



UNITED NATIONS OFFICE FOR THE COORDINATION OF
HUMANITARIAN AFFAIRS

UNITED NATIONS ENVIRONMENT PROGRAMME

JOINT UNEP/OCHA ENVIRONMENT UNIT

SAMPLE OF NATIONAL ENVIRONMENTAL CONTINGENCY PLAN

**(A SUPPLEMENT TO “GUIDELINES FOR THE
DEVELOPMENT OF A NATIONAL ENVIRONMENTAL
CONTINGENCY PLAN”)**

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PREFACE

A SAMPLE NATIONAL ENVIRONMENTAL CONTINGENCY PLAN is a supplemental publication to the GUIDELINES FOR THE DEVELOPMENT OF A NATIONAL ENVIRONMENTAL CONTINGENCY PLAN, a Discussion Document. The Sample Plan is a summation of all examples of an environmental contingency plan presented in the Guidelines as illustrations, and presented in this supplemental publication as a practical sample contingency plan.

The GUIDELINES FOR THE DEVELOPMENT OF A NATIONAL ENVIRONMENTAL CONTINGENCY PLAN are intended to assist countries in the development of a national environmental contingency plan. The intent of the Guidelines is twofold: 1) for the development of a contingency plan that addresses environmental aspects of disasters, and 2) for the development of an environmental contingency plan that can deal with major pollution events that are normally not addressed by disaster plans. A contingency plan that can satisfy these two criteria should be able to respond to environmental aspects that may be part of a larger disaster for which a disaster plan is implemented, and address serious pollution events, events that do not pose an immediate threat to human health and safety, for which a national disaster plan would not normally be invoked. A national environmental contingency plan prepared on the model presented in this supplemental publication, A SAMPLE NATIONAL ENVIRONMENTAL CONTINGENCY PLAN, should satisfy these two criteria. The Guidelines discuss the merits of the components of the Sample Plan in some detail.

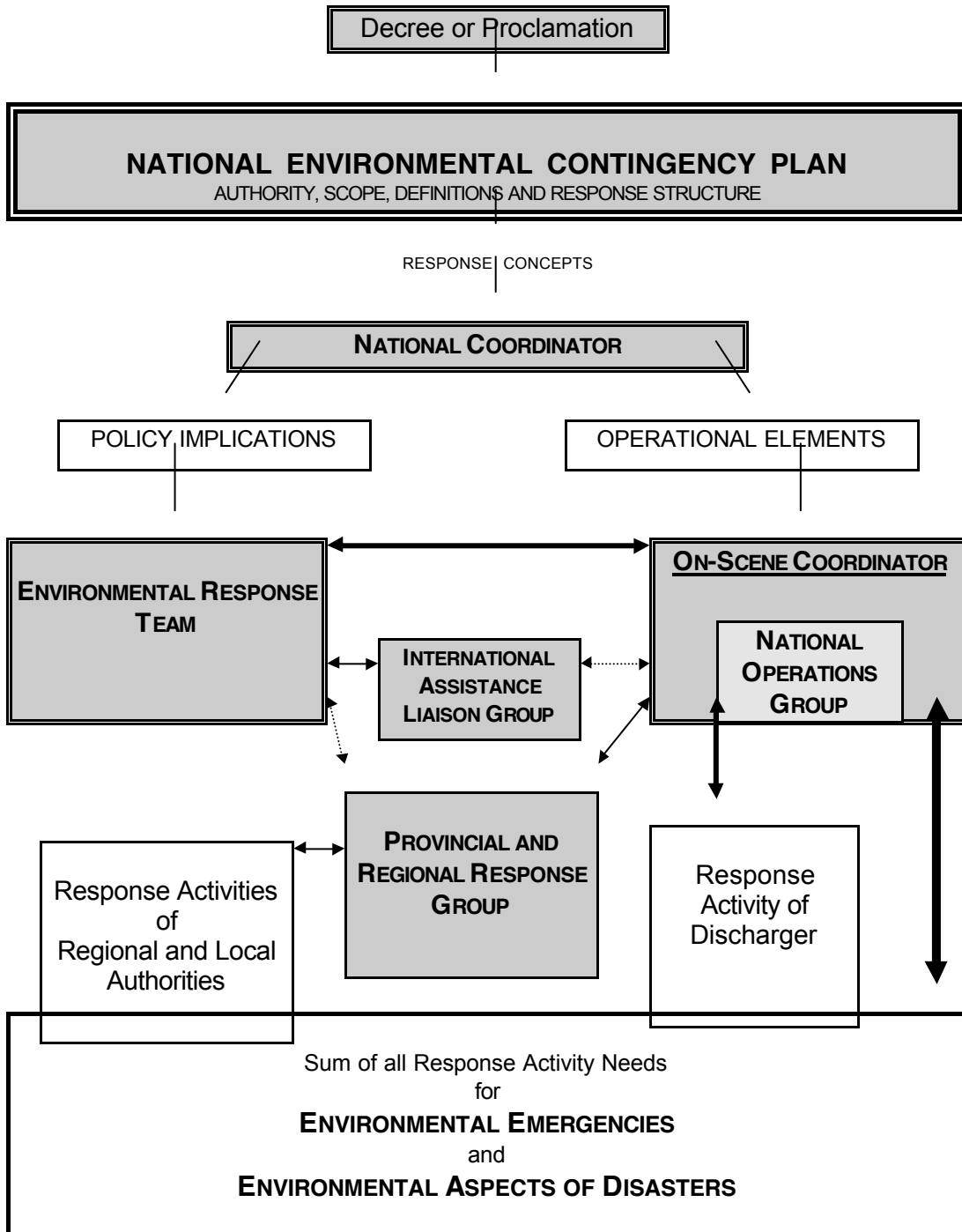
The SAMPLE NATIONAL ENVIRONMENTAL CONTINGENCY PLAN has been prepared as a "National Oil and Hazardous Substances Pollution Contingency Plan" (also referred to as the "National Pollution Contingency Plan" in this publication) for the fictitious Dominion of Cedar Brea. To illustrate various inter-agency and inter-disciplinary aspects of a comprehensive environmental contingency plan, the Sample Plan also includes reference to fictitious, but conceivable, national and regional political and administrative structures within Cedar Brea, as well as to mutual aid arrangements with a fictitious neighbouring jurisdiction referred to as the Republic of Georgina.

Concepts developed for this Sample Plan are based on information obtained from several effective environmental contingency plans referenced in the Guidelines, referred to above, with modifications to satisfy the two criteria referred to above. A schematic diagram, shown on the back of this page, illustrates the response concepts presented in A SAMPLE NATIONAL ENVIRONMENTAL CONTINGENCY PLAN.

The UNEP/OCHA Environment Unit invites anyone who may need additional assistance in the preparation of a national environmental contingency plan, and anyone who may wish to comment on this publication, to contact the:

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SCHEMATIC OF A NATIONAL ENVIRONMENTAL CONTINGENCY PLAN



* Functional elements illustrated in the Sample National Environmental Contingency Plan are shown shaded.

THE NATIONAL POLLUTION CONTINGENCY PLAN

For the

Fictitious

DOMINION OF CEDAR BREA

A SAMPLE NATIONAL ENVIRONMENTAL CONTINGENCY PLAN

DEVELOPED AS PART OF

**GUIDELINES FOR THE DEVELOPMENT
OF A
NATIONAL ENVIRONMENTAL CONTINGENCY PLAN**

PREPARED BY THE

UNEP/OCHA ENVIRONMENT UNIT
UN OFFICE FOR THE COORDINATION OF HUMANITARIAN AFFAIRS
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1996

LETTER OF PROMULGATION

The National Oil and Hazardous Substances Pollution Contingency Plan (or the National Pollution Contingency Plan) provides for the coordinated actions by agencies of the Government of Cedar Brea to respond to accidental and unauthorized releases of pollutants that cause or may cause damage to the environment and that may constitute a threat to public health and welfare, and to property.

The National Pollution Contingency Plan provides for a coordinated national response to pollution incidents of major proportions which may escalate beyond the response capabilities of regional resources, and which may require the combined expertise or resources of the country.

The National Pollution Contingency Plan organizes the collective response capabilities of several agencies of the Government, and serves to supplement Cedar Brea's National Disaster Plan and the Maritime Pollution Contingency Plan. The Pollution Contingency Plan relies on the general provisions of emergency health and welfare services provided for under the National Disaster Plan when, and if, such services are required for pollution events for which this Pollution Contingency Plan may be implemented.

The National Pollution Contingency Plan also serves as the primary vehicle to respond to threats of pollution events from sources beyond Cedar Brea's borders, and to advise appropriate agencies of neighboring countries of pollution incidents which originate within Cedar Brea and that may cross into or affect the territories, land, or waters and threaten the health and welfare of the citizens, or the environment, of neighboring states or territories.

