the prioritized objectives established by the Incident Commander (refer to Figure 4.1). Organizes the ICT and appoints the General Staff Chiefs based on the actual and projected requirements of the incident and ensures that the Emergency Operations Center (EOC) is properly equipped and fully operational.

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Obtain incident briefing from Operations Chief. • Appoint the General Staff Chiefs (Operations, Planning, Logistics, Finance) based on available personnel & the incident requirements. • Identify incident conditions (location, weather, access, etc.). • Allocate or assign available personnel to each Section in consultation with the General Staff Chiefs, depending on the nature and requirements of the incident and the IC's Prioritized Objectives. • Ensures that the General Staff Chiefs are working in accordance with the Prioritized Objectives identified by the Incident Commander. • Schedule and chair regular meetings involving Command Staff Officers, General Staff Chiefs, and other key personnel as required throughout the response. • Keep the Incident Commander fully apprised of all critical developments, decisions, & actual / planned response actions. • Brief and direct the General Staff Chiefs on an ongoing basis. • Advises the General Staff Chiefs of changes to the Prioritized Objectives of the response. • Ensures that the General Staff Chiefs are working in accordance with the Prioritized Objectives identified by the Incident Commander.	• Complete Level 1 duties. • Ensures that sufficient personnel are available to complete a shift change in the command post if the response is likely to extend over an extended timeframe. • Hold ICT meetings every 1-2 hours until the IC has a good understanding of the facts. • Ensure Planning is updating the posted information (Task Board & Area Map). • Ensure Planning is assembling the Status Reports.	• Complete Level 1 & 2 duties.

Level 1 (Gas Release)	Level 2 (Gas Release)	Level 3 (Gas Release)
• Complete Level 1 "All Hazards" duties. • Ensure that initial steps are taken to prepare for evacuation of the EPZ, possibly including notification to local authorities and potential evacuation Centers. • Have identified likely neighborhood related issues that may impact the ability to implement effective potential evacuation procedures.	• Complete Level 1 "Gas Release" duties and Level 1 and Level 2 "All Hazards" duties. • Provide guidance on whether shelter and / or evacuation should be used to protect public safety in the EPZ. • Review the situation with the General Staff Chiefs. Identify criteria for increasing the emergency level, as well as criteria for gas ignition. Ensure ignition requirements are understood by all General Staff Chiefs (see Section 10.0, "Ignition Guidelines").	• Complete Level 1 & 2 "Gas Release" duties.

Post Emergency Procedures

- Notify and debrief General Staff Chiefs, as required.
- Review emergency response capabilities and document areas of improvement.
- Organize the emergency debriefing meeting and be prepared to discuss:
    - The cause of the incident,
    - Details of emergency response actions taken,
    - Whether response actions were sufficient and response equipment was adequate, and
    - Whether Niska response personnel and support services were able to fulfill their emergency response responsibilities.

4.3.3 Safety Officer (ICT - Command Staff)

A Niska representative, in all likelihood the EHS&S Coordinator, will be assigned by the **Incident Commander** to fill the role of Safety Officer.

The Safety Officer will be located at the Corporate Emergency Operations Center (CEOC) for Level 1 emergencies and at the Emergency Operations Center (EOC) for Level 2 & 3 emergencies.

Role

The Safety Officer is responsible for ensuring those response procedures are conducted with utmost regard for the safety of responders, employees, and the public at all times throughout the response. May overrule or cancel response activities or plans that are deemed to be unsafe or unusually hazardous to the health and safety of response personnel and ensures that appropriate measures are taken to secure the incident site and to deny access to unauthorized personnel.

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Assesses the situation to determine the primary safety hazards and risks for workers, and ERT / other on-site responders, and the appropriate level of security at the scene. • Completes a Safety Message form (refer to Section 15.0 – "Safety Message Form") and makes sure information is distributed to the ICT. • If not already activated, exercises authority to activate the Emergency Response Team (ERT), and/or Incident Command Team (ICT) based on their assessment of the situation (if not already conducted by the IC). • Identifies the primary safety hazards at the scene of the incident and advises the Incident Commander accordingly. Prepare a Site Safety Plan for the response. • Ensures proper First Aid facilities and support are established for on-site responders. • Monitors response activities, and consults with / supports the Incident Commander. • Attends meetings to provide input or comments from a safety of life perspective – may overrule planned response actions if deemed unsafe or high risk. • Advises/updates the Incident Commander on all safety-related matters on an ongoing basis.	• Complete Level 1 duties.	• Complete Level 1 & 2 duties.

Level 1 (Gas Release)	Level 2 (Gas Release)	Level 3 (Gas Release)
• Complete Level 1 "All Hazards" duties. • Ensure safety gear (gas detectors) are available on-site, and that all personnel involved in the response are familiar and trained with its use.	• Complete Level 1 "Gas Release" duties and Level 1 and Level 2 "All Hazards" duties.	• Complete Level 1 & 2 "Gas Release" duties.
Level 1 (Chemical Spills)	**Level 2 (Chemical Spills)**	**Level 3 (Chemical Spills)**
• Complete Level 1 "All Hazards" duties. • Establish and oversee a monitoring program that ensures that hazards associated with the spill are closely evaluated on a continuous basis. • Develop a spill site safety program and ensure that the response teams are regularly briefed and that all work is performed in a safe manner.	• Complete Level 1 "Chemical Spills" duties and Level 1 and Level 2 "All Hazards" duties.	• Complete Level 1 & 2 "Chemical Spills" duties.
Level 1 (Injury – Minor First Aid)	**Level 2 (Injury – Medical Aid)**	**Level 3 (Injury)**
• Complete Level 1 "All Hazards" duties. • Ensure that First Aid is being supplied to injured personnel / public.	• Complete Level 1 "Injury" duties and Level 1 and Level 2 "All Hazards" duties. • Ensure emergency medical services have been called in and are involved in the response. • Ensure the incident scene is not disturbed until after the internal and government agency investigators have completed their investigation (unless conducting a rescue of workers). • Determine the most appropriate route to the hospital of choice, and informs the IC. • Provide input to IC on next-of-kin notifications. Note: Notification to family of injured worker(s) requiring medical aid is required.	• Complete Level 1 & 2 "Injury" duties. • Initiate steps to provide critical stress debriefing to staff members involved in the operations / response. • Provide input to the IC on next-of-kin notifications.

The Safety Officer will use the Niska Gas Storage Health & Safety Plan to support the development of an effective emergency response. This template is not meant to be comprehensive.

Contents of the Health & Safety Plan Include:

1. Incident Information
2. Products/Chemicals Involved
3. Primary Hazards
4. Personal Protective Equipment
5. Hot Zone Authorized Entrants
6. Site Map
7. Secondary Hazards
8. Evacuation Plan
9. Nearest Hospital
10. Proposition 65 Notices
11. ICS Organization
12. Enforcement / Regulatory Agencies (On Site)
13. Contractors (On Site)
14. Hot Zone Entry Objectives
15. Decontamination Checklist
16. Atmospheric Monitoring
17. Authorization Signatures

Post Emergency Procedures

- **Review** emergency response capabilities and document areas of improvement.
- **Debrief** on-site response personnel, as required.
- **Attend** emergency debriefing meeting and be prepared to discuss:
    - The cause of the incident,
    - Details of emergency response actions taken,
    - Whether response actions were sufficient and response equipment was adequate, and
    - Whether Niska response personnel and support services were able to fulfill their emergency response responsibilities.

4.3.4 External Liaison Officer (ICT - Command Staff)

The Niska **EHS&S Coordinator** will fill the role of External Liaison Officer.

The External Liaison Officer will potentially be located in their Calgary office for Level 1 emergencies and at the Emergency Operations Center (EOC) for Level 2 & 3 emergencies.

Role

The External Liaison Officer is responsible for ensuring that the questions, issues, and concerns of key external stakeholders (non-media) residents, government agency representatives, elected officials, and community groups resulting from an emergency incident are identified and handled in a timely and responsive manner by the Incident Command Team. The External Liaison Officer works closely with the Incident Commander in managing the Stakeholder Forum effectively.

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Notify relevant regulatory agencies and the corresponding county agencies / municipalities of Level 1 Emergency (e.g. Cal/OSHA). • Meet with and brief all key external stakeholders arriving at the command post about the incident and the status/progress of the response. • Act as the primary linkage between the ICT and emergency personnel from the local municipality • Ensure that suitable working/meeting space is available for key stakeholders at or near the command post (e.g., telephones, desks, etc.) • Identify and list stakeholder concerns and issues and brings them to the attention of the Incident Commander and other ICT members as required • Handle miscellaneous questions or requests from stakeholder representatives in a timely manner, and without interruption or disruption of the ICT's activities. • Organize, schedule, and conduct stakeholder briefing sessions, tours, and/or meetings with the Incident Commander (and other ICT members) throughout the response. • Attend meetings as required to provide input or comments from the perspectives of concerned or affected stakeholders. • Advise/update the Incident Commander on stakeholder-related issues on an ongoing basis.	• Complete Level 1 duties. • Notify relevant regulatory agencies (e.g., Cal/OSHA). • Notify corresponding municipalities, of Level 2 Emergency • Notify WCB of Level 2 Emergency if injury or potential for injury. • Notify the local police. • Notify appropriate authorities with responsibilities similar to above. *See Section 3.3 California Government Contacts.*	• Complete Level 1 & 2 duties. • Contact all previously notified government and external agencies to advise of Level 3 Emergency.

Post Emergency Procedures

- Only after the Incident Commander has terminated the emergency, **notify** all previously contacted external agencies.
- **Attend** an emergency debriefing meeting.
- **Submit** reports, in consultation with the CMT, to CAL/OSHA, CPUC, DOT, OSHA and all other pertinent state or federal agencies, as required. See Section 3.3 "*California Government Contacts*".

4.3.5 Operations Chief (ICT – General Staff)

The **Operations & Maintenance Coordinator,** or their designate, will fill the role of the Operations Chief.

The Operations Chief will be located on-site for all levels of emergency.

Role

The Operations Chief is responsible for planning, and directing the safe, timely, & effective physical response to an emergency incident by the ERT and other on-scene responders (e.g., contractors and service companies).

During non-emergency conditions, a **Niska representative** will, at the discretion of Niska Operations Management, tour the Emergency Planning Zones (EPZ's) at least once per year, or more frequently if occupants change, to ensure that the occupants (i.e. landowners and residents) in the emergency planning zone are advised of the hazards and characteristics of natural gas, the emergency response procedures, and safety measures employed by Niska.

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Supports the response by ERT personnel in consultation with the Operations Chief. • Assist the Incident Commander in determining the size of the EPZ and cold, warm and hot zones. • Consults with other responders on how to respond to the incident safely and effectively. • Develops and implements tasks (response actions / countermeasures). • Participate in the preparation of the Incident Action Plan by developing the tactical operations part of the plan. • In consultation with the Safety Officer, ensures that proper safety precautions are communicated to Niska field personnel and contractors and that it is enforced. • Brief and assign operations personnel in accordance with the Incident Action Plan. • Provides ongoing supervision and direction to outside contractors and companies assisting with the response. • Attends all meetings to provide operational input as required. • Keeps the Incident Commander updated on the situation and new developments at all times.	• Complete Level 1 duties. • Move to the Emergency Operations Center (EOC). • Provide advice to the Incident Commander and Public Safety Coordinator on resident evacuation / sheltering. Consult with the IC and IC2.	• Complete Level 1 & 2 duties.

Level 1 (Chemical Spills)	Level 2 (Chemical Spills)	Level 3 (Chemical Spills)
• Complete Level 1 "All Hazards" duties. • Select initial and subsequent control and containment points in consultation with the Operations Chief. • Ensure that the Oil-spill Co-op have been contacted and mobilized. • Bring in specialized equipment to shut off, contain, and/or dispose of leaking product.	• Complete Level 1 "Chemical Spills" duties and Level 1 and Level 2 "All Hazards" duties. • Ensure the Public Safety Coordinator has dispatched mobile environmental monitoring if required.	• Complete Level 1 & 2 "Chemical Spills" duties.
Level 1 (Gas Release)	**Level 2 (Gas Release)**	**Level 3 (Gas Release)**
• Complete Level 1 "All Hazards" duties. • In consultation with the Incident Commander and First Responders determine the Emergency Planning Zone (EPZ). • Ensure that initial steps are taken to prepare for evacuation of the public, possibly including notification of local authorities and potential evacuation Centers.	• Complete Level 1 "Gas Release" duties and Level 1 and Level 2 "All Hazards" duties. • Evacuation of the EPZ is required. Ensure that evacuation or sheltering of residents within the EPZ has been initiated. • Ensure that the EPZ has been isolated and that public notification of the incident has been conducted. • Ensure ignition requirements are understood by all team General Staff Chiefs (see Section 10.0, "*Ignition Guidelines*").	• Complete Level 1 & 2 "Gas Release" duties.

Post Emergency Procedures

- **Review** emergency response capabilities and document areas of improvement.
- **Debrief** the Incident Commander and Public Safety Coordinator.
- **Attend** an emergency debriefing meeting and be prepared to discuss:
    - The cause of the incident,
    - Details of emergency response actions taken,
    - Whether response actions were sufficient and response equipment was adequate, and
    - Whether Niska response personnel and support services were able to fulfill their emergency response responsibilities.

4.3.6 Planning Chief (ICT – General Staff)

The **Incident Commander** will select a Niska Facility operator to fill the role of Planning Chief.

The Planning Chief will be located on-site for Level 1 emergencies and at the Emergency Operations Center (EOC) for Level 2 & 3 emergencies.

Role

The Planning Chief is responsible for overall planning of short, medium and long term response operations in accordance with the prioritized objectives identified by the Incident Commander. Responsible for gathering, organizing, analyzing and disseminating critical information about the incident, identifying the immediate and projected impacts, and preparing a strategic response plan covering the anticipated duration of the response. A number of individuals / responsibilities may form a team under the Planning Chief which may include an Environment Unit, Monitoring / Surveillance Unit, and a Documentation Unit.

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Assesses the situation based on known information, and develop a clear and accurate understanding of the current and likely future situation as the incident progresses. Identify the scope of the Planning Section's response. • Organize the Planning Section's and assign available personnel based on the requirements of the Emergency Level. • Ensure the availability of all required documentation in the command post (e.g., contingency plans, site drawings, maps, etc.) to track and plan the response. • Direct the Planning Section (i.e. Environment Unit, Monitoring / Surveillance Unit, Documentation Unit) in its duties in accordance with the prioritized objectives established by the Incident Commander. • Consult and work with appropriate government agency personnel through the External Liaison Officer. • Ensure critical information is gathered and analyzed to assist in response planning – e.g., spill or plume trajectory modeling, weather forecasts and environmental conditions, environmental sensitivities, appropriate monitoring, testing, and/or sampling activities, etc. • Prepare tactical and strategic plans based on the anticipated requirements of the incident. Develop the Incident Action Plan (See Appendix 1.0, A1.3). • Oversees the Incident Command System (ICS) (i.e. identify situation, how to address incident and present status of incident) for planning and documenting the response - set up and maintains Task Boards / Area Maps in the command post (See Appendix 1.0, A1.1). • Attends all meetings to provide planning input as required. • Capture the TASK information on the Task Board at all ICT meetings. • Create an area map that provides a graphic representation of all response information. • Assemble the initial status report and send to the CMT through the IC. • Updates the Incident Commander on an ongoing basis.	• Complete Level 1 duties.	• Complete Level 1 & 2 duties.

Level 1 (Chemical Spills)	Level 2 (Chemical Spills)	Level 3 (Chemical Spills)
• Complete Level 1 "All Hazards" duties. • Provide regular predictions on spill potential, resources at risk, possible hazards, and weather information.	• Complete Level 1 "Chemical Spills" duties and Level 1 and Level 2 "All Hazards" duties. • Develop strategies and control options. Where appropriate, involve regulatory agencies and outside specialists in the process. • Coordinate development of an environmental protection plan. • Compile and display incident status information at the Emergency Operations Center (EOC).	• Complete Level 1 & 2 "Chemical Spills" duties.

Post Emergency Procedures

- **Ensure** that all documentation associated with the emergency response is maintained and stored appropriately for future reference.
- **Attend** an emergency debriefing meeting.

4.3.7 Logistics Chief (ICT – General Staff)

The **Deputy Incident Commander** will select a Niska Facility operator to fill the role of Logistics Chief.

The Logistics Chief will be located on-site for Level 1 emergencies and at the Emergency Operations Center (EOC) for Level 2 & 3 emergencies.

Role

The Logistics Chief is responsible for the timely, cost effective procurement, delivery, and staging of essential personnel, equipment, supplies and materials, and outside services (i.e., contractors) to conduct and support/sustain response operations for the duration of the incident, which Includes provisioning of company and non-company on-site responders and ICT personnel.

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Assess the situation based on known information, and develop a preliminary estimate of the personnel, equipment, supplies and materials likely to be required by the ERT and ICT. • Supply & support the EOC. • Identify and manage appropriate staging areas. • Organizes the Logistics Section and assigns available personnel based on the requirements of the situation. • Ensure the ERT is properly supplied and equipped in consultation with the Operations Chief and the Safety Officer. • Ensure the command post is properly equipped and functioning if established (e.g., telephones, radios, computers, supplies and materials). • Respond to requests for resources from all sections quickly and cost effectively as possible in accordance with the Incident Commander's Prioritized Objectives. • Obtain accurate costs, delivery modes, and schedules from all suppliers. • Identify staging and assembly areas for personnel and equipment as required, and advise the Operations Chief – ensure equipment is pre-packaged (i.e., operationally complete and functional). • Updates the Deputy Incident Commander on an ongoing basis. • Monitor and document the status of all resources. • Attend all meetings to provide information on projected delivery and staging of resources.	• Complete Level 1 duties. • Provide site security at the Emergency Operations Center (EOC).	• Complete Level 1 & 2 duties.

Post Emergency Procedures

- **Ensure** that all documentation associated with the emergency response is maintained and stored appropriately for future reference.
- **Attend** an emergency debriefing meeting.

4.3.8 Finance Chief (ICT – General Staff)

A Niska finance representative from Calgary assigned by the Crisis Management Team (CMT) will fill the role of Finance Chief.

The Finance Chief will be located at the Niska Calgary Office for Level 1 emergencies and will relocate to the Emergency Operations Center (EOC) during Level 2 & 3 emergencies if required.

Role

The Finance Chief is responsible for protecting the company's financial interests during the emergency response by ensuring that appropriate accounting, cost control and documentation systems and procedures are in place and followed during the response. Also has responsibility for handling potential third party damage and other claims that may be received by the Incident Command Team while response to the incident is still underway.

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Ensure that contracts, purchase orders, requisitions and other related documentation are processed quickly and promptly. • Ensure that appropriate accounting procedures are in place to monitor costs and provide cost estimates for the response as requested by the Incident Commander. • Contacts and consult with Niska's insurer and/or head office personnel (i.e. policies for handling outside claims for compensation, damages and other costs as required by the situation). • Sets up a claims management station in the command post claims from outside parties affected by the incident. • Monitor and audit field operations. • Attend all meetings and update the ICT on financial or cost-related issues.	• Complete Level 1 duties. • Meets with government agency representatives as required on finance matters. • Ensure all personnel time records are collected - including those of agencies that are to pass costs back to the company. • Brief agency administration personnel on all incident related business management issues needing attention and follow up prior to leaving the incident.	• Complete Level 1 & 2 duties.

Post Emergency Procedures

- **Ensure** that all documentation associated with the emergency response is maintained and stored appropriately for future reference.
- **Attend** an emergency debriefing meeting.

4.4 Crisis Management Team (CMT)

Role

The role of the Crisis Management Team is to provide corporate contact to the Incident Commander and make corporate policy decisions where required. The **Chief Operating Officer** will lead the Crisis Management Team and be supported by other Niska corporate managers as required. Depending on the emergency incident, the Legal Officer and the Communications Officer may be assigned and/or filled by members of the CMT.

The CMT has a final decision-making authority on the overall response prioritized objectives, strategies and countermeasures, and major expenditures.

Niska corporate positions that may form the CMT include:

- President & CEO
- EHS & S Coordinator
- Manager Engineering & Operations
- Drilling and Completion Specialist
- Legal Counsel – Legal Officer

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Not usually involved in the response.	• Provide assistance and commit any or all of the corporate resources to the IC. • Make policy decisions for the IC where necessary. • Conduct executive notifications. • Determine whether there are any next-of-kin notifications (NOK) required and develop an action plan with the IC to implement the NOK notifications as per Niska policy (see Section 8.4). • Provide corporate direction in establishing compensation guidelines should it be necessary. • Communicate with customers and partners as required. • Appoint a Communications Officer. • Review and approve press releases and public statements about the emergency response before public distribution. Refer to Section 8.0 on media. • Identify and meet with senior representative(s) of federal, provincial or state government Lead Agency(s) to establish protocols and procedures that will be followed during the response. • Meet and brief key stakeholders. Identify their priorities, concerns and issues to be considered in the response to the incident. • Estimate cost and duration of response, damages, liability or compensation.	• Complete Level 2 duties.

Post Emergency Procedures

- **Ensure** that all documentation associated with the emergency response is maintained and stored appropriately for future reference.
- **Attend** an emergency debriefing meeting.

4.4.1 Communications Officer (CMT)

A Niska representative assigned by the **Crisis Management Team (CMT)**, in consultation with the Incident Commander, will fill the role of Communications Officer. This position will be filled by Niska's COO or their designate.

The Communications Officer will be located at the Corporate Emergency Operations Center (CEOC).

Role

The Communications Officer is responsible for ensuring that the contact/dealings with the media and other public audiences are seen as positive, constructive, credible and responsive following an emergency incident in its operations. Provides accurate, up-to-date information about an incident and the related response on a timely basis in conjunction with other responding agencies or organizations. Refer to Section 8.0 "*Communication*".

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Assess, in consultation with the Incident Commander, the potential level of media interest and coverage related to an incident and advises the Crisis Management Team accordingly. • Identify the type of incident involved and in-house experts that are available to explain the major issues involved with the related hazards. Establish contact with these individuals, get an initial briefing from them, and maintain contact in event future reference is required. • Prepare an initial press release or holding statement about the incident plus potential Questions and Answers, and an information package about the incident. • Review the press release with the Incident Commander, the Legal Officer, the Crisis Management Team, and government agency counterparts (if possible) prior to public distribution. • Consult with the media relations contacts with other responding government agencies to avoid dissemination of inaccurate or conflicting information to the public. • Respond to requests for information from the media and ensure appropriate follow-up to all inquiries. • Plan, schedule and conduct news conferences, interviews, and site tours/visits for the media and other key stakeholders (e.g., residents, community groups, etc.) as permitted by the circumstances of the response. • Ensure Corporate Spokesperson is well-prepared and has accurate, up-to-date information prior to press conferences or interviews. • Keep the Incident Commander updated on a regular basis. • Monitor media feedback about the incident and correct inaccuracies as quickly as possible.	• Complete Level 1 duties. • Identifies and sets up a Media Relations Center separate from, but accessible from, the Corporate Emergency Operations Center (CEOC) if required, based on the size and scope of the incident. • Communicates with the CMT to provide a consistent corporate face to the public and media • Work with the local media and the government agency to provide the area residents with accurate and timely information on the incident and the incident response. Observe constraints on the release of information imposed by the IC.	• Complete Level 1 & 2 duties.

Post Emergency Procedures

- Only after the emergency has been called down by the Incident Commander, **contact** all media outlets and notify them of the end of the emergency situation.
- **Attend** an emergency debriefing meeting.

4.4.2 Legal Officer (CMT)

A member of Niska's Legal Counsel will fill the role of Legal Officer.

The Legal Officer will be located at the Niska Calgary Office for Level 1 emergencies and may relocate to the Emergency Operations Center (EOC) during Level 2 & 3 emergencies if required.

Role

The Legal Officer is responsible for ensuring that the response to an emergency incident is planned and conducted in compliance with applicable federal, state, and county laws and regulations and advises the Incident Commander on potential legal and/or liability issues related to an incident, and works to reduce or minimize the company's exposure to prosecution and liability claims.

Duties

Level 1 (All Hazards)	Level 2 (All Hazards)	Level 3 (All Hazards)
• Identify potential legal and liability issues or considerations arising from an incident and advises the Incident Commander accordingly. • Meet and work with government regulatory enforcement personnel as required by the situation in the collection of evidence, sampling, and statements by company employees following an incident. • Ensure response tactics and countermeasures are conducted in accordance with applicable federal, provincial, state and municipal laws and regulations. • Provide legal interpretations and responds to questions relating to legal matters from ICT members and other responders. • Review all press releases, public statements, and information updates prior to distribution or release to public audiences and the media. • Ensure that actions, decisions, and other events are properly documented from a legal perspective. • Attend meetings as required to provide input or comments from a legal perspective. • Advise and update the Incident Commander on potential legal issues, risk exposures, and related matters.	• Complete Level 1 duties.	• Complete Level 1 & 2 duties.

5.0 Government Involvement

5.1 State of California

The local Emergency Management System (EMS) and the utilization of appropriate contractors can play a significant role in the support of the industrial operator in bringing an emergency incident under control as safely and quickly as possible. The ICS/NIMS was designed to be compatible with industry emergency response plans. By notifying the appropriate government agencies, this ERP will be activated and the support of state and federal agencies secured.

A number of other state and federal agencies provide special services during an emergency. The following section outlines some of the responsibilities of key state agencies during an emergency response.

Butte County

- Activates their Emergency Plan, as required. The County may be directly involved in on-site emergency response actions and will most likely offer assistance in an emergency situation. The County can provide assistance in various ways i.e. opening evacuation centers, setting up roadblocks, issuing emergency directives etc.

- Establishes the Emergency Operations Center (EOC) when required.

- Declares a "State of Local Emergency" if enforced evacuation is required and activates a public Emergency Public Warning System.

- The local authority is required to have a County Emergency Plan (CEP). The CEP is an "all hazards" approach to emergency planning and response. The local authority may also have arrangements and agreements in place with local county and state resources, should they be required. The local authority is the lead agency in matters concerning public safety within its jurisdiction. For the purposes of the CEP, local law enforcement is considered to be a resource of the local authority.

5.2 Federal

The federal government shall be called upon provided the nature or degree of the “Incident” requires a federal response. Based upon ascending levels of Incident needs and management, on-scene management shall make a determination to request federal assistance. Additionally requiring ICS/NIMS incident management to be in place and utilized in a manner which best provides for Federal oversight or management. This is provided the “Incident” has impacted the local, county or state resources in a highly significant manner and is in need of the resources, and abilities of the Federal government to either direct or assist in the management of the “Incident”.

Utilization of a Federal On-Scene Coordinator (FOSC) shall occur in the following manner:

- U.S. Coast Guard: Spills on navigable waters
- EPA: Spills to the Environment
- DOT: Pipeline Releases
- A "Unified Command" should be in place to assure Niska, local county, state or federal agencies, work in a cohesive manner to provide for a timely and effective manner in which to mitigate and resolve the "Incident".
- By utilizing ICS/NIMS "Unified Command" will allow Niska as well as those agencies with different legal, geographic and functional authorities and responsibilities to work together effectively ***without*** affecting individual agency authorities, responsibilities or accountability
- For Accident reporting, DOT shall be notified
- The effected EPA Region shall be notified
- The National Response Center shall be notified
- The Federal Bureau of Investigation shall be notified in the event of either a suspected terrorist act or an incident requiring Federal Investigation.

6.0 Site Specific Information

This Section contains specific operation information for the Wild Goose facilities located in Gridley, California, U.S.A.

The general process of Niska Gas Storage is to allow customers to benefit from both injection and withdrawal flexibility of natural gas.

Wild Goose Gas Storage Facility

The Wild Goose Gas Storage facility consists of 4 reservoirs, 15 storage wells, 4 observation wells and 4 plants with 8 compressors.

- Storage gas capacity 50 BCF
- Peak withdrawal rate 900 MMCF per day
- Peak Injection rate 450 MMCF per day

Location	Latitude/Longitude	GPS Coordinates
Wild Goose Plant	Latitude 39^0 20' 53.16", Longitude -121^0 49' 1.56"	39.348100, -121.817100
Well Pad	Latitude 39^0 19' 28.56", Longitude -121^0 52' 57.72"	39.324600, -121.882700
Mid-Point	Latitude 39^0 21' 45.72", Longitude 122^0 1' 17.76"	39.362.700, -122.021600
Delevan Station	Latitude 39^0 21' 46.44", Longitude -122^0 15' 38.16"	39.362900, -122.260600
High Consequence Area (HCA)	Latitude 39^0 21' 46.09", Longitude -121^0 55 20.75"	39.362800,-121.922400

6.1 Wild Goose

6.1.1 Wild Goose Operations Description

Wild Goose Storage LLC commenced natural gas storage operations in September 1998. It is located at 2780 West Liberty Road approximately 8 miles south west of Gridley California. Natural gas is transmitted to the Wild Goose facility via a Niska owned and operated 30" pipeline from the PG&E metering station located in Delevan California, approximately 25 miles west of the WGS facility at a MAOP of 1200 psi. Gas is then transmitted to the Wild Goose well pad located on the Gray Lodge Waterfowl Reserve via two parallel pipelines, a 18" and a 24" pipeline approximately 4.5 miles SW of the Wild Goose facility and operates at a maximum pressure of 2000 psi.

There is a total of 50 billion cubic feet (BCF) of gas storage injected and withdrawn via a total of 15 gas storage wells. There are 4 observation wells. The facility is considered sweet (0%, hydrogen sulfide (H_2S) concentration).

6.1.2 Wild Goose Emergency Control Systems

A number of flow control, leak prevention and monitoring systems have been installed to minimize the occurrence of emergency incidents involving the Wild Goose facility. These include:

- Emergency Shut-Down (ESD) buttons at each exit of the compressor building.
- Continuous combustible gas detection in each compressor building.
- Ultra-violet fire detection system - "Fire Eyes" - in the compressor building.
- Daily Facility Inspections which are conducted by operations personnel to identify unauthorized activities or operational problems.
- Fire Fighting Equipment: Numerous wall-mounted stored pressure or cartridge operated ABC & CO_2 hand held fire extinguishers are located throughout the facility. Equipment is regularly checked monthly and certified annually.

6.1.3 Wild Goose Emergency Communications

Evacuation Alarm	Continuous horn and flashing red light signaling immediate evacuation of the facility.
Alarm Activation Location	Control Room plus ESD (emergency shut-down) buttons in every building.
Primary Muster Location	Control Room.
Secondary Muster Location	Southwest gate.
Emergency Operations Center (EOC)	Administration building control room.
On-Site Command Post (OSCP)	Strategically located vehicle @ incident location.
On-Site Communication	Landlines, radios, cell phones, e-mail.
Off-Site Communication	Landlines, radios, cell phones, e-mail.
Public Contact Information	Confidential public contact information will be stored in a sealed envelope in the WGS control room. An additional sealed envelope will be kept with the EHS&S Coordinator in Calgary, Alberta, Canada.
Contacting The Facility	Wild Goose is attended 7 days/week from 7:00 AM to 4:00 PM. For normal communications call 530-846-7351. For emergencies call: 1-866-940-7351
Incident Record	The Incident Notification Report & Event Call Log will be used for the duration of the incident (Section 15.0).

6.1.4 Wild Goose Safety Equipment

First Aid Equipment	Automated External Defibrillator (AED) First Aid Kits located in every vehicle and in the administration building.
Spill Response Equipment	Absorbent pads.
Road Block Equipment	None.
Flare Guns	None.

