



MACKENZIE DELTA EMERGENCY RESPONSE PLAN

INVE

Confidential

This plan has been prepared for sole use of EnCana Management. No part of this publication may be reproduced, stored in a retrieval system or transmitted in whole or in part without expressed written permission.




	Mackenzie Delta EMERGENCY RESPONSE PLAN	Date Issued: <i>Draft</i> Date Revised: 09/23/03
	TABLE OF CONTENTS	Page: 1 of 3

Table of Contents
Revision Record
Distribution List

1.0 Introduction

1.1	Purpose	1
1.2	Scope	1
1.3	Principles	2
1.4	Plan Format	3
1.5	Plan Administration	4

2.0 Organizational Structure

2.1	Overview	1
	▪ Figure 1: Seamless Response	1
2.2	Command Structure	2
	▪ Figure 2: Incident Command Team & Crisis Management	2
	▪ Team Organization – Core & Supervisory	3
2.3	Authority of Incident Commander	4
2.4	Crisis Management Team Overview	4
2.5	Unified Command	5
2.6	Response Facilities	7

3.0 Duties/Checklists

3.1	Incident Command Team Functions - Summary	1
3.2	General Requirements of ICS Supervisors	2
3.3	Incident Action Plan / Planning Cycle	3
3.4	Documentation	4
3.5	Risk Management	5
3.6	EnCana Risk Assessment Matrix	7

	ERP Quick Reference Guide	-
--	---------------------------	---



**Mackenzie Delta
EMERGENCY RESPONSE PLAN**

Date Issued: *Draft*
Date Revised: 09/23/03

TABLE OF CONTENTS

Page: 2 of 3

4.0 Notification/Activation

- 4.1 Initial Notification Flow
- 4.2 Emergency Level Chart

1
2

5.0 Contact Directory

- 5.1 EnCana Internal Contacts:
- 5.2 External Contacts
- 5.3 Communications

1
2
5

6.0 Mackenzie Delta Project Supplements

- 6.1 Overview
- 6.2 Burnt Lake Drilling Project


1
2

Project information added / removed or incorporated into Plan, as required.

7.0 Response To Specific Incidents

- 7.1 Oil and Chemical Spill Response Plan

8.0 Maps

	Mackenzie Delta EMERGENCY RESPONSE PLAN	Date Issued: <i>Draft</i> Date Revised: 09/23/03
	TABLE OF CONTENTS	Page: 3 of 3

APPENDICES

A. Forms

- Form 1 Incident Notification Report
- Form 2 Threatening Telephone Call / Bomb Threat
- Form 3 Time and Event Log
- Form 4 ICS Assignment Chart
- Form 5 Incident Status Update
- Form 6 Site Safety/Evacuation Plan
- Form 7 Incident Action Plan
- Form 8 Resources Summary
- Form 9 Resident Data Record
- Form 10 Stay in Shelter Message
- Form 11 Public Evacuation Message
- Form 12 Roadblock Checkpoint Record
- Form 13 Environmental Monitoring Record
- Form 14 Emergency Notice
- Form 15 Evacuee Registration Record
- Form 16 Expense Claim Form
- Form 17 Media Inquiry Form
- Form 18 Preliminary Media Statement / News Release Template
- Form 19 Control Point Description Form
- Form 20 Revision Recommendation Form

B. Guidelines & Reference

- B.1 Ignition Guidelines
- B.2 Media Communications
- B.3 Next-of-Kin Notification
- B.4 Post-Incident Guidelines
- B.5 Toxicity Tables
- B.6 Training, Drills and Exercises
- B.7 Glossary