The National Pollution Contingency Plan enjoys the support of the Government of Cedar Brea, and the Minister of Environment is responsible for its implementation. The Minister of Environment and the Solicitor General share responsibility for maintaining the Plan up-to-date. The Plan has been approved by:

Minister of the Environment

Minister of Industry and Trade

Minister of Natural Resources

Commissioner
Department of Public Works

Minister of Transportation

President
State University of Kroy

Minister of Health

Minister of Science and Energy

Minister of External Affairs

Solicitor General

Date: _____

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Quick Guide

<u>Type of Emergency</u>	<u>Contact</u>
<ul style="list-style-type: none"> • involving death or injury 	⇒ nearest police, fire, and ambulance services *
<ul style="list-style-type: none"> • involving fire 	⇒ nearest fire department *
<ul style="list-style-type: none"> • involving evacuation of people 	⇒ nearest community or regional police force * ⇒ nearest health unit *
<ul style="list-style-type: none"> • incidents involving occupational health and safety matters 	⇒ nearest Ministry of Labour inspector
<ul style="list-style-type: none"> • involving goods regulated under the Transportation of Hazardous Materials Act 	⇒ nearest police force * ⇒ Ministry of Transport Emergency Centre; tel.: 123-45 67 89
<ul style="list-style-type: none"> • involving a release of large amounts of gaseous hazardous materials to the atmosphere 	⇒ nearest fire department * ⇒ local health units * ⇒ nearest Ministry of Labour inspector ⇒ Ministry of Environment contacts listed in Annex I of this Plan
<ul style="list-style-type: none"> • involving the discharge of oil or other substances from ships 	⇒ nearest Coast Guard office listed in Annex IV of this Plan ⇒ Ministry of Environment contacts listed in Annex I of this Plan
<ul style="list-style-type: none"> • involving pesticides 	⇒ local health units if human health is threatened ⇒ Ministry of Environment contact listed in Annex I of this Plan
<ul style="list-style-type: none"> • involving unauthorized or accidental releases of hazardous materials or other pollutants to the environment: <ul style="list-style-type: none"> - to satisfy Ministry of Environment reporting requirements) - to advise downstream surface water intakes) - to obtain approval for the transportation and disposal of recovered pollutants and debris from spill sites)))))) ⇒ Ministry of Environment contacts in Annex I of this Plan))))
→→→ * Telephone operator can assist	

1. INTRODUCTION

1.1 Unauthorized and accidental releases (spills) of oils, chemicals and other hazardous or polluting substances may present an immediate threat to the nearby community, may present an unacceptable short-term or long-term threat to the health and welfare of the population over a wide area, and may be deleterious to other living creatures and the environment in general. Such releases require timely action for alerting appropriate authorities and for coordinated countermeasures.

1.2 The discharge of hazardous materials and other pollutants is prohibited by law, and the threat, to human health and safety, to other living creatures, and to the environment in general, posed by unauthorized and accidental releases of pollutants, is recognized universally.

1.3 The National Oil and Hazardous Substances Pollution Contingency Plan (also referred to as the National Pollution Contingency Plan), including the Annexes, provides for coordinated response actions by agencies of the Government of Cedar Brea to protect the environment from damaging effects of unauthorized and accidentally released pollutants for pollution incident beyond the response capability of the local community and events of national interest.

1.4 The plan provides for:

- a) the assignment of duties and responsibilities among government agencies in relation to the responsibilities of the party, or parties, responsible for the pollution incident,
- b) a reporting system suitable for the rapid receipt of pollution reports and for notifying other jurisdiction as warranted,
- c) the establishment of a focal point to provide coordination and direction for the implementation of this plan,
- d) the identification of expertise and response resources that may be of assistance for the implementation of this Plan,
- e) policies with respect to emergency provisions applicable to the handling, treatment or disposal of certain pollutants, and
- f) a link to the international community for the acquisition of assistance if required.

1.5 The National Pollution Contingency Plan supplements the general provisions of the National Disaster Plan and the Maritime Pollution Contingency Plan.

1.6 The National Disaster Plan, and decisions under the National Disaster Plan, prevail for the provision and coordination of emergency services for all matters involving national security, all matters dealing with the health and welfare of the general population and responders including evacuation, and for matters dealing with damage, or the threat of damage, to the infrastructure of communities and to real property.

2. AUTHORITY, REGULATORY TOOLS, OBLIGATIONS

2.1 This Plan was developed and is promulgated under Cabinet Directive 23-5/96. The Directive requires the Minister of Environment to prepare a contingency plan that could be implemented for a major pollution incident which requires intervention at the national level.

2.2 There is no single national or local act which covers all actions that may need to be carried out under this Plan. This Plan relies on the following aspects for its effectiveness, and these are supported by legislation, agreements and contingency plans listed in Section 2.3 of the Plan:

- the prohibition to pollute;
- duties and responsibilities for those who own, or those who have charge or management of hazardous materials and potential pollutants during production, use, transport, or storage of these substances, and who are involved in related business activities or ventures;
- reporting requirements in the event of unauthorized and accidental releases of hazardous materials and pollutants;
- expected response by the discharger;
- cleanup and restoration duties for the discharger;
- regulations and limitations that may affect the transport and disposal of recovered hazardous materials or pollutants, debris, and soils or other matter or things contaminated by the release;
- applicable provisions for compensating affected parties;
- expected response by the local community or regional or provincial agencies;
- authority of the State to intervene or pre-empt;
- the involvement of various government departments and agencies, and reference to applicable inter-agency or inter-departmental agreements and contingency plans;
- the establishment of priorities among departments or agencies especially for incidents where there exists a threat to the health and welfare of the general public and responders;
- international obligations; and
- recovery of costs.

2.3 Parts or sections of the following acts, and disaster or contingency plans or components of these plans, may apply to events for which the National Pollution Contingency Plan may be implemented:

- ◇ The National Disaster Planning Act
- ◇ The Emergency Measures Act
- ◇ The Transportation of Hazardous Materials Act
- ◇ The Energy Act
- ◇ The Rail Act
- ◇ Health Services Act
- ◇ The Environmental Conservation Act
- ◇ The Waste Management Act
- ◇ Clean Air Act
- ◇ The National Clean Water Act
- ◇ The National Maritime Shipping Act
- ◇ The Port Authorities Act
- ◇ The National Disaster Plan
- ◇ The Maritime Pollution Contingency Plan
- ◇ Cedar Brea's Applicable Bilateral and Multilateral Agreements.

2.4 The Transportation of Hazardous Materials Act provides for immediate reporting of accidental releases of hazardous materials to the nearest police force. This is often a police force under the jurisdiction of a municipality.

Furthermore, the Environmental Conservation Act requires reporting to the Ministry of Environment and to the municipality in which an unauthorized or accidental release of any polluting substance, including hazardous materials, takes place.

Releases of hazardous materials or other polluting substances, including discharges as a result of accidents, may enter drains and sewer systems.

It is noted that the Clean Water Act makes the municipality responsible for all pollution to the environment that occurs as a result of discharges from municipal drains.

The 'municipality', therefore, is placed in a position by the Transportation of Hazardous Materials Act, in addition to the Environmental Conservation Act, to be aware of accidents and discharges within their jurisdiction that have the potential for off-site effects, and discharges to which a municipal response may be essential and mandatory under the Clean Water Act.

2.5 The Dominion of Cedar Brea and the Republic of Georgina¹ share a Memorandum of Understanding (MOU) that provides for early warning of the other Party in the event of unauthorized and accidental releases of hazardous materials or other pollutants in the jurisdiction of one Party that may impact the health and welfare of citizens or the environment of the other Party, and for related mutual assistance.

The Ministry of Environment is the designated agency responsible for this MOU for the Dominion of Cedar Brea, and the Ministry, through the contact points listed in Annex I of this Plan, serves as the focal point for Cedar Brea under the MOU for notification and alerting purposes, and for requesting or providing mutual assistance.

The Ministry contact points identified in Annex I of this Plan also serves as focal point for receiving or transmitting requests for assistance from the international community in the event that such assistance is required.

3. SCOPE AND RESPONSIBILITIES

3.1 Purpose and Limitations

3.1.1 The purpose of Cedar Brea's National Pollution Contingency Plan is to mitigate the effects of unauthorized or accidental releases of pollutants on public health and welfare, the environment, and property, by providing for a coordinated and integrated national response to pollution incidents.

3.1.2 This Plan supplements Cedar Brea's National Disaster Plan.

3.1.3 The National Pollution Contingency Plan focuses on coordinating available expertise and response resources required to deal with environmental emergencies caused by unauthorized and accidental releases of hazardous materials or other polluting substances, and environmental aspects of complex disasters. The Plan is a component of the nation's capacity to deal with emergencies and relies on the cooperation of several response partners for its effectiveness.

3.1.4 The National Pollution Contingency Plan may be invoked for the conditions specified, and the Plan is limited to dealing with alerting procedures and monitoring efforts associated with an unauthorized or accidental release of hazardous materials or polluting substances; containment, cleanup and disposal of spilled pollutants, where possible; and the provision and coordination of applicable expertise.

3.1.5 The Plan is intended to work together with other contingency plans for complex disasters or emergencies as one aspect, or a component, of an overall disaster response umbrella.

3.1.6 Operational response decisions under this Plan may be superseded by any plan or authorized procedures that address matters specific to state security, health and welfare issues

¹ The fictitious country of Georgina is used as a country adjacent to Cedar Brea to exemplify international arrangements and/or commitments.

of the general public and responders, and the threat to the infrastructure of communities or to real property.

3.1.7 The notification and alerting procedures developed in this Plan are applicable to all gaseous, liquid and solid substances spilled or released to the environment, and will be used to alert interested response partners even if the event is of a magnitude for which the National Pollution Contingency Plan will not be utilized otherwise.

3.1.8 It is essential that very close working relations be developed and maintained amongst several agencies. It is of particular importance that close relations be maintained with the Ministry of Health where expertise is available to interpret effects of hazardous materials and pollutant on human health and safety.

3.1.9 The National Pollution Contingency Plan does not provide the primary response mechanism for pollution incidents to the coastal waters and to navigable inland waters of the Dominion which occur as a result of activities associated with shipping. Such incidents are addressed by the National Maritime Shipping Act, and the Maritime Pollution Contingency Plan, both administered by Cedar Brea's Coast Guard.

In the event of a pollution event for which the Maritime Pollution Contingency Plan is implemented, the Coast Guard may seek assistance for matters related to environmental issues, and the identification and effects of hazardous materials and other pollutants, through the National Pollution Contingency Plan. Such requests should be made to the Ministry of Environment through the points of contact listed in Annex I of this Plan.

3.1.10 Furthermore, this Plan is not designed to provide a primary response mechanism for releases of hazardous materials or pollutants that cause minor or moderate impact, as defined in Section 3.4 of this Plan, for which the responsible party or the local community is expected to effect an adequate response.