6.1.5 Wild Goose Hazardous Materials Storage

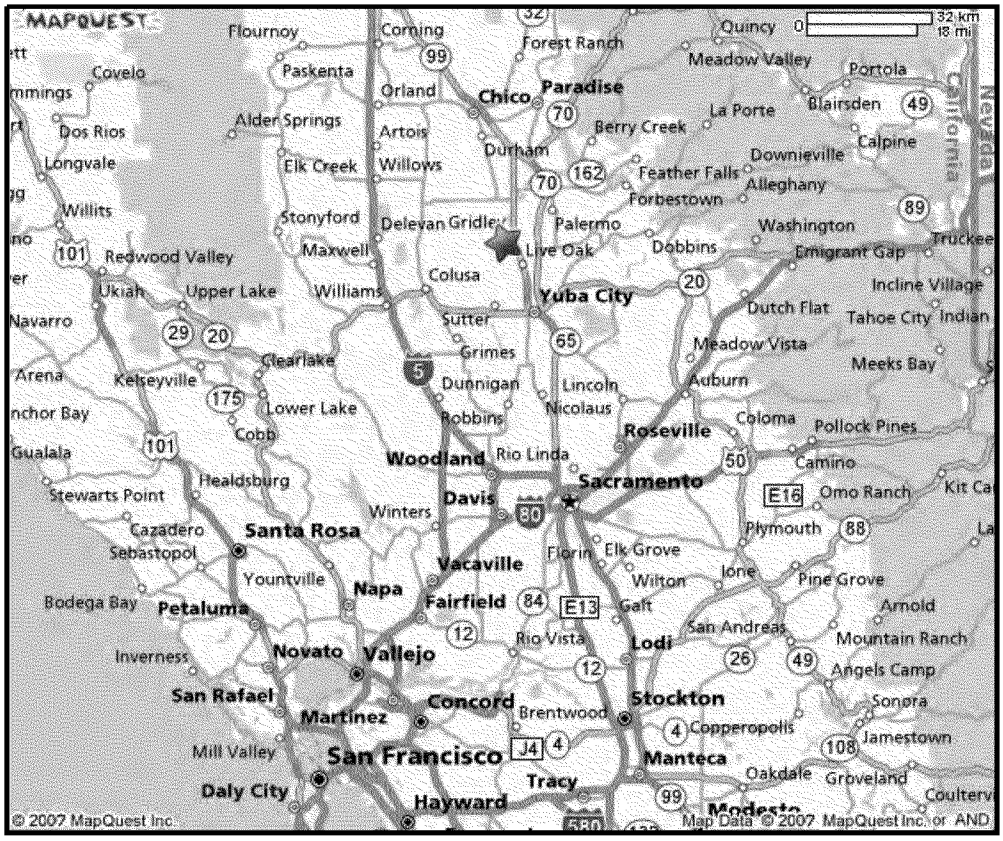
Substance	Container Descriptions	Largest Vessel Volume(s) (Gallons)	Typical Volumes (Gallons)
Diesel Fuel	Steel Drum	55	55
Ethylene Glycol	Tote Bin	7006	3025
Lube Oil	AST	1000	3000
Lube Oil - Pegasus 805	AST	650	990
Methanol (Plant)	Stainless Steel AST	500	350
Produced Water	AST Steel Tanks	(6) – 400 barrel	0
Mineral Spirits	Steel Drum	55	100
Tri-Ethylene Glycol (TEG)	AST Steel Tank (T – 303)	6,000	12,000
Urea	AST	8000	7500
Waste Ethylene Glycol	AST	3000	None generated at this time
Waste Lube Oil	Tank Inside Building	4084	2042

- Wild Goose has an on-site produced water injection well.

6.1.6 Wild Goose Location Directions

The primary access to the Wild Goose gas storage facility is via Gridley, CA.

Latitude (N) +39^0 20’ 53.16” Longitude (W) 121^0 49’ 1.56”
GPS Coordinates 39.348100, -121.817100



From Sacramento:

From Sacramento, travel north on Highway 99 for approximately 65 miles through Yuba City and Live Oak to Gridley.

From Gridley:

1. At Gridley, turn left (west) at the intersection of Highway 99 and Sycamore Street (Sycamore Street is 1 block north of the 4 way stop light)
2. After the city limits, Sycamore Street turns into Gridley/Colusa Highway. Travel 6 miles to the Pennington Road intersection.
3. Turn left (south) onto Pennington Road and travel 1 mile.
4. Turn right (west) on to W. Liberty Road and travel 1 mile to the storage facility.

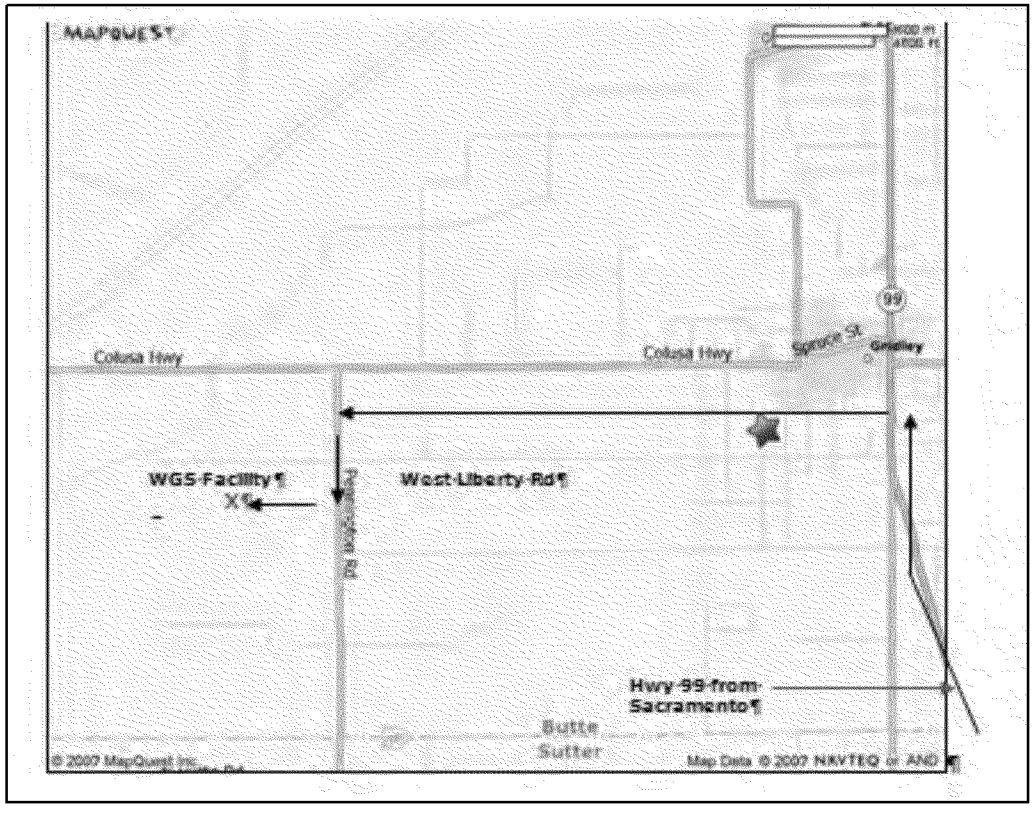
From Chico:

1. From Chico head south on Highway 99 for approximately 29 miles to Gridley.
2. At Gridley, turn right (west) at the intersection of Highway 99 and Sycamore Street (Sycamore Street is 1 block north of the 4 way stop light)
3. After the city limits, Sycamore Street turns into Gridley/Colusa Highway. Travel 6 miles to the Pennington Road intersection.
4. Turn left (south) onto Pennington Road and travel 1 mile.
5. Turn right (west) on to W. Liberty Road and travel 1 mile to the storage facility.

From San Francisco International Airport:

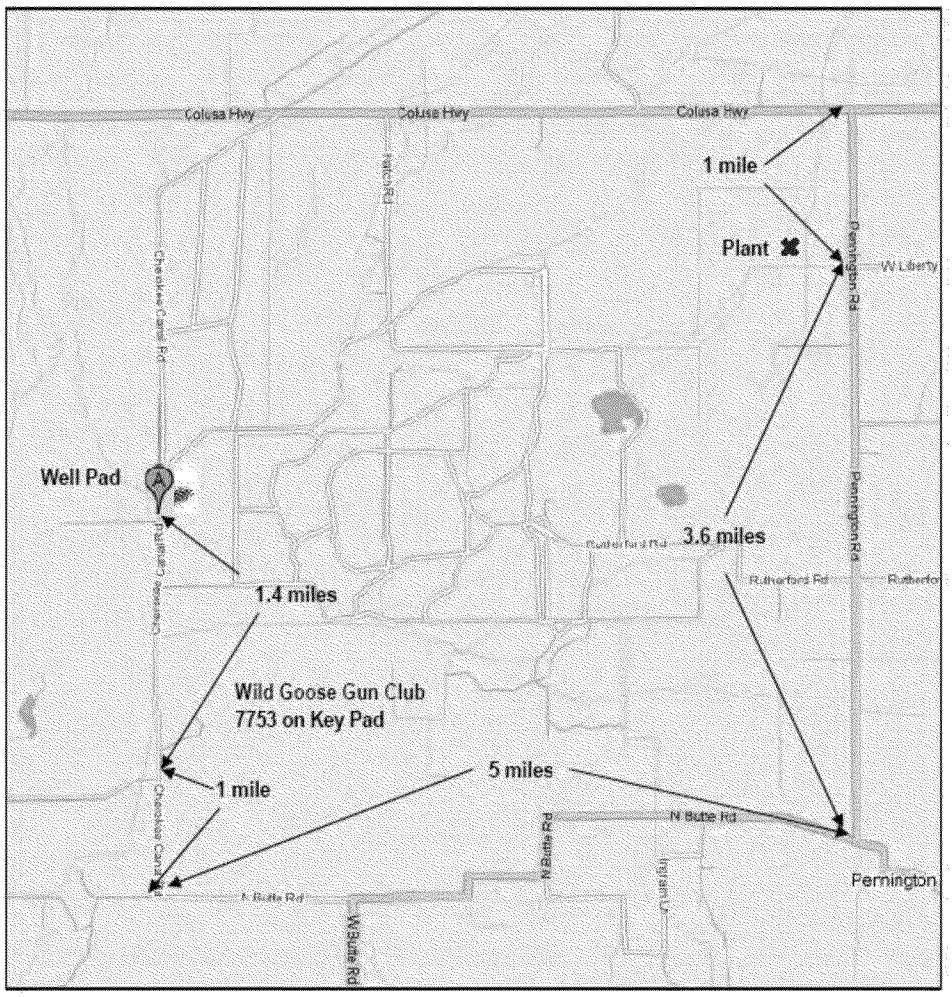
Travel time = 147 mi – about 2 hours 47 minutes, up to 3 hours 30 minutes in traffic.

1. From the San Francisco International Airport merge onto U.S.-101 N via the on-ramp toward San Francisco (11.4 miles).
2. Take a slight right at I-80 E (signs for Bay Bridge/I-80 Oakland 69.2 miles). Note: there is a $4.00 toll bridge fee on this highway.
3. Take the exit onto CA-113 N toward Woodland, (12.8 miles)
4. Take exit 538 for CA-113N/East St toward Yuba City (.5 miles)
5. Turn right at CA-113/N East St (9.6 miles).
6. Turn left to stay on CA-113 (17.3 miles).
7. Turn left at CA-99 (25.6 miles).
8. At Gridley, turn left (west) at the intersection of Highway 99 and Sycamore Street (Sycamore Street is 1 block north of the 4 way stop light)
9. After the city limits, Sycamore Street turns into Gridley/Colusa Highway. Travel 6 miles to the Pennington Road intersection.
10. Turn left (south) onto Pennington Road and travel 1 mile.
11. Turn right (west) on to W. Liberty Road and travel 1 mile to the storage facility.



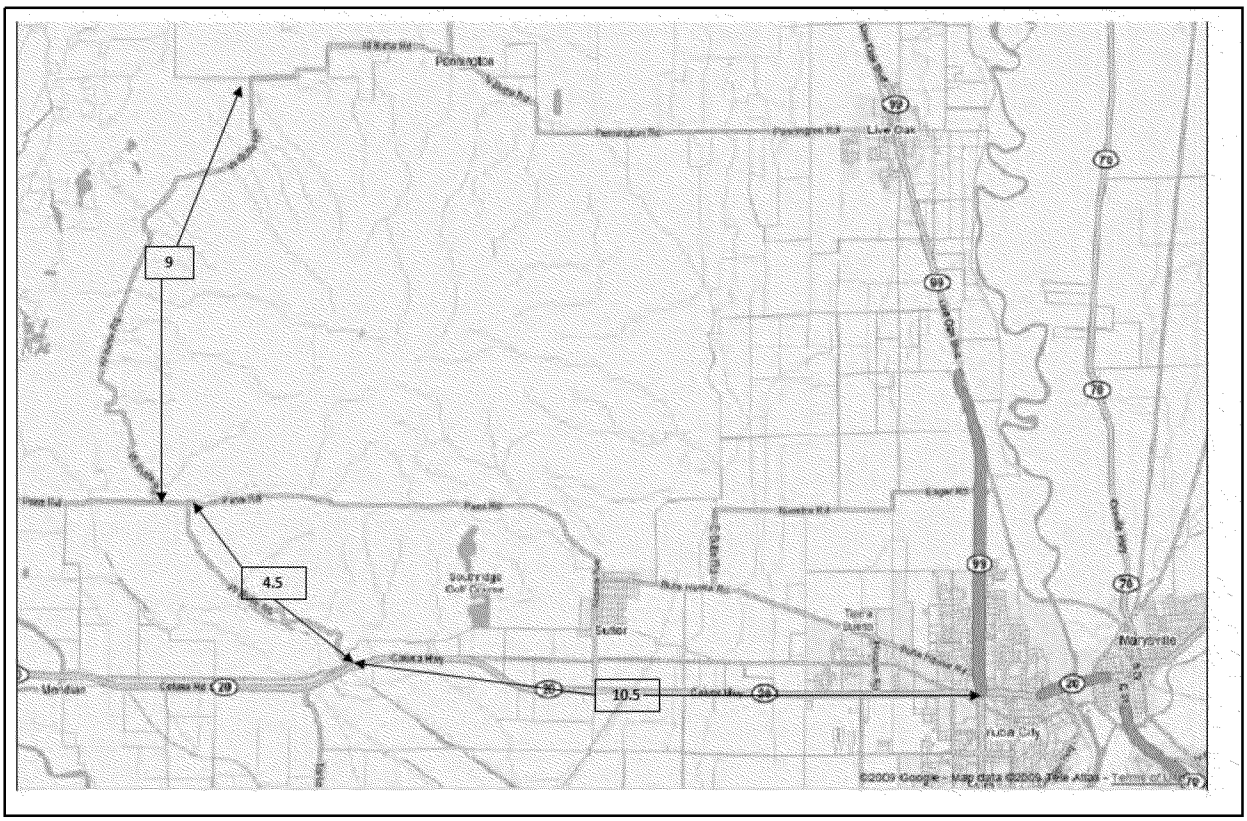
From Wild Goose Storage to Well Pad:

1. Leave plant a drive one mile east on W. Liberty Rd to Pennington Rd and turn right (south).
2. Head south on Pennington Rd 3.6 miles until you reach a 'T' junction North Butte Rd and turn right.
3. Go 5 miles along Butte Rd until you hit a gravel road and continue approximately ½ mile until you arrive at the Wild Goose Gun Club.
4. Turn right (north) and drive along Cherokee Canal until you arrive at a security gate and enter 7753 on the keypad.
5. Follow the road, turning left over a bridge and then right going north for another 1.4 miles until you reach the well pad.



Yuba City to Wild Goose Storage Well Pad

1. From the junction of Highway 99 and Highway 20 (Colusa Hwy) turn west and drive approximately 10.5 miles.
2. Turn north onto W. Butte Rd and drive 4.5 miles to Pass Rd.
3. Turn west onto Pass Rd and drive .7 miles and turn north onto W Butte Rd and drive approximately 9 miles to N. Butte Rd.
4. Stop at the junction of W. Butte Rd and N. Butte Rd and turn west. Drive 1 ¼ miles west to Cherokee Canal Rd.
5. Turn north onto Cherokee Canal Rd and drive 1 mile until you come to the access gate at the Wild Goose Gun Club. Press **7753** on the touch pad and proceed through the gate. Drive approximately 1 ¼ miles north to the well pad.



From Wild Goose Storage to Mid-Point:

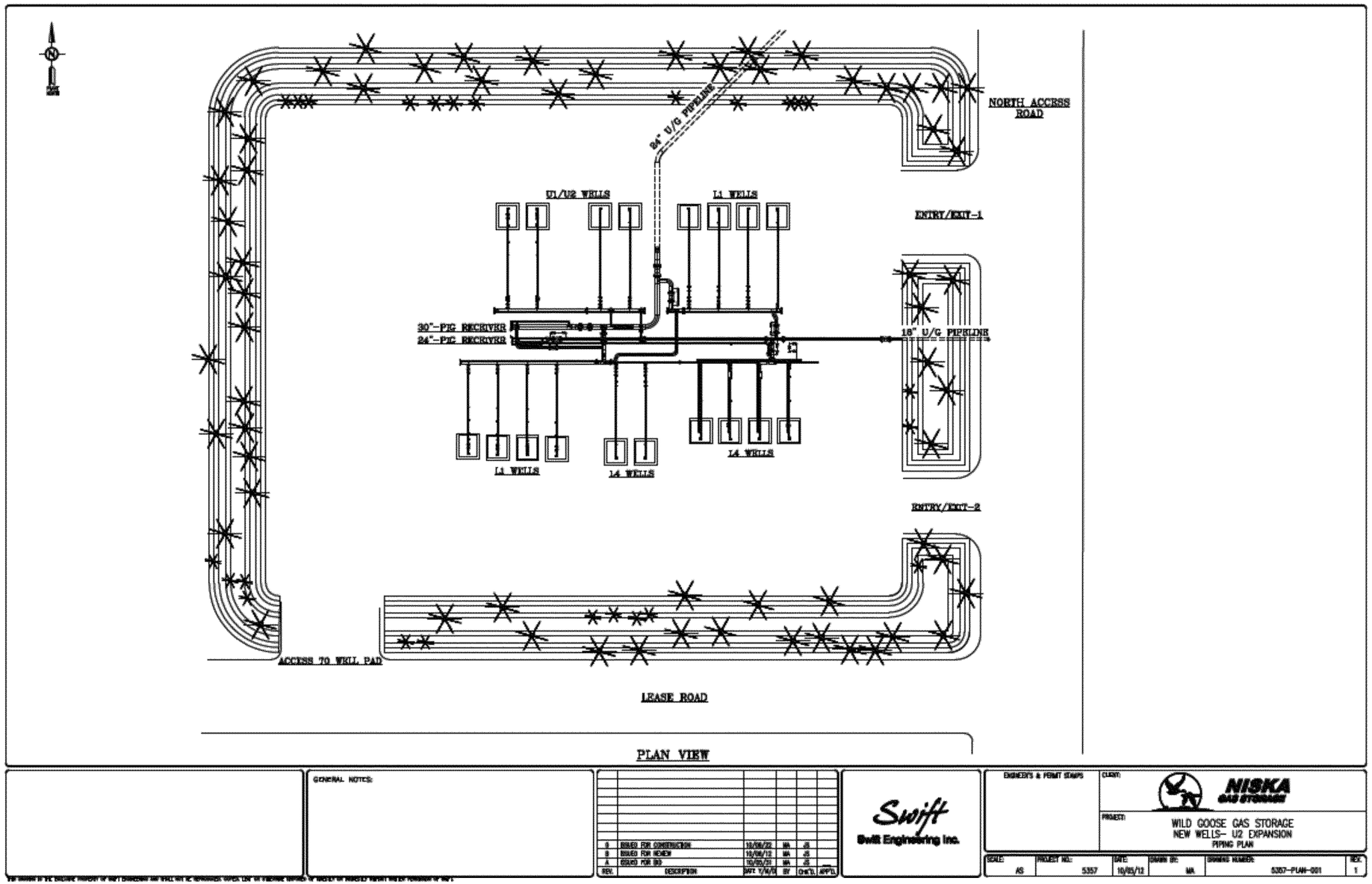
1. Drive 1 mile east on West Liberty Rd to Pennington Rd.
2. Turn left on Pennington Rd and drive 1 mile to Colusa/Gridley Hwy.
3. Turn left onto Colusa/Gridley Hwy and drive for 7.4 miles to Butler Rd.
4. Turn right onto Butler Rd, (which changes names to County Rd 70, County Rd Z and County Rd 67) and drive north 7 miles to Hwy 162.
5. Turn left onto Hwy 162 and drive 3.2 miles to Butte City and another 1.3 miles past Butte City to Hwy 45.
6. Turn left onto Hwy 45 and drive 3.6 miles to Princeton and another 3.1 miles and turn left onto dirt road. Mid-Point is approximately 100 yards east of Hwy 45.

From Wild Goose Storage to Delevan:

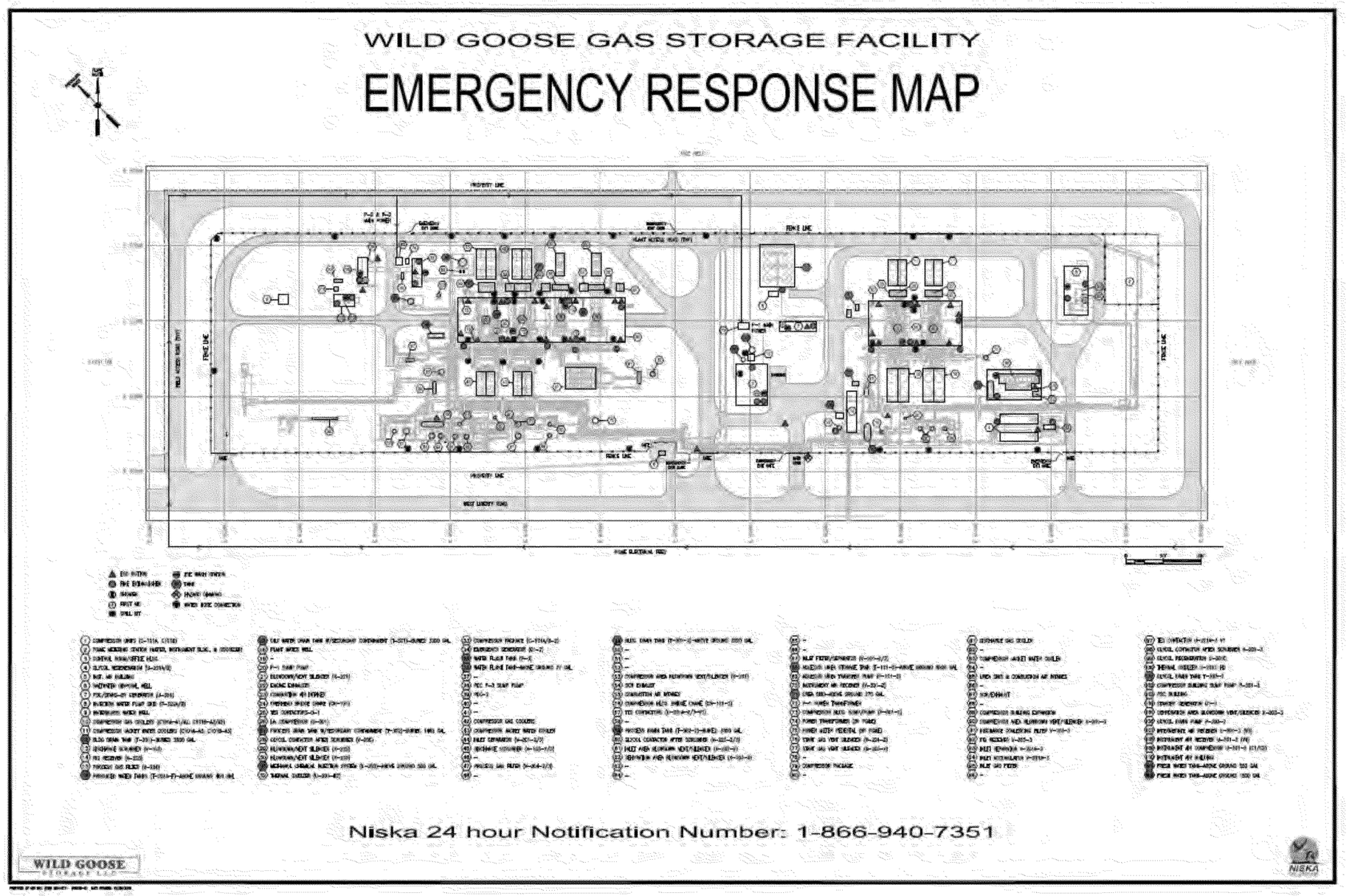
1. Drive 1 mile east on West Liberty Rd to Pennington Rd.
2. Turn left on Pennington Rd and drive 1 mile to Colusa/Gridley Hwy.
3. Turn left onto Colusa/Gridley Hwy and drive for 7.4 miles to Butler Rd.
4. Turn right onto Butler Rd, (which changes names to County Rd 70, County Rd Z and County Rd 67) and drive north 7 miles to Hwy 162.
5. Turn left onto Hwy 162 and drive 3.2 miles to Butte City and another 11 miles to Old Hwy 99W.
6. Turn left on Old Hwy 99W and drive 8.1 miles to Delevan Rd.
7. Turn right onto Delevan Rd and drive 2 miles overtop of Hwy 5 to McDermott Rd.
8. Turn right and drive 1 mile north to Dirks Rd.
9. Turn left onto Dirks Rd and drive 1.7 miles to the Delevan Station located on the left side of the road.

6.1.7 Wild Goose Site Plans

6.1.8 Wild Goose Well Pad Site Plans



6.1.9 Wild Goose Emergency Response Map



6.1.10 Wild Goose High Consequence Area

6.1.11 Wild Goose Emergency Planning Zones

Emergency Planning Zone (EPZ) – Uncontrollable Gas Release

As identified in Section 1.5.1 – Emergency Planning Zone, a common Emergency Planning Zone (EPZ) for the Wild Goose Storage has been determined to have a radius of 740 feet (~225 meters) for the plant facility pipelines and the well pad. This EPZ would be associated with an initially uncontrolled gas release from a storage or observation well, pipeline or facility involving the Wild Goose Storage system.

Within the pipeline EPZ radius there are numerous residents (see the ERP map contained in the map pocket). In the event of a well control incident associated with any of the wells within the EPZ, the EPZ must be evacuated and secured to prevent unauthorized entry (see Niska Response Strategies in Section 7.0 *Niska Facility Sample Response Strategies* for further information).

Hazards

The most probable emergency at this facility is a facility process fire (see Section 7.1).

The worst case emergency occurrence is predicted to result from a failure involving a gas storage well, (see Section 7.2).

Public Notification

A review of the worst case and most probable occurrences indicates that in the event of a loss of control of a storage well, adjacent residents may be impacted.

Immediately upon determining that local residents are, or may be, impacted they will be contacted by Wild Goose Storage personnel. They will be advised of the situation, updated as to Niska Gas Storage's control plan and will be advised accordingly:

1. **Advisory Notification** – no action required.

   Conditions: Atmospheric monitoring indicates combustible vapor concentrations are not detectable; control of release is imminent.

2. **Shelter In Place** – stay indoors, close windows

   Conditions: Atmospheric monitoring indicates combustible vapor concentrations do not approach 20% LEL (3 – minute average); control of release is underway.

3. **Evacuation** – to outside the EPZ

   Conditions: Atmospheric monitoring indicates combustible vapor concentrations exceed 20% LEL (3 –minute average); control of release is underway.

Confidential resident contact information, along with a public evacuation plan, is stored in a sealed envelope in the Wild Goose operations control room and with the EHS&S Coordinator in Calgary.

6.1.12 Wild Goose Resident Lists

Confidential resident contact information, along with a public evacuation plan, is stored in a sealed envelope in the WGS operations office.

School Divisions / Districts

Division / District	Contact	Location	Telephone
Gridley Unified School District	Pat Hydeman	Gridley, CA	530 846-4721

Schools

There are no public or private schools located within the Wild Goose Storage Emergency Planning Zone.

School	Contact	Location	Telephone

Transients - Campgrounds

There are no identified campgrounds or RV parks located in the Wild Goose facility, pipeline or well pad EPZ areas.

6.1.13 Wild Goose Site Specific Medical Emergencies

For medical emergencies at the Niska Wild Goose plant site, pipeline or well pads, contact 911 and advise them of the following:

- State your name, your location (2780 West Liberty Road, Gridley), and reason for your call,
- Directions on how to get to where the emergency is, and the reason for your call,
- Indicate that Wild Goose is a natural gas storage facility (i.e. an industrial site),
- Number of people injured, their condition and nature of injury,
- Gender and age of injured person(s),
- What happened,
- Any further dangers.

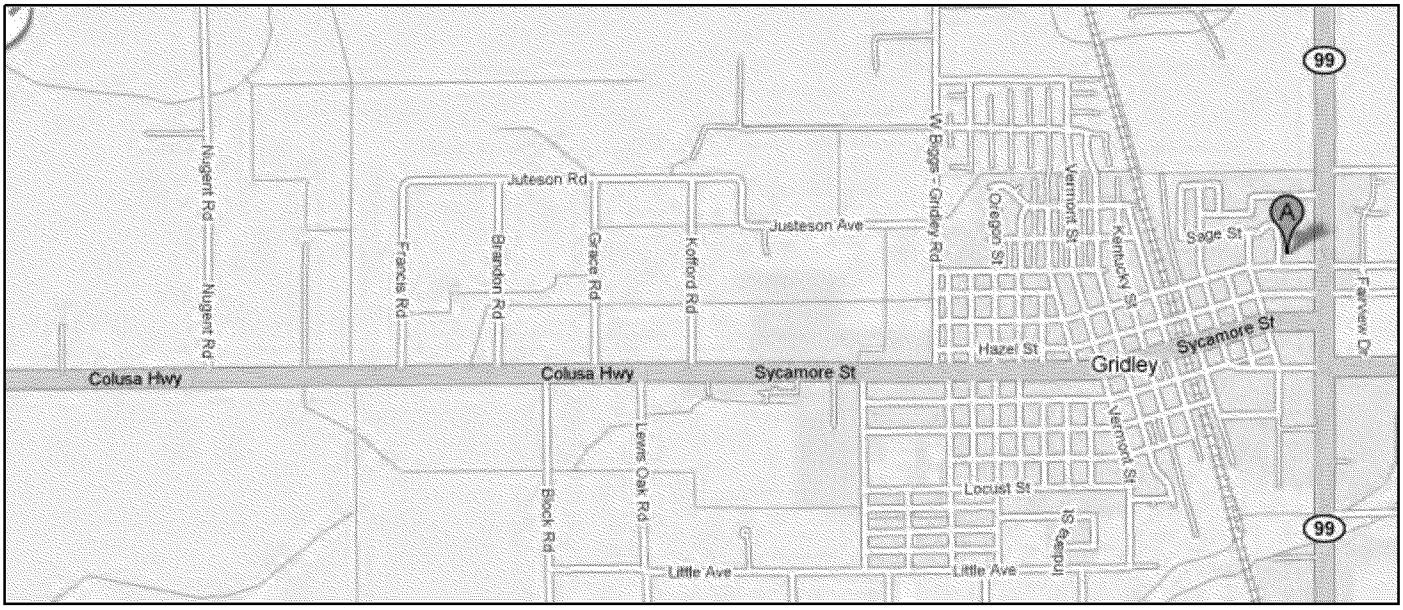
Wild Goose Emergency Services	
Butte County Sheriff Department	530-538-7321
Gridley –Biggs Police Department	911 or 530-846-5670
Gridley Fire Dept	911 or 530-846-1000 Direct Facility #: 530-846-5711
Biggs-Gridley Hospital	530-846-5671
Enloe Hospital (Chico)	530-332-7300
Poison Control Center	800-222-1222

Directions to the Biggs-Gridley Hospital in Gridley from Wild Goose

Phone: 530-846-5671

Address: 240 Spruce Street
Gridley, CA 95948
http://www.bgmh.us.com/

1. Turn left (east) out of the main gate and drive to Pennington Rd.
2. Turn left (north) onto Pennington Rd. and 1 mile to the Colusa hwy.
3. Turn right (east) on to the Colusa Hwy, and drive to Gridley (Colusa Hwy turns into Sycamore Street).
4. Turn left (north) on to Haskell Street.
5. Turn right (east) on to Spruce Street.

