

Emergency Response Guidelines

For Schools



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CONTROL SHEET

Revision Number	Date of Revision	Change(s)	Approval
1	October 2020	Minor wording updates to Introduction, Section 1: Preparedness, Section 3: Recovery, Appendix B: Glossary of Selected Trans Mountain and ICS Terms, and Appendix C: Acronyms. Addition of content to Section 2: Emergency Response.	K. McLernon
2	December 2022	Updates throughout Addition of Section 3.5.2 Joint Information Centre and Section 3.7 Evacuation Plans	K. Malinoski
3	September 2024	Biennial update: General formatting and alignment of verbiage across plans (Intro, Section 1.1) and update Section 1.2 one call info.	K. Malinoski

1.0 INTRODUCTION

Trans Mountain Corporation (Trans Mountain) is committed to operating its pipeline system in a safe, efficient, and environmentally sound manner, adhering to all federal and provincial government regulations. Trans Mountain's Public Awareness Program is focused on raising awareness about the presence of pipelines in the community and providing safety and damage prevention information to those who live and work near Trans Mountain's pipelines and facilities. This Emergency Response Plan (ERP) supplement was designed to keep schools located in close proximity to Trans Mountain's pipeline system informed on how to prevent pipeline incidents as well as actions to take in the unlikely event of an unintended pipeline release. The measures described in this supplement will contribute to reducing the potential human impact of an accidental release.

2.0 CANADA ENERGY REGULATOR

The Trans Mountain pipeline system falls under the jurisdiction of the Canada Energy Regulator (CER) and its applicable acts and regulations. The CER acts as the primary regulator for all interprovincial and international pipelines. The Board is responsible for monitoring how companies comply with regulations and commitments concerning the safety of employees, public, and environment throughout the entire pipeline lifecycle. The CER's expectation, and Trans Mountain's, is that the top priority in any emergency is to make sure that people are safe and secure, and that property and the environment are protected.

The CER has a comprehensive emergency management program. Any time there is a serious incident on a CER-regulated energy pipeline or facility, CER staff may attend the site to oversee the company's initial response. The CER requires that all reasonable actions are taken to protect the public, employees, and the environment. Further, the CER will verify that the regulated company conducts an adequate and appropriate clean-up and remediation of any environmental effects caused by the incident. The CER shares responsibility with the Transportation Safety Board for incident investigation.

The CER maintains an Emergency Operations Centre in Calgary to coordinate and support its field staff at the incident site and provide situation reports to the Government of Canada's Emergency Operations Centre in Ottawa.

The CER can be reached by calling **1-800-899-1265** or by using their online contact form located at <https://www.cer-rec.gc.ca/en/about/contact/index.html#contactusform>.

3.0 PIPELINE AWARENESS

Government and industry statistics show that improper or unauthorized digging near a pipeline is the most common cause of pipeline damage. Principals, school safety officials, and staff can help protect students, facilities, and pipelines by being aware of the pipeline presence in the community and near schools, as well as requirements for working safely near buried infrastructure. Listed below are five things you can do to protect your school from potential pipeline emergencies:

1. Be aware of any construction or other ground disturbance activities on or near school grounds. Alert Trans Mountain if you have questions or notice any potentially dangerous activity near a Trans Mountain pipeline at **1-888-876-6711**.
2. Require that excavators working on your school grounds, including landscapers, contact the local One Call service before digging. If required, temporary markings including yellow flags, paint, or stakes will be placed to identify the location of the pipeline, and Trans Mountain personnel will provide instructions to excavators to ensure work is conducted in a safe manner and the pipeline is not at risk of damage.

One Call Service numbers:

- Utility Safety Partners (Alberta) 1-800-242-3447
 - BC1 Call (British Columbia) 1-800-474-6886
 - Or visit Clickbeforeyoudig.com
3. Inform staff and students about the signs of a potential pipeline leak and the location of any pipelines near your school.
 4. Ensure pipeline emergency response procedures are included within your school's emergency plan.
 5. If a pipeline easement exists on your school property, review the details of your agreement and discuss with Trans Mountain before planting, digging, or building near the right-of-way.

4.0 PIPELINE MARKERS

School personnel working near a Trans Mountain pipeline are encouraged to familiarize themselves with the pipeline's right-of-way. A pipeline right-of-way is a linear corridor of land kept free of tall growing vegetation and permanent structures to allow pipeline operators access to inspect, maintain, repair, and test the pipelines.

Trans Mountain maintains permanent signs, or markers, along the pipeline route and at road and railroad crossings to aid with right-of-way identification. Markers identify that a pipeline is in the area but not its exact location or depth.

Markers display important information about the pipeline, including the product transported, pipeline operator's name, emergency contact number, and the local One Call center number. Information displayed on these markers should be listed within the school's emergency plan.