3.1.11 Under all conditions, and without regard to the magnitude of the release, the discharger remains responsibility for the event, and remains responsible for all costs incurred as a result of a response initiated under this Plan.

3.1.12 Notwithstanding the above, the discharger, the local community, or regional authorities may seek assistance through this Plan where the circumstances of the event dictates such needs. Reimbursement to the State for such assistance may be required and this will be determined on a case-by-case basis.

3.2 Objective

The objectives of this Plan are:

- to develop appropriate preparedness measures and effective systems for reporting unauthorized and accidental releases of hazardous materials and other pollutants within Cedar Brea,
- to institute countermeasures for events beyond the response capability at the local or regional level to neutralize and/or restrict, where possible, the further spread of pollutants; all in an effort to minimize, as applicable, hazard to life and the environment, and damage to community and private property,
- to supplement the National Disaster Plan and the National Maritime Pollution Contingency Plan, and

- to provide assistance, as may be appropriate, to pollution events responded to by industry or in concert with local or community response plans.

3.3 Scope

3.3.1 This Plan applies to all areas within the jurisdiction of the Government of Cedar Brea.

3.3.2 This Plan is intended to organize the activities of the various government agencies that may be involved in the control or monitoring of a pollution incident.

3.3.3 This Plan and its Annexes are applicable in whole or in part in the event of unauthorized or accidental releases of hazardous materials and polluting substances that result in a major pollution incidents, as defined in Section 3.4 of this Plan.

3.3.4 This Plan also provides a focal point for the provision of assistance in support of other contingency plans or response efforts, as well as for events with relatively minor impact for which the full thrust of the Plan would not normally be invoked.

3.3.4 Nothing in this Plan shall prejudice existing or future international agreements, or affects the rights and obligations of partners to this Plan with respect to obligations they may have under the National Disaster Plan, or instructions they may receive from the Government or the Head of State for events involving national security, or other matters of national interest.

3.4 Definitions

The following terms are defined for the purpose of this Plan:

3.4.1 **Containment**: Any measure which is taken to control or to restrict the spread of hazardous materials or pollutants involved in a pollution incident.

3.4.2 **Countermeasures**: Embraces all activities, including *in-situ* burning or chemical neutralization, which are implemented to reduce the impact and the consequences of a pollution incident.

3.4.3 **Emergency**: A sudden and usually unforeseen event that calls for immediate measures to minimize its adverse consequences.

3.4.4 **Environment**: The atmosphere, surface and ground waters, and land within the borders and under the jurisdiction of the Dominion of Cedar Brea, including all components of the ecosystem.

3.4.5 **Environmental Degradation** or **Degradation of the Environment**: Unfavourable modification of the ecological state and environment through natural processes and/or human activities.

3.4.6 **Environmental Emergency**: Degradation of the environment to an extent that it creates or constitutes an emergency.

3.4.7 **Environmental Response Team** (ERT): A decision-making group consisting of senior representatives of ministries, government agencies or departments, and designated by their respective agencies to assist the On-Scene Coordinator with his tasks, by focusing on political and policy implications, and complex technical matters. The ERT also serves as facilitator for securing expertise and resources that may be required from the ERT member's host agency and other sources.

3.4.8 Hazardous material: Any substances, element, compound, mixture, solution, wastes, material or goods, including petroleum oils and pesticides and their associated products, which by itself, or in conjunction with other substances, elements, compounds, mixtures, solutions materials or goods as a result of incomplete, uncontrolled or inadvertent reactions, presents a hazard to man or adversely affects man, animals or other living things including plants or the environment in general, and property, or has the potential to do so.

3.4.9 International Assistance Liaison Group (ILG): A pre-designated group, under the leadership of a senior representative from the Ministry of External Affairs, responsible for the coordination of bilateral efforts with neighbouring jurisdictions or international assistance as may be required.

3.4.10 National Coordinator (NC): A senior governmental official, representing the lead agency, responsible for the overall management of the pollution incident for which this Plan is implemented.

3.4.11 National Operations Group (NOG): A group of experts, nominated by members of the ERT, with operational experience and expertise that may be of assistance to the OSC.

3.4.12 On-Scene Coordinator (OSC): The government official, designated by the lead agency, responsible for operational decisions and coordinating government on-scene operational response activities of pollution incidents under this Plan.

3.4.13 Pollutant, Polluting Substance or Contaminant: Any material or substance, or the derivative of any materials or substances through incomplete, uncontrolled or inadvertent reactions, that if released to or into the environment in contravention of applicable laws of Cedar Brea, causes or may cause damage to public health and welfare, property, or to the environment; and any material or substance, including disease-causing agents which after release into the environment and upon exposure, ingestion, inhalation, or assimilation into any organism, either directly from the environment or indirectly by ingestion through the food chains, will or may cause death, disease, behavioural abnormalities, cancer, genetic mutation, physiological malfunctions (including malfunctions in reproduction) or physical deformations, in such organisms or their offspring.

3.4.14 Pollution Incident: An unauthorized or accidental release of a hazardous material or a pollutant that causes, or threatens to cause, adverse effects to public health and welfare, property, or the environment, according to the laws of Cedar Brea, resulting in the necessity to respond to the event by the discharger, the local community, or regional or State authorities.

Minor Pollution Incident: A pollution incident that poses no threat to human life and health nor to public or private property; poses little, and only a temporary, threat the environment, and an environmental threat that is acceptable to authorities under the circumstances; and an incident that can be handled in a timely manner by the competency of the discharger or his agent, with no more than minor assistance from local authorities.

Moderate Pollution Incident: A pollution incident that poses, or may pose, a threat to human life or health in the immediate vicinity of the release; or poses, or may pose, a threat to public or private property, or to the environment; and that necessitates the direct involvement or intervention of local or regional authorities.

Major Pollution Incident: A pollution incident of national importance or of national interest that requires the direct involvement, or the intervention, of the Government at the national level in addition to the response at the local and

regional level; or a pollution incident beyond the response capability of the discharger and the local community, or regional authorities, that requires response coordination at the national level; or a pollution incident that is not addressed by the discharger nor by regional or local authorities, and that requires the intervention of the Government of Cedar Brea.

3.4.15 Provincial and Regional Response Group (RRG): A group of experts representing the provincial, regional or local authorities, usually with local or site-specific knowledge, responsible for providing site-specific information to the OSC. The RRG is also responsible to coordinate regional response initiatives with activities undertaken under this Plan.

3.5 Lead Agency

3.5.1 The Ministry of Environment is responsible for achieving and maintaining a quality of the environment that will protect human health and the ecosystem, and will contribute to the well-being of the people of Cedar Brea.

3.5.2 The Ministry of Environment administers the Environment Conservation Act, the Clean Air Act, the Clean Water Act and the Waste Management Act, and operates, as a regulatory body, numerous surveillance and abatement programs designed to maintain acceptable standards.

3.5.3 With respect to unauthorized or accidental discharges of hazardous materials or pollutants, the responsibility for containment and cleanup remains with the discharger.

3.5.4 The Ministry's role is to ensure that the discharger responds promptly, and complies with requirements for cleanup, disposal, and the repair of damage to property and to the environment.

3.5.5 Municipal or regional authorities may also be involved in the response to pollution incidents especially if there is concern for the protection of public safety, property, vital services and sensitive areas.

3.5.6 With respect to unauthorized or accidental discharges of hazardous materials or other pollutants, the responsibility of the Ministry of Environment is summarized as follows:

1. to receive notification and information of such discharges of pollutants to the environment, and to assist in warning potentially affected parties or "downstream" users, where applicable.
2. to inspect and monitor discharges of hazardous materials and other pollutants in order to:
 - (a) ensure that the discharger takes appropriate measures,
 - (b) give advice and make recommendations as to the best practicable cleanup and disposal measures to be followed,
 - (c) monitor the response activities of responsible parties and, when warranted, to initiate disciplinary measures or to intervene or pre-empt response measures in order to protect the interests of the public and the Ministry, and
 - (d) where applicable, make recommendations with respect to procedures or equipment for spill prevention.
3. to provide assistance on environmental matters to the ministry or the department in charge of an event for which the National Disaster Plan or the Maritime Pollution Contingency Plan may be implemented, as applicable.

3.5.7 In the event that the National Pollution Contingency Plan is implemented, the Operations Division of the Ministry of Environment will provide the On-Scene Coordinator as well as the Deputy On-Scene Coordinator and, as required, alternates, technical expertise, and an emergency centre.

3.5.8 The Ministry of Environment will notify, as appropriate, participating and other agencies or groups as reflected by the intent of the index provided in Annex IV of this Plan.

3.6 Participating Agencies

3.6.1 The Ministry of Natural Resources is responsible for exploitable natural resources, fish and wildlife, and parks and other recreational resources, within the Dominion of Cedar Brea. The Ministry will provide the necessary technical expertise in the management of wildlife and natural resources, and make available its surveillance, transportation and communications capability within the framework of this Plan.

3.6.2 The Ministry of Transportation is responsible for enforcement of safety standards in the transportation industry, and the maintenance of the nation's rail network. The ministry also has access to heavy equipment through maintenance contracts with private sector contractors. The Ministry will provide or make available its expertise in investigating causes of transportation accidents, and provide or make available heavy equipment and material in possession of the Ministry, or facilitate such acquisition from private sector companies under maintenance contracts to the Ministry, as may be required.

The Ministry will provide coordination with local road authorities that may be able to allocate additional equipment and material.

3.6.3 The Ministry of Health is responsible for the health of the general public and will provide its expertise for pollution incidents when required, and will also provide co-ordination with local health units.

3.6.4 The Ministry of Labour is responsible for occupational health and safety matters, and will provide advice as may be required by the circumstances of a pollution incident.