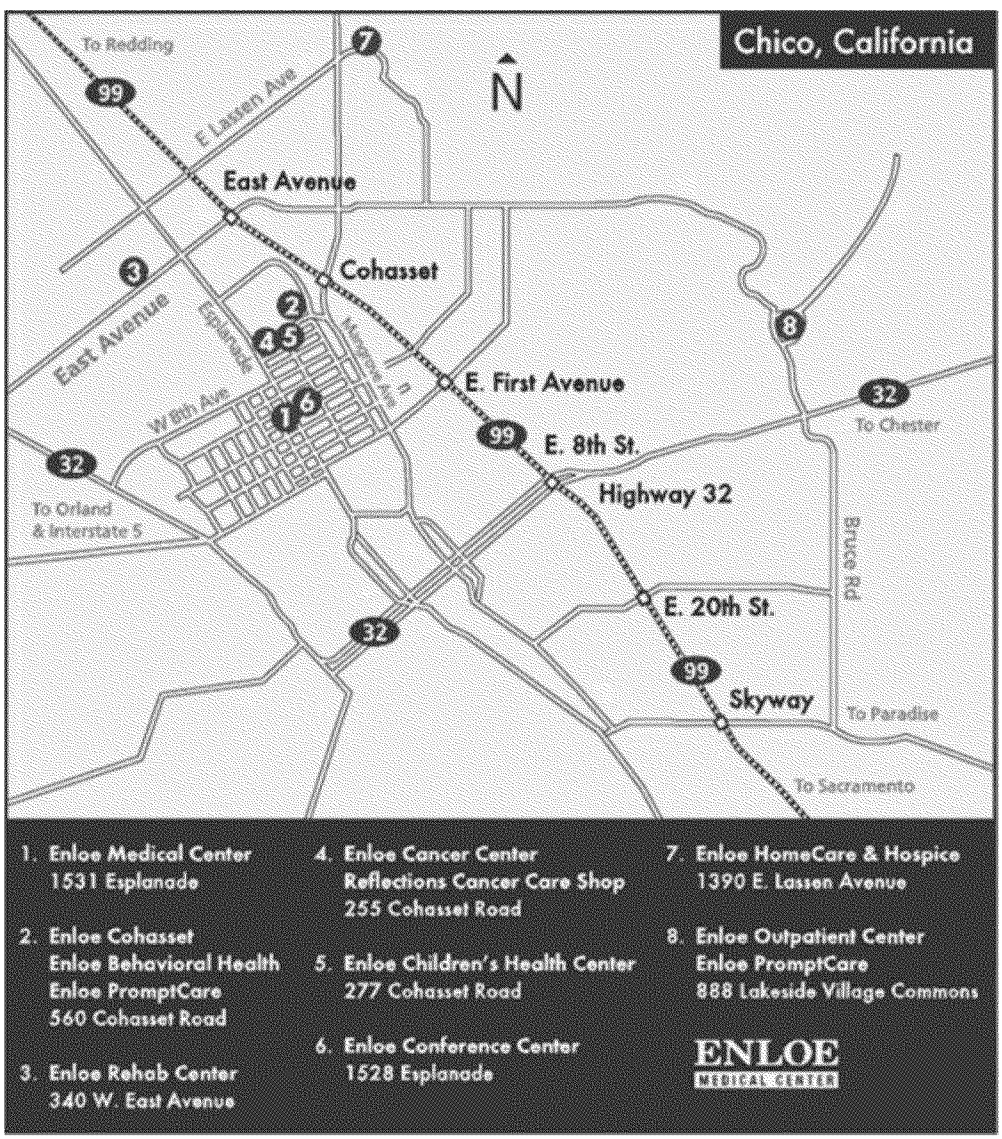


Directions to the Enloe Medical Centre in Chico from Wild Goose
(travel distance is approximately 39 miles)

Enloe Prompt Care
Phone: 530-332-7300

Address: 1531 Esplanade
Chico CA 95926
www.enloe.org

1. Turn left (east) out of the main gate and drive to Pennington Rd.
2. Turn left (north) onto Pennington Rd. and 1 mile to the Colusa hwy.
3. Turn right (east) on to the Colusa Hwy, and drive to Gridley (Colusa Hwy turns into Sycamore Street) to Hwy CA-99.
4. Turn left (north) on CA-99 and drive 30 miles
5. Take exit 387A toward Mangrove Avenue (0.2 miles).
6. Turn left at Cohasset Road (0.2 miles).
7. Turn right to stay on Cohasset Road (0.2 miles).



7.0 Niska Facility Sample Response Strategies

This section identifies seven types of natural gas emergencies and provides a guideline response for each type of emergency. The liaison between the Company and public officials is outlined and guidelines for educating public officials and the general public are provided. Four of the emergency responses are as per CFR 192.615(a)(3).

An additional reference for pipeline emergency response is the booklet "Pipeline Emergency Response Guidelines" prepared by the Pipeline Association for Public Awareness www.pipelineawareness.org.

7.1 Facility Process Fire

Evacuate

- **Evacuate** the area and direct others to the predetermined muster point.
- **ESD** the site from a safe location.

Sound the Alarm

- **Alert** other personnel.

Call for Help

- **Notify** the control room and the on-call supervisor.
- **Ensure** the appropriate regulatory and government agencies have been notified as required.
- **Initiate** the Incident Command System and complete sections 1-6 of the Niska Health and Safety Plan.
- **Request** assistance from the local fire responders (911) to standby for secondary fire control if required (i.e. perimeter fire, structural fire, grass fire etc.).

Assess Hazards

First Responder(s):

- **Assess** the scene and determine; Level of Emergency (2.2.1 Assessment Matrix for Classifying Incidents), what happened, how many people are involved and ensure that there are no further dangers to yourself or others. Always assume that hazards exist and resist the urge to rush in. Ensure others know and are aware of your actions and intentions.
- **Inspect** the scene from a safe distance; use binoculars if practical.
- **Determine** the appropriate monitoring and safety equipment needed to respond safely to this incident (example Breathing Apparatus) and confirm its operation prior to entering the scene.
- **Check** for toxic gases or explosive vapors with an electronic gas detector – (human sense of sight or smell cannot be trusted to determine hazards).
- **Obtain** all relevant MSDS for the products that could be affected
- **Establish** a 'cold, warm or hot' zone and work zone around the incident site. See Section 7.8, "Site Control".
- **Beware** of physical hazards such as debris, structural failures, impaired access/egress, secondary fires, or explosions.
- **Ensure** all sources of ignition are eliminated.

Initiate Rescue Operations (as required)

- With the aid of other first responders, **develop** a Plan of Attack by utilizing the Niska Health and Safety Plan
- As determined by the scene assessment and the associated hazards, **don** the appropriate personal protective equipment.
- When and only if it is safe to do so, **rescue** any victims to a safe area and administer first aid.
- **Confirm** emergency services have been dispatched.

Secure the Area

- **Control** on-going hazards and limit or restrict access to the area.
- **Establish** barriers/road blocks as required.

Initiate Control & Containment Operations

- If safety of the first responders and workers is assured, **follow** the established Safe Work Procedures and **take immediate actions** to gain control, shut down, isolate, depressurize, or control sources of fuel to the fire.
- **Retreat** to a safe area and allow fire to burn out.
- **Extinguish** secondary fires as it is determined safe to do so.

Protect the Public

- **Refer** to Section 8.0, "*Communication*" for prepared resident notification texts.
- **Consider** the need for an advisory communication with local neighbors.

Follow-up

- **Ensure** the appropriate regulatory and government agencies have been notified at the termination of the incident.
- **Complete** an Incident Investigation Report.

7.2 Loss of Well Control

Evacuate

- **Evacuate** the area and direct others to the predetermined muster point.
- **ESD** the site from a safe location

Sound the Alarm

- **Alert** other personnel.

Call for Help

- **Notify** the control room and the on-call supervisor.
- **Ensure** the appropriate regulatory and government agencies have been notified as required.
- **Initiate** the Incident Command System and **complete** sections 1-6 of the Niska Health and Safety Plan.
- **Immediately contact** Gas Storage Drilling & Completions Specialist, John Craig at:
    1. Bus: 403-513-8780
    2. Cell: 403-540-0922
    3. Res: 403-242-7977.
- **Request** assistance as appropriate from local emergency response services (911).

Assess Hazards

- **Assess** the scene and determine; Level of Emergency (2.2.1 Assessment Matrix for Classifying Incidents), what happened, how many people are involved and ensure that there are no further dangers to yourself or others. Always assume that hazards exist and resist the urge to rush in. Ensure others know and are aware of your actions and intentions.
- **Inspect** the scene from a safe distance; use binoculars if practical.
- **Determine** the appropriate monitoring and safety equipment needed to respond safely to this incident (example Breathing Apparatus) and confirm its operation prior to entering the scene.
- **Check** for toxic gases or explosive vapors with an electronic gas detector – (human sense of sight or smell cannot be trusted to determine hazards)
- **Obtain** all relevant MSDS for the products that could be affected
- **Establish** a 'cold, warm or hot' zone and work zone around the incident site. See Section 7.8, "*Site Control*".

- **Beware** of physical hazards such as debris, structural failures, impaired access/egress, secondary fires, or explosions.
- **Ensure** all sources of ignition are eliminated.

Initiate Rescue Operations (as required)

- With the aid of other first responders, **develop** a Plan of Attack by utilizing the Niska Health and Safety Plan.
- As determined by the scene assessment and the associated hazards, **don** the appropriate personal protective equipment.
- When and only if it is safe to do so, **rescue** any victims to safe area and administer first aid.
- **Confirm** emergency services have been dispatched.

Secure the Area

- **Retreat** to the 'cold zone' and wait for the arrival of the industrial fire fighter response unit.
- **Control** on-going hazards and limit/restrict access to the area.
- **Establish** barriers/road blocks as required.

Initiate Control & Containment Operations

- If safety of the first responders and workers has been established, **take immediate actions** to gain control, shut down, isolate, depressurize or contain the release following established safe work procedures.
- **Dispatch** third-party well control specialists as soon as practical.
- In the event of an uncontrolled release from a sour well, **ignition must be considered** as a means to protect the public from sour gas exposure.

Protect the Public

- **Refer** to Section 8.0, "*Communication*" for prepared resident notification texts.
- **Consider** the need for an advisory communication with local neighbors.

Follow-up

- **Ensure** regulatory/government agencies have been notified at the termination of the incident.
- **Complete** an Incident Investigation Report.

7.3 Pipeline Rupture

Evacuate

- **Evacuate** the area and direct others to the predetermined muster point

Sound the Alarm

- **Alert** other personnel.

Call for Help

- **Notify** the control room and the on-call supervisor.
- **Ensure** the appropriate regulatory and government agencies have been notified as required.
- **Initiate** the Incident Command System and complete sections 1-6 of the Niska Health and Safety Plan.
- **Request** assistance from the local fire responders (911) to standby for secondary fire control if required (i.e. perimeter fire, structural fire, grass fire etc.)

Assess Hazards

- **Assess** the scene and determine; Level of Emergency (2.2.1 Assessment Matrix for Classifying Incidents), what happened, how many people are involved and ensure that there are no further dangers to yourself or others. Always assume that hazards exist and resist the urge to rush in. Ensure others know and are aware of your actions and intentions.
- **Inspect** the scene from a safe distance; use binoculars if practical.
- **Determine** the appropriate monitoring and safety equipment needed to respond safely to this incident (example Breathing Apparatus) and confirm its operation prior to entering the scene. No admittance to anyone where the Lower Explosive Limit (LEL) exceeds 20%.
- **Check** for toxic gases or explosive vapors with an electronic gas detector – (human sense of sight or smell cannot be trusted to determine hazards)
- **Obtain** all relevant MSDS for the products that could be affected
- **Establish** a 'cold, warm or hot' zone and work zone around the incident site. See Section 7.8, "*Site Control*".
- **Beware** of physical hazards such as debris, structural failures, impaired access/egress, secondary fires, or explosions.
- **Ensure** all sources of ignition are eliminated

Initiate Rescue Operations (as required)

- With the aid of other first responders **develop** a Plan of Attack by utilizing the Niska Health and Safety Plan.
- As determined by the scene assessment and the associated hazards, **don** the appropriate personal protective equipment.
- When and only if it is safe to do so, **rescue** any victims to safe area and administer first aid.
- **Confirm** emergency services have been dispatched.

Secure the Area

- **Control** on-going hazards and limit/restrict access to the area.
- **Establish** road blocks/barriers as required.

Initiate Control & Containment Operations

- If safety of the first responders and workers has been established, **review** the established Safe Work Procedures and **take immediate actions** to gain control, shut down, isolate, depressurize, or control sources of fuel to the fire.

Protect the Public

- **Refer** to Section 8.0, "*Communication*" for prepared resident notification texts.
- **Consider** the necessity for an advisory communication with local neighbors.

Follow-up

- **Ensure** the appropriate regulatory and government agencies have been notified at the termination of the incident.
- **Complete** an Incident Investigation Report.

7.4 Escaping Gas Including Gas Detected Inside a Building

A major leak or gas detected inside or near a building must be given immediate attention to protect the general public and property. [192.615(a)(3)]

1. When information is received which indicates a major leak or a pipeline break exists, appropriate personnel must be dispatched to the job site immediately as provided in Receiving Information and Notification. While these employees are in route to the emergency, they shall be given all available information about the emergency by radio so they can begin assessment of the danger involved as soon as they arrive at the job site. The On-duty Person and Supervisor shall, when arriving at the job site, report to the Fire Department officials or other civil authorities that might be on the scene and become apprised of the situation. After this is accomplished, determination shall be made of the area affected by the uncontrolled gas. The evaluation of the situation shall include the following:

    a. The first employees on the site shall determine with a leak detector whether or not escaping gas is present in or under the building involved or in any adjacent buildings. If gas is detected, the affected buildings shall be evacuated, the gas meter shall be turned off, open flames shall be extinguished, electrical switches and telephones shall not be operated and all necessary precautions shall be taken to prevent the gas from being ignited.

    b. Determine if traffic shall be stopped or rerouted to prevent possible ignition of the escaping gas. If it is determined that traffic shall be rerouted, the Police or Fire Department should be requested to direct the flow of traffic.

    c. It shall be determined whether or not the gas is migrating into storm or sanitary sewers. If gas is found in either type of sewer, then necessary precautions shall be taken to prevent ignition. When gas is found in a sanitary sewer, the buildings in the immediate area shall be checked with a leak detector to determine if any gas is present under or in the buildings. Normally, gas in a sanitary sewer will vent from the sewer stack unless there is a leak in the sewer system under the building. At times, gas will get under the building by following the sewer ditch. If gas from a sewer is found under a building the dangerous condition can usually be eliminated by opening a hole in the sanitary sewer line and the gas will then vent to atmosphere. When gas is found in storm sewers, it will usually vent out at the nearest sewer inlets at the curb. Precautions shall be taken to prevent this gas from being ignited by either flames or vehicles.

2. During an investigation, reports of conditions found and precautions taken will be communicated to the On-Duty Person. Company personnel at the leak will describe the intensity of the leak, probable hazards involved, and back up needed, such as welders, equipment operators and fire or police. The On-Duty Person will notify supervisory, Claims, and Public Relations personnel if the seriousness of the leak warrants or when injury or personal property damage results. If the leak occurs after regular working hours, On-Duty Person will notify the on call supervisor and call overtime personnel in

accordance with standard practice. Upon arrival, all personnel will be briefed by the supervisor on the situation and proceed with repair of the emergency.

a. The On-Duty Person shall determine the expected consequences of lowering the gas pressure or taking the pipeline out of service. Before a decision is made to take a line out of service or to isolate a section of the system, an analysis will be made of the system maps to determine which valves must be closed. The On-Duty Person will normally plan this.

b. Gas Operation will pay particular attention to leaks that may compromise the integrity of the Gas System. Compressors may be started or Pressures of remotely controlled regulators may be raised as required to maintain an adequate supply of gas to the system. Remotely controlled block valves will not be closed without supervisory approval.

c. After the decision is made as to how the escaping gas will be controlled, the "Supervisor in Charge" will request any additional personnel, equipment, and materials needed for the repair. The supervisor at the dispatch office will arrange for dispatching employees to the valve locations and will coordinate the isolation.

d. While the repair is being made on a pipeline or a section of the system that has had the flow of gas interrupted, the On-duty Persons will ensure that all laterals are turned off in the isolated section.

e. After repairs are completed and the line has been purged, if necessary, and placed in service, additional checks shall be made in the immediate area by accepted leak detection methods to determine if other leaks exist in the immediate area.

f. Upon completion of repairs, notification will be made to the "Supervisor in Charge" so gas may be restored to the affected area; buildings reoccupied, and traffic returned to normal. In addition all previously notified public agencies, company personnel, and insurance representatives will be informed that emergency conditions have been corrected.

7.5 Natural Disasters

Disasters such as floods, tornadoes, earthquake, and high winds might cause various operating problems within the gas system. Emergency procedures must be employed to survey the system and eliminate conditions that might endanger life or property. [192.615(a)(3)]

1. Immediately upon learning of such an occurrence, the appropriate Supervisor shall assess the severity of the situation and decide whether it is necessary to initiate action. When a disaster does occur, civil authorities may declare a state of emergency. Under a state of emergency the civil authorities have control over the actions of all persons and equipment in the area. After the immediate hazardous conditions have been corrected, essential services shall be restored on the priorities established by the public officials.

   Notification shall be given to the appropriate personnel to report for work and equip their vehicles with emergency tools and stand by for further instructions. It is most important to utilize radio-equipped vehicles and make maximum usage of portable radios or telephones.

2. Action shall be taken upon arrival at the scene of the emergency.

   a. Communications shall be established with all rescue squads, police and fire departments, and the National Guard. Full advantage shall be taken of the services that these organizations can render.

   b. One radio-equipped vehicle shall be staffed and located in a conspicuous and convenient location in the emergency area. The Supervisor will appoint an employee at the scene to locate the person or persons in charge of each emergency agency that is present, and establish communications with them. The Supervisor will inform them of the location of the radio-equipped vehicle and will request each agency to notify its members to report any gas-related problems to the employee at that location. The employee at this vehicle then will relay all information to the On-Duty Person and/or supervisor.

3. A survey shall be conducted as soon as possible to assess damage to our facilities.

   a. During this survey, inspect district regulator stations for damages, paying particular attention to regulator control lines in an effort to prevent over-pressuring.

   b. In certain instances, it will be advisable to station someone at primary regulator stations to prevent the gas supply from being turned off by unauthorized personnel.

   c. Leak survey crews with portable instruments shall be utilized to check the areas involved. After an estimate of the severity of the situation is ascertained, a decision must be made as to isolating pipelines, shutting them off completely, or leaving gas on the system. Refer to Procedure for Emergency Shutdown, if necessary.

d. Consideration shall be given as to whether additional personnel and/or equipment will be needed. If in doubt, it is preferable to have extra crews standing by on the scene even though they may not be needed. This will allow more flexibility for unexpected requirements and also will be an aid in reassuring the public.

7.6 Major Fires and Explosions

Emergency precautions must be taken after explosions and during major fires to protect system facilities and to ensure that the presence of gas will not create additional problems for fire-fighting and damage control personnel. Refer to Emergency Shutdown and Pressure Reduction Procedure. [192.615(a)(3)].

1. When responding to a report of a major fire or explosion, the primary consideration shall be the safety of the public and employees. A fire or explosion resulting from the leakage of natural gas requires immediate and urgent attention by all the company personnel involved. An On-duty Person will be dispatched to the area immediately. The following actions and procedures shall be considered:

    a. Immediately upon arrival, establish contact with any fire and police personnel on the scene. If company personnel precede fire and police arrival, verify with the On-Duty Person that proper notice has been given these agencies. The On-duty Person will describe the nature and scope of the emergency to the On-Duty Person by radio and request emergency back-up crews and equipment to handle the emergency. Gas Operation will dispatch the requested personnel and equipment to the area and notify other supervisory, emergency, and interested personnel in accordance with standard practice.

    b. It must be determined immediately if gas is directly involved in the fire or explosion. If gas is not involved, but is in close proximity, action shall be taken to ensure the protection of the public and the affected facilities.

    c. If gas is involved and the presence is such that there is immediate danger to public and property, proceed to evacuate the areas. Request the Fire/Police Department's assistance in evacuation efforts if needed. The On-duty Person, or his supervisor at the scene, will do what is necessary to eliminate any remaining hazard to persons or structures in the vicinity. Occupants of adjacent structures will be advised to evacuate if there is danger of additional fire or explosion. They will be advised against turning on light switches or any appliance, which would likely cause a spark. Gas and electric meters may be turned off to prevent ignition of trapped gas if present. Traffic will be detoured around the area until the danger has cleared. Coordination and cooperation with the Fire and Police Departments by company personnel is imperative.

    d. The On-duty Person at the scene of the emergency shall immediately attempt to locate the source of the leak. The On-duty Person will have Gas Leak Repair Persons dispatched to the area without delay. At the same time, the On-duty Person will continue to search for the leak using a combustible gas indicator. He will investigate such things as sewer vents, manholes, curb lines, and cracks in sidewalks, driveways or pavement. Edges of sidewalks, driveways, or building foundations and any other discontinuity of the ground surface are also places to investigate.

e. Measurement & Regulator Persons will be dispatched if the area requires isolation to prevent further leakage or pressure reduction to repair the leak. These operations will be planned and executed by the Operations Person.

f. Tests shall be made by accepted leak detection methods to determine the presence of gas. A detailed schematic showing readings and where readings were taken along with calibration of instruments shall be documented.

g. After initial action has been completed to assure the safety of the public, and to prevent damage to property, there are certain investigative actions that shall be considered by the supervisor in charge of the investigation.

h. Record all information concerning actions taken, so that necessary reports might be prepared. Refer to Checklist for Supervisors -- (Form EM-5).

i. Ensure that all persons necessary to conduct a completed investigation have been notified.

j. See that no action is taken that might disturb evidence necessary to conduct a complete investigation. Evidence shall be recorded with notes, photographs, and videotape, if possible. At times certain components shall be brought to the Main Operations Office.

k. Review maintenance work and results of previous leakage surveys in the area. Review the level of cathodic protection on the system. Determine if there has been recent construction work in the area by the company or others, which may have contributed to the emergency.

7.7 Civil Disturbance

Civil Disturbance is an unlawful act of a group of people whereby life and property are endangered or may be endangered and company pipeline facilities may be sabotaged. [192.615(a)(3)]

1. The company pipeline facilities and work crews will require physical protection in areas of civil disorder. Persons may attempt to disrupt company operations and sabotage company equipment. The Gas Operations Person shall:

    a. Establish communications with appropriate civil authorities.
    b. Determine the extent of the area and prepare to isolate the section.
    c. Monitor the operation of the gas system at a safe location. Watch for signs of major changes in flow rates that would indicate volumes of gas escaping or loss of pressure.
    d. Report all incidents of sabotage to civil authorities.

2. The Gas Operations Person shall request police protection for any personnel dispatched into the affected area. Company personnel shall not physically resist potential saboteurs or unruly persons. Company personnel threatened by such persons shall secure the gas facilities and withdraw from the area. Under no circumstances shall company personnel carry firearms. The Gas Operations Person shall make all arrangements for security guards. The Gas Operations Person shall consider the following actions to prevent disruption of service:

    a. Verify all public reports and requests for service by obtaining the telephone number from the person calling in and recalling the number. Telephone numbers can also be checked against city directories.
    b. **Install locking devices on all above ground valves inside fenced enclosures and buildings.**

7.8 Site Control and the Emergency Response Site-Specific Health & Safety Plan

Upon the outset of a Level 2 or Level 3 emergency, utilization of the Niska Gas Storage – Emergency Response Site-Specific Health and Safety Plan will assist the First Responder if the first six (6) initial steps are followed.

The six (6) initial steps are identifying:

1. **Incident Information** – What type of incident, date, location, time the incident occurred, name of incident (i.e. Regen Skid Fire)
2. **Products and Chemicals Involved** – In box 2, identify the type of product or chemical involved in the incident, by checking the appropriate box. If the product or chemical is not displayed, write the name down in the 'Other' box.
3. **Primary Hazards**
4. **Personal Protective Equipment**
5. **Hot Zone Authorized Entrants**
6. **Site Map**

Site Control

The first act of the Incident Commander must be to establish control of the site. The site must be controlled for the protection of first responders and to exclude unnecessary personnel. The basic approach is to establish three distinct zones, the exclusion zone (called the hot zone), contamination reduction zone (called the warm zone) and the support zone (called the cold zone). The emergency area can be divided into as many different zones as needed to reduce accidental spread of contaminants, reduce the number of personnel authorized in the high-risk areas, delineate required levels of personal protection to be worn and implement emergency evacuation routes.

Hot Zone

The hot zone is the area where the actual incident occurred and contamination exists. All individuals entering the hot zone must wear the prescribed levels of personal protection and be decontaminated before leaving. Entry and exit check points will be established at the outer boundary of the hot zone to regulate the entry and exit of personnel and equipment. The outer boundary of the hot zone is initially established by visually surveying the immediate area and determining where the hazardous materials involved are located. Monitoring equipment may also be used to define the area.

Warm Zone

The warm zone is the transitional area between the hot zone and the cold zone. This zone generally contains the decontamination area and access control points through which personnel and equipment enter and exit. Since this zone is less hazardous, personnel can wear lower levels of personal protection equipment.

Cold Zone

The cold zone is the outermost part of the site and is considered non-contaminated.

This is where the command post is located, along with support equipment. Normal work clothes are acceptable in this area. The command post should be situated upwind and upstream of the hot zone and should be easily accessible to highways or other transportation routes. The press is allowed in this zone. The size and distances between the hot zone, warm zone, cold zone and the command post is based on conditions specific to each incident, the material involved, and the judgment of the incident commander.

Establishing the Work Zone

The following criteria should be considered when establishing work zone boundaries:

- Physical and topographical features of the site;
- Weather conditions and wind direction;
- Field measurements of air contaminants;
- Air dispersion models of the chemical(s) involved;
- Physical, chemical, toxicological, and other characteristics of the chemical(s) present;
- Cleanup activities;
- Potential for fire or explosion; and
- Adequate roads, power sources, and water.

Complete Boxes 1 - 6 First

NISKA GAS STORAGE - EMERGENCY RESPONSE SITE SPECIFIC HEALTH & SAFETY PLAN

Date / Time: _____/_____

1. Incident Information:

Incident Type:
- ❑ Fire / Explosion
- ❑ Spill / Release
- ❑ Rescue
- ❑ Injury

Date: _____
Location: _____
Time of Incident: _____
Incident Name: _____

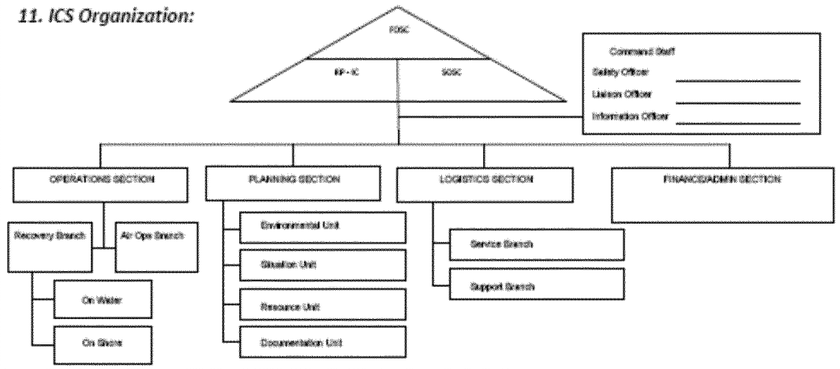
2. Products / Chemical Involved:

- ❑ Gasoline ❑ Diesel ❑ Jet Fuel ❑ Methanol ❑ DRA
- ❑ Fuel Additive ❑ Ethanol ❑ Ethane ❑ Butane
- ❑ Natural Gas ❑ Isobutane ❑ MCC Lubricity
- ❑ Crude Oil ❑ Propane ❑ Ethyl Mercaptan
- ❑ Other _____

(see Table 1 on back for chemical & physical properties)

MSDS available and reviewed: ❑ YES

11. ICS Organization:



3. Primary Hazards:

❑ Fire ❑ Vapor ❑ Respiratory ❑ Skin

4. Personal Protective Equipment:

Cold Zone / Staging	-	❑ Hardhat	❑ Safety Boots	❑ Traffic Vest				
Warm Zone / Decon	- Level	❑ A	❑ B	❑ C	❑ D			
Hot Zone	- Level	❑ A	❑ B	❑ C	❑ D			

(See Table 2 on back for description of PPE by Level)

Incident Priority Checklist:

- ❑ 1. Evacuate self and others
- ❑ 2. Secure area/ restrict access
- ❑ 3. Notification: Internal/External
- ❑ 4. Eliminate ignition sources
- ❑ 5. Initiate ICS
- ❑ 6. Conduct Site Assessment (H&S Plan)
- ❑ 7. Meet with arriving authorities
- ❑ 8. Mobilize response resources

5. Hot Zone Authorized Entrants:

- ❑ Fire Dept.
- ❑ Agency Reps.
- ❑ Niska
- ❑ Contractors

6. Site Map:

Wind Direction (Out of the __)

- ❑ Weather Conditions: _____ ❑ Wind Direction ❑ Hazard Zones ❑ Staging
- ❑ Command Post ❑ Decon ❑ Cross Streets ❑ Sensitive Receptors (drainage, roadways, environmental sensitivity)

7. Secondary Hazards:

- ❑ Fire
- ❑ Excavations
- ❑ Confined Spaces
- ❑ Cold Stress
- ❑ Heavy Equipment
- ❑ Noise
- ❑ Heat Stress
- ❑ Rain/Lightning
- ❑ General (slip, trip, fall, established smoking area)
- ❑ Other

(see Table 3 on back for secondary hazard precautions)

8. Evacuation Plan:

Evacuation Signal: _____
Primary Evac. Area: _____
Secondary Evac. Area: _____

9. Nearest Hospital:

Address: _____
_____
Phone #: _____
Directions: _____
_____

10. Prop 65 Notices: (California Only)

- ❑ Incident is within Terminal or Station; notice(s) are posted at facility entrance(s)
- ❑ Incident of outside Niska property; notice(s) are posted along incident site Boundaries

12. Enforcement / Regulatory Agencies (On Site):

Agency (Fed/State/Local)	Name	Contact Number	Time of Arrival

13. Contractors (On Site):

- ❑ Environ. _____
- ❑ Repair _____
- ❑ Clean Up _____
- ❑ Consultant _____

14. Hot Zone Entry Objectives:

Objectives:

Why are people entering the Hot Zone? What is their objective?

_____
_____
_____

15. Decontamination Checklist:

- ❑ Establish and communicate location
- ❑ Plastic Tarps and trash bags provided
- ❑ Supervision of decon provided
- ❑ Entrant log maintained
- ❑ Container of absorbent material provided
- ❑ Boot brush provided
- ❑ Folding Chairs Provided
- ❑ Lighting provided (if needed)

16. Atmospheric Monitoring:

Completed by - ❑ ❑ Fire Dept. ❑ Contractor ❑ Other:

Results: %LEL _____ PPM _____ Time: _____ Location: _____
Results: %LEL _____ PPM _____ Time: _____ Location: _____

17. Authorization Signatures:

Incident Commander: Safety Officer:

INCIDENT COMMANDER PRIORITIES - SAFETY of ❑ NISKA PERSONNEL ❑ SURROUNDING COMMUNITY ❑ ENVIRONMENT

Chemical & Physical Properties

Chemical Hazards	Flammability Range		Toxicity	Chemical / Physical Properties				NFPA 704 Health/Flammable/Reactive
	LEL	UEL	PEL(a)/TLV(b)	Flash Pt.	Vapor Pressure	Vapor Density	Specific Gravity	
❑ Gasoline	1.3%	7.6%	300 PPM(a)	−45°F	~300 mmHg	5	0.74	
❑ Diesel	0.9%	7.0%	NA	~150°F	~1 mmHg	>5	0.86	
❑ Jet Fuel	~0.8%	~6.0%	500 PPM(a)	~110°F	5	>5	0.81	
❑ Ethanol	3.3%	19.0%	1000 PPM(b)	48°F	44 mmHg	>1	0.79	
❑ Fuel Additive*								
❑ Drag Reducing Agent (DRA)*								
❑ MCC Lubricity	Not Available	Not Available		>140°F	1.37 mmHg	>1	.93 - .94	
❑ Natural Gasoline (Condensate)	1.4%	7.6%	—	−50°F	12-26 psi	2.7	0.66 - 0.75	
❑ Butane	1.6%	8.4%	800 ppm(a)	−101°F	43 psi	2.05	0.58	
❑ Ethane	2.9%	13.0%	Not Established	−275°F	800 psi	1.1	0.36	
❑ Isobutane	1.8%	8.4%	800 ppm(a)	−126°F	62 psi	2	0.563	
❑ Propane	2.1%	9.5%	1000 ppm(a)	−156°F	288 psi	1.53	0.51	
❑ Crude Oil								
❑ Methanol	6.0%	36.0%	200 ppm	52°F	96 mm HG	1.1	0.792	
❑ Ethyl Mercaptan	2.8%	18.0%	10ppm(a)/ 0.5ppm(b)	−55°F	16.2 psi	2.1	0.845	
❑ Natural Gas (Methane)	5%	15.0%	NA	−156°C	47,000 mmHg @ 25°C	0.554	0.7168	
❑ Other*								

*Describe

1 atmosphere = 760 mmHg = 14.7 psi

Table 2. PPE Levels

LEVEL A	LEVEL B	LEVEL C	LEVEL D
Respiratory Protection ❑ SCBA or Air Line ❑ Positive Pressure full face piece supplied air w/ escape SCBA	**Respiratory Protection** ❑ SCBA or Air Line ❑ Positive pressure full face piece supplied air w/escape SCBA	**Respiratory Protection** ❑ Full / Half Face respirator w/: ▫ cartridge (gas/vapor): _____ ▫ filter (particulate): _____	**Respiratory Protection** ❑ None
Required Equipment ❑ Totally encapsulating, gas tight chemical resistant suit ❑ Inner chemical resistant gloves ❑ Chemical resistant safety boots	**Required Equipment** ❑ Non-encapsulating chemical resistant suit (Tyvek/Nomex) ❑ Inner & outer chemical resistant gloves ❑ Chemical resistant safety boots ❑ Hard Hat	**Required Equipment** ❑ Non-encapsulating chemical resistant suit ▫ Tyvek ▫ Nomex ❑ Inner & outer chemical resistant gloves ❑ Chemical resistant safety boots ❑ Hard Hat	**Required Equipment** ❑ Coveralls ❑ Safety boots ❑ Safety Glasses ❑ Hard Hat
Optional Equipment ❑ Hearing protection ❑ Hard Hat ❑ Disposable glove & boot covers	**Optional Equipment** ❑ Hearing Protection ❑ Coveralls ❑ Disposable boot covers ❑ Face shield/safety glasses	**Optional Equipment** ❑ Hearing protection ❑ Coveralls ❑ Disposable boot covers ❑ Face shield/safety glasses	**Optional Equipment** ❑ Hearing protection ❑ Gloves ❑ Face shield/safety glasses

Table 3. Secondary Hazards

Hazards	Recommended Precaution(s)
❑ Fire (potential)	♦ Remain safe distance away ♦ Eliminate ignition sources ♦ Keep upwind of vapor/smoke ♦ Provide vapor suppression (if safe) ♦ Do not impede Fire Dept. efforts
❑ Heavy Equipment	♦ Qualified operators only ♦ Hardhats and safety boots needed around heavy equip. ♦ Minimum 10ft. Clearance from power lines ♦ Make "one call" if excavating ♦ Proper machine guarding in place
❑ Excavations	♦ Trenches/excavations equal to or greater than 5ft. Deep must meet OSHA requirements ♦ No one allowed to enter evacuation > 5ft. Unless shored, sloped or protected ♦ Excavations < 5ft. And judged by competent person as cave-in hazard must also follow OSHA requirements
❑ Noise	♦ Portable generators & heavy equip. can generate potentially high noise levels ♦ Hearing protection available to workers ♦ Hearing protection must be worn in area with noise levels above 85dBA.
❑ Confined Spaces	♦ Site Safety Officer will determine whether confined space will be entered ♦ All confined space entries must meet OSHA requirements (permits, atmospheric monitoring, attendants, etc.)
❑ Heat Stress	♦ Potential hazard when temp >80°F ♦ Workers should take more breaks and drink plenty of appropriate liquids ♦ More PPE = higher risk ♦ Be aware of heat cramps (stomach cramps), heat exhaustion (excessive sweating, flushed/clammy skin) - treat with rest and liquids. Heat stroke (dry, hot, pale skin; no sweating) can be deadly - get medical help immediately, reduce core body temp by applying cold water to body & fanning.
❑ Cold Stress	♦ Skin takes on gray-glossy look ♦ Appendages become non-responsive ♦ Blisters or sores may appear ♦ Do not rub ♦ Submerse affected areas in warm water or wrap in warm cloth.
❑ Rain / Lightning	♦ Stop excavation activities during excessive rainfall Avoid shock hazards by stopping work during thunderstorm or lightening Prevent & control erosion & transport of soils out of incident area.
❑ General	♦ Slip, trip & fall hazards ♦ Keep work area clear of debris ♦ Smoking not permitted in work areas ♦ Use hand tools safely.
❑ Other	

8.0 Communication

Section 8.1 provides a basic listing of essential communication equipment. The remaining sub-sections provide a background on media relations and prepared texts that can be used by Niska personnel in communicating with third parties during an emergency response.