***The Emergency Number
for Trans Mountain is
1-888-876-6711***

5.0 HOW TO IDENTIFY A PIPELINE RELEASE

School personnel may identify pipeline releases, either real and/or suspected, by understanding the common signs of a pipeline release listed below:

Smell



- Strong petroleum smell (like gasoline or diesel fuel)
- Strong sulphur smell (like rotten eggs)

See



- Dead or discoloured vegetation
- Pools of liquid when the rest of the right-of-way is dry
- Petroleum sheen on water

Listen



- Unusual hissing or roaring sound



*In the event that a school personnel identifies or suspects a pipeline release from a Trans Mountain pipeline, **immediately call the Trans Mountain's 24-hour Emergency Number at 1-888-876-6711.***

When you call the emergency line, ensure that information about the incident is as clear, concise, accurate, and timely as possible. Be prepared to report:

- Your name and telephone number
- Date and time of the call
- Location of suspected pipeline release

6.0 EMERGENCY GUIDELINES FOR A PIPELINE RELEASE

6.1 School Guidelines

If a pipeline release is witnessed or suspected:

- Leave the area immediately.
- Move away in an upwind or cross-wind direction and warn others to stay away.
- Call **9-1-1** and the Trans Mountain 24-hour Emergency Line at **1-888-876-6711** from a safe place to report the release.
- Do not operate school buses or any vehicles, mechanical equipment, cellular phones, electronic devices, or any item that could create a spark near a suspected release.
- Do not use lighters or matches near a suspected release.
- Avoid contact with liquids or gases coming from the pipeline.
- Do not attempt to operate valves on pipelines.
- Follow your school's notification and evacuation/shelter-in-place procedures.

6.2 Bus Driver Guidelines

If a bus driver suspects a pipeline release, they should:

- Refrain from driving into a suspected release area.
- If in a suspected release area, unload the bus and leave the area immediately, moving by foot in an upwind or cross-wind direction.
- Do not turn any machinery on or off or use a cellular phone near a suspected release site.
- Call **9-1-1** and the Trans Mountain 24-hour Emergency Line at **1-888-876-6711**.
- Contact appropriate parties, including affected schools, school district(s), and the bus company.

7.0 PROTECTION METHODS

Once the extent of the pipeline emergency has been determined, school personnel can decide what response actions may be required. The most common immediate response actions for pipeline emergencies are:

- Shelter-in-place (stay indoors)
- Evacuation

The decision to evacuate or shelter-in-place is based upon multiple factors including:

- Location of the release
- Exposure to the release during evacuation
- Anticipated duration of the emergency and advice from Emergency Responders and/or Trans Mountain personnel

If exposure to the release is imminent, or if evacuation is likely to expose individuals to harmful substances, then sheltering-in-place would be the most suitable strategy.

If advised to evacuate, or if it is safe for students and staff to leave the affected area, then evacuation procedures should be followed.

7.1 General Shelter-In-Place Guidelines

- Notify all staff and students of the need to shelter-in-place.
- If inside, keep students in the classroom until further instructions are given.
- If outside, direct students to go to their classrooms if it is safe to do so. If not, direct students and staff into nearby classrooms or school buildings.
 - When considering where to house staff and students inside the school it is important to consider the location and proximity to the identified pipeline release and ensure that shelter rooms are located as far from the release site as possible.
- Secure individual classrooms as per school procedures.
- Staff members, such as Security/Utilities personnel, could consider the following:
 - Shut down the classroom/building(s) HVAC system.
 - Turn off local fans in the area.
 - Close and lock doors and windows.
 - Seal gaps under doors and windows.
 - Seal vents if possible.
 - Turn off sources of ignition, such as pilot lights.

7.2 General Evacuation Guidelines

- Notify all staff and students of the need to evacuate.
- Instruct students to evacuate the building, using designated routes, and to assemble in assigned muster points, upwind or cross-wind direction from the pipeline.
 - If the assigned muster point is deemed unsafe, determine alternative appropriate location(s) and communicate it to your staff and students.
 - If required to evacuate to an offsite location, determine the appropriate route and mode of transportation; this may include walking, or if safe, the use of buses.
- Retrieve the student roster when leaving the building and take attendance once the class is assembled in a safe location as per school procedure.
- Once assembled, instruct students to remain in place until further instructions are given.
- In the event clearance is received from appropriate agencies, responsible staff members may authorize students to return to the classrooms.

8.0 CONCLUSION

Trans Mountain recognizes that Emergency Management is of paramount importance for schools. We are committed to supporting our shared dedication to the safety and security of students, personnel, property, and the environment. Ongoing collaboration will help ensure our respective emergency plans are well-coordinated in the unlikely event of a pipeline release. For more information about the Trans Mountain Emergency Management Program, or to view Trans Mountain's emergency response plans and documents, please visit:

<https://www.transmountain.com/emergency-response-plans>.

The Trans Mountain Emergency Management Team is available to answer questions and provide supplemental information as required. To contact the Trans Mountain Emergency Management Team, call 403-514-6400 or email Emergency_Management@transmountain.com.

To report emergencies, contact Trans Mountain at

1-888-876-6711