3.6.5 The Ministry of the Solicitor General will provide assistance in police matters, such as securing the site of operations, within their area of jurisdiction and, if requested, provide the necessary liaison with municipal or regional police forces, as applicable.

3.6.6 The Coast Guard, within the jurisdiction of the National Maritime Shipping Act, and the Port Authorities Act, and regulations made thereunder, is responsible for:

1. taking direct and positive action to respond to spills, of oil or other hazardous materials, relating to marine activities that occur in the navigable waters under the jurisdiction of Dominion of Cedar Brea;
2. preparing for other marine emergencies that may occur in or on navigable waters of Cedar Brea; and
3. maintaining a support capability with equipment, manpower and expertise, and will assist other agencies to deal with waterborne spills, on a request basis.

3.6.7 The Department of Public Works is custodian of all public and institutional property and responsible for its maintenance, either directly or through contracts with appropriate firms in the private sector. The Department will expedite contractual arrangements where emergency contracts have to be prepared for essential assistance from the private sector, as required.

3.6.8 The Ministry of Trade and Industry will serve as facilitator with industry and trade associations on an as-needed-basis.

3.6.9 The State University of Kroy will make available the expertise and laboratory facilities of the chemical and engineering faculties, as required.

3.6.10 The Ministry of External Affairs' will facilitate response assistance with neighbouring states or from the international community, as required.

3.7 Provincial / Regional and Local Authorities

3.7.1 The Province of Kroy and the City of Telmah are responsible for the provision of a number of emergency services, including those of fire, police and ambulance services, and hospitals. Both jurisdictions have well developed response structures for these services, and these resources could be an asset for dealing with components of a pollution incident for which this Plan may be implemented.

3.7.2 In the event that emergency services referred to in Sub-section 3.7.1 are required in the course of a pollution incident under this Plan, the appropriate authorities responsible for the service will make that service available either through the National Disaster Plan if the Disaster Plan is implemented, or directly for the purposes of this Plan if the National Disaster Plan is not implemented.

3.7.3 With reference to Sub-sections 3.7.1 and 3.7.2, the intent of the provisions of Sub-sections 3.1.5, and 3.1.6 prevail.

3.7.4 The Dominion of Cedar Brea may requisition any response resources from provincial / regional or local authorities that may be of assistance in the implementation of operational decisions made under duties of, or authorities extended to, the On-Scene Coordinator under Section 5.2 and Part 6 of this Plan.

3.8 Responsibility of the Discharger

3.8.1 Under environmental legislation, the discharger is required to report unauthorized and accidental releases of hazardous materials and other pollutants to the Ministry of Environment, and to the municipality in which the release takes place, and the discharger is responsible for timely containment and cleanup. The discharger is also responsible for the disposal of spilled contaminants in an approved manner, as applicable, and to ameliorate the adverse effects of a release and to restore the natural environment to the satisfaction of authorities. For specific requirements, refer to the Environmental Conservation Act and the Waste Management Act, the Clean Water Act, and to applicable sections of the Clean Air Act.

3.8.2 Notification to the Ministry of Environment does not relieve the party of notification requirements to other agencies or parties under other legislated notification requirements.

3.8.3 Other notification and cleanup requirements at the national, provincial or regional level, as well as civil or other duties or liabilities that may apply to pollution incidents are a function of the type of occurrence. In addition to environmental legislation named in Sub-section 3.8.1 and any local requirements that may exist, the following legislation may also place duties and responsibilities on parties responsible for, or involved in, the release of a hazardous material or other polluting substances:

- ◇ The Transportation of Hazardous Materials Act
- ◇ The Energy Act
- ◇ The Rail Act
- ◇ The National Maritime Shipping Act
- ◇ The Port Authorities Act

4. RELATIONSHIP WITH OTHER CONTINGENCY PLANS

4.1 International Plans

4.1.1 The Dominion of Cedar Brea shares an “Early Warning and Mutual Assistance Memorandum of Understanding” with the Republic of Georgina; referred to as the MOU in Section 2.5 of this Plan.

4.1.2 The MOU requires that the Republic of Georgina be advised of pollution incidents that originate in Cedar Brea and cross or may cross into the territory or waters of Georgina.

4.1.3 The MOU may also be used in the event that either country requires advice or assistance for pollution incidents that may, or may not cross, the common border.

4.1.4 Cedar Brea and Georgina also signed the “Georgina - Cedar Brea Joint Marine Pollution Contingency Plan” for spills of oils and other polluting substances to adjacent or shared navigable waters, through activities associated with maritime shipping.

4.1.4 The Joint Marine Pollution Contingency Plan addresses alerting and shared responsibilities for maritime pollution events that may affect either or both Parties. The Joint Plan also addresses conditions for mutual assistance of expertise and resources for events experienced by only one Party, but which may require assistance from, or the participation of, the other Party.

4.1.5 Contact points for alerting and mutual assistance arrangements with Georgina are in ANNEX IV of this Plan.

4.2 National Disaster Plan

4.2.1 Cedar Brea’s “National Disaster Plan” deals with a threat of major proportions to the health and welfare of the citizens of Cedar Brea, to property and the infrastructure of communities that is of a magnitude beyond the response capacity of the local or regional community, or other similar threats to which the Government should respond at the national level.

4.2.1 The National Disaster Plan focuses on many emergency services including health, police and crowd control services, and some of these emergency services may be of assistance for environmental emergencies to which Cedar Brea must respond, but for which the Disaster Plan may not normally be invoked.

4.2.3 Appropriate points of contact for the National Disaster Plan are identified in ANNEX IV of this Plan.

4.3 Provincial Contingency Plan

4.3.1 The "Kroy Pollution Contingency Plan" serves the industrialized Province of Kroy and addresses pollution incidents that requires a coordinated response by the Province.

4.3.2 The Kroy Pollution Contingency Plan identifies expertise and resources in the public and private sector within the Province, and this resource may be of assistance to a response under the National Pollution Contingency Plan. The Province of Kroy has offered to provide support to pollution incidents for which the National Pollution Contingency Plan may be implemented.

4.3.3 The decision to request expertise or resources from the Province of Kroy rests with the OSC of this Plan, with input from the ERT.

4.3.4 Points of contact for access to the Kroy Pollution Contingency Plan are identified in ANNEX IV of this Plan.

4.4 Other Plans

4.4.1 The City of Telmah and the petrochemical industry within the city and surrounding area have developed effective emergency and spill contingency plans.

4.4.2 The expertise identified in the Telmah emergency and pollution contingency plans, and in the industry contingency plans, is significant and may be an important asset to this Plan. The City and the major industries have indicated their willingness to provide assistance on an as-needed and an as-available basis.

4.4.3 The decision to request expertise or resources from the City of Telmah rests with the OSC of this Plan, with input from the ERT.

4.4.4 Suitable points of contact for the Telmah and area contingency plans are identified in ANNEX IV of this Plan.

5. RESPONSE ELEMENTS

5.1 Environmental Response Team

5.1.1 Policy matters and complex technical issues that require appropriate and timely consideration, possibly by several agencies, will be dealt with by an inter-agency and interdisciplinary group established under this plan as the Environmental Response Team (ERT).

5.1.2 The ERT consists of representatives of the participating agencies identified in Section 3.6 of this Plan. In addition, the Cedar Brea's Petroleum Industry Association, and the Chemical Institute may also be represented on the ERT at the discretion of the ERT Chairman on an as-needed-basis.

5.1.3 A representative from the Ministry of Environment will serve as chairman of the ERT. A representative from the Ministry of Natural Resources will serve as Deputy Chairman.

5.1.4 The ERT reports to the National Coordinator. (See Section 5.4)

5.1.5 Members of the ERT are expected to contribute to the countermeasures operations of environmental emergencies for which this Plan may be implemented in whole or in part by focusing on political, policy, and international implications, focusing on complex technical issues, and serving, in the general sense, as facilitators.

5.1.6 The functions of the ERT, and duties of its members, are:

- a) to be fully aware of the proposed actions of the OSC by monitoring all reports and evaluating the possible impact of reports made or decisions considered,
- b) to ensure that all necessary information is made available to the OSC during a major pollution incident for which this Plan is implemented, and to provide timely collective advice and assistance to the OSC so that the most effective operational actions can be formulated (the OSC retains operational control over response activities),
- c) to provide the OSC, as quickly as possible, with suitable nominees to serve on the National Operations Group (NOG), and on the Provincial and Regional Response Group (RRG),
- d) to provide logistical support in the areas of expertise or response resources that may be available through the host agency of each ERT member,
- e) to facilitate an effective communications link for all government or regulatory agencies that have a vital interest in the event, and all parties participating in the response to the major pollution incidents, including parties retained to assist in countermeasures activities, with the responsible party(ies) through the OSC,
- f) to recruit other agencies, industrial or scientific groups to play their appropriate part in support of countermeasures, if required, and with prior concurrence of the OSC,
- g) to facilitate appropriate and timely resolutions to unexpected and complex administrative matters over which their respective host agencies have authority or influence,
- h) to assist the OSC with the preparation of briefing notes and releases for the media, and to assist the OSC in periodic media briefings especially on matters of national policy,
- i) to facilitate the provision of necessary support staff for the proper functioning of a Response Centre including the orderly accounting of countermeasures activities,
- j) to facilitate the recording of records of contracts and costs incurred, and
- k) to participate in the preparation of post-incident reports.

5.1.7 Some measures of response functions will be performed each time the Plan is implemented. The degree of response is subject to the demands of each particular situation.

5.1.8 With regard to Sub-section 5.1.6(c), the ERT will ensure that no unnecessary duplication of membership exists between the NOG and the RRG if both groups are required for a response to a pollution incident for which this Plan is implemented.

