

	Public Protection & Safety Branch Operations Division Mailing: Bag 2 Physical: 6534 Airport Road, Fort St. John BC V1J 4M6 Phone (250) 794-5200 Fax (250) 794-5380
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Rev. 2016-02-29

FACILITY START UP MEETING CHECKLIST – OGC Internal Use

Permit Holder Name:			
Facility Name & Location:			
Facility Permit #:			
Date & Time of Meeting (start and end)		Date:	
		Start Time:	End Time:
Date of Start Up Operations:			
OGC Observer in Attendance:			
Person & Company Conducting Meeting			
Name of ERP used for Exercise			
Other offices participating:		<input type="checkbox"/> Yes <input type="checkbox"/> No	
PERSONNEL:	Field	ICP	EOC
• Total # of responding employees:	_____	_____	_____
• # of responding employees in attendance:	_____	_____	_____
• Percent of employees participating:	_____	_____	_____
What is the permit holder's plan for holding a meeting with personnel not in attendance today?			
Review with OGC Internal Technical Staff:			
Have all Permit Conditions been met?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has a prestart inspection been completed by OGC?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Has a satisfactory inspection been issued?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Location of Meeting			

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	Item	Y/N	PH discussed	OGC discussed	N/A	Comments
PRE-EXERCISE						
1	Was there a sign in sheet for participants?	<input type="radio"/> Y <input type="radio"/> N			<input type="checkbox"/>	
2	Did everyone have an ERP?	<input type="radio"/> Y <input type="radio"/> N			<input type="checkbox"/>	
3	Do all ERP's have the same date?	<input type="radio"/> Y <input type="radio"/> N			<input type="checkbox"/>	
4	Did the ERP include the new facility information?	<input type="radio"/> Y <input type="radio"/> N			<input type="checkbox"/>	
5	Discussed notification to public of start up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	Has an orientation of the plant taken place? e.g. ESD;s etc.	<input type="radio"/> Y <input type="radio"/> N			<input type="checkbox"/>	
EMERGENCY RESPONSE PLANS						
7	Did the participants have a good understanding of their ERP?	<input type="radio"/> Y <input type="radio"/> N			<input type="checkbox"/>	
8	Reviewed directions to site in manual		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	Reviewed where to find facility details		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	Reviewed road radio channels in manual		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
HAZARDS						
11	Discussed on site hazards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
12	Discussed use of a hazard assessment form		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
13	Discussed where hazard procedures are referenced in the ERP?		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
ICS & EOC						
14	Reviewed the ICS and EOC System		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
15	Did the participants have a good understanding of the roles?	<input type="radio"/> Y <input type="radio"/> N			<input type="checkbox"/>	
16	Reviewed Chain of Command		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
17	Reviewed Span of Control		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
18	Reviewed role checklist		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
19	Reviewed forms		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INCIDENT CLASSIFICATION AND REPORTING						
20	Reviewed how to use matrix for classifying incidents		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
21	Reviewed incident reporting procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
22	Reviewed confirmation, downgrading and standing down emergency		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MAPS AND HPZ						
23	Reviewed where to find HPZ information		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
24	Reviewed how to determine HPZ for non H ₂ S hazards		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
25	Reviewed the map and how to read it		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
26	Was the map correct and did it contain correct information?	<input type="radio"/> Y <input type="radio"/> N			<input type="checkbox"/>	

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27	Reviewed information regarding public and tenure holders in HPZ (special needs, etc)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COMMUNICATION						
28	Reviewed communication and back up methods and any barriers for that area.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
29	Reviewed communication between command centres		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
EMERGENCY EQUIPMENT						
30	Discussed emergency equipment and location e.g. roadblock kits, ignition kit, etc		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
INTERNAL AND EXTERNAL INFORMATION						
31	Confirmed internal contact names and phone numbers		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
32	Confirmed external resource list		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
33	Discussed correct response priorities 1. Responder Safety, 2. Public Safety, 3. Control of Incident		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
34	Reviewed public safety procedures (evacuation, sheltering, ignition, roadblocks, rovers)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
35	Reviewed locating transients (helicopter) and transient activity in area		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
36	Reviewed evacuation centre		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
COMMAND CENTRES						
37	Reviewed Command Centres		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
38	Reviewed possible staging areas		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
GOVERNMENT AGENCIES						
39	Discussed roles of government agencies		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
CLOSURE OF SITE						
40	Discussed road blocks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
41	Discussed road closure orders		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
42	Discussed NOTAM orders		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
MEDIA						
	Discussed media procedures		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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