



Security & Emergency Management Branch  
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## DRILLING & INITIAL COMPLETIONS ERP REVIEW MEETING CHECKLIST

### OGC Internal Use

Permit Holder Name:			
Well Name & Location:			
Well Authorization #:			
Date & Time of Meeting (start and end)	Date:		
	Start Time:	End Time:	
Date to Enter Sour Zone:			
OGC Observer in Attendance:			
Person & Company Conducting Meeting			
Other offices participating e.g. EOC/ICP:	<input type="checkbox"/> EOC <input type="checkbox"/> ICP   No		

PERSONNEL:	Field	ICP	EOC
• Total # of responding employees:	_____	_____	_____
• # of responding employees in attendance:	_____	_____	_____
• Percent of responding employees participating:	_____	_____	_____
• Participating contract staff on site:	_____	Name: _____	

What is the permit holder's plan for ERP with personnel not in attendance today?

Location of Meeting:

Item	Y/N	PH discussed	OGC discussed	N/A	Comments
<b>PRE-Meeting</b>					
1	Was there a sign in sheet for participants?	Y N			
2	Did everyone have an ERP or some form of it?	Y N			
3	Do all ERP's have the same date?	Y N			
<b>PRE-SOUR ACTIONS</b>					
4	Discussed notification to public, tenure holders, non-resident landowners and users when entering sour zone				
5	Participants have a good understanding of their ERP	Y N			
6	Performed a survey of transients in the area such as other drilling rigs, logging, pipelining, surveying, seismic, farmers, four wheelers, camping, etc.	Y N			
7	Reviewed directions to site in manual				
8	Confirmed accuracy of map by driving the EPZ				
9	Reviewed road radio channels in manual				
<b>WELL INFORMATION</b>					
10	Well H:S				
11	Maximum Potential Release Rate				
12	Size of HPZ				
<b>HAZARDS</b>					
13	Discussed on-site hazards				
14	Discussed use of a hazard assessment form				
15	Discussed where hazard procedures are referenced in the ERP				
16	Discussed Muster Areas				
17	Discussed locations of wind sock				
18	Discussed correct response priorities 1. Responder Safety, 2. Public Safety, 3. Control of Incident				
<b>INCIDENT CLASSIFICATION AND REPORTING</b>					
19	Reviewed how to use matrix for classifying incidents				
20	Reviewed incident reporting procedures				
21	Reviewed confirmation, downgrading and standing down emergency				
<b>PUBLIC SAFETY PROCEDURES</b>					

	Item	Y/N	PH discussed	OGC discussed	N/A	Comments
22	Reviewed Sheltering Procedures					
23	Reviewed Evacuation Procedures					
24	Reviewed Evacuation Centre Procedures					
25	Reviewed Ignition Procedures					
26	Reviewed Person with Authority to Ignite					
27	Reviewed Air Monitoring Procedures					
28	Reviewed the use of public statements for Evacuation and Sheltering					
29	Reviewed locating transients (helicopter) and transient activity in area					
30	Discussed NOTAM orders					
<b>MAPS AND HPZ</b>						
31	Reviewed HPZ information					
32	Reviewed how to determine HPZ for non H <sub>2</sub> S hazards					
33	Reviewed the map and how to read it					
34	Verified map has correct information					
35	Reviewed road block locations (pre-mark on ground)					
36	Discussed closure orders for different types of roads					
37	Reviewed major road and dead end roads					
<b>PUBLIC INFORMATION</b>						
38	Reviewed information regarding public in HPZ (special needs, etc.)					
39	Reviewed tenure holders, other permit holders, and known transients information					
40	Discussed transient activity in area					
41	Discussed confidentiality of ERP and public information					
<b>COMMUNICATION</b>						
42	Reviewed communication and back up methods and any barriers for the area.					
43	Checked communication between field staff and ICP & EOC					
<b>COMMAND CENTERS AND OTHER CENTRES</b>						
44	Discussed location of ICP and alternate ICP					
45	Discussed location of EOC					

	Item	Y/N	PH discussed	OGC discussed	N/A	Comments
46	Discussed Evacuation Center					
47	Discussed location of staging area					
<b>EMERGENCY EQUIPMENT</b>						
48	Discussed location and number of communication and backup equipment					
49	Discussed location and number of SCBA or SABA					
50	Discussed location and number of ignition equipment					
51	Discussed location and number of roadblock equipment					
52	Discussed number of vehicles for roving, roadblocks, evacuation needs, etc.					
53	Discussed location and number of H2S detection devices					
54	Confirmed staff ability to use equipment					
<b>ICS &amp; EOC</b>						
55	Reviewed the ICS & EOC System					
56	Confirmed fillable ICS wall chart or paper chart	Y	N			
57	Reviewed Chain of Command					
58	Reviewed Span of Control					
59	Assigned roles to participants and made them aware of their specific response role	Y	N			
60	Reviewed role checklist (flag their role checklist)					
61	Reviewed forms and who will collect them					
<b>INTERNAL AND EXTERNAL INFORMATION</b>						
62	Confirmed internal contact names & phone numbers					
63	Confirmed external resource list					
64	Reviewed location of list of roles and responsibilities of government agencies					
65	Discussed which government agencies are required to be contacted during emergency					
<b>*MEDIA</b>						
66	Discussed media procedures					
67	Discussed releasing news releases in consultation with OGC					
<b>POST INCIDENT PROCEDURES</b>						
68	Discussed how to downgrade/stand down an incident					

	Item	Y N	PH discussed	OGC discussed	N/A	Comments
69	Discussed calling public back and checking homes for hazards					
70	Post Incident Report to be filed with OGC within 60 days for level 1, 2, 3 incidents					

Updated: 8-March-2016 Effective: 8-March-2016