8.1 Communication Network

The following communication equipment will be used to ensure that communication links are maintained between all emergency response personnel throughout the emergency situation.

Emergency Response Role	2 - Way Radio	Mobile Telephone	Land Line Telephone
First Responders	□	□	
On-Site Commander	□	□	□
On-Site Command Post (OSCP)	□	□	□
Emergency Operations Center (EOC)	□	□	□
Evacuation Center		□	□
Roadblock Crews	□	□	
Air Monitoring Crews	□	□	
Ignition Teams	□		
EPZ Rovers	□	□	
Telephone Callers	□	□	□

Portable Radios

All Wild Goose facility operators and maintenance personnel are equipped with portable UHF hand-held 2-way radios, or similar device, and shall be located at the On-Scene Command Post (OSCP) to communicate with the first responders, roadblock crews, air monitoring personnel, EPZ Rovers, evacuation personnel, ignition teams and all other on-site personnel.

8.2 Communication with the Affected Public

The Public Safety Coordinator, Evacuation Center Representative, EPZ Rovers, and Telephone Callers are responsible for communicating with the affected public at the onset and during the emergency. The following table describes the minimum information requirements to be relayed to the affected public.

To those evacuated or sheltered – at the onset	To those evacuated or sheltered - during
• Type and status of the incident. • Location and proximity of the incident to people in the vicinity. • Public protection measures to follow, evacuation instructions, and any other emergency response measures to consider. • Actions being taken to respond to the situation, including anticipated time period. • Contacts for additional information.	• Description of the products involved and their short-term and long term effects. • Effects the incident may have on people in the vicinity. • Areas impacted by the incident. • Actions the affected public should take if they experience adverse effects.
	To the general public – during
	• Type and status of the incident. • Location of the incident. • Areas impacted by the incident. • Description of the products involved. • Contacts for additional information. • Actions being taken to respond to the situation, including anticipated time period.

8.3 Media Relations

Niska is committed to communicating to the media in a clear, concise and timely manner by providing accurate and detailed information.

The news media can provide valuable assistance to Niska and play an important public service role during an incident, conveying important information to the public through radio, television, the Internet, and print.

It is important to understand that the media operates independently; each news organization competes with other news organizations. Their primary concern is to get the story, not resolve the issue. The easier it is for media personnel to get the story, the more favorable their coverage is likely to be. It is also important to note that news is about change and conflict, drama and emotion. Those elements make better stories. That is why the media will focus on the negative and the sensational. It is the job of Niska's Media Spokesperson to deliver a succinct message of order and calm.

It is important to develop and maintain a good working relationship with the news media from the outset of any emergency. The manner in which both field and corporate personnel interface with reporters will affect the public perception of both the effectiveness of the response and the company.

When approached by media personnel you are seen as a credible source of information. You can tell the facts as you know them or, the journalists will go elsewhere. Therefore, it is critically important to assist and inform the media by providing factual information in a timely manner that recognizes their deadlines and demands.

Note: All requests for interviews must be referred to the Communication Officer.

The Communication Officer is responsible for preparing news releases. All press releases must be reviewed by the Legal Officer, the Crisis Management Team (CMT), and any government agency counterparts (if possible) prior to public distribution.

A Corporate Spokesperson will be assigned by the Crisis Management Team (CMT) to issue news releases.

The Corporate Spokesperson should be prepared to release the following information as soon as possible during the incident (provide factual Information):

- Type and status of incident,
- Location and proximity of the incident to people in the vicinity,
- Areas impacted by the incident,
- Effects the incident may have on people in the vicinity,
- Actions the general public should take if they experience adverse effects,
- Description of the products involved and their short and long term health effects,

- Public protection measures to follow, evacuation direction, and any other emergency response measures to consider,
- Actions being taken to correct the situation and time period anticipated, and
- Contacts for additional information.

If the media arrive at the scene of the emergency prior to the preparation of an official statement, the senior Niska on-site representative is authorized to release the following statement.

> "We are currently dealing with the situation at hand to ensure the safety of personnel and property. The cause has not been determined at this time. A statement will be released by the Niska Calgary office once the facts have been determined.

Do not speculate on the cause of the emergency or provide the media with any type of statement that is "Off The Record".

Never use the term "**No Comment**" Those two words arouse suspicion. If you do not have the answer say you do not have that information now but that it is currently being investigated and you will attempt to provide the information as soon as possible.

The media should be admitted to Niska property only if permission is obtained from the Incident Commander, who will do so only after consultation with the Crisis Management Team (CMT).

The area must be safe and media presence must not hamper the emergency services or investigations.

Media personnel should always be accompanied by a Niska representative while on Niska property.

Media releases must be generated and released as significant developments occur. Media releases may have to be coordinated with a government agency prior to release to ensure consistency and accuracy of information. Media releases will take place at least once in a six (6) hour period.

8.4 Next of Kin Notification

Under no circumstances should the name of an accident victim or fatality be released without the permission from the Incident Commander, Crisis Management Team Leader, and the local police force (e.g. County Sheriff or California Highway Patrol (CHP).

It is important that the employee's next of kin be notified as soon as possible. The names, addresses and telephone numbers of next of kin are included in the employee's personnel file.

Non-Fatal Injury - (minor first aid or medical aid)

- The injured person should make necessary phone calls, if possible.
- If the injured person is not capable of making appropriate phone calls, the Incident Commander shall make the following statement:

"A serious incident has occurred at the (location) and your (relationship), has been injured and taken to the (name) hospital at (location) for treatment. We will keep you informed of further details as we receive them."

- Ask the next of kin if they require transportation assistance and ensure they do not attempt to drive themselves to the injured worker's location.

Critically Injured

- In the case of a fatality, the next of kin must not be notified until a doctor or coroner has officially pronounced the person deceased. Under no circumstances are the names of critically injured workers to be released before the next of kin have been notified. Discretion is given to the Incident Commander to work in consultation with the local police with respect to notification.
- If a contractor's employee has been critically injured, the contractor is to notify the next of kin and keep Niska advised so the victim's name can be released to the media after notification.
- Notification to the next of kin should be made in person. The local police force should be consulted and/or accompany the Niska representative. If known, the victim's clergyman should also be present. The local police will assist with notifying the family when company employees are not available.
- Use extreme discretion and tact. Be prepared to provide the next of kin with appropriate support and assistance.

Under no circumstances is the name of the victim to be released before the next-of-kin have been notified.

8.5 Resident Emergency Notification Text for Telephone Callers

As per Section 4.2.5, Telephone Callers, this notification would be required for any Level of a Gas Release. It may not be required for other lesser emergency incidents.

- Hello, this is _____ of Wild Goose Gas Storage.
- Is this the *(name)*_____ residence?
- We are currently experiencing an emergency situation at the Wild Goose Gas Storage Facility.

Resident Sheltering

- Please gather everyone inside your residence, close all windows and doors. If possible, go to an inside room and stay away from outside windows and doors, and other places where gases may leak in.
- Extinguish all potential sources of ignition.
  Do not smoke or have an open flame.
- Please keep your phone line open. A Wild Goose Storage representative will contact you with further instructions.
- Please do not leave your residence; a Wild Goose Storage representative will advise you when the area is safe.

Evacuation

- Please evacuate your premises by proceeding to the (location of evacuation Center) and check in with Wild Goose Storage personnel at that location.
- How many people are at your house?
- Is there anyone outside who you cannot easily contact?
- Do you have your own transportation?
- Do you require assistance? If so, stay indoors. We will send a vehicle immediately.
- We suggest taking the (north/south/east/west) route from your location to the Evacuation Center.
- If you need accommodation or have any other concerns, please refer them to the company representative at the evacuation Center.
- Do you understand these instructions?

8.6 Sensitive Resident Notification Text for Telephone Callers

(Level 1 Emergency)

- Hello, this is _____ of Wild Goose Gas Storage.
- Is this the *(name)* _____ residence?
- I am calling to advise you that we have a Level 1 emergency at our Wild Goose Gas Storage facility. You are in no immediate danger, and at this level of emergency, evacuation is strictly voluntary. Do you wish to leave the area? (If the answer is "yes", explain the evacuation procedures listed below).
  Remaining sheltered indoors will protect you from possible explosion and / or reduce the possibility of coming into contact with the natural gas plume.

Evacuation

- Please evacuate your premises by proceeding to the (location of evacuation Center) and check in with Wild Goose Storage personnel at that location.
- How many people are at your house?
- Is there anyone outside who you cannot easily contact?
- Do you have your own transportation?
- Do you require assistance? If so, stay indoors. We will send a vehicle immediately.
- We suggest taking the (north/south/east/west) route from your location to the Evacuation Center (provide them with the location of the evacuation Center).
- If you need accommodation or have any other concerns, please refer them to the company representative at the evacuation Center.
- Do you understand these instructions?

8.7 Industrial Operators Emergency Notification Text for Telephone Callers

- Hello, this is _____ of Wild Goose Gas Storage.
- Is this _____*(operator)*_____?
- We are currently experiencing an emergency situation in the area of the (*location of emergency*).
- How many people are at your location at this time?
- Do you expect other persons (contractors, employees) to be arriving at your facility in the near future?
- As a safety precaution, please restrict your traffic around the Wild Goose Gas Storage facility.
- If your field operators notice any transients in the area could you advise them of the situation and ask them to leave the area and to contact Wild Goose Storage at 1-866-940-7351.
- Does anyone at your facility need evacuation assistance?
- If you have any questions they can be directed to Wild Goose Gas Storage at the above numbers.
- Do you understand these instructions?
- Thank you for your cooperation.

8.8 Initial Communication with Regulatory Agencies

Upon initial communication with Niska personnel, the EHS&S Coordinator should be prepared to provide government agencies with the following Information, depending on the nature and level of emergency:

- Type of emergency and facility involved (refer to Section 15.0 - *Initial Notification Form*).
- Weather conditions involved (refer to Section 15.0 - *Initial Notification Form*).
- Control measures taken.
- Evacuation and alert information (refer to Sections 6.1.12 – *Wild Goose Resident Lists* and 9.0 - *Evacuation*).
    - Whether an ERP is in place.
    - Communication with other government agencies involved (refer to Section 15.0 - *Initial Notification Form* and Sections 3.3 & 3.4).
    - Nearest resident.
    - Nearest downwind resident.
    - Whether evacuation has taken place.
    - If "yes", list of names of evacuees.
    - Evacuation Center (Location & Phone Number).
    - Whether contact has been made with all residents in the EPZ, and the method of contact.
- Air Monitoring Information (refer to Section 15.0 - LEL Detection Record).
    - Quantity and type of monitors.
    - Initial results.
    - Wind direction and speed.
- Ignition Information (refer to Section 10.0 - *Ignition Guidelines*).
- Command Posts (refer to Section 1.4 - *Command Posts*).
    - Classification of emergency (Level 1, 2 or 3 - refer to Section 2.0).
    - Whether On-Site Command Post has been established and the location.
- Environmental Concerns.

9.0 EPZ Evacuation Procedures

The general public within or immediately adjacent to the Emergency Planning Zone shall be evacuated if a harmful release of natural gas occurs, or if a dangerous situation develops which may affect their health and safety.

An Emergency Planning Zone (EPZ) for a natural gas release from the storage wells, pipelines and facilities has been established to assist in the response and management of gas releases, both sweet and sour gas. The EPZ has been set at 2625 feet (0.50 miles / ~800 meters) for all releases and is therefore not release rate dependent. A release rate dependent EPZ would not be readily determined as it would vary throughout the injection / withdrawal cycle. However Niska Gas Storage engineering should be consulted to confirm estimated release rates.

The Wild Goose Facility ERP contains procedures to ensure public safety within the EPZ.

The county is responsible for the public safety of residents living inside its boundaries, therefore in the event of an emergency Niska will maintain communication with the local county and discuss the emergency response actions they are implementing. Close coordination of emergency response between Niska and the county will be maintained to fully utilize combined resources and thereby ensure public safety inside the EPZ and surrounding area.

9.1 Evacuation Centers

Upon the declaration of a Level 2 Emergency involving Wild Goose, an Evacuation Center will be established at the following location in conjunction with the county. Evacuees from the EPZ will be directed to the Evacuation Center or provided with assistance and/or transportation.

Evacuation Centers will be established by the County Sheriff departments.

Persons contacted to evacuate will be requested to report to the Evacuation Center where a Wild Goose representative and/or a local disaster services person will check them in using the Evacuation Center Registration Log - Section 15.0, and address any concerns they may have regarding their property or livestock. After registering and indicating where they can be contacted, the evacuees will be free to go where they please or if they wish, and at the discretion of Niska management provide assistance in arranging temporary accommodations.

9.2 Evacuation Criteria

The Incident Commander in consultation with the Public Safety Coordinator, Operations Chief, and Incident Commander, will direct the evacuation of individuals from the EPZ if there is the potential to affect their health and safety. The following guidelines can be used to assist in the decision to evacuate any or all of the EPZ.

Level 1 Emergency

Evacuation of the EPZ **may not** be required. Notify sensitive residents.

A non-routine operating problem has occurred. The situation does not pose an immediate threat to public safety as it is confined to the boundaries of Niska property (facility site or pipeline right-of-way) and can be controlled entirely by Wild Goose personnel. The potential exists for the imminent loss of control due to deteriorating conditions.

For a Level 1 Emergency ensure the protection of life safety. Immediately notify the facility supervisor and activate the facility Emergency Response Plan. Appropriate government officials will notify, at their discretion, the Federal Emergency Management Administration (FEMA) if individuals within the EPZ have been notified and other local authorities are required.

Level 2 Emergency

Evacuation of the EPZ is required.

A problem has occurred that has the potential to escalate into a more serious situation which may jeopardize the safety of the public. There is a serious potential for hazards to the public or personnel outside the boundaries of Niska property. A Level 2 Emergency is an incident where control of the hazard has been lost but where imminent and/or intermittent control of the hazard is possible.

For Level 2 Emergencies, evacuation of the EPZ is required. Immediately notify the facility supervisor and activate the facility Emergency Response Plan. The affected area residents / general public and area operators must be informed of the emergency situation and evacuated from the EPZ. Develop and initiate a proactive regional media management plan. Appropriate government officials will notify, at their discretion, the Federal Emergency Management Administration (FEMA) and other local authorities as required.

Level 3 Emergency

Evacuation of the EPZ is required.

A serious problem has occurred that includes all situations where safe operating control has been lost, and a definite and immediate hazard to the public exists.

Evacuation of the public outside of the EPZ may be required if the problem cannot be controlled and gas concentrations reach the allowable limits adjacent to the EPZ boundary.

For a Level 3 Emergency, ensure the protection of life safety. Immediately notify the facility supervisor and activate the facility Emergency Response Plan. Develop and initiate a proactive regional media management plan. Appropriate government officials will notify, at their discretion, the Federal Emergency Management Administration (FEMA) and other local authorities as required.

9.3 Evacuation Procedures

Refer to the prepared texts for evacuation notification:

- Section 8.5 "*Resident Emergency Notification Text*".
- Section 8.6 "*Sensitive Resident Emergency Notification Text*".
- Section 8.7 "*Industrial Operator Emergency Notification Text*".

9.3.1 Evacuation Within The Emergency Planning Zone

The Operations Chief, in consultation with the Incident Commander shall determine the level of emergency and the location of the 2625 feet (0.50 miles / ~800 meters) Emergency Planning Zone (EPZ) using the information contained in this manual.

If the safety of the public is in question, the Public Safety Coordinator or Operations Chief shall initiate evacuation of the EPZ.

Evacuation of the EPZ occupants shall be prioritized in the following order:

- Individuals located immediately downwind or adjacent to the incident site.
- Individuals who have indicated they are sensitive or require assistance.
- Individuals who cannot be contacted by telephone.
- All residences visited will be posted with a Resident Evacuation Notice identifying the time and date that the residence was visited (see Section 15.0 "*Report Forms*").

9.3.2 Evacuation Outside the Emergency Planning Zone

The evacuation of the public outside of the Emergency Planning Zone may be required if the problem cannot be controlled or if flammable or explosive concentrations reach the allowable limits adjacent to the Emergency Planning Zone boundary. Refer to MSDS for further product information.

The Butte County, State of California, or federal agencies shall coordinate evacuation outside of the emergency planning zone (EPZ). Niska shall provide the necessary personnel and equipment.

9.3.3 Stay-In-Shelter Procedures

If an option, shelter is an effective and viable means for public safety when:

- There is not enough time, or advanced warning, to initiate evacuation safely;
- Residents are waiting for evacuation assistance;
- The release is of limited volume or short duration (several minutes to half an hour);
- The location of a release has not been identified; and / or
- It is deemed that the public would be at a greater risk because evacuation may potentially expose individuals to hazards or toxic substances due to a slow departure from the area, or proximity of residence to the incident site (i.e. residence is located immediately downwind of a natural gas release).

The following sheltering information and instructions should be given to residents:

- If you are advised to "Stay in Shelter", please do not leave your residence. Remaining sheltered indoors will protect you from potential hazards and / or reduce the possibility of coming into contact with a natural gas plume.
- Gather everyone inside your residence, close all windows and doors. If possible, go to an inside room and stay away from outside windows and doors, and other places where gases may leak in.
- Shut off exhaust fans, clothes dryers, furnaces, ventilation systems, and extinguish all potential sources of ignition. **Do Not Smoke**.
- Please do not use your telephone. A Wild Goose Storage representative will contact you with further instructions.
- Please do not leave your residence; Wild Goose Storage representative will advise you when the area is safe.

9.3.4 Prolonged Evacuation

If the problem cannot be readily corrected and the public are required to vacate the area for an extended period of time, then Niska shall, where required:

- Provide a copy of the *Daily Expense Claim Form* contained in Section 15.0, "*Report Forms*", and instructions on how to claim for incurred expenses.
- Provide assistance in arranging food and temporary accommodation.
- Make arrangements for feeding and watering of livestock.
- Provide security for residences/places of business.

9.3.5 Method of Notification

In the event of a Level 2 or Level 3 emergency situation requiring evacuation, all occupants in the EPZ will be contacted by the following methods:

- Residents will be contacted by telephone callers.
- Industrial operators will be contacted by the telephone callers.
- Residents and Industrial Operators not contacted by telephone will be contacted by the EPZ Rover or Wild Goose Storage personnel with assistance from the local police force, or any other government agencies (e.g. environment, etc.), as required.

All residences visited will be posted with a Resident Evacuation Notice identifying the time and date that the residence was visited.

9.3.6 Return of Evacuees

Once the emergency is over, the decision to allow the return of persons to the area shall be made by the Incident Commander, in consultation with local, county or state authorities.

The Evacuation Coordinator shall notify all persons previously requested to evacuate that the emergency condition has been terminated and all persons may return to their residences. Niska shall provide transportation and assistance where required and further instructions on how to claim for expenses incurred due to the emergency.

9.4 Facility Evacuation

Practice

It is the practice of Niska to develop step-by-step emergency evacuation procedures for facility personnel and contractors working on a Niska site.

Activities

1. In case of an emergency, the facility evacuation alarm will be sounded (continuous horn and flashing red light) signaling immediate evacuation of the facility, at which time all Wild Goose Storage employees and all contractors are to proceed in an orderly fashion to the closest safe muster station. By observing windsocks located throughout the plant site, workers will determine wind direction and assemble upwind of the plant.
2. Safely shutdown all equipment prior to assembling at the muster stations. There are ESD (emergency shutdown) buttons in every building which will activate the alarm.
3. A Muster Station Marshal (e.g. Wild Goose Storage operator) at every muster station must compile a head count and names list for all personnel at their respective muster station.

4. The head count should be compared to an up to date employee list and contractor sign-in sheet. A Wild Goose Storage operator shall be responsible for completing the head count at any secondary facility muster stations.

5. The Muster Station Marshal at a remote muster station shall call in the number and the names of all Wild Goose Storage and contract personnel listed at their muster station to the Operations Chief.

6. The Incident Commander and the Muster Marshall will determine if any Wild Goose Storage personnel or contractors are missing, based on the head count.

7. The Incident Commander or their designate shall determine who from the muster area shall form the search and rescue team to look for any unaccounted persons. If available, members from the Emergency Response Team shall be responsible for coordinating and conducting the plant sweep under the direction of the Operations Chief. Otherwise the Incident Commander shall select the most trained individuals at the muster station.

8. All workers must stay at their respective muster station until directed otherwise by the Incident Commander or Muster Station Marshal. Should there be a need to evacuate the muster stations, all personnel and contractors are to muster to the Niska Administration Office Complex, and await further instructions from the Operations Chief.

9. Once the ERT team members are accounted for, they shall standby for direction from the Operations Chief.

Rescue

In the event of a Level 2 or Level 3 Emergency, emergency rescue procedures must be carried out in an orderly efficient manner. The responsibility for planning, organizing and initiating rescue procedures is that of the Niska Operations Chief in consultation with the Incident Commander. They shall facilitate the response utilizing any personnel and resources that are available to them.

The following priority actions must be implemented in the event of a Level 2 or Level 3 Emergency:

1. Identify worker(s) or missing.
2. Confirm last known location (from work permits).
3. Assess emergency conditions.
4. Initiate rescue plans and procedures including, but not limited to, the following:
    - Emergency area isolation (blinding, blocking, etc.), if required.
    - Plant shut down, if required.
    - Identification of known hazards.
    - Identification and sourcing of necessary rescue equipment.

- Assembly of the rescue team with competent personnel, trained in the use of pertinent rescue equipment.
- Diagnosis of injuries and administration of first aid.
- Obtain emergency medical transportation to medical aid for injured personnel.
- If hospital care is required, notify medical personnel; give a brief appraisal of injuries.

5. Notify concerned parties:
    - The Incident Commander shall notify all concerned parties as per the Wild Goose Emergency Response Plan.
    - The External Liaison Officer shall notify all Government Regulatory agencies as determined by the Wild Goose Storage Emergency Response Plan.
    - In the event of a serious or critical injury or fatality, the Incident Commander or President of Niska Gas Storage shall make next of kin notifications following the procedures identified in Section 8.4.

10.0 Ignition Guidelines

The potential volume of natural gas released is minimized due to numerous flow control and leak prevention measures. However, accidents or facility servicing activities may result in an uncontrolled release of HVP natural gas requiring a decision regarding ignition procedures.

10.1 Natural Gas Safety Hazards

- A natural gas plume, being half as light as air (~0.55), will rise and accumulate in higher enclosed spaces (i.e. buildings). It is most likely to accumulate in hot, humid conditions.

- With higher winds, the gas will dissipate faster. The additional turbulent mixing will then limit the plume's drifting distance.

- Ignition (burning) of natural gas will produce Carbon Dioxide (CO_2) which will dissipate into the atmosphere more quickly. The heat generated by the combustion of the gas flow will transport the gas plume higher into the atmosphere where it will disperse over a substantial area, which in turn reduces the ground level concentrations of natural gas to safer levels.

10.2 Ignition Authorization

Authorization to ignite a natural gas release will be made after discussion between the Crisis Management Team, the First Responder, the Operations Chief, the Incident Commander and available government regulatory representatives.

Note: The actual ignition procedure will only be conducted by well control specialists and **not** by Niska, including Wild Goose Storage personnel.

10.3 Ignition Criteria

The decision to ignite a significant or continuous flow of natural gas should only be considered as a last resort to protect human life or prevent environmental damage.

Ignition should be initiated if:

- Additional damage to equipment, the environment or human health or safety will occur if the gas release were permitted to continue;

- Continued gas releases will complicate or increase the requirements of control efforts;

- Other potential emergencies will increase the damage from the gas release to the environment, human health and safety, or company property;

- Downwind monitoring is not being conducted due to unforeseen circumstances such as bad weather or a breakdown in communication.

- If evacuation of the EPZ cannot be accomplished (for any reason).

Ignition of an uncontrolled gas release should **not** be considered if the ignition will:

- Endanger human life,
- Unnecessarily damage the environment,
- Needlessly endanger private property,
- Needlessly endanger Niska equipment of facilities.

10.4 Ignition Procedure

The ignition procedure will only be conducted by well control specialists and **not** by Niska personnel.

Under the direction of the well-control specialist contractor(s):

- Evacuate the immediate area.
- Establish the Hot, Warm, Cold Zone (see Section 7.8, *Site Control & Work Zones*). Make sure that all sources of ignition such as vehicle engines and tools or equipment that can produce an electric spark are kept well away from the hazard zone.
- Determine if the vapor can be ignited safely. Consider forest fire hazards, ground cover, buildings and other relevant factors.
- The well-control specialist should form a Primary Ignition Team with two (2) fully qualified individuals. Both individuals should be tethered to fireproof ropes and equipped with, as a minimum:
    - Flame resistant hard hat liners and coveralls,
    - Hearing protection,
    - Hard hats (with face shields),
    - Self contained breathing apparatus (SCBA) equipment with 30 minute air supply,
    - Combustible electronic gas detectors,
    - An ignition device (i.e. flare gun).
- A Secondary Ignition Team assigned by the well-control specialist should be formed by two (2) fully qualified individuals equipped with:
    - Self-contained breathing equipment,
    - Combustible gas detectors,
    - Retrieval ropes.

- Identify wind conditions. Always approach the release site from the upwind direction.

- Ignition should be attempted as soon as the team is within range. If initial attempts fail, the ignition team should assume that the flare is not in range of the flammable vapor and advance a few yards and retry ignition attempts. Continue in this manner until ignition is accomplished.

- If there is no wind, the release site should be approached from the most accessible direction. **From outside the explosive mixture area**, a first attempt of ignition should be tried. If initial attempts fail, the ignition team should assume that the flare is not in range of the flammable vapor and advance a few yards and retry ignition attempts. Continue in this manner until ignition is accomplished.

- When approaching the release site stop approximately 300 feet (minimum) from the suspected perimeter of the vapor plume. Remember, the flammable perimeter will extend beyond the visible portion of the plume.

- Ignite the release from the maximum range of the flare gun, shells shall be shot towards the gas release in such a manner that ignition will occur at the furthest outside edge of the gas plume; this is where the air to fuel mixtures are correct for ignition (near the outer edge and at ground level). This can be achieved if the flare is skipped along the ground into the vapor (if ground cover allows).

  At no time should the ignition team enter the explosive mixture area.

- During ignition attempts, changes in wind direction should be continually monitored by the ignition team.

- If possible, remain on standby at the ignition site to re-ignite the release, if required.

- Fire the flare gun from a prone position or from behind a protective object when at the correct range.

- Following ignition proceed with steps necessary to control unwanted fire, but do not extinguish the burning vapor plume.

11.0 Isolation & Monitoring of the EPZ

Isolating and monitoring the EPZ is a critical step in controlling any emergency situation. The process of isolating the EPZ is a simple procedure of blocking all access points into the EPZ. It is critical that access be restricted to the EPZ as soon as possible to prevent people from entering the potentially hazardous area.

Air quality monitoring in the EPZ must be initiated immediately after a natural gas release has occurred to track and record the presence and concentrations of explosive gases in the atmosphere. Air quality monitoring equipment will be used to track the plume, determine if ignition criteria are met, determine whether evacuation and/or sheltering criteria have been met (particularly beyond the EPZ boundaries), assist in determining when the emergency can be downgraded, determine roadblock locations, and determine concentrations in areas being evacuated to ensure that evacuation is safe.

The Emergency Planning Zone (EPZ) can be isolated for a number of reasons detailed in Section 2.0. In addition to Niska efforts to isolate the EPZ, government agencies may also take the following measures:

- Issue a closure order
- Declare a State of Emergency
- Issue a closure of air space

Following the initial incident report, the following steps should be followed to isolate and monitor the EPZ.

11.1 Monitoring the Emergency Planning Zone

The monitoring of emergency situations is important to recognize any changes to the situation which may change the level of the emergency. Following the report of the incident, individuals will be dispatched to monitor the emergency.

During implementation of the ERP, air quality monitoring for LEL of explosive gases shall be conducted at the incident site and throughout the Emergency Planning Zone.

Personnel shall maintain a record of the air monitoring results using the LEL Detection Record contained in Section 15.0 "*Report Forms*", and immediately report any detection of explosive gases to the Incident Commander and Public Safety Coordinator at the incident site (On-Site Command Post).

Air monitoring information must be made available to government agencies, as well as the public, on a regular basis throughout the emergency.

Personal Electronic Gas Detectors

The Public Safety Coordinator, in conjunction with the Incident Commander shall dispatch personnel equipped with the appropriate personal protective equipment (PPE) and personal electronic gas detectors capable of detecting O_2, LEL & CO to monitor:

- Any area in which an odor complaint has been received.
- The nearest downwind non-evacuated area from the incident site, if a natural gas release occurs.
- Any area in which natural gas is suspected.

Observations at the emergency scene should immediately be relayed to the On-Site Command Post (OSCP) including:

- Natural gas release source/volume
- Liquid release volume
- Number of and condition of injured parties
- Size and location of fire
- Wind direction and speed
- Any other information relative to the emergency

Most emergency situations can be monitored by Niska response personnel. Based on initial observations, the Incident Commander in consultation with the Operations Chief and First Responders will determine the size of the emergency planning zone and the related hot, warm and cold zones.

Level 1 Emergencies

- Niska/ Wild Goose Storage personnel equipped with personal electronic gas detectors will be dispatched to the emergency site and locations downwind of the emergency site.
- Readings and estimates of wind speed and direction will be periodically relayed to the Public Safety Coordinator.
- The Public Safety Coordinator and Incident Commander will use this information to continually re-evaluate the level of the emergency and the size of the emergency planning zone.
- Dispatch mobile air monitoring units to the site.

Level 2 and 3 Emergencies

- In addition to the Level 1 air monitoring activities, additional air monitoring services will be requested for determining LEL concentrations beyond the immediate vicinity of the release source and for tracking the direction and concentration of the natural gas plume. The type of air monitoring units and the number of monitors required will be based on the access and egress points, population density and proximity to urban density developments, and local conditions.

- Wild Goose Storage personnel equipped with personal electronic gas detectors will be dispatched to the emergency site and locations downwind of the emergency site along the perimeter of the defined EPZ or at the nearest residence. Readings and estimates of wind speed and direction will be periodically relayed to the Public Safety Coordinator.

- Mobile air monitoring services will be requested for determining LEL concentrations beyond the immediate vicinity of the release source and for tracking the direction and concentration of the natural gas plume.