5.1.9 Pre-designated members of the ERT are listed in Annex III of this Plan. Any agencies may be represented by more than one team member on the ERT, and the ERT is encouraged to invite additional participants to the team with expertise unique to the particular pollution incident for which the ERT is assembled. Preference to ERT membership should be given to those with senior responsibilities under other contingency plans.

5.1.10 The ERT Chairman and the ERT Deputy Chairman will make provisions for regular meetings of the ERT during a major pollution incident for which this Plan is implemented.

5.1.11 The ERT may be activated to serve in an advisory capacity on environmental matters in the event the National Disaster Plan or the National Maritime Pollution Contingency Plan is invoked.

5.1.12 The ERT Chairman and the ERT Deputy Chairman are responsible for holding annual ERT meetings, for conducting annual exercises of this Plan, and for maintaining this Plan up to date. ERT members will provide their full support for these requirements.

5.2 On-Scene Coordinator

5.2.1 The coordination and direction of the pollution control efforts at the scene of a pollution incident will be achieved through an official appointed by the Ministry of Environment as the On-Scene Coordinator (OSC). The OSC can be reached through Ministry of Environment points of contact identified in Annex I of this Plan.

5.2.2 The OSC reports to the National Coordinator. (See Section 5.4)

5.2.3 In the event of a pollution incident for which this Plan is implemented in whole or in part, the first official of the ERT arriving at the site shall assume coordination of response activities under this Plan until the pre-designated OSC or his Deputy becomes available to take charge of the operation.

5.2.4 In the event of a pollution incident for which this Plan is implemented in whole or in part, the OSC's responsibility will continue until the threat of the pollution incident has been dealt with satisfactorily, or, in a situation where a pollution incident escalates to such proportions necessitating the invocation of a contingency plan of higher order, he is relieved of his responsibilities upon invocation of such a plan.

5.2.5 The OSC shall determine the pertinent facts about a particular pollution incident, including the nature, amount and location of material spilled, probable direction and time of travel of the material (as applicable), resources required and available, the population groups, installations and property which have been or may be affected, and the agencies, entities or other jurisdictions that need to be advised of the incident.

5.2.6 The OSC shall initiate and direct, as required, Phase II and III of the response as described in Part 6. of this Plan.

5.2.7 The OSC shall call upon and direct the deployment of available expertise and resources to initiate and continue countermeasure activities including, as applicable, monitoring, modelling, containment, cleanup and disposal functions.

5.2.8 The OSC has at his disposal the services of the National Operations Group (NOG), nominated by the ERT; see also Section 5.5.

5.2.9 In carrying out this Plan, the OSC is to maintain an up-to-date and accurate information flow to the ERT to ensure maximum effectiveness of all efforts in protecting society, natural resources and the environment from pollution damage.

5.2.10 It is understood that the necessary direct liaison between personnel at all levels of participating agencies, the responsible party(ies) and affected or potentially affected parties is essential for the successful and efficient completion of the operation.

5.2.11 The OSC will arrange for the recording of costs incurred. This responsibility may be transferred to the ERT.

5.2.12 The OSC shall establish the priorities for protection on the basis of available approved plans or advice supplied by the ministries having resource responsibilities.

5.2.13 Upon request from the National Coordinator (Section 5.4) or the ERT, the OSC will prepare and submit such reports and recommendations as may be deemed necessary.

5.2.14 The OSC may be requested to serve as the focal point for providing operational assistance on environmental matters to the Coast Guard for pollution events for which the National Maritime Pollution Contingency Plan may be invoked.

5.2.15 The OSC may be requested to serve as the focal point for providing operational assistance on environmental matters to the Ministry of the Solicitor General or to the National Disaster Management Office, for environmental aspects of disasters for which the National Disaster Plan may be implemented.

5.3 Deputy On-Scene Coordinator

5.3.1 A Deputy On-Scene Coordinator (DOSC) is appointed by the Ministry of Environment, and the position serves to provide an alternate for the OSC.

5.3.2 The DOSC has the same responsibility and authority as the OSC when the OSC is not available.

5.3.3 When required, the DOSC may be called upon to assist the OSC.

5.4 National Coordinator

5.4.1 When this Plan is activated, the Executive Director of the Operation Division, Ministry of Environment, will serve as the National Coordinator (NC).

5.4.2 The National Coordinator will be responsible for the overall management of the pollution incident for which this Plan may be implemented.

5.5 National Operations Group

5.5.1 Members to the National Operations Group (NOG) are nominated by members of the ERT as soon as possible after this Plan is implemented, and usually consists of staff from the Ministry of Environment and other participating agencies with operational experience, and staff from other entities with responsibility, authority, and expertise in operational elements.

5.5.2 Members of the NOG report to the OSC, and support the many requirements placed on the OSC. The NOG serves as the OSC's operational staff.

5.5.3 Membership on the NOG may change to satisfy changing operational requirements of the pollution incident. This allows for the introduction and participation of the best expertise to suit the operational requirements of the moment.

5.5.4 Members of the NOG may be asked by the OSC to form various work cells each tasked with resolving components of the overall response requirements.

5.6 Provincial and Regional Response Group

5.6.1 This Plan provides for the creation of a Provincial and Regional Response Group (RRG).

5.6.2 The RRG is intended to make best use of existing provincial and regional/local response structures and other response resources that could be of assistance to the resolution of a pollution incident for which this Plan may be implemented.

5.6.3 The RRG works closely with and reports to the OSC.

5.6.4 Members and the Chairman of the RRG are nominated by the ERT, and the composition of the RRG will depend on the nature and severity of the environmental emergency for which this Plan is implemented.

5.6.5 The RRG will generally consist of senior representatives with decision-making responsibility and authority, and who can contribute information or resources to resolve the environmental emergency at hand. Membership to the RRG may include representatives from:

- a) provincial/regional environmental programs,
- b) local health units,
- c) local emergency services,
- d) water boards or water authorities,
- e) departments responsible for urban infrastructures; expertise in public works, roads, sewer departments, etc.,
- f) the State University of Kroy, and
- g) other representation and expertise as may be required, such as laboratory facilities, industry response cooperatives, etc.

5.6.6 The RRG will serve as principal liaison between response efforts at the local level and the efforts undertaken at the national level under this Plan.

5.7 Field Response Centre

5.7.1 When this Plan is activated, the Ministry of Environment will provide suitably functional facilities that will serve as the Response Centre as may be required.

5.7.2 The Response Center will serve as the operations quarters for the OSC, the NOG, the RRG and the ERT.

5.8 International Assistance Liaison Group

5.8.1 An International Assistance Liaison Group (ILG) is established under this Plan.

5.8.2 Membership of the ILG consists of a senior representative from the Ministry of External Affairs and the Ministry of Environment. Designees for the ILG are listed in Annex VIII to this Plan.

5.8.3 The ILG reports to the Chairman of the ERT.

5.8.4 The ILG is placed on stand-by when this Plan is implemented and will be kept apprised by the ERT of the relevant status of all response activities and of the likelihood of the requirements for additional assistance. The ILG will be activated fully on an as-needed-basis.

5.8.5 The ILG is responsible for coordinating and facilitating assistance that may be required by either party under the MOU with the Republic of Georgina (see Section 4.1 of this Plan), and for assistance that may be sought from, or offered by, the international community (see also Annex VIII of this Plan).

5.8.6 When international assistance is provided, the ILG is responsible for making all necessary arrangements within the Dominion to ensure timely passage of equipment and free

access of expertise to the site of the pollution incident, as well as related transportation arrangements and other logistical support, and hospitality needs, as applicable.

6. RESPONSE OPERATIONS

Actions taken in connection with a response to pollution incidents usually separate into four relatively distinct phases:

Phase I	-	Discovery and Alarm
Phase II	-	Evaluation, Notification and Plan Invocation
Phase III	-	Containment and Countermeasures
Phase IV	-	Cleanup and Disposal

Activities under any of the four phases may take place concurrently.

All phases are not necessarily applicable to all pollution incidents, and all members of the Environmental Response Team or the National Operations Group and the other groups identified in Part 5 of this Plan may not necessarily be involved in all phases of a pollution incident.

6.1 PHASE I - Discovery and Alarm

6.1.1 The discovery of a pollution incident may be made through planned surveillance activities, through the observations of agencies or departments of the various levels of government, by those who caused the pollution incident, or by the alertness and concern of the general public. Reports of pollution incidents may be made to the Ministry of Environment through the contacts listed in Annex I of this Plan.

6.1.2 The reporting requirements for releases of hazardous materials and pollutants are established in legislation. These include, but are not limited to the:

- a) National Clean Water Act,
- b) Clean Air Act,
- c) Environmental Conservation Act,
- d) Transportation of Hazardous Materials Act,
- e) National Maritime Shipping Act, and
- f) Port Authorities Act.

6.1.3 The reporting requirement is usually placed on the person who had custody, or charge, management or control of the material prior to the release, or the person who caused the release.

6.1.5 The severity of the pollution incident is a function of the location and nature of the release, the quantity of the hazardous material or pollutant released, and the response capability of the discharger and that of the local community or local and regional authorities. The severity will determine the level of response required and whether or not there is a need to invoke part or all of this Plan.

6.1.6 The first agency, with responsibility under this Plan, which is made aware of a pollution incident shall notify the Ministry of Environment immediately. For alerting the Ministry of Environment, use Annex I contact list of this Plan.

6.1.5 If the pollution incident is of a nature which should be dealt with by an agency other than the Ministry of Environment, or through the invocation of a contingency plan other than this Plan, the appropriate agency will be notified as soon as possible as illustrated in Annex IV of this Plan.

6.2 PHASE II - Evaluation, Notification, and Plan Invocation

6.2.1 The On-Scene Coordinator will determine the severity of the pollution incident and determine if other jurisdictions or the public should be notified of the event, and together with the ERT determine if this or another contingency plan should be implemented to deal with all or part of the event.