Mobile Air Monitoring Unit(s)

If a Level 1 Emergency is declared, a mobile air monitoring unit consisting of personnel and equipment may be dispatched to the area to commence air monitoring downwind of the incident site at the nearest non-evacuated residence. Once in place, the unit will monitor for gases, record wind speed and direction and maintain communications with the On-Site Command Post. This information will be used to evaluate ignition and evacuation requirements, roadblock locations, and when the emergency can be downgraded.

11.2 Isolating the Emergency Planning Zone

If a release of natural gas occurs or a potentially dangerous situation develops which could result in a natural gas release, a hazard area (the Emergency Planning Zone) shall be established, and isolated through the use of roadblocks and security sentries comprised of Niska or contract personnel.

(Refer to the maps at the back of the ERP for locations of the Emergency Planning Zones.)

Emergency Site

The incident site shall be isolated during Level 1 Emergencies. A sentry (road block crew) shall be stationed at the access road entrance into the area to only allow entry of authorized and necessary personnel.

Persons allowed entry into the area shall be briefed on the existing conditions and be equipped with the appropriate Personal Protective Equipment (PPE) as deemed by the Incident Commander.

Emergency Planning Zone (EPZ)

The Emergency Planning Zone shall be isolated during a Level 2 Emergency by establishing roadblocks on all roads leading into the Emergency Planning Zone.

The California State transportation department (sometimes including the highway maintenance contractor(s)) must be notified for highway closure approval. California Highway Patrol may also close highways if there is a serious risk to the public.

The Operations Chief, in consultation with the Operations Chief and First Responders, shall determine the Emergency Planning Zone (EPZ). The Public Safety Coordinator will designate a Roadblock Supervisor to organize roadblock crews to isolate the determined EPZ.

Additional roadblocks may be requested to state highway authorities by the Public Safety Coordinator and Roadblock Supervisor based on additional observations of the emergency incident as they become available.

Roadblock Personnel

A roadblock crew will consist of one person for each roadblock location working a maximum 6-hour shift who should be equipped with:

- 1 vehicle
- Intrinsically safe hand held 3-head electronic gas detector
- Flashlight (Intrinsically safe)
- Movable barricade
- Area map
- 2-way communication radio or similar device
- Roadblock report forms and LEL Detection Records forms contained in Section 15 "*Report Forms*".
- Signage (e.g. road closed, Stop)
- Reflective Traffic Triangles
- Stop & Slow Traffic Paddles
- Safety vests
- Barriers

12.0 Hazardous Materials Information

This section contains specific information on the hazardous materials that are prevalent in Niska operations including material characteristics and a related MSDS.

12.1 Natural Gas Characteristics and Effects

Natural gas consists mostly of methane (CH_4) 90%-99%, with traces of ethane and propane and is encountered at the Niska Gas Storage facilities.

Methane is an odorless, colorless, tasteless, non-poisonous, flammable gas, which is lighter than air (~0.55). Methane burns with a pale, faintly luminous flame. Methane forms explosive mixtures with air. Air containing less that 5.53% methane no longer explodes.

Still air that contains 5% to 15% methane and 12% or more oxygen will explode. However, the flammable and explosive ranges of methane are variable, and all occurrences of the gas should be considered dangerous. The explosive range of methane is 5% to 15% and the relative weight is 0.55.

Methane tends to rise and accumulate near the higher, stagnant parts of enclosed buildings and tightly closed storage pits. It is most likely to accumulate during hot, humid weather.

Methane is extremely difficult to detect without gas detection instruments. Explosions attributed to methane have occurred when there is not proper ventilation.

Main Hazards

- Potential explosion hazard.
- Fire hazard from burning gas.
- Critical health hazard because of oxygen deficiency.

It is recommended that a maximum safe methane concentration for workers during an 8-hour period is 1,000 ppm (0.1 percent) or 10% of the LEL which is 0.5%.

Transport Information

Proper Shipping Name: Methane, compressed; Hazard Class: 2.1; Identification Number: UN 1971; Shipping Label: Flammable Gas.

Concern	Effects of Natural Gas (Methane)
Human Health	Oxygen deficiency during pregnancy has produced developmental abnormalities. Oxygen deficiency resulting from simple asphyxiates may include: Rapid breathing, diminished mental alertness, impaired muscular coordination, faulty judgment, depression of all sensations, emotional instability, and fatigue.

Types of Hazard / Exposure	Acute Hazards / Symptoms	Prevention	First Aid / Fire Fighting
Fire	Extremely flammable.	NO open flames, NO sparks, and NO smoking.	Shut off supply; if not possible and no risk to surroundings, let the fire burn itself out; in other cases extinguish with water spray, powder, carbon dioxide.
Explosion	Gas/air mixtures are explosive.	Closed system, ventilation, explosion-proof electrical equipment and lighting. Use non-sparking hand tools.	In case of fire: keep container cool by spraying with water. Combat fire from a sheltered position.
Exposure			
Inhalation	Suffocation.	Ventilation. Breathing protection if high concentration.	Fresh air, rest. Artificial respiration if indicated. Refer for medical attention.
Skin	Contact with liquid methane: Frostbite.	Cold-insulating gloves.	Frostbite (cryogenic burn): rinse with plenty of water, do NOT remove clothes. Refer for medical attention.
Eyes		Safety goggles.	First rinse with plenty of water for several minutes (remove contact lenses if easily possible), then take to a doctor.

Oxygen Deficient Atmosphere Effects	
Concentration	**Symptoms of Exposure**
12-16% Oxygen	Breathing and pulse rate increased, muscular coordination slightly disturbed.
10-12% Oxygen	Emotional upset, abnormal fatigue, disturbed respiration.
6-10% Oxygen	Nausea and vomiting, collapse or loss of consciousness.
Below 6% Oxygen	Convulsive movements, possible respiratory collapse, and death.

First Aid:

Remove from exposure immediately. Get medical attention.

Spill Control Measures:

Avoid heat, flames, sparks and other sources of ignition. Stop leak if possible without personnel risk. Should flame be extinguished and flow of gas continue, increase ventilation to prevent flammable mixture formation in low areas or pockets.

Extinguishing Media – carbon dioxide, dry chemical or water spray.

12.2 Mercaptan Characteristics and Effects

Mercaptan is a colorless flammable liquid used to odorize natural gas and NGL products. Vapors may cause flash fires.

At lower concentrations (0.001 ppm), Mercaptan has a **Distinct Garlic Smell**. At low levels Mercaptan irritates mucous membranes, causes headaches, dizziness, nausea and blue color skin, convulsions and coma (fluid in the lungs) with prolonged exposure.

The occupational safety ceiling for Ethyl Mercaptan is **10 ppm** and the recommended ceiling is **0.5 ppm for 15 minutes**.

First Aid:

Remove from exposure immediately. Get medical attention.

Spill Control Measures:

Avoid heat, flames, sparks and other sources of ignition. Stop leak if possible without personnel risk. Small spills can be absorbed with sand or other non-combustible material. Large spills should be diked and sprayed with foam to reduce vapors until clean-up is possible.

Contact with water or moist air may form flammable and/or toxic gasses or vapors.

Thermal decomposition products are oxides and sulfur.

Note to Physician:

For ingestion, consider gastric lavage.

Antidote:

Amyl nitrite, inhalation; sodium nitrite, intravenous; pyridoxine, intravenous; urea, intravenous.

*Refer to the appropriate MSDS for further information.

Niska
Gas Storage

1. Product and Company Identification

Product Name:	Natural Gas
Synonym:	Sweet Natural Gas
Product use: Fuel	
Manufacturer:	Niska Gas Storage Partners LLC
Address:	Suite 400, 607 8th Avenue SW Calgary, Alberta T2P 0A7
Emergency Contact:	(403)-513-8600
Canutec:	(613) 996-6666 or Cellular *666

2. Hazards Identification

EMERGENCY OVERVIEW

DANGER!! This product is **EXTREMELY FLAMMABLE** and will be easily ignited by heat, sparks or flames. Explosive mixtures form when vapours mix with air. Vapours may travel to a source of ignition and flash back. Vapours may cause dizziness or asphyxiation and may be irritating if inhaled at high concentrations. Fire may produce irritating and/or toxic gases.

POTENTIAL HEALTH EFFECTS/ROUTES OF EXPOSURE

Eyes: This product can be a moderate to severe irritant to the eyes. Direct contact with rapidly escaping gas may cause cryogenic (freezer) burns or frostbite. Vapours may cause irritation to the eyes, conjunctiva, and mucous membranes resulting in redness and tearing.

Skin: This product can be a slight to moderate irritant of the skin. Direct contact with rapidly escaping gas may cause cryogenic (freezer) burns or frostbite. The appearance of injury may be delayed for a few hours, but may cause tissue to become swollen, discolored and extremely painful; permanent damage or death may result without adequate medical treatment.

Ingestion: Natural gas is extremely unlikely to be swallowed and much more likely to be inhaled.

Inhalation: Vapours may cause nose and throat irritation, anesthetic effects and central nervous system (CNS) depression. Inhalation may result in dizziness, drowsiness, headaches, mood disturbances, numbness of the extremities, mental confusion, poor judgment and coordination. An increased pulse rate may also occur. Hyperventilation may develop.

3. Composition/Information on Ingredients

Ingredient Name	%	CAS No.	Exposure Limits
Natural Gas, dry	100	68410-63-9	Not applicable
Methane	90-99	74-82-8	ACGIH TLV-TWA 1,000 ppm (Alkane C1-C4)
Ethane	0-5	74-84-0	ACGIH TLV-TWA 1,000 ppm (Alkane C1-C4)
Propane	0-2	74-98-6	ACGIH TLV-TWA 1,000 ppm (Alkane C1-C4)

Natural Gas, is a complex combination of hydrocarbons separated from natural gas. It consists of saturated aliphatic hydrocarbons having carbon numbers in the range of C1 through C4, predominantly methane and ethane. This product is a complex mixture consistent with the definition within WHMIS regulation CPR section 2. The listed components are provided as guidance based on the available knowledge of the stream.

4. First Aid Measures

Eyes: In case of contact with eyes, immediately flush with clean, low-pressure water for at least 20 minutes. Hold eyelids open to ensure adequate flushing. Seek medical attention immediately.

Skin: This material can cause drying and redness of the skin. High-pressure releases may inject gas under the skin and requires immediate medical attention.

Ingestion: This product, in its natural state, is a gas and is unlikely to be ingested and more likely to be inhaled. Rinse mouth with water. Do not induce vomiting. Never administer liquids to an unconscious person. If spontaneous vomiting occurs, lean victim forward to reduce the risk of aspiration. Seek medical attention immediately and monitor for breathing difficulty.

Inhalation: Ensure your own safety and use the appropriate respiratory protection to immediately remove the victim to an uncontaminated area. Give CPR or artificial respiration as needed and give oxygen if breathing is difficult. Keep victim at rest and get immediate medical attention.

5. Fire Fighting Measures

FLAMMABLE PROPERTIES

Flammable Gas

HAZARDOUS COMBUSTION PRODUCTS:

Carbon dioxide and/or carbon monoxide will be produced upon combustion.

FIRE AND EXPLOSION HAZARDS

This product is EXTREMELY FLAMMABLE. DO NOT ATTEMPT TO EXTINGUISH A LEAKING GAS FIRE UNLESS THE LEAK CAN BE STOPPED. Vapours will ignite easily in the presence of any source of ignition over a wide range of concentrations and even at very low temperatures. Containers may explode when heated. Ruptured cylinders may rocket.

EXTINGUISHING MEDIA

Dry chemical, foam or CO2 may be used according to the manufacturer's recommended technique. Water may be ineffective for fighting the fire, but may be used to cool fire-exposed containers. Cool containers with large quantities of water until well after the fire has been put out. Withdraw immediately in case of rising sound from venting safety devices or discoloration of tank. ALWAYS stay away from tanks engulfed in fire. Fight fires from maximum distance and for massive fires, use unmanned hose holders or monitor nozzles. If this is not possible, withdraw from the area and let the fire burn.

Fire Fighting Instructions

Small fires in the early stages may typically be extinguished using handheld portable fire extinguishers and other fire fighting equipment. Fighting fires may result in potential exposure to high heat, smoke or toxic byproducts of combustion, an approved self-contained breathing apparatus (SCBA) with full-face piece and full turnout gear must be worn. Isolate area around container involved in fire. Cool tanks, shells, and containers exposed to fire and excessive heat with large quantities of water, but beware of, do not direct the water stream at the source of the leak or safety devices as icing may occur.

If industrial process is involved in a fire, ISOLATE for 1600 metres (1 mile) in all directions; also, consider initial evacuation for 1600 metres (1 mile) in all directions.

UNUSUAL FIRE & EXPLOSION HAZARDS:

This product is quite a bit lighter than air and vapours may collect in the upper part of buildings. Burning occurs with a slightly luminous flame and very little noise. Pressurized containers of gas may explode due to heat generated by fires.

6. Accidental Release Measures

ACTIVATE SITE SPECIFIC EMERGENCY RESPONSE PLAN, IF AVAILABLE

Small Spills: Remove all ignition sources. Ventilate area of leak. Stop flow of gas. Do not attempt to extinguish a fire unless the leak can be stopped.

Large Spills: Isolate spill or leak area immediately for at least 50 to 100 metres (160 to 330 feet) in all directions. Keep unauthorized personnel away and stay upwind. The proper use of water spray may effectively disperse product vapours, preventing contact with ignition sources or areas /equipment that require protection. Do not discharge solid water stream pattern into the liquid resulting in splashing. Do not flush down sewer or drainage systems. Protect bodies of water by dyking, if possible.

Evacuation: Consider initial downwind evacuation for at least 800 metres (1/2 mile).

Attention: Ensure your own safety and use the appropriate respiratory protection. An approved self-contained breathing apparatus (SCBA) with full-face piece may be required. The application of water and/or fire fighting foam may cause spilled liquids to generate increased amounts of vapours, particularly when the water/foam temperature is warmer than the liquid. However, this effect may be desirable under certain conditions

to evaporate a spill quickly. Consideration should be given to environmental clean-up and waste material generation when deciding if the use of large volumes of water is appropriate for non-fire emergency situations. Clean-up crews must be properly trained and must utilize proper protective equipment.

7. Handling and Storage

HANDLING PRECAUTIONS

Handle as a flammable gas. Keep away from all sources of heat, sparks, open flame or any sources of ignition as well as flammable materials or oxidizers. Do not pressurize, cut, heat, weld or expose such containers to sources of ignition. Use only with adequate ventilation and avoid breathing vapours. Ground and bond all lines and equipment. Use intrinsically safe electrical equipment.

STORAGE PRECAUTIONS

Outside storage is recommended. Store in a cool, dry and well ventilated area out of sunlight and away from all sources of ignition. Avoid storage in confined locations or near incompatible materials such as other flammable materials, oxidizers or materials that support combustion. This storage area should comply with NFPA 30 ("Flammable and Combustible Liquid Code"). The cleaning of tanks previously containing this product should follow API Recommended Practice (RP) 2013 "Cleaning Mobile Tanks In Flammable and Combustible Liquid Service" and API RP 2015 "Cleaning Petroleum Storage Tanks".

Special precautions:

Store away from oxidizers such as oxygen, chlorine, bromine and peroxides.

WORK PRACTICES

Use good personal hygiene practices. Avoid skin exposure and wash hands before eating, drinking, smoking, or using toilet facilities. Do not eat, drink or smoke in areas of use or storage. Promptly remove contaminated clothing and launder before reuse. Use care when laundering to prevent the formation of flammable vapours which could ignite via washer or dryer. Consider the need to discard contaminated leather shoes and gloves.

8. Exposure Controls / Personal Protection

ENGINEERING CONTROLS

Ensure adequate ventilation to keep vapour and gas concentrations of this product below occupational exposure and flammability limits, particularly in confined spaces. Ventilation system and other electrical equipment must be approved for flammable areas. Quick drench facilities and/or eyewash stations should be provided within the immediate work area for emergency use when there is any possibility of exposure to liquids that are extremely cold or rapidly evaporating.

PERSONAL PROTECTIVE EQUIPMENT

Eye/Face Protection: Wear safety glasses with side shields, chemical goggles or a full-face shield to avoid burns or tissue damage from frostbite.

Skin Protection: Avoid skin contact. Wear fire retardant clothing and insulated chemical resistant gloves in order to prevent the potential of frostbite or cryogenic burns.

Respiratory Protection: This product is a known asphyxiant and air supplied respirators are required if there is a potential for decreased oxygen concentrations. Use a positive pressure, air-supplied respirator if there is a potential for uncontrolled release, exposure levels are unknown, or any other circumstance exist where an air-purifying respirator may not provide adequate protection. When assessing the proper type of respiratory protection, also consider the occupational exposure limits applicable to individual ingredients. Refer to CSA Standard "Selection, Use and Care of Respirators" (Z94.4-02) and NIOSH Respirator Decision Logic for additional guidance on respiratory protection.

9. Physical and Chemical Properties

Appearance and state:	Colourless gas
Odour:	Slight hydrocarbon that may not be detected by all.
Odour Threshold:	Not Available
Flash Point:	-156°C (Tagliabue CC) Flammable Gas
Auto lignition:	537°C (999°F)
Lower Explosive Limit (%):	5%
Upper Explosive Limit (%):	15%
Boiling Point:	-161.4°C
Melting Point:	-182.6°C
Vapour Pressure:	47000 mmHg @ 25 °C
Vapour Density (Air = 1):	0.554
Specific Gravity:	0.7168
Solubility (H_2o):	Slightly soluble
Percent Volatiles:	100%
Evaporation Rate:	Not Applicable gas
Octanol/Water Coefficient:	log Kow = 1.09

10. Stability an Reactivity

STABILITY
Stable

CONDITIONS TO AVOID (STABILITY)
Avoid high temperatures, open flames, sparks, welding, smoking and other ignitions sources.

INCOMPATIBLE MATERIALS
Avoid contact with strong oxidizers such as peroxides, chlorines, nitrates or perchlorates.

HAZARDOUS DECOMPOSITION PRODUCTS
Thermal decomposition will produce carbon dioxide and carbon monoxide.

HAZARDOUS POLYMERIZATION
Will Not Occur

11. Toxicological Information

Chemical Name	CAS No.	LD50	LC50
Natural Gas	68410-63-9	Not applicable	Not available
Methane	74-82-8	Not applicable	Not available

Ethane	74-84-0	Not applicable	Not available
Propane	74-98-6	Not applicable	Not available

POTENTIAL HEALTH EFFECTS

Acute effects: At very high concentrations, this product is a simple asphyxiant and may displace air resulting in suffocation, Control Nervous System (CNS) depression, dizziness, confusion, asphyxia, drowsiness, narcosis, headache, muscle weakness, peripheral neuropathy, numb extremities and even unconsciousness or chemical pneumonitis pneumonia (aspiration of liquid). If rapidly escaping gas comes in contact with skin this product may result in frostbite and dermatitis.

Chronic effects: At high concentrations, this product is a simple asphyxiant and may displace oxygen primarily when present in enclosed spaces resulting in chronic hypoxia including effects such as decreased night vision, increased respiration, decreased alertness, fatigue, tunnel vision and headache. High concentrations may also irritate eyes, skin, respiratory system, central nervous system, and peripheral nervous system.

Sensitization: Methane, ethane, propane and butane are considered cardiac sensitizers.

Mutagenicity: Not mutagenic.

Reproductive effects: Not known to cause reproductive effects.

Carcinogenicity: Ingredients are not identified as carcinogens by IARC, NTP or ACGIH.

Target organs: CNS (central nervous system), heart.

12. Ecological Information

This product is volatile and disperses rapidly. It is not toxic to aquatic organisms and does not concentrate in the food chain. However, keep out of sewage, drainage and waterways. Report spills and releases, as applicable, under provincial state, Federal and local regulations.

13. Disposal Considerations

Vent to a safe location and ensure dissipation of gas is below the LEL or incinerate through a flaring system. Preferred waste management priorities are recycle, reprocess or incinerate with heat recovery.

14. Transport Information

PROPER SHIPPING NAME: Natural Gas, compressed

TDG CLASS:	2.1
TDG UNNA:	UN1971
TDG SHIPPING LABEL:	Flammable gas
SHIPPING DESCRIPTION	NATURAL GAS, COMPRESSED, Class 2.1, UN1971

15. Regulatory Information

WORKPLACE HAZARDOUS MATERIALS INFORMATION SYSTEM (WHMIS)

Workplace Hazardous Materials Information Systems (WHMIS): This product has been classified in accordance with the hazard criteria of the CPR (Controlled Product Regulations), and the MSDS contains all of the information required by the CPR.
Class A – Compressed Gas
Class B, Division 1 – (Flammable Gas)

CANADIAN ENVIRONMENTAL PROTECTION ACT (CEPA)
All components of this product are listed on the Canadian DSL Inventory.

CERCLA/SARA - Section 302 Extremely Hazardous Substances and TPQs (in pounds):
This material does not contain any chemicals subject to the reporting requirements of SARA 302 and 40 CFR 372.

CERCLA/SARA - Section 311/312 (Title III Hazard Categories)
Acute Health: No
Chronic Health: Yes
Fire Hazard: Yes
Pressure Hazard: Yes
Reactive Hazard: No

CERCLA/SARA - Section 313 and 40 CFR 372:
This material does not contain any chemicals subject to the reporting requirements of SARA 313 and 40 CFR 372.

EPA (CERCLA) Reportable Quantity (in pounds):
EPA's Petroleum Exclusion applies to this material - (CERCLA 101(14)).

California Proposition 65:
Warning: This material may contain detectable quantities of the following chemicals, known to the State of California to cause cancer, birth defects or other reproductive harm, and which may be subject to the requirements of California Proposition 65 (CA Health & Safety Code Section 25249.5): None

16. Other Information

Prepared for: Niska Gas Storage Partners LLC EHS Department
Preparation information: (403) 513-8663
Prepared by: Deerfoot Consulting Inc.
Issue Date: January 15, 2011

Disclaimer of Expressed and Implied Warranties

The information presented in the Material Safety Data Sheet is based on data believed to be accurate as of the date this Material Safety Data Sheet was prepared. However, neither Niska Gas Storage, Deerfoot Consulting Inc nor any of their subsidiaries assumes any liability whatsoever for the accuracy or completeness of the information contained herein. No responsibility is assumed for any damage or injury resulting from abnormal use or from any failure to adhere to recommended practices. The information provided above, and the product, are furnished on the condition that the person receiving them shall make their own determination as to the suitability of the product for their particular purpose and on the condition that they assume the risk of their use.

Material Safety Data Sheet

SECTION 1 PRODUCT AND COMPANY IDENTIFICATION

Ethyl Mercaptan

Product Use: Odorant
Product Number(s): 0001021427, 0001026776
Synonyms: Scentinel® A; ETSH; Ethanethiol; Ethyl Mercaptan
Product CAS No.: 75-08-1
New Zealand Registration: HSR001043

Company Identification:
Chevron Phillips Chemical Company LP
Specialty Chemicals
10001 Six Pines Drive
The WoodlandsTX 77380

Product Information:
MSDS Requests: (800) 852 - 5530
Technical Information: (832) 813 - 4862
Responsible Party: Product Safety Group
Email:msds@cpchem.com

Chevron Phillips Chemicals International N.V.
Brusselsesteenweg 355
B-3090 Overijse
Belgium

24-Hour Emergency Telephone Numbers:
HEALTH:Chevron Phillips Emergency Information Center 866.442.9628 (North America) and 1.832.813.4984 (International)
TRANSPORTATION: North America: CHEMTREC 800.424.9300 or 703.527.3887
ASIA: +1.703.527.3887
EUROPE: BIG .32.14.584545 (phone) or .32.14.583516 (telefax)
SOUTH AMERICA SOS-Cotec Inside Brazil: 0800.111.767
Outside Brazil: 55.19.3467.1600

SECTION 2 HAZARDS IDENTIFICATION

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EMERGENCY OVERVIEW
Colorless liquid with repulsive odor.

NFPA RATINGS: **Health:** 2 **Flammability:** 3 **Reactivity:** 0

GHS Classification and Labeling:
Flammable liquid: Category 1.
Acute aquatic toxicant: Category 1.
Chronic aquatic toxicant: Category 1.

Aspiration toxicant: Category 1.
Eye irritation: Category 2A.
Skin irritation: Category 3.
Target organ toxicant (central nervous system): Category 3.
Target organ toxicant (respiratory irritant): Category 3.
Acute oral toxicant: Category 4.
Acute dermal toxicant: Category 5.
Signal Word: Danger

GHS Symbol: 

Physical Hazards: Extremely flammable liquid and vapor.
Environmental Hazards: Very toxic to aquatic life. Very toxic to aquatic life with long lasting effects.
Health Hazards: May be fatal if swallowed and enters airways. Harmful if swallowed. Causes serious eye irritation. Causes mild skin irritation. May be harmful in contact with skin. May cause drowsiness or dizziness. May cause respiratory irritation.
Precautionary Hazard - Prevention: Keep away from heat/sparks/open flames/hot surfaces. – No smoking. Ground/bond container and receiving equipment. Use only non-sparking tools. Take precautionary measures against static discharge. Keep container tightly closed. Use explosion-proof electrical/ventilating/lighting/equipment. Wear protective gloves/protective clothing/eye protection/face protection. Do not eat, drink or smoke when using this product. Wash thoroughly after handling. Avoid release to the environment.
Precautionary Hazard - Response: IF IN EYES: Rinse cautiously with water for several minutes. Remove contact lenses, if present and easy to do. Continue rinsing. If eye irritation persists: Get medical advice/attention. IF ON SKIN (or hair): Remove/Take off immediately all contaminated clothing. Rinse skin with water/shower. IF SWALLOWED: Immediately call a POISON CENTER or doctor/physician Rinse mouth. Do NOT induce vomiting. Get medical advice/attention. In case of fire: Use manufacturer/supplier or the competent authority to specify appropriate media for extinction. Collect spillage.
Precautionary Hazard - Storage: Store in a well-ventilated place. Keep cool. Store locked up.
Precautionary Hazard - Disposal: Dispose of contents/container in accordance with applicable local/regional/national/international regulations.

EU Classification:
Risk Phrases:
R50/53: Very toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.
R65: Harmful: may cause lung damage if swallowed.
R36: Irritating to eyes.
R11: Highly flammable.
R20/22: Harmful by inhalation and if swallowed.
Safety Phrases:
S9: Keep container in a well-ventilated place.
S26: In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
S60: This material and its container must be disposed of as hazardous waste.
S16: Keep away from sources of ignition - No smoking.
S61: Avoid release to the environment. Refer to special instructions/Safety data sheets.
S56: Dispose of this material and its container at hazardous or special waste collection point.
S25: Avoid contact with eyes.
S62: If swallowed do not induce vomiting: seek medical advice immediately and show this container or label.
S51: Use only in well-ventilated areas.
S57: Use appropriate container to avoid environmental contamination.

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IMMEDIATE HEALTH EFFECTS:
Eye: Contact with the eyes causes irritation. Symptoms may include pain, tearing, reddening, swelling and impaired

vision. Not expected to cause prolonged or significant eye irritation.
Skin: This material may be irritating to the skin. The degree of the injury will depend on the amount of material that gets onto the skin and the speed and thoroughness of the first aid treatment. Symptoms may include pain, itching, discoloration, swelling, and blistering. Not expected to be harmful to internal organs if absorbed through the skin.
Ingestion: May be harmful if swallowed. This material can directly enter the lungs, if swallowed, or if subsequently vomited. Once in the lungs it is very difficult to remove and can cause severe injury or death. May be irritating to mouth, throat, and stomach. Symptoms may include nausea, vomiting, and diarrhea.
Inhalation: Breathing of high vapor concentrations may cause dizziness, light-headedness, headache, nausea and loss of coordination. Continued inhalation may result in unconsciousness. The vapor or fumes from this material may cause respiratory irritation. Symptoms of respiratory irritation may include coughing and difficulty in breathing. This material has a strong objectionable odor that may cause nausea, dizziness, or headache.

SECTION 3 COMPOSITION/ INFORMATION ON INGREDIENTS

COMPONENT	CAS NUMBER	AMOUNT	EINECS / ELINCS	SYM	R-Phrases
Ethyl Mercaptan	75-08-1	> 99 % weight	200-837-3	F, Xn, N	R11, R50/53, R20

Occupational Exposure Limits:

Component	Limit	TWA	STEL	Ceiling / Peak	Notation
Ethyl Mercaptan	ACGIH	.5 ppm	NA	NA	NA
Ethyl Mercaptan	CPCHEM	.5 ppm	NA	NA	NA
Ethyl Mercaptan	German MAK	1.3 mg/m3	NA	1	NA

SECTION 4 FIRST AID MEASURES

Eye: Flush eyes with running water immediately while holding the eyelids open. Remove contact lenses, if worn, after initial flushing, and continue flushing for at least 15 minutes. Get immediate medical attention.
Skin: To remove the material from skin, use soap and water. Discard contaminated clothing and shoes or thoroughly clean before reuse. Get medical attention if any symptoms develop.
Ingestion: If swallowed, do not induce vomiting. Give the person a glass of water or milk to drink and get immediate medical attention. Never give anything by mouth to an unconscious person.
Inhalation: Move the exposed person to fresh air. If not breathing, give artificial respiration. If breathing is difficult, give oxygen. Get medical attention if breathing difficulties continue.

Note to Physicians: Ingestion of this product or subsequent vomiting may result in aspiration of light hydrocarbon liquid, which may cause pneumonitis.

SECTION 5 FIRE FIGHTING MEASURES

See Section 7 for proper handling and storage.
FIRE CLASSIFICATION:
OSHA Classification (29 CFR 1910.1200): Flammable liquid. Japanese Fire Code: Group 1
NFPA RATINGS: **Health:** 2 **Flammability:** 3 **Reactivity:** 0
FLAMMABLE PROPERTIES:
Flashpoint: -48°C (-54.4°F)
Autoignition: 295°C (563°F)
Flammability (Explosive) Limits (% by volume in air): **Lower:** 2.8 **Upper:** 18

EXTINGUISHING MEDIA: Use water fog, foam, dry chemical or carbon dioxide (CO2) to extinguish flames.

PROTECTION OF FIRE FIGHTERS:
Fire Fighting Instructions: For fires involving this material, do not enter any enclosed or confined fire space without proper protective equipment, including self-contained breathing apparatus.
Combustion Products: Highly dependent on combustion conditions. A complex mixture of airborne solids, liquids, and gases including carbon monoxide, carbon dioxide, and unidentified organic compounds will be evolved when this material undergoes combustion. Combustion may form: Sulfur Oxides, Carbon Oxides

SECTION 6 ACCIDENTAL RELEASE MEASURES

Protective Measures: Eliminate all sources of ignition in the vicinity of the spill or released vapor. If this material is released into the work area, evacuate the area immediately. Monitor area with combustible gas indicator. Wear appropriate personal protective equipment when cleaning up spills. Refer to Section 8.
Spill Management: Stop the source of the leak or release. Contain liquid to prevent further contamination of soil, surface water or groundwater. Spill residues and contaminated soil may be deodorized using dilute (5%) aqueous solutions of bleach (sodium hypochlorite). Alternatively, household bleach (Clorox, Purex) in a dilute solution may be used. Do not use concentrated or dry bleach. Absorb in dry, inert material. Do not attempt to neutralize or deodorize bulk liquid mercaptan. Concentrated bleach will cause heating and possible ignition. Attempts to neutralize bulk liquid mercaptan with bleach solutions will be ineffective and only serve to increase the amount of liquid to dispose.
Reporting: U.S.A. regulations may require reporting spills of this material that could reach any surface waters. Report spills to local authorities and/or the National Response Center at (800) 424-8802 as appropriate or required.

SECTION 7 HANDLING AND STORAGE

READ AND OBSERVE ALL PRECAUTIONS ON PRODUCT LABEL. REFER TO PRODUCT LABEL OR MANUFACTURERS TECHNICAL BULLETINS FOR THE PROPER USE AND HANDLING OF THIS MATERIAL .