6.2.2 If it is determined that this Plan should be implemented in whole or in part, or if it is determined that this Plan is to be implemented in whole or in part or in conjunction with the invocation of another contingency plan, the On-Scene Coordinator shall:

- a) make a recommendation to the National Coordinator, his designate or in their absence the Chairman of the Environmental Response Team to invoke this Plan;
- b) notify, or make arrangement for others to notify, as quickly as possible all appropriate parties who may have an interest in the incident, parties who may be subjected to adverse consequences by the incident, and all members of response partners and response groups identified in Part 5 of this Plan by making use of the contact lists in the Annexes of this Plan;
- c) formulate plans to deal with the situation; and
- d) with the prior approval from the National Coordinator, his designate, or in their absence the Chairman of the Environmental Response Team, initiate Phase III and Phase IV actions as appropriate.

6.2.3 Concurrent with Sub-section 6.2.2(d), the Executive Director of Operations of the Ministry of Environment, his designate, or in their absence the Chairman of the ERT, may officially invoke this Plan at this time with appropriate formal notices to all parties, the public and the media.

6.3 PHASE III - Containment and Countermeasures

6.3.1 Containment as defined in Section 3.4 of this Plan should be feasible for releases of hazardous material and pollutants in their liquid or solid state, and will not likely be feasible for substances in their gaseous state.

6.3.2 Countermeasures activities as defined in Section 3.4 of this Plan should be feasible for most pollution incidents and under most circumstances. Countermeasures activities for pollution incidents involving gaseous substances may be restricted to monitoring and modelling efforts aside from urgent notifications under Phase II, and supplying advice to those providing, or in charge of, emergency services, while priorities for the health and safety of the public and responders predominate.

6.3.3 Outside of the limits indicated in Sub-section 6.3.2, containment and countermeasure activities apply to the majority of pollution incidents where released hazardous materials or pollutants can be contained for the purpose of restricting the spread of these substances, and where released materials and soils or other things contaminated by the release can be controlled, and eventually removed, neutralized or disposed of.

6.3.4 Operational priorities for containment and countermeasures activities, for the purposes of this Plan, will be set by the On-Scene Coordinator.

6.3.5 Input to the decisions for Phase III activities will normally be made by the NOG, the RRG and the ERT, as applicable.

6.4 PHASE IV - Cleanup and Disposal

6.4.1 The cleanup and disposal phase of the operation is directed towards reducing the residual impact of a release of hazardous materials and other pollutants as much as possible. Where practical, it will include the removal of hazardous materials and pollutants, including residue and contaminated debris, from land, structures, water and shoreline, as the case may be, using available resources.

6.4.2 Hazardous materials and pollutants, including residue, contaminated soil and other debris, that are recovered as a result of cleanup actions shall be disposed of, used or reused, in accordance with applicable laws, or where no specific laws govern, in accordance with accepted procedures, and in all cases so as to preclude the possibility of further or continuing environmental damage.

6.4.3 The Ministry of Environment will determine the suitability of any disposal site which is being considered as receptor for any hazardous material, pollutant, contaminated soil or other debris. As provided for by the Waste Management Act, no wastes recovered from unauthorized or accidental releases of hazardous materials or other pollutants may be disposed of without prior Ministry concurrence. The Ministry will endeavour to facilitate approvals and expedite permits, as applicable, for the transportation and disposal of materials recovered from pollution incident sites, as necessary.

6.4.4 The OSC or his designate is responsible for obtaining Ministry of Environment clearance for the disposal of substances or wastes associated with pollution incidents within the context of this Plan. The ERT will facilitate such clearances.

6.4.5 Operational priorities for cleanup and disposal activities will be set by the On-Scene Coordinator.

6.4.6 Input to the decisions for Phase IV activities will normally be made by the NOG, the RRG and the ERT, as applicable.

7. SUPPORT MEASURES

7.1 Public Information

7.1.1 When the Plan is invoked, the Ministry of Environment will make appropriate arrangements to assign an information officer to establish and direct a news desk at the Field Response Centre.

7.1.2 Participating agencies may be required to provide professional staff to assist the public information officer.

7.1.3 The public information officer shall report to the On-Scene Coordinator or his deputy. He shall be responsible for preparing news releases and for clearing those with the OSC, his deputy, and with the ERT, as the case may be.

7.1.4 The public information officer is responsible to keep the ERT advised of his activities and is responsible to maintain an account of events in regard to public reaction.

7.1.5 Pollution incident situation reports and other factual releases of actions taken may be cleared by the OSC or his deputy, and releases that include policy issues must be cleared by the ERT.

7.1.6 The public information officer shall maintain liaison with participating agencies, including other government press offices, the media, and the concerned parties and industries.

7.2 Surveillance

7.2.1 Within the context of this Plan, the operational requirements for surveillance will depend on the circumstances surrounding each pollution incident. Evaluation factors will include the type and quantity of material involved; location, apparent direction and speed of movement; proximity to critical use areas; and the availability of response resources.

7.2.2 The decision to provide surveillance will be qualified by the type, extent and duration of the surveillance coverage needed, which will be re-evaluated as more up-to-date information becomes available.

7.2.3 The primary function of surveillance is to assess the extent of the threat. This information assists the On-Scene Coordinator to evaluate priorities and re-assign available resources if necessary, or identify the need for additional response activities required, including the need for additional surveillance.

7.2.4 The degree and type of threat during any particular pollution incident will condition the method, type and duration of surveillance required.

7.3 Post-Incident Reports

7.3.1 The National Coordinator or the ERT Chairman will determine the need for the preparation of a post-incident report.

7.3.2 The severity and the nature of the pollution incident for which this Plan was invoked, in whole or in part, will determine when and if a post-incident report is to be prepared.

7.3.3 The Ministry of Environment will be responsible for the preparation of a post-incident report if a report is required.

7.3.4 All Ministries, agencies and departments, their staff, and others who participated in the response to the pollution incident, for which this Plan was implemented, may be required to participate in the preparation of the post-incident report.

7.4 Review of the Plan

7.4.1 The Ministry of Environment is responsible for reviewing the Plan on an annual basis.

7.4.2 It is the responsibility of all participants to this Plan to advise the Ministry of Environment of any relevant changes to the Plan or related update information that they may become aware of as soon as possible. This insures that the deliverability of this Plan is not jeopardized.

7.4.3 All update information will be assessed by the ERT Chairman, who will evaluate the changes and when approved, with input of the ERT as appropriate, forward these to the Custodian for action. Updating and amending processes are also subject to the provisions of Section 8.3.

7.4.4 The ERT will hold general annual meetings in addition to meetings that may occur as a result of pollution incidents. Standing agenda items for the general meetings will be the review and updating requirements of the Plan, the Plan's annual exercises, and the exercise evaluation reports. Other topics and issues for the general ERT meetings may be suggested by any Plan participant on an as-needed-basis.

7.4.5 When update information or material has been approved by the ERT Chairman, the Custodian of this Plan will undertake to update all contacts and focal points identified in the Annexes of the Plan, and distribute all update material to Plan participants, and others, via the contacts identified in the Distribution List, Annex XIII, of this Plan.

7.5 Exercising the Plan

7.5.1 The ERT Chairman and the ERT deputy Chairman are jointly responsible for conducting a communications exercise every second year.

7.5.2 The ERT Chairman and the ERT Deputy Chairman are also jointly responsible for conducting a simulation exercise that incorporates various field response elements in addition to testing communication capabilities, every alternate year to the communications exercises under Sub-section 7.5.1.

7.5.3 The Ministry of Environment will retain an outside expert to evaluate the communication and simulation exercises.

7.5.4 Evaluation reports prepared by the outside observer will be considered by the Ministry, and the ERT at the annual meetings of the ERT, for assessing the Plan's effectiveness.

7.5.5 Approved reports of the communication and simulation exercises will be distributed to all contacts on the Distribution List in Annex XIII of this Plan by the Custodian.

8. ADMINISTRATIVE ELEMENTS

8.1 Cost Recovery

8.1.1 The Ministry of Environment is responsible to investigate the cause and reasons for pollution incidents for which this Plan may be implemented. The Ministry is also responsible for any associated documentation and preparation of reports including the collection of samples.

8.1.2 Where it is determined that the incident was caused by a person or an entity in contravention to applicable laws, the Ministry of Environment is responsible to compensate those who encounter expenses as a result of activities on the basis of requests made by the OSC in the response to a pollution incidents for which this Plan was implemented.

8.1.3 The Ministry of Environment, on behalf of the State, is responsible for the recovery of costs incurred as a result of a response to a pollution incidents under this Plan where fault or negligence can be established, or where an activity or act, or the failure to carry out an activity or act, in contravention of applicable laws resulted in, or contributed to, the pollution incident.

8.1.4 Costs incurred by participating agencies in the response to pollution incidents to which fault or negligence cannot be assigned, may have to be born by the responding agencies. Cost sharing under these circumstances may have to be addressed on a case-by-case basis.

8.2 Custodian

8.2.1 The Custodian of this Plan and its Annexes, and any amendments and supplementary publications thereto, is the Contingency Coordinator, Ministry of the Solicitor General.

8.2.2 The Custodian is responsible for all administrative matters that relate to the annual ERT meetings, the biennial communication and simulation exercises, for updating this Plan, its Annexes, and related publications, and for preparing and distributing related notices and other printed matter.

8.3 Amendments and Updates

8.3.1 Amendments to the National Oil and Hazardous Substances Pollution Contingency Plan of the Dominion of Cedar Brea that have State or ministry policy implications may be made only by mutual agreement of the Ministry of Environment and all participating agencies of this Plan.

8.3.2 The ERT will serve as platform for discussions of such changes, and the heads of all agencies listed in the Letter of Promulgation must be consulted before amendments with State or Ministry policy implications can be carried out.

8.3.3 Amendments to the Plan that do not have State or ministry policy implications may be considered following full discussions of the matter by the ERT, preferably at scheduled ERT meetings.

8.3.4 Routine updating of the Plan and its Annexes, usually consisting of focal or contact point, and similar updating of any supplemental publications that may be developed, may be made on the recommendation of the ERT Chairman with concurrence from the ERT Deputy Chairman and the OSC.

8.3.5 Amendments to the Plan and the updating of its Annexes will be carried out by the Custodian and disseminated to those on the Distribution List in Annex XIII.

8.3.6 The official date of this Plan is the date of the Letter of Promulgation, and each page of the Plan is dated accordingly.

8.3.7 The processing of amendments and any updating of the Plan requires that the affected pages of the Plan, it's Appendixes or supplemental publications, be dated to indicate when the changes became effective, or to reflect the date of a new or revised publication, as applicable.

ANNEXES

Annexes I through XIII are an integral part of the Plan. The Annexes consist of information and lists of contacts that are subject to frequent updating requirements. For the most part, updating limitations for the Annexes are less restrictive than for Parts 1 through 8 of the Plan (note Section 8.3 of the Plan).

A total of 13 suggested annexes are presented in this Sample Plan. Nine of these Annexes, specifically Annexes I through Annex VIII and Annex XIII, are included in this Sample Plan for illustrative purposes. Annexes IX through XII address topics that fall into the category of additional 'guidelines'; Annex IX, guidelines for issuing warnings; Annex X, guidelines for dealing with the press; Annex XI, guidelines for dealing with volunteers; and Annex XII, training guidelines. The development of such guidelines is beyond the scope of the Sample Plan, but such topics should be addressed and included in a comprehensive national environmental contingency plan.

ANNEX I

MINISTRY OF ENVIRONMENT CONTACT LIST

LEAD AGENCY

Unauthorized or accidental discharges of hazardous materials and other polluting substances must be reported to the Ministry of Environment. Reporting requirements are found in the following:

- ◇ The Environment Conservation Act
- ◇ The Waste Management Act
- ◇ The Clean Water Act
- ◇ Clean Air Act
- ◇ The Transportation of Hazardous Materials Act
- ◇ The Energy Act
- ◇ The Rail Act
- ◇ The National Maritime Shipping Act
- ◇ The Port Authorities Act

Reports of Discharges of hazardous materials or other polluting substances may be made to the following Ministry of Environment offices:

<u>Office</u>	<u>Telephone Number</u>	<u>Hours</u>
⇒ Pollution Control Desk	13 57 - 924 68	08:00 to 17:30 hrs
⇒ Information Office	12 34 - 567 89	08:30 to 17:00 hrs
⇒ Kroy Regional Office	19 75 - 318 64	08:00 to 17:30 hrs
⇒ Off-Hours	12 34 - 666 66; pager 345	All off-hours

The Ministry of Environment may require written confirmation of pollution incidents. When there exists urgency to forward written reports, these may be submitted via facsimile to:

⇒ **Ministry of Environment, Pollution Control Desk, Fax: 13 57 - 999 77**

This Plan calls for the designation of the On-Scene Coordinator (OSC) and the Deputy On-Scene Coordinator (Deputy OSC) who carry operational responsibility under this Plan (see Sections 5.2 and 5.3 of this Plan). These responsibilities have been assigned to experienced personnel of the Ministry, and they will be contacted by any of the offices identified above in serious pollution incidents and where it appears that the implementation of this Plan should be considered.

This Plan also designates the Executive Director, Operation Division as the National Coordinator (NC). The NC is responsible for the overall management of a response under this Plan (see Section 5.4 of this Plan). The NC will be notified by the Ministry offices above when a pollution incident requires the invocation of this Plan.

ANNEX II

PARTICIPATING AGENCIES EXECUTIVE FOCAL POINTS

These lists consist of contact points for senior executives of the co-signatories to the National Oil and Hazardous Substances Pollution Contingency Plan, and senior representatives of ministries, agencies and departments identified as Participating Agencies in Section 3.6 of the Plan. This listing is maintained for administrative purposes of the Plan and is not provided with copies of the Plan that are made available to the public.

The Plan creates a mechanism for the Ministry of Environment to receive reports of discharges of hazardous materials and other polluting substances, and establishes the responsibility for the Ministry of Environment to notify other agencies who may participate in a response to the pollution incident in the event that this Plan is implemented. Points of contact to carry out the functions of the Plan are provided in other Annexes of this Plan.

The primary points of contact for reporting pollution incidents is Annex I of this Plan and the primary list of focal points for notifying other agencies and interested parties is Annex IV. Annex III serves as contact list for various response groups established under this Plan.

The points of contact in the following list are identify senior officials and is NOT intended for operational purposes of the National Oil and Hazardous Substances Pollution Contingency Plan.

Executive Focal Points

<u>Agency</u>	<u>Office</u> Director/Head of:	<u>Telephone</u>	<u>Fax</u>
Min. of Environment	Operations Division	12 34 - 678 69	12 34 - 678 99
Min. of Natural Resources	Conservation Branch	12 34 - 909 22	12 34 - 909 23
Min. of Transportation	Standards Office	12 34 - 876 45	12 34 - 876 98
Min. of Health	Health Policy Branch	12 34 - 875 33	12 34 - 875 79
Min. of Labour	Compliance Branch	12 34 - 873 29	12 34 - 873 93
Min. of Solicitor General	Enforcement Branch	12 34 - 878 11	12 34 - 878 97
Coast Guard	Ship Safety Office	19 88 - 432 44	19 88 - 432 95
Dept. of Public Works	Properties Branch	16 18 - 300 68	16 18 - 300 94
Min. of Industry & Trade	Business Relations Br.	12 34 - 872 41	12 34 - 872 89
State University of Kroy	Faculty of Engineering	14 67 - 265 12, ext. 83	14 67 - 264 91

ANNEX III

RESPONSE GROUPS CONTACT LISTS

Environmental Response Team (ERT)

The ERT represents a senior advisory group to the On-Scene Coordinator (OSC). The ERT is chaired by a representative from the Ministry of Environment, and co-chaired by a Ministry of Natural Resources Ministry official. Other members of the team consist of representatives of the participating agencies identified in Section 3.6 of the Plan. Any of the agencies may be represented by more than one team member on the ERT, and the ERT is encouraged to invite additional participants to the team with expertise unique to the particular pollution incident for which the team may be assembled.

<u>Agency</u>	<u>Name/Function/Specialty</u>	<u>Telephone</u>	<u>Fax</u>
Environment	'Name', Chairman	### #####	### #####
	'Name', Assistant	### #####	### #####
Natural Resources	'Name', Deputy Chairman	### #####	### #####
Transportation	'Name'	### #####	### #####
Health	'Name', chronic health	### #####	### #####
	'Name', emergency services	### #####	### #####
Labour	'Name'	### #####	### #####
Solicitor General	'Name'	### #####	### #####
Coast Guard	'Name', search and rescue	### #####	### #####
	'Name', spill response		
	'Name', aids and navigation		
Public Works	'Name'	### #####	### #####
Industry and Trade	'Name'	### #####	### #####
University of Kroy	'Name', Faculty of Science	### #####	### #####
	'Name', Engineering Faculty		

National Operations Group (NOG)

Members of the NOG are nominated by the ERT as soon as possible after this Plan is implemented. Members of the NOG report to the OSC and provide operational support functions. It is the responsibility of the ERT to select, as expeditiously as possible, nominees to the NOG with expertise and experience to be of direct assistance to the OSC for the type of pollution incident the OSC has to deal with.

The ERT is encouraged to nominate NOG members from their own agency and may nominate any other persons from the public or private sector who may be of assistance to the OSC for any particular pollution incident. NOG members may serve on the group for the duration of an incident, or they may serve for only a particular part of the event. The table below is provided for convenience only and may be used for selecting candidates for the NOG. Participants to this Plan are encouraged to submit additional candidates who could be added to this listing. This could be of assistance to future response requirements.

The following list is provided as a guide only and membership for the NOG should not be limited to selections from this listing:

<u>Candidate/Specialty</u>	<u>Association</u>	<u>Telephone</u>	<u>Fax</u>
'Name', Primary contact 'Name', Alternate(s)	Min. of Environment	### #####	### #####
'Name',	Min. of Natural Resources	### #####	### #####
'Name',	Min. of Transportation	### #####	### #####
'Name',	Min. of Health	### #####	### #####
'Name',	Min. of Labour	### #####	### #####
'Name',	Min. of Solicitor General	### #####	### #####
'Name', Primary Contact 'Name', Alternate	Coast Guard	### #####	### #####
'Name',	Min. of Labour	### #####	### #####
'Name',	Min. of Industry & Trade	### #####	### #####
'Name',	Public Works	### #####	### #####
'Name',	University of Kroy	### #####; ext. 45	### #####
'Name', Atmospheric dispersion modeling	State Institute of Technology	### #####	### #####
'Name', Chemical Engineer	Chemical Institute	### #####	### #####
'Name', Chemist	Industrial Laboratories Inc.	### #####	### #####
'Name', Spill Response Coordinator	Dept. of Environment, Province of Kroy	### #####	### #####
'Name', Waste Management	Dept. of Environment, Province of Kroy	### #####	### #####
'Name', Response Expert	Retired, former refinery manager	### #####	### #####

Provincial and Regional Response Group (RRG)

Membership to the RRG and the RRG Chairman are nominated by the ERT. The purpose of the RRG is to create a group that takes advantage of existing provincial or regional/local response structures and resources. The RRG reports to the OSC and represents expertise and site-specific knowledge usually available at the local and regional level, and authorities that can provide additional response resources which could be of assistance to the pollution incident for which this Plan is implemented.