Precautionary Measures: This material presents a fire hazard. Liquid quickly evaporates and forms vapor (fumes) which can catch fire and burn with explosive violence. Invisible vapor spreads easily and can be set on fire by many sources such as pilot lights, welding equipment, and electrical motors and switches. Fire hazard is greater as liquid temperature rises above 15°F. Avoid breathing vapors or fumes which may be released during thermal processing. Do not taste or swallow. Do not breathe vapor or fumes.
General Handling Information: Avoid work practices that may release volatile components in the atmosphere. Local air pollution regulations should be consulted to determine if the release of volatile components is regulated or restricted in the area in which this material is used. Avoid contaminating soil or releasing this material into sewage and drainage systems and bodies of water.
Static Hazard: Electrostatic charge may accumulate and create a hazardous condition when handling this material. To minimize this hazard, bonding and grounding may be necessary but may not, by themselves, be sufficient. Review all operations, which have the potential of generating an accumulation of electrostatic charge and/or a flammable atmosphere (including tank and container filling, splash filling, tank cleaning, sampling, gauging, switch loading, filtering, mixing, agitation, and vacuum truck operations) and use appropriate mitigating procedures. For more information, refer to OSHA Standard 29 CFR 1910.106, 'Flammable and Combustible Liquids, National Fire Protection Association (NFPA 77), Recommended Practice on Static Electricity' (liquids, powders and dusts), and/or the American Petroleum Institute (API) Recommended Practice 2003, 'Protection Against Ignitions Arising Out of Static, Lightning, and Stray Currents' (liquids).
General Storage Information: Empty non-returnable containers retain product residue (solid, liquid, and/or vapor) and can be dangerous. Do not cut, weld, braze, solder, drill, grind, or expose such containers to heat, flame, sparks, static electricity, or other sources of ignition. They may explode and cause injury or death. Empty containers should be completely drained, properly closed, and promptly returned to a drum reconditioner, or disposed of properly. DO NOT USE OR STORE near heat, sparks or open flames. USE AND STORE ONLY IN WELL VENTILATED AREA.

SECTION 8 EXPOSURE CONTROLS/PERSONAL PROTECTION

GENERAL CONSIDERATIONS:
Consider the potential hazards of this material (see Section 3), applicable exposure limits, job activities, and other substances in the work place when designing engineering controls and selecting personal protective equipment. If

engineering controls or work practices are not adequate to prevent exposure to harmful levels of this material, the personal protective equipment listed below is recommended. The user should read and understand all instructions and limitations supplied with the equipment since protection is usually provided for a limited time or under certain circumstances.

ENGINEERING CONTROLS:
If user operations generate airborne material, use process enclosures, local exhaust ventilation, or other engineering controls to control exposure. If heated material generates vapor or fumes, use process enclosures, local exhaust ventilation, or other engineering controls to control exposure.

PERSONAL PROTECTIVE EQUIPMENT:
Eye/Face Protection: Wear eye protection such as safety glasses, chemical goggles, or faceshields if engineering controls or work practices are not adequate to prevent eye contact.
Skin Protection: Wear impervious protective clothing to prevent skin contact. Selection of protective clothing may include gloves, apron, boots, and complete facial protection depending on operations conducted. Users should determine acceptable performance characteristics of protective clothing. Consider physical requirements and other substances present when selecting protective clothing. Suggested materials for protective gloves include: Barricade, or Responder
Respiratory Protection: Wear a NIOSH approved respirator that provides protection when working with this material if exposure to harmful levels of airborne material may occur, such as: Air-Purifying Respirator for Organic Vapors
Use a positive pressure, air-supplying respirator if there is potential for uncontrolled release, exposure levels are not known, or other circumstances where air-purifying respirators may not provide adequate protection. Air-purifying respirators are not recommended due to potential olfactory fatigue.

Occupational Exposure Limits:

Component	Limit	TWA	STEL	Ceiling / Peak	Notation
Ethyl Mercaptan	ACGIH	.5 ppm	NA	NA	NA
Ethyl Mercaptan	CPCHEM	.5 ppm	NA	NA	NA
Ethyl Mercaptan	German MAK	1.3 mg/m3	NA	1	NA

SECTION 9 PHYSICAL AND CHEMICAL PROPERTIES

Appearance and Odor: Colorless liquid with repulsive odor.
Autoignition: 295°C (563°F)
Boiling Point: 35°C (95°F)
Evaporation Rate: >1
Flammability (Explosive) Limits (% by volume in air): **Lower:** 2.8 **Upper:** 18
Flashpoint: -48°C (-54.4°F)
Molecular Formula: C2H6S
Molecular Weight: NDA
Melting Point: -148°C (-234.4°F)
Octanol / Water Partition Coefficient: log-Kow: NDA
pH: NA
Pour Point: NDA
Solubility (in water): Slight
Specific Gravity: 0.845 @ 15.6 C (60.1°F)
Vapor Pressure: 16.2 psia @ 37.8 C (100°F)
Vapor Density (AIR=1): 2.1
Viscosity: NDA
Percent Volatile: 100 % volume

SECTION 10 STABILITY AND REACTIVITY

Chemical Stability: This material is considered stable under normal ambient and anticipated storage and handling

conditions of temperature and pressure.
Conditions to Avoid: No Data Available
Incompatibility With Other Materials: May react with oxygen and strong oxidizing agents, such as chlorates, nitrates, peroxides, etc.
Hazardous Decomposition Products: Carbon Oxides. Sulfur Oxides.
Hazardous Polymerization: Hazardous polymerization will not occur.

SECTION 11 TOXICOLOGICAL INFORMATION

IMMEDIATE HEALTH EFFECTS:

Acute Oral Toxicity: Ethyl Mercaptan: LD50 / rat / 682 mg/kg
Acute Dermal Toxicity: Ethyl Mercaptan: LD50 / rabbit / >2000 mg/kg
Acute Inhalation Toxicity: Ethyl Mercaptan: LC50 / rat / 4,420 ppm / 4 hour(s)

Eye Irritation: Ethyl Mercaptan:This material is irritating to the eyes.
Skin Irritation: Ethyl Mercaptan: May cause skin irritation.
Respiratory Tract Irritation: This material maybe irritating to the respiratory tract.

ADDITIONAL TOXICOLOGY INFORMATION:
This product contains ETHYL MERCAPTAN:
Genetic Toxicity: AMES - Negative; Mouse Lymphoma Forward Mutation Assay - Ambiguous; In Vitro Sister Chromatid Exchange - Positive

SECTION 12 ECOLOGICAL INFORMATION

ECOTOXICITY:
This material is expected to be highly toxic to aquatic organisms.
Ethyl Mercaptan - 24 hour(s) / EC50 / water flea (*Daphnia magna*) / 0.38 mg/l
Ethyl Mercaptan - 72 hour(s) / EC50 / green algae (*Selenastrum capricornutum*) / 0.76 mg/l
Ethyl Mercaptan - 96 hour(s) / EC50 / rainbow trout (*Oncorhynchus mykiss*) / 2.4 mg/l

ENVIRONMENTAL FATE:
This material is not expected to be readily biodegradable.

SECTION 13 DISPOSAL CONSIDERATIONS

Use material for its intended purpose or recycle if possible. This material, if it must be discarded, may meet the criteria of a hazardous waste as defined by US EPA under RCRA (40 CFR 261) or other State and local regulations. Measurement of certain physical properties and analysis for regulated components may be necessary to make a correct determination. If this material is classified as a hazardous waste, federal law requires disposal at a licensed hazardous waste disposal facility.

SECTION 14 TRANSPORT INFORMATION

The shipping descriptions shown here are for bulk shipments only, and may not apply to shipments in non-bulk packages (see regulatory definition). Consult the appropriate domestic or international mode- specific and quantity- specific Dangerous Goods Regulations for additional shipping description requirements (e.g., technical name or names, etc.) Therefore, the information shown here, may not always agree with the bill of lading shipping description for the material. Flashpoints for the material may vary slightly between the MSDS and the bill of lading.

Shipping Descriptions per regulatory authority.

US DOT

UN2363, ETHYL MERCAPTAN, 3, I

ICAO / IATA

UN2363, ETHYL MERCAPTAN, 3, I

IMO / IMDG

UN2363, ETHYL MERCAPTAN, 3, I , (-48°C), MARINE POLLUTANT

RID / ADR

UN2363, ETHYL MERCAPTAN, 3, I

SECTION 15 REGULATORY INFORMATION

SARA 311/312 CATEGORIES:

1.	Immediate (Acute) Health Effects:	YES
2.	Delayed (Chronic) Health Effects:	YES
3.	Fire Hazard:	YES
4.	Sudden Release of Pressure Hazard:	NO
5.	Reactivity Hazard:	NO

REGULATORY LISTS SEARCHED:

01= CA Prop 65	17 = FDA 178	33 = -
02 = LA RTK	18 = FDA 179	34 = -
03 = MA RTK	19 = FDA 180	35 = -
04 =MN Hazardous Substance	20 = FDA 181	36 = -
05 =NJ RTK	21 = FDA 182	37 = SARA Section 302
06 = PA RTK	22 = FDA 184	38 = SARA Section 313
07 = -	23 = FDA 186	39 = TSCA 12 (b)
08 = -	24 = FDA 189	40 = TSCA Section 4
09 = CWA Section 311	25 = IARC Group 1	41 = TSCA Section 5(a)
10 =DOT Marine Pollutant	26 = IARC Group 2A	42 = TSCA Section 8(a) CAIR
11 = FDA 172	27 = IARC Group 2B	43 = TSCA Section 8(a) PAIR
12 = FDA 173	28 = IARC Group 3	44 = TSCA Section 8(d)
13 = FDA 174	29 = IARC Group 4	45 = WHIMS - IDL
14 = FDA 175	30 = NTP Carcinogen	46 = Germany D TAL
15 = FDA 176	31 = OSHA Carcinogen	47 = Germany WKG
16 = FDA 177	32 = OSHA Highly Hazardous	48 = DEA List 1
		49 = DEA List 2

The following components of this material are found on the regulatory lists indicated.

Ethyl Mercaptan 3, 4, 5, 6, 45

WHMIS CLASSIFICATION:

Class B, Division 2: Flammable Liquids
Class D, Division 2, Subdivision B: Toxic Material
Skin or Eye Irritation

CHEMICAL INVENTORY LISTINGS:

AUSTRALIA YES (AUS)

CANADA	YES (DSL)
CHINA	YES (IECSC)
EUROPEAN UNION	YES (EINECS)
JAPAN	YES (ENCS)
KOREA	YES (ECL)
PHILIPPINES	YES (PICCS)
UNITED STATES	YES (TSCA)

EU LABELING:
Symbols:
Xn - Harmful F - Flammable N - Environment
Risk and Safety Phrases:
R50/53: Very toxic to aquatic organisms, may cause long-term adverse effects in the aquatic environment.
R65: Harmful: may cause lung damage if swallowed.
R36: Irritating to eyes.
R11: Highly flammable.
R20/22: Harmful by inhalation and if swallowed.
S9: Keep container in a well-ventilated place.
S26: In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
S60: This material and its container must be disposed of as hazardous waste.
S16: Keep away from sources of ignition - No smoking.
S61: Avoid release to the environment. Refer to special instructions/Safety data sheets.
S56: Dispose of this material and its container at hazardous or special waste collection point.
S25: Avoid contact with eyes.
S62: If swallowed do not induce vomiting: seek medical advice immediately and show this container or label.
S51: Use only in well-ventilated areas.
S57: Use appropriate container to avoid environmental contamination.

SECTION 16 OTHER INFORMATION

NFPA RATINGS: Health: 2 Flammability: 3 Reactivity: 0 Special: NA

(0-Least, 1-Slight, 2-Moderate, 3-High, 4-Extreme, PPE:- Personal Protection Equipment Index recommendation, *- Chronic Effect Indicator). These values are obtained using the guidelines or published evaluations prepared by the National Fire Protection Association (NFPA).

REVISION STATEMENT: This MSDS was updated to include a GHS review.

ABBREVIATIONS THAT MAY HAVE BEEN USED IN THIS DOCUMENT:

TLV	- Threshold Limit Value	TWA	- Time Weighted Average
STEL	- Short-term Exposure Limit	PEL	- Permissible Exposure Limit
ACGIH	- American Conference ofGovernment Industrial Hygienists	OSHA	- Occupational Safety & Health Administration
NIOSH	- National Institute for Occupational Safety & Health	NFPA	- National Fire Protection Agency
WHMIS	- Workplace Hazardous Materials Information System	IARC	- Intl. Agency for Research on Cancer
EINECS	- European Inventory ofexisting Commercial Chemical Substances	RCRA	- Resource Conservation Recovery Act
SARA	- Superfund Amendments and Reauthorization Act.	TSCA	- Toxic Substance Control Act
EC50	- Effective Concentration	LC50	- Lethal Concentration
LD50	- Lethal Dose	CAS	- Chemical Abstract Service

NDA	- No Data Available	NA	- Not Applicable
<=	- Less Than or Equal To	>=	- Greater Than or Equal To
CNS	- Central Nervous System	MAK	- Germany Maximum Concentration Values

This data sheet is prepared according to the latest adaptation of the EEC Guideline 67/548.
This data sheet is prepared according to the OSHA Hazard Communication Standard (29 CFR 1910.1200).
This data sheet is prepared according to the ANSI MSDS Standard (Z400.1).
This data sheet was prepared by EHS Product Stewardship Group, Chevron Phillips Chemical Company LP, 10001 Six Pines Drive, The Woodlands, TX 77380.
This data sheet is prepared according to the Globally Harmonized System (GHS).

The above information is based on the data of which we are aware and is believed to be correct as of the date hereof. Since this information may be applied under conditions beyond our control and with which we may be unfamiliar and since data made available subsequent to the date hereof may suggest modifications of the information, we do not assume any responsibility for the results of its use. This information is furnished upon condition that the person receiving it shall make his own determination of the suitability of the material for his particular purpose.

13.0 Post Emergency Procedures

13.1 Post Emergency Response Procedures

The decision to terminate the emergency status will be made by the **Incident Commander**. Emergency situations will be called down in consultation with the regulatory body (e.g. Cal-Fire, FEMA, OSHA) and other government agencies, as required).

Once the emergency status has been terminated all persons informed of the emergency must be contacted and informed that the emergency is over.

All personnel with an emergency role must attend an emergency debriefing meeting to discuss the emergency situations including:

- Accident cause
- Details of emergency response actions taken
- Whether response actions were sufficient and response equipment was adequate
- Whether Niska response personnel and support services were able to fulfill their emergency response responsibilities

As soon as practicable but not more than 30 days after the detection of an incident a written report Niska must be submitted to the DOT, CPUC, and all applicable agencies an Operator Incident Summary Report structured as outlined in CFR Part 191.5 to 191.27. After reviewing the Operator Incident Summary Report, government regulatory agencies may require that Niska attend a meeting the further discuss the incident. A prescribed report form is referenced in CFR Part 191.19. General report content includes a summary of the incident, contacts made, public impact, release type, containment, operation type, air monitoring, evacuation and public health, and communications.

13.2 Post Incident Appraisal

Once the emergency has been terminated, the leader of the Crisis Management Team (CMT) will appoint a subcommittee to investigate the incident. This subcommittee will consist of appropriate management and technical specialists as required. The objective of the post incident appraisal will be to analyze and evaluate the incident in order to establish a cause, to provide advice on how to prevent a recurrence of the event and to make recommendations on procedures that will improve Niska's emergency response efforts in the future, using Form EM7 Post Incident Response Critique Checklist.

The post-incident appraisal should include:

- A review of the events leading up to the incident,
- An analysis of the on-site remedial procedures, including an evaluation of the safety standards that were applied,

- An evaluation of the effectiveness of the notification and communications systems between the incident site and the head office and internally within Niska,
- An appraisal of the effectiveness of any media or public relations efforts,
- An assessment of any potential legal or environmental issues that may be raised as a result of the incident or as a result of Niska's response efforts, and
- A summary of current and future costs.

The post incident appraisal report should outline the strengths and weaknesses of Niska's response. This report will be directed to the attention of the leader of the CMT It will be their responsibility or the Incident Commanders responsibility to ensure all recommendations for improvements to the Emergency Response Plan are incorporated where appropriate and promptly communicated to the company staff.

13.3 Third Party Investigations

Third party investigators such as police, government agencies and insurance companies may be required to investigate an incident site. It is important to co-operate with third party investigators. However Niska personnel should be aware of the corresponding corporate guidelines.

- Obtain the name, title, address and telephone number of all investigators and immediately inform Niska's Superintendent Operations before proceeding with the investigation.
- Ensure a Niska representative accompanies the investigator at all times. Never leave investigators unattended.
- Only give the investigator the information they request. Avoid offering additional information. Limit the tour to the specific area that the investigator wishes to investigate.
- Always tell the truth.
- Document all items of evidence that the investigator has retained. Where possible, keep copies of evidence provided to the investigator.
- Wait until legal counsel is present before answering questions where the investigator indicates that any statements may be used as evidence or indicates that you have the right to counsel.

13.4 Documentation, Collection and Storage

- Collect and file all documentation from the Emergency Response Team, Incident Command Team, the contract services and members of the Crisis Management Team.
- If practical, photograph or video tape the incident site.
- Ensure all statements, event logs; forms and documentation on the incident remain securely stored following the incident.

13.5 Report Documentation

The complexity of an incident will determine the reporting and documentation requirements. There should, however, be a differentiation between:

- A report that confines itself to the factual matters or to matters relating to remediation; and
- A report that addresses causation and thus infers responsibility and liability for the incident.

Reports that are intended to define responsibility, liability or appropriate corrective steps may be required to be produced as evidence in legal proceedings.

It may be possible to avoid production of certain reports where the principal purpose of the preparation of such reports was to assist in the defense to the legal proceeding or, where the report was prepared by or for legal counsel who was consulted to provide a legal opinion concerning the subject matter of the report. In such cases, the report that related to the causation and/or liability of Niska for an incident should be privileged and thus not producible to a plaintiff in legal proceedings. In order to establish privilege, a report prepared by a non-lawyer should be:

- Requested by legal counsel;
- Addressed to legal counsel marked "**PRIVILEGED AND CONFIDENTIAL, PREPARED AT THE REQUEST OF COUNSEL IN CONTEMPLATION OF LITIGATIO**N".

These reports should be clearly segregated from those intended to report factual matters or to address the manner in which remedial action is to be taken. Such reports will also assist counsel in determining the Corporation's legal liabilities and the appropriate legal actions to be taken.

13.6 Critical Incident Stress Management

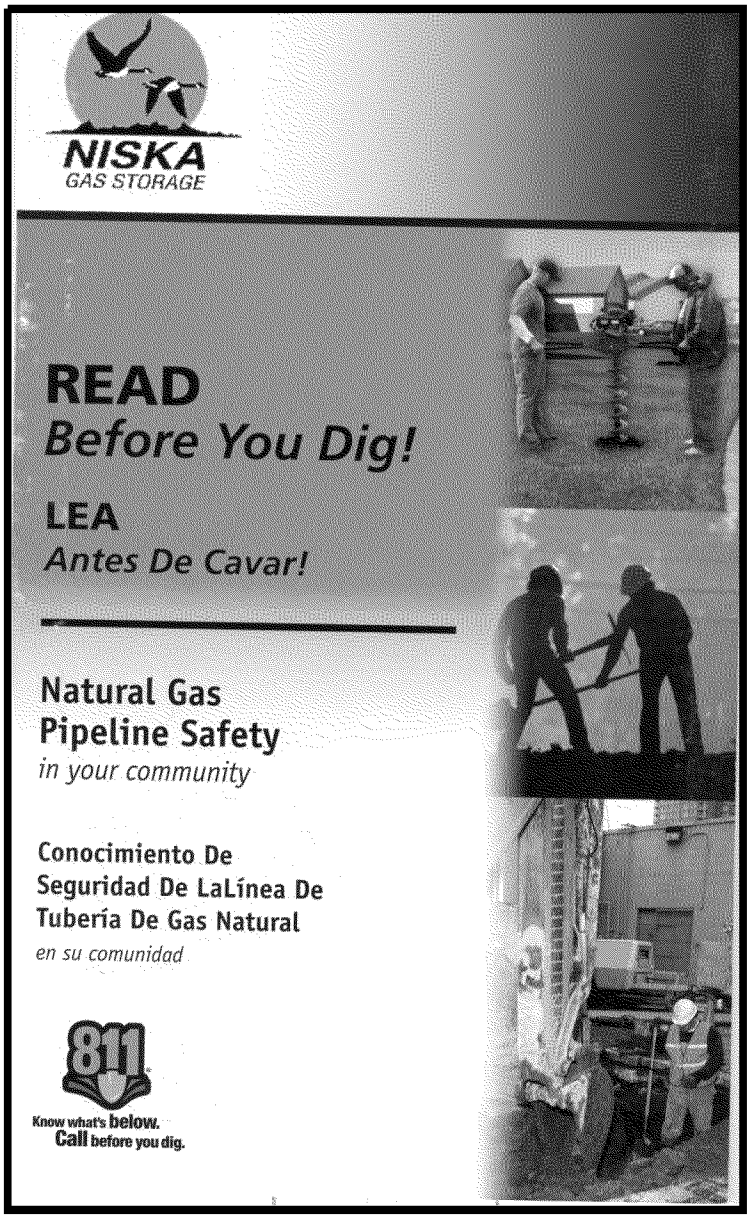
Following a critical incident and in particular when a fatality has occurred, a meeting should be scheduled to debrief all Niska Response Team's personnel about issues related to the stress of the event. This will help enable the response personnel to work through their normal stress reaction and accelerate their recovery.

The meeting should be conducted as soon as possible by individuals trained in stress debriefing, ideally no later than three days after the conclusion of the response activities.

Stress debriefing will allow individuals to express the circumstances they were confronted with, how they felt at the incident and what their reactions were after the incident. The participants must understand that the meetings are strictly confidential. The meetings are not intended to judge or lay blame on individual actions. Recording devices and note taking should be prohibited. Meetings should be limited to a maximum of 20 individuals. Persons directly involved in the incident may need to be met on a one-on-one basis.

14.0 Public Awareness Program

Niska's Public Awareness Program was put in place to ensure that all stakeholders, both public and private, are aware and knowledgeable of Niska's operations. The program also ensures that Niska retains proper contact information of individuals, structures and facilities that are in proximity to Niska's operations. Niska has prepared resident lists through direct contact with individuals and has also prepared an information brochure that has been distributed to the general public, local governments, Niska contractors and other requested parties.



15.0 Report Forms

The following forms are used as part of any emergency response procedures. Forms should be completed by any Niska personnel involved in emergency situations. Completed forms should be forwarded to the Deputy Incident Commander as a part of Post Emergency Procedures.

Non-ICS Forms in this section are:

- Initial Notification Form
- Bomb Threat Form
- Time and Event Log
- Telephone / Evacuation Contact Log
- Roadblock Control Log
- LEL Detection Record
- Evacuation Center Registration Log
- Daily Expense Claim Form
- Resident Evacuation Notice
- Safety Message Form

Copy forms before use.

ICS Forms in this section are:

- ICS Form 201, Incident Briefing
- ICS Form 202, Incident Objectives
- ICS Form 203, Organization Assignment List
- ICS Form 204, Assignment List
- ICS Form 205, Incident Radio Communications Plan
- ICS Form 205A, Communications List
- ICS Form 206, Medical Plan
- ICS Form 207, Organizational Chart
- ICS Form 208, Safety Message Plan
- ICS Form 209, Incident Status Summary
- ICS Form 210, Status Change Card
- ICS Form 211, Check-In List
- ICS Form 213, General Message
- ICS Form 214, Unit Log

- ICS Form 215, Operational Planning Worksheet
- ICS Form 215a, Incident Action Plan Safety Analysis
- ICS Form 216, Radio Requirements Worksheet
- ICS Form 218, Support Vehicle Inventory
- ICS Form 220, Air Operations Summary
- ICS Form 221, Demobilization Plan
- ICS Form 221 Page 1, Demobilization Checkout
- ICS Form 225, Incident Personnel Performance Rating

Copy forms before use.

Initial Notification Form

Call received by:_____Time_____Date_____

Questions to ask the caller...		
• **Who** is the caller? • **What** is the emergency? • **Where** is the emergency and where is the caller? • **How** did they notice the emergency? *If possible, keep the caller on the line. **Caller's Name** _____ **Caller's Phone No.** _____ **Company Name** _____ **Location of Emergency** _____		
Emergency Level		
Level 1 ☐	Level 2 ☐	Level 3 ☐
Incident Description...		
☐ Plant Fire ☐ Building Fire ☐ Off-Site Fire ☐ Chemical Fire	☐ Gas Leak ☐ Oil Leak ☐ Pipeline Rupture ☐ Well Blowout	☐ Operating Equipment ☐ Vehicle Accident ☐ Serious Injury ☐ Fatality ☐ Other:
Environmental Conditions		
Wind Speed _____ Wind Direction _____ Lightning Strike Details:	Sunny Raining Flood	Snowing Fog Tornado
Contacts Made		
First Responder EPA Local Counties	Incident Commander WCB local police	Plant Manager Fire Department

Bomb Threat Form

Call received by:_____Time_____Date_____

Questions to ask the caller...
• When will the bomb go off? • Where is the bomb? • What does the bomb look like? • Why are you bombing the Plant? *If possible, keep the caller on the line.
Threat (exact wording):

Voice and Background Sound Checklist...

Voice		Attitude		Background Sounds		Accent	
Slurred		Calm		Office Machines		English	
Distorted		Angry		Airplanes		French	
Deep		Laughing		Factory Sounds		Italian	
Raspy		Emotional		Traffic		German	
Intoxicated		Accusatory		Trains		Asian	
Stutter		Incoherent		Music		Other	
Nasal		Righteous		Children			

Time and Event Log

Prepared By: _____ Date:_____

Time	Call From	Call To	Telephone Number	Comments

Telephone / Evacuation Contact Log

Prepared By: _____ Date:_____

Name	Map #	Contact Time	Assistance Or Transportation Required	Comments

Roadblock Control Log

Prepared By: _____ Date:_____

Vehicle Type & Plate No.	Name Of Driver	No. Of Passengers	Time Entering EPZ	Time Exiting EPZ	Comments

LEL Detection Record

Prepared By: _____ Date:_____

Time	LEL Reading (ppm)	Weather And Wind Conditions*			Location Of Reading And Comments
		Temperature	Wind Direction	Wind Speed (mph)	

* Mark estimated weather conditions with "E" if accurate measurements are not available.

Evacuation Center Registration Log

Prepared By: _____ Date:_____

Evacuee Name (List all names in party)	Map & Location	Time of Check In	Destination	Destination Phone #	Comments

Daily Expense Claim Form

Name:	**DATE:**
Address:	
Location of Residences, Businesses, etc.:	
PHONE: Residence:	**While Evacuated:**
ADDRESS (While Evacuated):	

Expenses (attach receipts):

-Accommodation (if not pre-arranged)	$
-Meals (if not pre-arranged)	$
-Transportation (__ miles @ $ ___/mile)	$
-Other Reasonable Daily Expenses:	
_____	$
_____	$
_____	$
_____	$
TOTAL	**$**

Contact:	**Phone:**
Submitted By:	

Resident Evacuation Notice

Niska Gas Storage Wild Goose Storage Facility (CA): 1-866-940-7351

Niska Calgary Head Office 403-513-8600

Date:_____ Time_____

Dear Occupant,

This residence has been evacuated due to an emergency situation involving the **Wild Goose Gas Storage Facilities.**

As a safety precaution, we request that you proceed in a north/east/south/west direction to the _____ and check in with **Wild Goose Gas Storage Facilities** personnel.

After reporting to this location, you will be free to go where you please or we will make arrangements for your accommodation.

Safety Message Form – MSDS Attached

Incident Name: _____

Operational Period Covered By Plan:

Start Time & Date:_____ : _____ h _____ **End Time & Date:**_____ : _____ h _____

First Aid Station(s)

Location	Contact Information

Ground Ambulance

Location	Contact Information

Air Ambulance

Location	Contact Information

Hospitals

Location	Contact Information

Special Chemical/Toxic Hazards

Chemical	Activity	Personal Protective Equipment

Specific Physical Hazards

Chemical	Activity	Personal Protective Equipment

Appendix 1.0 Incident Command System Overview

Niska Gas Storage utilizes the Incident Command System (ICS) emergency response structure.

The Incident Command System (ICS) is a widely embraced emergency response co-ordination tool. While ICS provides a planning process, its primary use is in the coordination and integration of various response groups in the **reactive phase** of a response. However, many organizations have found they require an expanded documentation and tactical planning process, i.e., a management system. ICS comprises a sound basis on which to formulate a response management system.

Typically, response management systems provide the advantage of designated roles and proper documentation. Often, they incorporate a procedure to support a shift from "reacting to the incident" to the development and implementation of a plan to "manage the incident". Management systems are often large and may require individuals to be dedicated to the operation of the system itself.

The Niska Incident Command System is based on eight principles:

1. **Common Terminology**

   Although ICS is used to respond to all types of incidents and many of the standardized terms are "emergency" specific, the terminology used in the organizational structure and inter-departmental communications is generic to all situations.

2. **Modular Organization**

   ICS has a pre-determined organizational structure that must be utilized in any ICS-based system. The use of a "set" structure allows for the integration and co-ordination of various response organizations and agencies. While ICS does not allow for changes in the basic structure, Sections can be increased or decreased as needed.

3. **Integrated Communications**

   Communications are often the weak link during an emergency response. A "Communications Plan" identifying an organization's needs and the way to communicate with other organizations should be developed prior to an incident.

4. **Unified Command**

   The principle of Unified Command supports Incident Commanders from various responding organizations in setting response priorities and objectives by consensus. In practice, various organizations have the legal mandate to be in charge of all or part of an emergency response depending on the circumstances.

5. **Span of Control**

   In the heat of a response to an emergency, individuals are often willing to take on more work than they can reasonably be expected to handle. The Incident Command System suggests that no individual manager has more than 5 people directly reporting to them. While there will always be exceptions, it is important to recognize these "Span of Control" limitations when identifying response personnel requirements.

6. **Pre-Designated Facilities**

   Pre-designated facilities include "Command Posts", "Evacuation Centers", "Staging Areas", etc. Where possible, the need for these facilities should be identified and plans for set-up and support completed prior to an incident.

7. **Comprehensive Resource Management ("Pre-packaging")**

   Comprehensive Resource Management is a tool that can be used to manage services, equipment and consumables. For example: if it is determined that "teams" of workers will be required for vapor monitoring operations, then each "team" can be identified as a package. A monitoring team package will consist of equipment, personnel, services and support they need to complete their task.

8. **Incident Action Plans**

   Incident action plans are developed during the "reactive" stages of an emergency response. They provide a tool for quantifying the development of a response and providing the Incident Commander with a focus for identifying and prioritizing objectives.

While the Niska ICS-based response management system reflects these principles, the site may place limits on the level of integration with other agencies and organizations based on an assessment of the circumstances and the need generated by a given situation.

A1.1 Documentation

Documentation support for the ICS process is provided by:

- Task-Sheet Form
- Task Boards
- Area Maps

Task-Sheet Form

The Task-Sheet Form is the tool used to obtain resources and personnel. It is also used to track the various "Tasks" being undertaken during the emergency response. Task-Sheet Forms are identified by the Section that is responsible for the task, and by a sequential number.

Each Task-Sheet Form represents a Task. Tasks are physical actions taken in response to an incident. Tasks require response resources to be deployed. By linking all of the (limited) response resources to tasks, the Incident Commander can prioritize their use.

In the initial stages of an emergency response it may not be possible to fill in all of the information asked for on the Task-Sheet Form. Logistics will "flush out" the information upon receipt. Because of this, it is important that the descriptions on the bottom of the page are detailed enough to provide Logistics with an understanding of what is needed and how it will be used.

When Logistics receives a Task-Sheet Form, they process it and return a copy to the "Section" and submit it with an Estimated Time of Arrival (ETA) for delivery and comments. Logistics may also include changes that are necessary.

The Finance Section of the Incident Command Team (ICT) will use a corporate payment method and Purchase Order (P.O.) system for acquiring response resources. Items on Purchase Order forms should note the Task-Sheet Form number beside the item. When an item on a Task-Sheet is purchased, the PO# should be noted beside the item on the Task-Sheet Form as well. It is imperative that Logistics and Finance work closely together.

The Task Board and Area Map

The Task Board and Area Map have two functions:

1. **As a briefing tool**

    - All meetings, including "Incident Command Team, Press Briefings etc. are held in front of the Task Board and Area Map. The graphic format of the Area Map makes the information easier to relate and understand. The information on the Task Board is detailed enough to provide a directional overview and answer questions without being so detailed that it leads to confusion.

2. Capturing/Documenting Information

- The Task Board and Area Map are the only "boards" used by the system. Detailed information pertaining to resources, services etc. is captured and recorded by the specific Section that they relate to.

A1.2 Meetings During an Emergency

Attendees:

1. **Crisis Management Team**
   - Legal Officer,
   - Communications Officer
2. **Command Staff**
   - Incident Commander (Chair)
   - Deputy Incident Commander
   - Safety Officer,
   - External Liaison Officer
   - Recorder (in attendance to take the minutes)
3. **Incident Command Team**
   - Operations Chief
   - Planning Chief
   - Logistics Chief
   - Finance Chief

As soon as possible after the Initial Response to the emergency, the Incident Commander will call an initial meeting. Throughout the emergency response, these meetings will be held every 1-2 hours. Until the Incident Commander has a good understanding of the facts, these meetings may need to be held more often.

- Meetings will be kept short and to the point with limited attendance.
- The room will be closed and reserved for the Incident Command Team.
- The meeting must be chaired; (e.g. Incident Commander or Deputy Incident Commander).
- Each Section/Department Head will present a 20-30 second overview to introduce new "Tasks" or relate any changes and updates to their department's "Tasks" since the last meeting. The "Planning Section, Documentation Unit" records all of these changes. Upon completion, each Section relates any new business. This meeting is NOT meant as an opportunity to "work" the issues, but only as a way of disseminating information.
- From the information related at the meeting, the Incident Commander updates the Prioritized Objectives.

After the meeting the Planning Section Documentation Unit updates the Task Board and the Area Map to reflect changes identified at the meeting.

When the Incident Commander feels there is a sufficient understanding of the facts, the Planning Section will be authorized to begin the "Incident Action Plan Development Process". Regular meetings will continue while Planning develops the Incident Action Plan.

A1.3 Plan Development Process

The Planning Section is responsible for overseeing the development of an "Incident Action Plan". It is important that the Command Team and "Stakeholders" participate in this process. Participation can be achieved by allowing representatives of the various "*Units*" and "*Command Staff*", identified on the Niska Incident Command System Organization Chart, to aid in the development of the Incident Action Plan. Typically, representatives from external agencies who have a role to play in the planning process may be included, as appropriate.

Note: During the initial response to the emergency, it may be impossible to fill out a Task-Sheet Form for every task. As the initial response becomes more pro-active, all work being performed will have to be documented retroactively. Until a general understanding of the resources being used and the action being taken is reached, it will not be possible to start the "Incident Action Plan Development Process". This highlights the need for pre-planning and documentation.

Note: Everyone has an opportunity to influence the Incident Action Plan's development. By the time the "Draft Incident Action Plan" reaches the Incident Commander, its approval should be a formality. Because of this, it is often prudent to include the representatives of other Stakeholders (if appropriate).

The Incident Action Plan Development process is the same regardless of the period of time for which the projected information is gathered, e.g., a shift change of manpower. See the table on the next page "*Step by Step Incident Action Plan Development Process*".

"Step by Step" Incident Action Plan – Development Process

Step 1 - Planning

- Gathers response information. (All information that will affect the response over the planning period).
- Obtains all current Task-Sheet Forms from Logistics and makes copies.
- Returns the originals to Logistics.
- Attaches a blank Sheet Form to the front of each current Task-Sheet Forms.
- Relates what can be expected during the planning period at the next meeting. (given the projected information).
- Hands out copies of current Task-Sheet Forms to the appropriate Sections.

Step 2 - All Sections

- Review their **current Task-Sheet Forms** in light of Planning's projection.
- Make changes on the blank new Sheet Form attached to the front of each **current Task-Sheet Form.**
- Adds or deletes **Task-Sheet Forms** as appropriate.

Step 3 - Planning

- Gathers updated Task-Sheet Forms.
- Photocopies front pages.
- Files originals with Logistics.
- Based on the new information, Planning:
- Creates new Task Board
- Creates new Area Map
- Relates significant changes to the Incident Commander.

Step 4 - Incident Commander

- Updates Prioritized Objectives to reflect the changes identified by the Sections

Step 5 - Logistics

- Reviews all updated Task-Sheet Forms.
- Determines if the changes and new tasks are possible to implement.
- Itemizes current resources (Passes this information to Finance).
- Itemizes resource changes needed to implement updated Task-Sheet Forms (Passes this information to Finance).
- Passes updated Sheet Forms to Safety

Step 6 - Safety

- Determines if changes and "new" tasks are safe to implement.
- Updates the H&S plan if appropriate.
- Passes updated H&S plan (see Section 4.3.3) & **Task-Sheet Forms** to Planning.

Step 7 - Finance

- Estimates costs based on information from Logistics.
- Passes cost estimates to Planning.

Step 8 - Then Planning creates a "Draft Incident Action Plan" which includes:

(gathered at start of process)

- Response information for the planning period
- Duration & scope of response
- Response actions
- Trajectory, weather
- Sensitivities
- Etc.

(based on team projections)

- Incident Commander's "new" Prioritized Objectives
- "New" Task Board &"new" Area Map
- Logistical changes needed
- Lists of resources needed
- Health & Safety plan changes
- Cost estimate

Planning then presents the **"Draft Incident Action Plan"** to the Incident Commander for approval (along with other Stakeholders [Unified Command] as appropriate)

A1.4 ICS Forms

The ICS Forms which follow in this Appendix have been reproduced from the U.S. FEMA website. http://training.fema.gov/EMIWeb/IS/ICSResource/index.htm.

Form content may therefore not be completely applicable to Niska's operations.

Notes:

- In the following table, the ICS Forms identified with an asterisk (*) are typically included in an IAP.
- Forms identified with two asterisks (**) are additional forms that could be used in the IAP.
- The other ICS Forms are used in the ICS process for incident management activities, but are not typically included in the IAP.
- The date and time entered in the form blocks should be determined by the Incident Command or Unified Command. Local time is typically used.

ICS Form #:	Form Title:	Typically Prepared by:
ICS 201	**Incident Briefing**	Initial Incident Commander
*ICS 202	**Incident Objectives**	Planning Section Chief
*ICS 203	**Organization Assignment List**	Resources Unit Leader
*ICS 204	**Assignment List**	Resources Unit Leader and Operations Section Chief
*ICS 205	**Incident Radio Communications Plan**	Communications Unit Leader
**ICS 205A	**Communications List**	Communications Unit Leader
*ICS 206	**Medical Plan**	Medical Unit Leader (reviewed by Safety Officer)
ICS 207	**Incident Organization Chart** *(wall-mount size, optional 8½" x 14")*	Resources Unit Leader
**ICS 208	**Safety Message/Plan**	Safety Officer
ICS 209	**Incident Status Summary**	Situation Unit Leader
ICS 210	**Resource Status Change**	Communications Unit Leader
ICS 211	**Incident Check-In List** *(optional 8½" x 14" and 11" x 17")*	Resources Unit/Check-In Recorder
ICS 213	**General Message** *(3-part form)*	Any Message Originator
ICS 214	**Activity Log** *(optional 2-sided form)*	All Sections and Units
ICS 215	**Operational Planning Worksheet** *(optional 8½" x 14" and 11" x 17")*	Operations Section Chief
ICS 215A	**Incident Action Plan Safety Analysis**	Safety Officer
ICS 218	**Support Vehicle/Equipment Inventory** *(optional 8½" x 14" and 11" x 17")*	Ground Support Unit
ICS 219-1 to ICS 219-8, ICS 219-10 *(Cards)*	**Resource Status Card (T-Card)** *(may be printed on cardstock)*	Resources Unit
ICS 220	**Air Operations Summary Worksheet**	Operations Section Chief or Air Branch Director
ICS 221	**Demobilization Check-Out**	Demobilization Unit Leader
ICS 225	**Incident Personnel Performance Rating**	Supervisor at the incident

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)**:**

5. Situation Summary and Health and Safety Briefing (for briefings or transfer of command)**:** Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.

6. Prepared by: Name: _____ Position/Title: _____Signature: _____

ICS 201, Page 1 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

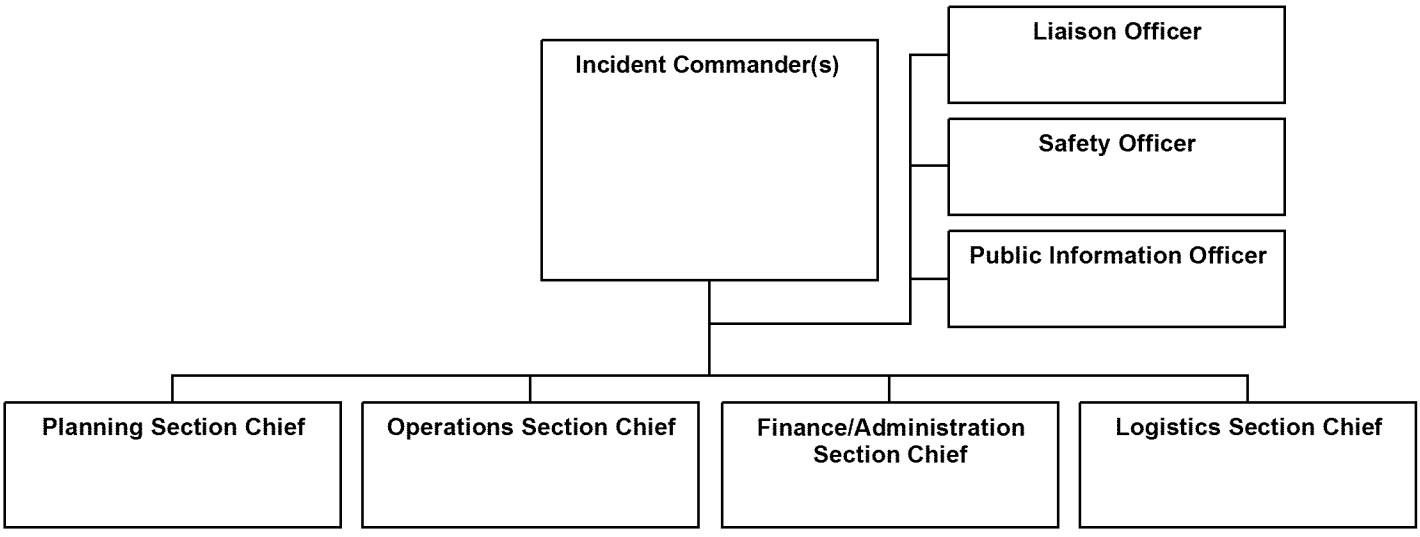
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 3 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Time:

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 4 Date/Time: _____

ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit , while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit .

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP) .
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed .

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** - Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise .
5	**Situation Summary and Health and Safety Briefing (**for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	**Prepared by** - Name - Position/Title - Signature - Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** ∞ Time ∞ Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) ∞ Incident Commander(s) ∞ Liaison Officer ∞ Safety Officer ∞ Public Information Officer ∞ Planning Section Chief ∞ Operations Section Chief ∞ Finance/Administration Section Chief ∞ Logistics Section Chief	∞ Enter on the organization chart the names of the individuals assigned to each position. ∞ Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. ∞ If Unified Command is being used, split the Incident Commander box. ∞ Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	∞ Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	∞ Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	∞ Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	∞ ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	∞ Arrived	Enter an “X” or a checkmark upon arrival to the incident.
	∞ Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Objective(s):

4. Operational Period Command Emphasis:

General Situational Awareness

5. Site Safety Plan Required? Yes ☐ No ☐

Approved Site Safety Plan(s) Located at:

6. Incident Action Plan (the items checked below are included in this Incident Action Plan):

☐ ICS 202	☐ ICS 206	Other Attachments:
☐ ICS 203	☐ ICS 207	☐ _____
☐ ICS 204	☐ ICS 208	☐ _____
☐ ICS 205	☐ Map/Chart	☐ _____
☐ ICS 205A	☐ Weather Forecast/Tides/Currents	☐ _____

7. Prepared by: Name: _____ Position/Title: _____ Signature: _____

8. Approved by Incident Commander: Name: _____ Signature: _____

ICS 202	IAP Page _____	Date/Time: _____

ICS 202
Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed , use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident. If needed, an incident number can be added.
2	**Operational Period** - Date and Time From - Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Objective(s)**	Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable. Objectives should follow the SMART model or a similar approach: **S**pecific – Is the wording precise and unambiguous? **M**easurable – How will achievements be measured? **A**ction-oriented – Is an action verb used to describe expected accomplishments? **R**ealistic – Is the outcome achievable with given available resources? **T**ime-sensitive – What is the timeframe?
4	**Operational Period Command Emphasis**	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Messag e/Plan (ICS 208).
5	**Site Safety Plan Required?** Yes ☐ No ☐	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	**Incident Action Plan** (the items checked below are included in this Incident Action Plan) : ☐ ICS 202 ☐ ICS 203 ☐ ICS 204 ☐ ICS 205 ☐ ICS 205A ☐ ICS 206 ☐ ICS 207 ☐ ICS 208 ☐ Map/Chart ☐ Weather Forecast/ Tides/Currents Other Attachments:	Check appropriate forms and list other relevant documents that are included in the IAP. ☐ ICS 202 – Incident Objectives ☐ ICS 203 – Organization Assignment List ☐ ICS 204 – Assignment List ☐ ICS 205 – Incident Radio Communications Plan ☐ ICS 205A – Communications List ☐ ICS 206 – Medical Plan ☐ ICS 207 – Incident Organization Chart ☐ ICS 208 – Safety Message/Plan
7	**Prepared by** ∞ Name ∞ Position/Title ∞ Signature	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
8	**Approved by Incident Commander** ∞ Name ∞ Signature ∞ Date/Time	In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Incident Commander(s) and Command Staff:	
IC/UCs	
Deputy	
Safety Officer	
Public Info. Officer	
Liaison Officer	

4. Agency/Organization Representatives:	
Agency/Organization	Name

5. Planning Section:	
Chief	
Deputy	
Resources Unit	
Situation Unit	
Documentation Unit	
Demobilization Unit	
Technical Specialists	

6. Logistics Section:	
Chief	
Deputy	
Support Branch	
Director	
Supply Unit	
Facilities Unit	
Ground Support Unit	
Service Branch	
Director	
Communications Unit	
Medical Unit	
Food Unit	

7. Operations Section:		
Chief		
Deputy		
Staging Area		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Branch		
Branch Director		
Deputy		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Division/Group		
Air Operations Branch		
Air Ops Branch Dir.		

8. Finance/Administration Section:	
Chief	
Deputy	
Time Unit	
Procurement Unit	
Comp/Claims Unit	
Cost Unit	

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 203 | **IAP Page** _____ | Date/Time: _____

ICS 203
Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** ∞ Date and Time From ∞ Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Incident Commander(s) and Command Staff** ∞ IC/UCs ∞ Deputy ∞ Safety Officer ∞ Public Information Officer ∞ Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	**Agency/Organization Representatives** ∞ Agency/Organization ∞ Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	**Planning Section** ∞ Chief ∞ Deputy ∞ Resources Unit ∞ Situation Unit ∞ Documentation Unit ∞ Demobilization Unit ∞ Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	**Logistics Section** ∞ Chief ∞ Deputy **Support Branch** ∞ Director ∞ Supply Unit ∞ Facilities Unit ∞ Ground Support Unit **Service Branch** ∞ Director ∞ Communications Unit ∞ Medical Unit ∞ Food Unit	Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
7	**Operations Section** ∞ Chief ∞ Deputy ∞ Staging Area **Branch** ∞ Branch Director ∞ Deputy ∞ Division/Group **Air Operations Branch** ∞ Air Operations Branch Director	Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column. Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
8	**Finance/Administration Section** ∞ Chief ∞ Deputy ∞ Time Unit ∞ Procurement Unit ∞ Compensation/Claims Unit ∞ Cost Unit	Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.
9	**Prepared by** ∞ Name ∞ Position/Title ∞ Signature ∞ Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ASSIGNMENT LIST (ICS 204)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	3. Branch: Division: Group: Staging Area:

4. Operations Personnel: Name Contact Number(s)

Operations Section Chief: _____

Branch Director: _____

Division/Group Supervisor: _____

5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
Resource Identifier	Leader			

6. Work Assignments:

7. Special Instructions:

8. Communications (radio and/or phone contact numbers needed for this assignment):

Name/Function	Primary Contact: indicate cell, pager, or radio (frequency/system/channel)
/	
/	
/	
/	

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 204 | **IAP Page** _____ | Date/Time: _____

ICS 204
Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attache d to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 deta ils assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed , use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** - Date and Time From - Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch** **Division** **Group** **Staging Area**	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.

4	**Operations Personnel**
	- Name, Contact Number(s)
	  – Operations Section Chief
	  – Branch Director
	  – Division/Group Supervisor
		Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).

5	**Resources Assigned**	Enter the following information about the resources assigned to the Division or Group for this period:
	- Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	- Leader	Enter resource leader's name.
	- # of Persons	Enter total number of persons for the resource assigned, including the leader.
	- Contact (e.g., phone, pager, radio frequency, e tc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	- Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	**Work Assignments**	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	**Special Instructions**	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	**Communications** (radio and/or phone contact numbers needed for this assignment) ∞ Name/Function ∞ Primary Contact: indicate cell, pager, or radio (frequency/system/channel)	Enter specific communications information (including emergency numbers) for this Branch/Division/Group. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics. In light of potential IAP distribution, use sensitivity when including cell phone number. Add a secondary contact (phone number or radio) if needed.
9	**Prepared by** ∞ Name ∞ Position/Title ∞ Signature ∞ Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT RADIO COMMUNICATIONS PLAN (ICS 205)

1. Incident Name:	2. Date/Time Prepared: Date: Time:	3. Operational Period: Date From: Date To: Time From: Time To:

4. Basic Radio Channel Use:

Zone Grp.	Ch #	Function	Channel Name/Trunked Radio System Talkgroup	Assignment	RX Freq N or W	RX Tone/NAC	TX Freq N or W	TX Tone/NAC	Mode (A, D, or M)	Remarks

5. Special Instructions:

6. Prepared by (Communications Unit Leader)**:** Name: _____ Signature: _____

ICS 205	IAP Page _____	Date/Time: _____

ICS 205
Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Date/Time Prepared**	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	**Operational Period** - Date and Time From - Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	**Basic Radio Channel Use**	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming informati on.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	**Special Instructions**	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	**Prepared by** (Communications Unit Leader) ∞ Name ∞ Signature ∞ Date/Time	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

COMMUNICATIONS LIST (ICS 205A)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Basic Local Communications Information:

Incident Assigned Position	Name (Alphabetized)	Method(s) of Contact (phone, pager, cell, etc.)

4. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 205A	IAP Page ____ _	Date/Time: _____

ICS 205A
Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** ∞ Date and Time From ∞ Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Basic Local Communications Information**	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	∞ Incident Assigned Position	Enter the ICS organizational assignment.
	∞ Name	Enter the name of the assigned person.
	∞ Method(s) of Contact (phone, pager, cell, etc.)	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	**Prepared by** ∞ Name ∞ Position/Title ∞ Signature ∞ Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

MEDICAL PLAN (ICS 206)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Medical Aid Stations:

Name	Location	Contact Number(s)/Frequency	Paramedics on Site?
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No
			☐ Yes ☐ No

4. Transportation (indicate air or ground)**:**

Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS
			☐ ALS ☐ BLS

5. Hospitals:

Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/ Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No
					☐ Yes Level:_____	☐ Yes ☐ No	☐ Yes ☐ No

6. Special Medical Emergency Procedures:

☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.

7. Prepared by (Medical Unit Leader)**:** Name: _____ Signature: _____

8. Approved by (Safety Officer)**:** Name: _____ Signature: _____

ICS 206	IAP Page _____	Date/Time: _____

ICS 206
Medical Plan

Purpose. The Medical Plan (ICS 206) provides information o n incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

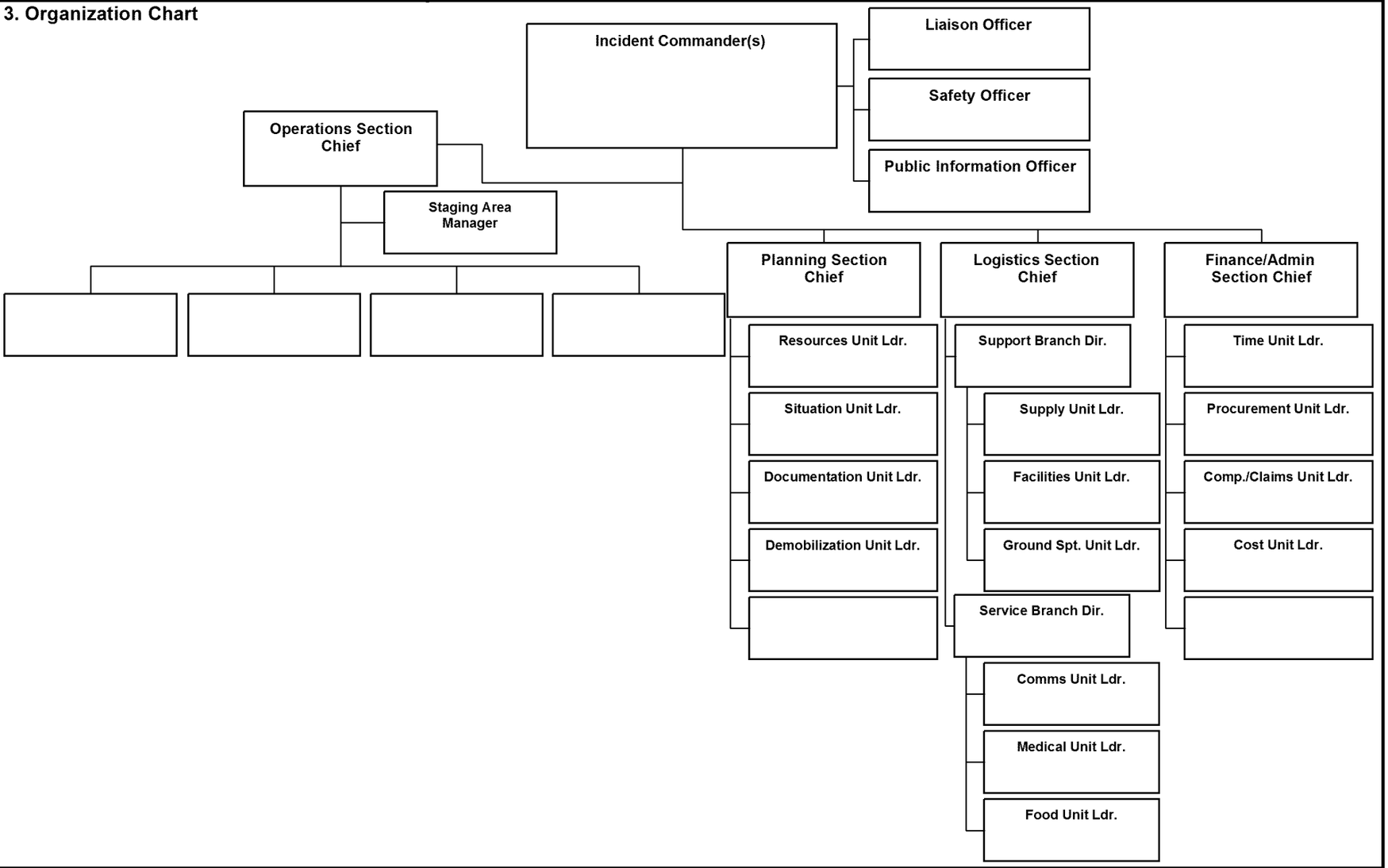
Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** - Date and Time From - Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Medical Aid Stations**	Enter the following information on the incident medical aid station(s):
	- Name	Enter name of the medical aid station.
	- Location	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	- Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the medical aid station(s).
	- Paramedics on Site? ☐ Yes ☐ No	Indicate (yes or no) if paramedics are at the site indicated.
4	**Transportation** (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	- Ambulance Service	Enter name of ambulance service.
	- Location	Enter the location of the ambulance service.
	- Contact Number(s)/Frequency	Enter the contact number(s) and frequency for the ambulance service.
	- Level of Service ☐ ALS ☐ BLS	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	**Hospitals**	Enter the following information for hospital(s) that could serve this incident:
	∞ Hospital Name	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	∞ Address, Latitude & Longitude if Helipad	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	∞ Contact Number(s)/ Frequency	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	∞ Travel Time ∞ Air ∞ Ground	Enter the travel time by air and ground from the incident to the hospital.
	∞ Trauma Center ☐ Yes Level:_____	Indicate yes and the trauma level if the hospital has a trauma center.
	∞ Burn Center ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a burn center.
	∞ Helipad ☐ Yes ☐ No	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	**Special Medical Emergency Procedures**	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	☐ Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	**Prepared by** (Medical Unit Leader) ∞ Name ∞ Signature	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	**Approved by** (Safety Officer) ∞ Name ∞ Signature ∞ Date/Time	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24 -hour clock).

INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Organization Chart



ICS 207	IAP Page ___	4. Prepared by: Name:_____ Position/Title: _____ Signature: _____ Date/Time: _____

ICS 207
Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	**Incident Name**	Print the name assigned to the incident.
2	**Operational Period** - Date and Time From - Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Organization Chart**	- Complete the incident organization chart. - For all individuals, use at least the first initial and last name. - List agency where it is appropriate, such as for Unified Commanders. - If there is a shift change during the specified operational period, list both names, separated by a slash.
4	**Prepared by** - Name - Position/Title - Signature - Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

4. Site Safety Plan Required? Yes ☐ No ☐
Approved Site Safety Plan(s) Located At:

5. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 208	IAP Page _____	Date/Time: _____

ICS 208
Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:
- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** - Date and Time From - Date and Time To	Enter the start date (month/day/year) and time (using the 24 -hour clock) and end date and time for the operational period to which the form applies.
3	**Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan**	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	**Site Safety Plan Required?** Yes ☐ No ☐	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	**Prepared by** - Name - Position/Title - Signature - Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:			2. Incident Number:	
*3. Report Version (check one box on left): ☐ Initial Rpt # (if used): ☐ Update ☐ Final	*4. Incident Commander(s) & Agency or Organization:		5. Incident Management Organization:	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"):	8. Percent (%) Contained _____ Completed _____	*9. Incident Definition:	10. Incident Complexity Level:	*11. For Time Period: From Date/Time: _____ To Date/Time: _____

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone:
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	*15. Primary Location, Organization, or Agency Sent To:

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Incident Location Ownership (if different than jurisdiction):
22. Longitude (indicate format): Latitude (indicate format):	23. US National Grid Reference:	24. Legal Description (township, section, range):
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.):				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources,etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			

* *Required when applicable.*

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Civilians (Public) Below:		
D. Fatalities		
E. With Injuries/Illness		
F. Trapped/In Need of Rescue		
G. Missing *(note if estimated)*		
H. Evacuated *(note if estimated)*		
I. Sheltering in Place *(note if estimated)*		
J. In Temporary Shelters *(note if est.)*		
K. Have Received Mass Immunizations		
L. Require Immunizations *(note if est.)*		
M. In Quarantine		
N. Total # Civilians (Public) Affected:		

*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
C. Indicate Number of Responders Below:		
D. Fatalities		
E. With Injuries/Illness		
F. Trapped/In Need of Rescue		
G. Missing		
H. Sheltering in Place		
I. Have Received Immunizations		
J. Require Immunizations		
K. In Quarantine		
N. Total # Responders Affected:		

33. Life, Safety, and Health Status/Threat Remarks:

35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern)

*34. Life, Safety, and Health Threat Management:	A. Check if Active
A. No Likely Threat	☐
B. Potential Future Threat	☐
C. Mass Notifications in Progress	☐
D. Mass Notifications Completed	☐
E. No Evacuation(s) Imminent	☐
F. Planning for Evacuation	☐
G. Planning for Shelter-in-Place	☐
H. Evacuation(s) in Progress	☐
I. Shelter-in-Place in Progress	☐
J. Repopulation in Progress	☐
K. Mass Immunization in Progress	☐
L. Mass Immunization Complete	☐
M. Quarantine in Progress	☐
N. Area Restriction in Effect	☐
	☐
	☐
	☐
	☐

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident):

** Required when applicable.*

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:	2. Incident Number:

Additional Incident Decision Support Information *(continued)*

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

1) critical resource needs identified above,
2) the Incident Action Plan and management objectives and targets,
3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., "sq mi"):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

** Required when applicable.*

INCIDENT STATUS SUMMARY (ICS 209)

1. Incident Name:	2. Incident Number:

Incident Resource Commitment Summary

48. Agency or Organization:	49. **Resources** (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box):																					50. **Additional Personnel** not assigned to a resource:	51. **Total Personnel** (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead):
52. Total Resources																							

53. Additional Cooperating and Assisting Organizations Not Listed Above:

ICS 209, Page ___ of ___	** Required when applicable.*

ICS 209
Incident Status Summary

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decisionmaking at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a "snapshot in time" to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline's policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, an agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed either once daily or for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the "Incident Location Information" in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a dispatch center or MACS element, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the MACS in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information within MACS.

All completed and signed original ICS 209 forms MUST be given to the incident's Documentation Unit and/or maintained as part of the official incident record.

Notes:

- To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.
- Most fields are optional, to allow responders to use the form as best fits their needs and protocols for information collection.
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees (such as caterers), depending on local/jurisdictional/discipline practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
  - Possible submission of additional pages for the Remarks Section (Block 47), and
  - Possible submission of additional copies of the fourth/last page (the "Incident Resource Commitment Summary") to provide a more detailed resource summary.

Block Number	Block Title	Instructions
*1	**Incident Name**	**REQUIRED BLOCK.** • Enter the full name assigned to the incident. • Check spelling of the full incident name. • For an incident that is a Complex, use the word "Complex" at the end of the incident name. • If the name changes, explain comments in Remarks, Block 47. • Do not use the same incident name for different incidents in the same calendar year.

Block Number	Block Title	Instructions
2	**Incident Number**	∞ Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline. ∞ Examples include: o A computer-aided dispatch (CAD) number. o An accounting number. o A county number. o A disaster declaration number . o A combination of the State, unit/agency ID , and a dispatch system number. o A mission number . o Any other unique number assigned to the incident and derived by means other than those above. ∞ Make sure the number entered is correct. ∞ Do not use the same incident number for two different incidents in the same calendar year. ∞ Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.
***3**	**Report Version** (check one box on left)	**REQUIRED BLOCK.** ∞ This indicates the current version of the ICS 209 form being submitted. ∞ If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").
	☐ Initial	Check "Initial" if this is the first ICS 209 for this incident.
	☐ Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	☐ Final	∞ Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). ∞ Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.
***4**	**Incident Commander(s) & Agency or Organization**	**REQUIRED BLOCK.** ∞ Enter both the first and last name of the Incident Commander. ∞ If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: L. Burnett – Minneapolis FD , R. Domanski – Minneapolis PD , C. Taylor – St. Paul PD , Y. Martin – St. Paul FD , S. McIntyre – U.S. Army Corps, J. Hartl – NTSB
5	**Incident Management Organization**	Indicate the incident management organizatio n for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

Block Number	Block Title	Instructions
*6	**Incident Start Date/Time**	**REQUIRED.** This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	**Current Incident Size or Area Involved** (use unit label – e.g., "sq mi," "city block")	∞ Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). ∞ Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 4 7). ∞ Indicate that the size is an estimate, if a more specific figure is not available. ∞ Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. ∞ If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). ∞ The incident may be one part of a much larger event (refer to introductory instructions under "Preparation). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.
8	**Percent (%) Contained or Completed** (circle one)	∞ Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. ∞ For example, a spill may be 65% contained, or flood response objectives may be 50% met.
*9	**Incident Definition**	**REQUIRED BLOCK.** Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado ," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	**Incident Complexity Level**	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	**For Time Period**	**REQUIRED BLOCK.** ∞ Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed s ince the incident started. ∞ The time period may include one or more operational periods, based on agency/organizational reporting requirements.
	From Date/Time	∞ Enter the start date (month/day/year). ∞ Enter the start time (using the 24-hour clock).
	To Date/Time	∞ Enter the end date (month/day/year). ∞ Enter the end time (using the 24-hour clock).

Block Number	Block Title	Instructions
APPROVAL & ROUTING INFORMATION		
*12	**Prepared By**	**REQUIRED BLOCK.** When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e. g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
*13	**Date/Time Submitted**	**REQUIRED.** Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e. g., EDT, PST).
*14	**Approved By**	**REQUIRED.** When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
*15	**Primary Location, Organization, or Agency Sent To**	**REQUIRED BLOCK.** Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
INCIDENT LOCATION INFORMATION		
∞ Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between dispa rate systems. ∞ As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. ∞ Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. ∞ Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is.		
*16	**State**	**REQUIRED BLOCK WHEN APPLICABLE.** ∞ Enter the State where the incident originated. ∞ If other States or jurisdictions are involved, enter them in Block 25 or Block 44.
*17	**County / Parish / Borough**	**REQUIRED BLOCK WHEN APPLICABLE.** ∞ Enter the county, parish, or borough where the incident originated. ∞ If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.

Block Number	Block Title	Instructions
*18	**City**	**REQUIRED BLOCK WHEN APPLICABLE.** ∞ Enter the city where the incident originated. ∞ If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	**Unit or Other**	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e. g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
*20	**Incident Jurisdiction**	**REQUIRED BLOCK WHEN APPLICABLE.** Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).
21	**Incident Location Ownership** (if different than jurisdiction)	∞ When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. ∞ This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.
22	**22. Longitude** (indicate format): **Latitude** (indicate format):	∞ Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. ∞ Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as “33 degrees, 45 minutes, 01 seconds .”
23	**US National Grid Reference**	∞ Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. ∞ Clearly label the data.
24	**Legal Description** (township, section, range)	∞ Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. ∞ Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).
*25	**Short Location or Area Description** (list all affected areas or a reference point)	**REQUIRED BLOCK.** ∞ List all affected areas as described in instructions for Blocks 16–24 above, OR summarize a general location, OR list a reference point for the incident (e. g., “the southern third of Florida,” “in ocean 20 miles west of Catalina Island, CA,” or “within a 5 mile radius of Walden, CO”). ∞ This information is important for readers unfamiliar with the area (or with other location identification systems) to be able to quickly identify the general location of the incident on a map. ∞ Other location information may also be listed here if needed or relevant for incident support (e. g., base meridian).
26	**UTM Coordinates**	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

Block Number	Block Title	Instructions
27	**Note any electronic geospatial data included or attached** (indicate data format, content, and collection time information and labels)	∞ Indicate whether and how geospatial data is included or attached. ∞ Utilize common and open geospatial data standards. ∞ WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial -up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. ∞ NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). ∞ NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. ∞ NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. ∞ NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.
INCIDENT SUMMARY		
*28	**Significant Events for the Time Period Reported** (summarize significant progress made, evacuations, incident growth, etc.)	**REQUIRED BLOCK.** ∞ Describe significant events that occurred during the period being reported in Block 6. Examples include: o Road closures. o Evacuations. o Progress made and accomplishments. o Incident command transitions. o Repopulation of formerly evacuated areas and specifics. o Containment. ∞ Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 4 7. ∞ Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered. ∞ This block may be used for a single-paragraph synopsis of overall incident status.
29	**Primary Materials or Hazards Involved** (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	∞ When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. ∞ Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
30	**Damage Assessment Information** (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	∞ Include a short summary of damage or use/access restrictions/ limitations caused by th e incident for the reporting period, and cumulatively. ∞ Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. ∞ Include any critical infrastructure or key resources damaged/destroyed / impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. ∞ Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc .).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)		
***31**	**Public Status Summary**	∞ This section is for summary information regarding incident -related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below. ∞ Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33). ∞ Illnesses include those that may be cause d through a biological event such as an epidemic or an exposure to toxic or radiological substances. ∞ NOTE: *Do not estimate any fatality information* . ∞ NOTE: Please use caut ion when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change . ∞ NOTE: Do not complete this block i f the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) *even if they are related to the incident*. o Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. o For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33. ∞ NOTE: When providing an estimated value, denote in parenthesis : "est." **Handling Sensitive Information** ∞ Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. ∞ Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. ∞ Information regarding fatalities should be cleared with the I ncident Commander and/or an organizational administrator prior to submission of the ICS 209.
	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	∞ Enter the total number of individuals impacted in each category for the entire duration of the incident. ∞ This is a cumulative total number that should be adjusted each reporting period.
	C. Indicate Number of Civilians (Public) Below	∞ For lines 31D–M below, enter the number of civilians affected for each category. ∞ Indicate if numbers are estimates , for those blocks where this is an option. ∞ Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	∞ Enter the number of *confirmed* civilian/public fatalities. ∞ See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information.
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).

Block Number	Block Title	Instructions
***31** (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
***32**	**Responder Status Summary**	∞ This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C –N. ∞ Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. ∞ Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. ∞ NOTE: *Do not estimate any fatality information or responder status information.* ∞ NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. ∞ NOTE: Do not complete this block if the incident covered by the ICS 209 is *not directly responsible* for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. **Handling Sensitive Information** ∞ Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. ∞ Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. ∞ Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

Block Number	Block Title	Instructions
***32** (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	∞ Enter the total number of individuals impacted in each category for the *entire duration* of the incident. ∞ This is a *cumulative* total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below	∞ For lines 32D–M below, enter the number of responders relevant for each category. ∞ Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	∞ Enter the number of *confirmed* responder fatalities. ∞ See information in introductory instructions ("Distribution") and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	∞ Enter the number of incident responders with serious injuries or illnesses due to the incident. ∞ *For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment,* but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H.	(BLANK; use however is appropriate.)
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J.	(BLANK; use however is appropriate.)
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.
33	**Life, Safety, and Health Status/Threat Remarks**	∞ Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. ∞ This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. ∞ Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. ∞ Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. ∞ Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).

Block Number	Block Title	Instructions
*34	**Life, Safety, and Health Threat Management**	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Futu re Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications In Progress	∞ Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. ∞ These may include use of threat and alert systems such as the Emergency Alert System or a “reverse 911” system. ∞ Please indicate the areas where mass notifications have been completed (e.g., “mass notifications to ZIP codes 50201, 50014, 50010, 50011 ,” or “notified all residents within a 5-mile radius of Gatlinburg”).
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
	N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.
	O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.
	P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.

Block Number	Block Title	Instructions
35	**Weather Concerns** (synopsis of current and predicted weather; discuss related factors that may cause concern)	∞ Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant. ∞ Include current and/or predicted weather factors, and the timeframe for predictions. ∞ Include relevant factors such as: o Wind speed (label units, such as mph). o Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., "from NNW," "from E," or "from SW"). o Temperature (label units, such as F). o Relative humidity (label %). o Watches. o Warnings. o Tides. o Currents. ∞ Any other weather information relative to the incident, such as flooding, hurricanes, etc.
36	**Projected Incident Activity, Potential, Movement, Escalation, or Spread** and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	∞ Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. ∞ Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. ∞ Include an estimate of the acreage or area that will likely be affected. ∞ If known, provide the above information in 12 -, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.
37	**Strategic Objectives** (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) **(PAGE 3)**		
38	**Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.** Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts. **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.

Block Number	Block Title	Instructions
39	**Critical Resource Needs** in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order: **12 hours** **24 hours** **48 hours** **72 hours** **Anticipated after 72 hours**	∞ List the specific critical resources and numbers needed, in order of priority. *Be specific as to the need.* ∞ Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support. ∞ If critical resources are list ed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. ∞ Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a "heads up" for short - range planning, and assists the ordering process to ensure these resources will be in place when they are needed. ∞ More than one resource need may be listed for each timeframe. For example, a list could include: o 24 hrs: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams o 48 hrs: Mobile Communications Unit (Law/Fire) o After 72 hrs: 1 Type 2 Incident Management Team ∞ Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. o Information prov ided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31 –38, and 40–42. o Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, "Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out"). ∞ Do not use this block for noncritical resources.
40	**Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:** 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. **Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.**	∞ Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. ∞ Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. ∞ Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. ∞ Explain major problems and concerns as indicated.

Block Number	Block Title	Instructions
41	**Planned Actions for Next Operational Period**	∞ Provide a short summary of actions planned for the next operational period. ∞ Examples: o "The current Incident Management Team will transition out to a replacement IMT." o "Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports." o "Continue refining mapping of the recovery operations and damaged assets using GPS." o "Initiate removal of unauthorized food vendors."
42	**Projected Final Incident Size/Area** (use unit label – e.g., "sq mi")	∞ Enter an estimate of the total area likely to be involved or affected over the course of the incident. ∞ Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. ∞ Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.
43	**Anticipated Incident Management Completion Date**	∞ Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. ∞ Avoid leaving this block blank if possible, as this is important information for managers.
44	**Projected Significant Resource Demobilization Start Date**	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	**Estimated Incident Costs to Date**	∞ Enter the estimated total incident costs to date for the entire incident based on currently available information. ∞ Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. ∞ This does not include damage assessment figures, as they are impacts from the incident and not response costs. ∞ If costs decrease, explain in Remarks (Block 4 7). ∞ If additional space is required, p lease add as an attachment.
46	**Projected Final Incident Cost Estimate**	∞ Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. ∞ This does not include damage assessment figures, as they are impacts from the incident and not response costs. ∞ If additional space is requi red, please add as an attachment.

Block Number	Block Title	Instructions
47	**Remarks** (or continuation of any blocks above – list block number in notation)	∞ Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. ∞ List the block number for any information continued from a previous block. ∞ Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc. ∞ For Complexes that include multiple incidents, list all sub-incidents included in the Complex. ∞ List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: o By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or o By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE). ∞ Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping). ∞ This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address). ∞ Attach additional pages if it is necessary to include additional comments in the Remarks section.

INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)

∞ This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used.

∞ Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have *not* yet arrived.

<u>For summarizing</u>:

∞ When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example,
- o Group State, local, county, city, or Federal responders together under such headings, or
- o Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name).

∞ On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary.

Block Number	Block Title	Instructions
48	**Agency or Organization**	∞ List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc. ∞ List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information. ∞ Agencies or organizations may be listed individually or in groups. ∞ When resources are grouped together, individual agencies or organizations may be listed below in Block 53. ∞ Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified. o These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. o For example: ▪ *Resource:* Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel). ▪ *Resource:* Type 1 Decontamination Unit… 1/3 (indicates 1 unit, 3 personnel). ∞ Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.
49	**Resources** (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	∞ List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information. o Examples: Type 1 Fire Engines, Type 4 Helicopters ∞ Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks. o These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. o For example: ▪ *Resource:* Type 2 Helicopters… 3/8 (indicates 3 aircraft, 8 personnel). ▪ *Resource:* Type 1 Decontamination Unit… 1/3 (indicates 1 unit, 3 personnel). ∞ NOTE: One option is to group similar resources together when it is sensible to do so for the summary. o For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as "structure fire engines" and "wildland fire engines" in separate columns with totals for each. ∞ NOTE: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.
50	**Additional Personnel** not assigned to a resource	List the number of *additional* individuals (or overhead) that are not assigned to a specific resource by agency or organization.
51	**Total Personnel** (includes those associated with resources – e.g., aircraft or engines – *and* individual overhead)	∞ Enter the total personnel for each agency, organization, or grouping in the Total Personnel column. ∞ WARNING: Do not simply add the numbers across! ∞ The number of Total Personnel for each row should include both: o The total number of personnel assigned to each of the resources listed in Block 49, and o The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.

Block Number	Block Title	Instructions
52	**Total Resources**	Include the sum total of resources for each column, including the tota l for the column under Blocks 49, 50, and 51. This should incl ude the total number of *resources* in Block 49, as personnel totals will be counted under Block 51.
53	**Additional Cooperating and Assisting Organizations Not Listed Above**	∞ List all agencies and organizations that are not directly involved in the incident, b ut are providing support. ∞ Examples may include ambulance services, Red Cross, DHS, utility companies, etc. ∞ Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).

RESOURCE STATUS CHANGE (ICS 210)

1. Incident Name:	**2. Operational Period:** Date From: Time From:	Date To: Time To:

3. Resource Number	**4. New Status** (Available, Assigned, O/S)	**5. From** (Assignment and Status)**:**	**6. To** (Assignment and Status)**:**	**7. Time and Date of Change:**	

8. Comments:

9. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 210 Date/Time: _____

ICS 210
Resource Status Change

Purpose. The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Preparation. The ICS 210 is completed by radio/telephone operators who rec eive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution. The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

Notes:

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T -Cards (ICS 219) for incident-level resource managem ent.
- If additional pages are needed , use a blank ICS 210 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** - Date and Time From - Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Resource Number**	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.
4	**New Status** (Available, Assigned, Out of Service)	Indicate the current status of the resource: - Available – Indicates resource is available for incident use immediately. - Assigned – Indicates resource is checked in and assigned a work task on the incident. - Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "O/S – Mech" (for mechanical issues), "O/S – Rest" (for off shift), or "O/S – Pers" (for personnel issues).
5	**From** (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp).
6	**To** (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location.
7	**Time and Date of Change**	Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service).
8	**Comments**	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces.
9	**Prepared by** - Name - Position/Title - Signature - Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT CHECK-IN LIST (ICS 211)

1. Incident Name:	2. Incident Number:	3. Check-In Location (complete all that apply) : ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other	4. Start Date/Time: Date: Time:

Check-In Information (use reverse of form for remarks or comments)

5. List single resource personnel (overhead) by agency and name, OR list resources by the following format:							6. Order Request #	7. Date/Time Check-In	8. Leader's Name	9. Total Number of Personnel	10. Incident Contact Information	11. Home Unit or Agency	12. Departure Point, Date and Time	13. Method of Travel	14. Incident Assignment	15. Other Qualifications	16. Data Provided to Resources Unit
State	Agency	Category	Kind	Type	Resource Name or Identifier	ST or TF											

ICS 211	17. Prepared by: Name: _____ Position/Title: _____ Signature: _____ Date/Time: _____

ICS 211
Incident Check-In List

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Check-In Location** ☐ Base ☐ Staging Area ☐ ICP ☐ Helibase ☐ Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include…
4	**Start Date/Time** - Date - Time	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.

Block Number	Block Title	Instructions
	Check-In Information	Self explanatory.
5	**List single resource personnel (overhead) by agency and name, OR list resources by the following format**	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	∞ State	Use this section to list the home State for the resource.
	∞ Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD) .
	∞ Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	∞ Kind	Use this section to list the resource kind based on NIMS , discipline, or jurisdiction guidance.
	∞ Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	∞ Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a sin gle line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
	∞ ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.
6	**Order Request #**	The order request number will be assigned by the ag ency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	**Date/Time Check-In**	Enter date (month/day/year) and time of check -in (24-hour clock) to the incident.
8	**Leader's Name**	∞ For equipment, enter the operator's name. ∞ Enter the Strike Team or Task Force leader's name. ∞ Leave blank for single resource personnel (overhead).
9	**Total Number of Personnel**	Enter total number of personnel associated with the resource. Include leaders.
10	**Incident Contact Information**	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
11	**Home Unit or Agency**	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	**Departure Point, Date and Time**	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13	**Method of Travel**	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
14	**Incident Assignment**	Enter the incident assignment at time of dispatch.
15	**Other Qualifications**	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.

Block Number	Block Title	Instructions
16	**Data Provided to Resources Unit**	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
17	**Prepared by** ∞ Name ∞ Position/Title ∞ Signature ∞ Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

GENERAL MESSAGE (ICS 213)

1. Incident Name (Optional):		
2. To (Name and Position):		
3. From (Name and Position):		
4. Subject:	**5. Date:**	**6. Time**
7. Message:		
8. Approved by: Name: _____ Signature: _____ Position/Title: _____		
9. Reply:		
10. Replied by: Name: _____ Position/Title: _____ Signature: _____		
ICS 213	Date/Time: _____	

ICS 213
General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e. g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard -copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confi rm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	**Incident Name** (Optional)	Enter the name assigned to the incident. This block is optional.
2	**To** (Name and Position)	Enter the name and position the General M essage is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	**From** (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	**Subject**	Enter the subject of the message.
5	**Date**	Enter the date (month/day/year) of the message.
6	**Time**	Enter the time (using the 24 -hour clock) of the message.
7	**Message**	Enter the content of the message. Try to be as concise as possible.
8	**Approved by** ∞ Name ∞ Signature ∞ Position/Title	Enter the name, signature, and ICS position /title of the person approving the message.
9	**Reply**	The intended recipient will enter a reply to the message and return it to the originator.
10	**Replied by** ∞ Name ∞ Position/Title ∞ Signature ∞ Date/Time	Enter the name, ICS position /title, and signature of the person replying to the message . Enter date (month/day/year) and time prepared (24 -hour clock).

ACTIVITY LOG (ICS 214)

1. Incident Name:	2. Operational Period: Date From: Time From:	Date To: Time To:

3. Name:	4. ICS Position:	5. Home Agency (and Unit):

6. Resources Assigned:

Name	ICS Position	Home Agency (and Unit)

7. Activity Log:

Date/Time	Notable Activities

8. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 214, Page 1 Date/Time: _____

ACTIVITY LOG (ICS 214)

1. Incident Name:	**2. Operational Period:** Date From: Date To: Time From: Time To:

7. Activity Log (continuation)**:**

Date/Time	Notable Activities

8. Prepared by: Name: ________________ Position/Title: ________________ Signature: ________________

ICS 214, Page 2	Date/Time: ________________

ICS 214
Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** ∞ Date and Time From ∞ Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Name**	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	**ICS Position**	Enter the name and ICS position of the individual in charge of the Unit.
5	**Home Agency** (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	**Resources Assigned**	Enter the following information for resources assigned:
	∞ Name	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	∞ ICS Position	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
	∞ Home Agency (and Unit)	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
7	**Activity Log** ∞ Date/Time ∞ Notable Activities	∞ Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. ∞ Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. ∞ This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	**Prepared by** ∞ Name ∞ Position/Title ∞ Signature ∞ Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

OPERATIONAL PLANNING WORKSHEET (ICS 215)

1. Incident Name:	**2. Operational Period :** Date From: Date To: Time From: Time To:

3. Branch	**4. Division, Group, or Other**	**5. Work Assignment & Special Instructions**	**6. Resources**													**7. Overhead Position(s)**	**8. Special Equipment & Supplies**	**9. Reporting Location**	**10. Requested Arrival Time**
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																
			Req.																
			Have																
			Need																

	11. Total Resources Required													
	12. Total Resources Have on Hand													
ICS 215	**13. Total Resources Need To Order**													

14. Prepared by:

Name: ____________________

Position/Title: ________________

Signature: __________________

Date/Time: _________________

ICS 215
Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief a nd often involves logistics personnel, the Resources Unit, and the Safety Officer. The form i s shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 co pies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** ∞ Date and Time From ∞ Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	**Branch**	Enter the Branch of the work assignment for the resources.
4	**Division, Group, or Other**	Enter the Division, Group, or other location (e. g., Staging Area) of the work assignment for the resources.
5	**Work Assignment & Special Instructions**	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	**Resources**	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	∞ Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	∞ Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	∞ Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	**Overhead Position(s)**	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	**Special Equipment & Supplies**	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	**Reporting Location**	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	**Requested Arrival Time**	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

Block Number	Block Title	Instructions
11	**Total Resources Required**	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	**Total Resources Have on Hand**	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	**Total Resources Need To Order**	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	**Prepared by** ∞ Name ∞ Position/Title ∞ Signature ∞ Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT ACTION PLAN SAFETY ANALYSIS (ICS 215A)

1. Incident Name:	2. Incident Number:

3. Date/Time Prepared:		4. Operational Period:	Date From:	Date To:
Date:	Time:		Time From:	Time To:

5. Incident Area	6. Hazards/Risks	7. Mitigations

8. Prepared by (Safety Officer)**:** Name: _____ Signature: _____

Prepared by (Operations Section Chief)**:** Name: _____ Signature: _____

ICS 215A Date/Time: _____

ICS 215A
Incident Action Plan Safety Analysis

Purpose. The purpose of the Inci dent Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation. The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution. When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original form s must be given to the Documentation Unit.

Notes:

- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Prepared**	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	**Operational Period** - Date and Time From - Date and Time To	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	**Incident Area**	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	**Hazards/Risks**	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	**Mitigations**	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	**Prepared by** (Safety Officer and Operations Section Chief) - Name - Signature - Date/Time	Enter the name of both the Safety Officer and the Oper ations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

SUPPORT VEHICLE/EQUIPMENT INVENTORY (ICS 218)

1. Incident Name:	2. Incident Number:	3. Date/Time Prepared: Date: Time:	4. Vehicle/Equipment Category:

5. Vehicle/Equipment Information

Order Request Number	Incident ID No.	Vehicle or Equipment Classification	Vehicle or Equipment Make	Category/ Kind/Type, Capacity, or Size	Vehicle or Equipment Features	Agency or Owner	Operator Name or Contact	Vehicle License or ID No.	Incident Assignment	Incident Start Date and Time	Incident Release Date and Time

ICS 218	6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 218
Support Vehicle/Equipment Inventory

Purpose. The Support Vehicle/Equipment Inventory (ICS 218) provides an inventory of all transportation and su pport vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and m aintain status/resource information.

Preparation. The ICS 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution. Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

Notes:

- If additional pages are needed , use a blank ICS 218 and repaginate as needed.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident N umber**	Enter the number assigned to the incident.
3	**Date/Time Prepared**	Enter the date (month/day/year) and time (using the 24 -hour clock) the form is prepared.
4	**Vehicle/Equipment Category**	Enter the specific vehicle or equipment category (e. g., buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category.
5	**Vehicle/Equipment Information**	Record the following information:
	Order Request Number	Enter the order request number for the resource as used by the jurisdiction or discipline, or the relevant EMAC order request number.
	Incident Identification Number	Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only during the incident, if this system if used (e.g., "Decontamination Unit 2 ," or "Water Tender 14").
	Vehicle or Equipment Classification	Enter the specific vehicle or equipment classification (e.g., bus, backhoe, Type 2 engine, etc.) as relevant.
	Vehicle or Equipment Make	Enter the vehicle or equipment manufacturer name (e.g., "GMC," "International").
	Category/Kind/Type, Capacity, or Size	Enter the vehicle or equipment category/kind/type, capacity, or s ize (e.g., 30-person bus, 3/4-ton truck, 50 kW generator).
	Vehicle or Equipment Features	Indicate any vehicle or equipment features such as 2WD, 4WD, towi ng capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc.
	Agency or Owner	Enter the name of the agency or owner of the vehicle or equipment .
	Operator Name or Contact	Enter the operator name and/or contact information (cell phone, radio frequency, etc.).
	Vehicle License or Identification Number	Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment.
	Incident Assignment	Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction) .

Block Number	Block Title	Instructions
5 (continued)	Incident Start Date and Time	Indicate start date (month/day/year) and time (using the 24-hour clock) for driver or for equipment as may be relevant.
	Incident Release Date and Time	Enter the date (month/day/year) and time (using the 24-hour clock) the vehicle or equipment is released from the incident.
6	**Prepared by** ∞ Name ∞ Position/Title ∞ Signature	Enter the name, ICS position/title, and signature of the person preparing the form.

AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	3. Sunrise: Sunset:

4. Remarks (safety notes, hazards, air operations special equipment, etc.):	5. Ready Alert Aircraft : Medivac: New Incident:	6. Temporary Flight Restriction Number: Altitude: Center Point:

7. Personnel:	Name:	Phone Number:
Air Operations Branch Director		
Air Support Group Supervisor		
Air Tactical Group Supervisor		
Helicopter Coordinator		
Helibase Manager		

8. Frequencies:	AM	FM	9. Fixed-Wing (category/kind/type, make/model, N#, base):
Air/Air Fixed-Wing			Air Tactical Group Supervisor Aircraft:
Air/Air Rotary-Wing – Flight Following			
Air/Ground			
Command			Other Fixed-Wing Aircraft:
Deck Coordinator			
Take-Off & Landing Coordinator			
Air Guard			

10. Helicopters (use additional sheets as necessary) :

FAA N#	Category/Kind/Type	Make/Model	Base	Available	Start	Remarks

11. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 220, Page 1 Date/Time: _____

AIR OPERATIONS SUMMARY (ICS 220)

1. Incident Name:	2. Operational Period: Date From: Date To: Time From: Time To:	3. Sunrise: Sunset:

12. Task/Mission/Assignment (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.)**:**

Category/Kind/Type and Function	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft	Mission Start	Fly From	Fly To

11. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 220, Page 2 Date/Time: _____

ICS 220
Air Operations Summary

Purpose. The Air Operations Summary (ICS 220) provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.

Preparation. The ICS 220 is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resources assignment information is obtained from the Operational Planning Worksheet (ICS 215), which also is completed during each Planning Meeting. Specific designators of the air resources assigned to the incident are provided by the Air and Fixed -Wing Support Groups. If aviation assets would be utilized for rescue or are referenced on the Medical Plan (ICS 206), coordinate with the Medical Unit Leader and indicate on the ICS 206.

Distribution. After the ICS 220 is completed by Air Operations personnel , the form is given to the Air Support Group Supervisor and Fixed-Wing Coordinator personnel. These personnel complete the form by indicating the designators of the helicopters and fixed -wing aircraft assigned missions during th e specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit.

Notes:

- If additional pages are needed for any form page, use a blank ICS 220 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Operational Period** - Date and Time From - Date and Time To	Enter the start date (month/day/year) and time (using the 24 -hour clock) and end date and time for the operational period to which the form applies.
3	**Sunrise/Sunset**	Enter the sunrise and sunset times.
4	**Remarks** (safety notes, hazards, air operations special equipment, etc.)	Enter special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel.
5	**Ready Alert Aircraft** - Medivac - New Incident	Identify ready alert aircraft that will be used as Medivac for incident assigned personnel and indicate on the Medical Plan (ICS 206) . Identify aircraft to be used for new incidents within the area or new incident(s) within an incident.
6	**Temporary Flight Restriction Number** - Altitude - Center Point	Enter Temporary Flight Restriction Number, altitude (from the center point), and center point (latitu de and longitude). This number is provided by the Federal Aviation Administration (FAA) or is the order request number for the Temporary Flight Restriction.
7	**Personnel** - Name - Phone Number	Enter the name and phone number of the individuals in Air Operations.
	Air Operations Branch Director	
	Air Support Group Supervisor	
	Air Tactical Group Supervisor	
	Helicopter Coordinator	
	Helibase Manager	

Block Number	Block Title	Instructions
8	**Frequencies** ∞ AM ∞ FM	Enter primary air/air, air/ground (if applicable), command, deck coordinator, take-off and landing coordinator, and other radio frequencies to be used during the incident.
	Air/Air Fixed-Wing	
	Air/Air Rotary-Wing – Flight Following	Flight following is typically done by Air Operations.
	Air/Ground	
	Command	
	Deck Coordinator	
	Take-Off & Landing Coordinator	
	Air Guard	
9	**Fixed-Wing** (category/kind/type, make/model, N#, base)	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance, make/model, N#, and base of air assets allocated to the incident.
	Air Tactical Group Supervisor Aircraft	
	Other Fixed-Wing Aircraft	
10	**Helicopters**	Enter the following information about the helicopter resources allocated to the incident.
	FAA N#	Enter the FAA N#.
	Category/Kind/Type	Enter the helicopter category/kind/type based on NIMS, discipline, or jurisdiction guidance.
	Make/Model	Enter the make and model of the helicopter.
	Base	Enter the base where the helicopter is located.
	Available	Enter the time the aircraft is available.
	Start	Enter the time the aircraft becomes operational.
	Remarks	
11	**Prepared by** ∞ Name ∞ Position/Title ∞ Signature ∞ Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
12	**Task/Mission/Assignment** (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.)	Enter the specific assignment (e.g., water or retardant drops, logistical support, or availability status for a specific purpose, support backup, recon, Medivac, etc.). If applicable, enter the primary air/air and air/ground radio frequency to be used. Mission assignments may be listed by priority.
	Category/Kind/Type and Function	
	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft	
	Mission Start	
	Fly From	Enter the incident location or air base the aircraft is flying from.
	Fly To	Enter the incident location or air base the aircraft is flying to.

DEMOBILIZATION CHECK-OUT (ICS 221)

1. Incident Name:	2. Incident Number:	
3. Planned Release Date/Time: Date: Time:	**4. Resource or Personnel Released:**	**5. Order Request Number:**

6. Resource or Personnel:

You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative).

LOGISTICS SECTION

	Unit/Manager	Remarks	Name	Signature
☐	Supply Unit			
☐	Communications Unit			
☐	Facilities Unit			
☐	Ground Support Unit			
☐	Security Manager			
☐				

FINANCE/ADMINISTRATION SECTION

	Unit/Leader	Remarks	Name	Signature
☐	Time Unit			
☐				
☐				

OTHER SECTION/STAFF

	Unit/Other	Remarks	Name	Signature
☐				
☐				

PLANNING SECTION

	Unit/Leader	Remarks	Name	Signature
☐				
☐	Documentation Leader			
☐	Demobilization Leader			

7. Remarks:

8. Travel Information:

Room Overnight: ☐ Yes ☐ No

Estimated Time of Departure: _____

Actual Release Date/Time: _____

Destination: _____

Estimated Time of Arrival: _____

Travel Method: _____

Contact Information While Traveling: _____

Manifest: ☐ Yes ☐ No

Number: _____

Area/Agency/Region Notified: _____

9. Reassignment Information: ☐ Yes ☐ No

Incident Name: _____

Incident Number: _____

Location: _____

Order Request Number: _____

10. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 221 Date/Time: _____

ICS 221
Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropr iate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Planned Release Date/Time**	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	**Resource or Personnel Released**	Enter name of the individual or resource being released.
5	**Order Request Number**	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	**Resource or Personnel** You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). - Unit/Leader/Manager/Other - Remarks - Name - Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Logistics Section ☐ Supply Unit ☐ Communications Unit ☐ Facilities Unit ☐ Ground Support Unit ☐ Security Manager	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the approp riate line to indicate release.

Block Number	Block Title	Instructions
6 (continued)	**Finance/Administration Section** ☐ Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the approp riate line to indicate release.
	Other Section/Staff ☐	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the approp riate line to indicate release.
	Planning Section ☐ Documentation Leader ☐ Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the approp riate line to indicate release.
7	**Remarks**	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	**Travel Information**	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest ☐ Yes ☐ No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
	Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
9	**Reassignment Information** ☐ Yes ☐ No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned .
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel .

Block Number	Block Title	Instructions
10	**Prepared by** ∞ Name ∞ Position/Title ∞ Signature ∞ Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

1. Name:	2. Incident Name:	3. Incident Number:
4. Home Unit Name and Address:	**5. Incident Agency and Address:**	
6. Position Held on Incident:	**7. Date(s) of Assignment:** From: To:	**8. Incident Complexity Level:** ☐1 ☐2 ☐3 ☐4 ☐5
		9. Incident Definition:

10. Evaluation

Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	☐	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs. ☐	☐	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs. ☐	☐	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work. ☐
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	☐	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve. ☐	☐	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness. ☐	☐	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement. ☐
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	☐	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information. ☐	☐	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed. ☐	☐	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact. ☐
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	☐	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods. ☐	☐	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste. ☐	☐	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency. ☐
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	☐	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations. ☐	☐	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities. ☐	☐	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change. ☐
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	☐	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread. ☐	☐	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously. ☐	☐	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives. ☐

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name:	2. Incident Name:	3. Incident Number:

10. Evaluation

Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	☐	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals. ☐	☐	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals. ☐	☐	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level. ☐
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	☐	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members. ☐	☐	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members. ☐	☐	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal. ☐
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	☐	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment. ☐	☐	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task. ☐	☐	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations. ☐
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	☐	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization. ☐	☐	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information. ☐	☐	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results. ☐
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	☐	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored. ☐	☐	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods. ☐	☐	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking. ☐
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	☐	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need. ☐	☐	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively. ☐	☐	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being. ☐
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	☐	Failed to adequately identify and protect personnel from safety hazards. ☐	☐	Ensured that safe operating procedures were followed. ☐	☐	Demonstrated a significant commitment toward safety of personnel. ☐

24. Remarks:

25. Rated Individual (This rating has been discussed with me)**:**

Signature: _____ Date/Time: _____

26. Rated by: Name: _____ Signature: _____

Home Unit: _____ Position Held on This Incident: _____

ICS 225 Date/Time: _____

ICS 225
Incident Personnel Performance Rating

Purpose. The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

Preparation. The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

Distribution. The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

Notes:

- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

Block Number	Block Title	Instructions
1	**Name**	Enter the name of the individual being rated.
2	**Incident Name**	Enter the name assigned to the incident.
3	**Incident Number**	Enter the number assigned to the incident.
4	**Home Unit Address**	Enter the physical address of the home unit for the individual being rated.
5	**Incident Agency and Address**	Enter the name and address of the authority having jurisdiction for the incident.
6	**Position Held on Incident**	Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated.
7	**Date(s) of Assignment** - From - To	Enter the date(s) (month/day/year) the individual was assigned to the incident.
8	**Incident Complexity Level** ☐ 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5	Indicate the level of complexity for the incident.
9	**Incident Definition**	Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire,", "bridge collapse ,", "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	**Evaluation**	Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed.
	N/A	The duty did not apply to this incident.
	1 – Unacceptable	Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks .
	2 – Needs Improvement	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 – Met Standards	Satisfactory. Employee meets all requirements of the individual element.

Block Number	Block Title	Instructions
	4 – Fully Successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
10	5 – Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11	**Knowledge of the Job/ Professional Competence:**	Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)
12	**Ability To Obtain Performance/Results:**	Quality, quantity, timeliness, and impact of work.
13	**Planning/Preparedness:**	Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).
14	**Using Resources:**	Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).
15	**Adaptability/Attitude:**	Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.
16	**Communication Skills:**	Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.
17	**Ability To Work on a Team:**	Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.
18	**Consideration for Personnel/Team Welfare:**	Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.
19	**Directing Others:**	Ability to influence or direct others in accomplishing tasks or missions.
20	**Judgment/Decisions Under Stress:**	Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.
21	**Initiative**	Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.
22	**Physical Ability for the Job:**	Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.
23	**Adherence to Safety:**	Ability to invest in the IMT's future by caring for the safety of self and others.
24	**Remarks**	Enter specific information on why the individual received performance levels.
25	**Rated Individual** (This rating has been discussed with me) ∞ Signature ∞ Date/Time	Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed.
26	**Rated by** ∞ Name ∞ Signature ∞ Home Unit ∞ Position Held on This Incident ∞ Date/Time	Enter the name, signature, home unit, and position held on the incident of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared.

A1.5 Incident Command Responsibility Form

The large form on the following page should be used by the Incident Commander to identify personnel as they assume specific roles, as well as changes that may occur as the incident develops.

Legal Office

Crisis Management Team (CMT)

Communications Officer

Deputy Incident Commander

Incident Commander

Safety Officer

External Liaison Officer

Operations Chief

Planning Chief

Logistics Chief

Finance Chief

First On-Scene Responders

1. _____
2. _____
3. _____

Environment Unit_____

Monitoring Surveillance Unit

_____

Documentation Unit

_____

Procurement Unit _____

Transportation/Staging Unit

_____

Accounting Unit _____

Cost Control Unit _____

Claims/Insurance Unit

_____

Public Safety Coordinator

_____

EPZ Rovers

1. _____
2. _____
3. _____

Evacuation Coordinator

_____

Telephone Callers

1. _____
2. _____
3. _____

Roadblock Supervisor

_____

Air Monitoring Personnel

1. _____
2. _____
3. _____
4. _____