The need for the creation of the RRG and its composition is a function of the type of pollution incident and the location of the event for which this Plan is implemented. As is outlined in Section 5.6 of the Plan, membership on the RRG is varied, and may include representation from:

- a) provincial/regional environmental programs,
- b) local health units,
- c) local emergency services,
- d) water boards or water authorities,
- e) departments responsible for urban infrastructures; expertise in public works, roads, sewer departments, etc.,
- f) the State University of Kroy, and

- g) other representation and expertise as may be required, such as laboratory facilities, industry response cooperatives, etc.

The following list is provided to assist identifying candidates for the creation of an RRG. Participants to this Plan are encouraged to submit additional candidates who could be added to this listing. This could be of assistance to future response requirements. The list is provided as a guide only and membership for the RRG should not be limited to selections from this listing:

<u>Candidate/Specialty</u>	<u>Association</u>	<u>Telephone</u>	<u>Fax</u>
'Name', Spill Response Coordinator, responsible for Kroy's Spill Contingency Plan and response resources available from the Province	Dept. of Environment, Province of Kroy	### #####	### #####
'Name', Water Quality Expert		### #####	### #####
'Name', Waste Management Consultant		### #####	### #####
'Name', Emergency Measures Coordinator	City of Telmah	### #####	### #####
'Name', Technical Director	Telmah Petroleum Association	### #####	### #####
'Name', Operational Manager	Telmah Oil Spill Response Cooperative	### #####	### #####
'Name', Refinery Manager	Oil Company Inc.	### #####	### #####
'Name', Chemical Engineer	Chemical Institute	### #####	### #####
'Name', Chief Analyst	Chemiekalien Inc.	### #####	### #####
'Name', Bio-Chemist, expert on exposure to hazardous materials	PGB Environmental Consultants Inc.	### #####	### #####
'Name', Risk Analyst		### #####	### #####
'Name', Organic Chemist	Industrial Laboratories Inc.	### #####	### #####
'Name', Spill Response Expert	Semi-Retired	### #####	### #####

International Assistance Liaison Group (ILG)

The nominees and the points of contact are included in Annex VIII of this Plan.

ANNEX IV

NOTIFICATION AND ALERTING PROTOCOL

UNAUTHORIZED AND ACCIDENTAL DISCHARGES OF HAZARDOUS MATERIALS OR POLLUTANTS

Reported: - by party responsible for the discharge
 - by the public
 - through surveillance
 - through other government agencies
 - through other contingency plans

to



Ministry of Environment Offices
 listed in Annex I of this Plan.

The Ministry will
 alert or notify any of the following agencies or groups, as appropriate:

⇒	Pesticides Control Services, Ministry of Agriculture, in all cases: - of uncontrolled releases of pesticides, or discharges of pesticides that affect unintended areas or unintended species.	### ####
⇒	Conservation Branch, Min. of Natural Resources, in all cases: - affecting fish and wildlife habitat and government park areas, - where resource data may or surveillance craft may be required	### ####
⇒	Regional Health Units, in all cases: - affecting the health and welfare of residence in the proximity of the discharge of hazardous materials, or - where evacuations are considered.	Area specific telephone numbers
⇒	Coast Guard, in all cases: - of spills from ships, - of spills during the loading or unloading of ships, or - involving pollution of navigable waters from any source.	### ####
⇒	Fuel Safety Office, Min. of Commerce, in all cases: - involving petroleum products spills at commercial fuel outlets	### ####
⇒	Radiation Protection Services, Min. of Health, in all cases: - involving radioactive substances	### ####
⇒	Hazardous Goods Emergency Office, Min. of Transport, for: - information on proper handling of hazardous goods.	### ####
⇒	Rail Safety Office, Min. of Transport, in all cases: - involving rolling stock or rail property.	### ####
⇒	Province of Kroy, to solicit spill response assistance	### ####
⇒	City of Telmah, to solicit assistance for identifying hazardous materials	### ####
⇒	National Disaster Management Office: - when a pollution incident is part of a larger disaster	### ####
⇒	Republic of Georgina, in all cases: - where a pollution incident threaten to impact the Republic, or - when mutual assistance may be required	### ####
⇒	UN Environment Unit, Switzerland, for international assistance	+4122 917 2010
⇒	etc.	

ANNEX V

LEAD AGENCY STANDARD OPERATION PROCEDURES

MINISTRY OF ENVIRONMENT

The Ministry of Environment is responsible for achieving and maintaining environmental quality that will protect human health and the ecosystem, and will contribute to the well-being of the people of Cedar Brea.

With respect to unauthorized or accidental discharges of pollutants into the environment, the Ministry's primary role is to ensure that the discharger responds promptly, and complies with requirements for clean up, disposal, and repair of damage to the environment.

Role of the Ministry in Complex Disasters

The primary responsibility for the welfare and safety of residents rests with the community, the municipality or the regional authorities, which are encouraged to have or to prepare emergency plans to deal with threats to life, limb and property. Areas of the Dominion which do not have a community, municipal or other local organization structure rely on the Ministry of the Solicitor General for a response to emergencies. In an emergency involving hazardous materials or other polluting substances that requires the invocation, in whole or in part, of the National Disaster Plan, Ministry resources and personnel are placed at the disposal of the agencies in charge of the emergency scene.

Where a pollution incident is only part of a complex disaster or larger emergency, the Ministry will, in consultation with the agency in control of the larger emergency:

- provide information available on hazardous materials to the medical officers of health, fire departments or police departments,
- recommend appropriate procedures to the agency in charge of the emergency where necessary,
- determine the nature and extent of environmental damage which may be caused by the emergency,
- evaluate the adequacy of clean up and disposal efforts, and
- enforce the duties imposed on any persons responsible for the pollution component of the emergency.

Role of the Ministry in Pollution Incidents

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Updated: 30 Sept., 1996

The Ministry will give the discharger, and regional and local authorities, adequate opportunity to respond to, and to deal with, the unauthorized or accidental release of hazardous materials or other polluting substances, and the Ministry will assist in making decisions regarding response actions.

The Ministry's primary role in pollution incidents is that of a regulatory agency enforcing the duties and provisions imposed by legislation. When notified of a pollution incident, the Ministry will evaluate the threat posed by the discharge, and assist in warning potentially affected parties, and other agencies, where applicable (see Annex IV).

The usual role of the Ministry staff sent to investigate pollution incidents is to:

- determine the nature and extent of environmental damage,
- evaluate the adequacy of the clean up and restoration efforts and recommend appropriate procedures where applicable,
- enforce the legislated responsibilities imposed on the discharger and others as applicable, and
- recommend spill prevention measures.

ANNEX VI

PUBLIC SECTOR RESOURCES

This Annex provides a short list of public sector response resources that may be available for pollution incidents for which this Plan is invoked. Most of these resources have not been acquired for the sole purpose of pollution incidents, and these resources are usually intended for other commitments. However, the agencies identified have indicated that these resources may be made available to respond to pollution incidents if the items or services identified are not required for other more important commitments at the time.

<u>Resource</u>	<u>Agency</u>	<u>Contact</u>
Emergency flood lights	National Defence Min. of Solicitor General	### ##### ext. 78 ### ##### ext. 324
Air monitoring equipment	Min. of Environment	### #####
Laboratory & analytical capabilities	Min. of Environment Min. of Health Min. of Agriculture	### ##### ### ##### ### #####
Oil containment and recovery equipment	Coast Guard	### #####
Large capacity pumps	Province of Kroy Water Board	### #####

ANNEX VII

INDUSTRY EXPERTISE AND RESOURCES

This Annex provides a list of expertise and response resources in the private sector that may be available for assistance to pollution incidents for which this Plan is invoked. The entities identified have indicated that the expertise and response resources may be made available to respond to pollution incidents for which this Plan is invoked if the expertise and response resources identified are immediately available and not essential for other more important commitments at the time.

<u>Expertise / Resource</u>	<u>Source</u>	<u>Contact</u>
Hazardous materials sampling and analysis	- Industrial Laboratories Inc.	### #####
Breathing apparatus, chemical suites and other protective gear	- Safety Supply Unlimited	### #####
Monitoring and sampling equipment and supplies	- Laboratory Equipment and Supplies Inc.	### #####
Hazardous materials containment and cleanup	- Detox Inc. - Telmah Waste Systems Inc.	### #####, 24 hrs ### #####, 24 hrs
Oil spill containment and cleanup expertise and response resources	- Detox Inc. - Telmah Oil Spill Response Cooperative	### #####, 24 hrs ### #####, 24 hrs
Pumper trucks, hazardous materials haulage	- National Waste Management Inc. - Sani Mobile Inc.	### #####, 24 hrs ### #####
Bulldozers, loaders and other heavy equipment	- Greenbelt Construction Inc. - Town Sand and Gravel Inc.	### #####, 24 hrs ### #####
Hazardous materials disposal	- Environmental Services Inc.	### #####
Site assessment	- BOVAR Environmental Inc. - PGB Environmental Consultants Inc. - SENES Environmental Inc. - Spill Control Inc.	### ##### ### ##### ### ##### ### #####
Soil vapour extraction and bio-remediation	- Dr. H. Rue, retired, formerly with Telmah Waste Systems Inc.	### #####

ANNEX VIII

INTERNATIONAL ASSISTANCE ARRANGEMENTS

In the event of unforeseen occurrences, the Dominion of Cedar Brea endeavours to do everything possible to respond to the event and to cope with the needs of the event. However, there are possibilities that unauthorized or accidental releases of hazardous materials and other pollutants may cross international boundaries despite all possible efforts to prevent that from occurring. Events may also occur where it is expedient to seek assistance from neighbouring countries through mutual assistance arrangements. Assistance from the international community is also available. This assistance is available to augment the efforts and the resources of the Dominion.

As outlined in Section 4.1 of the Plan, the Dominion of Cedar Brea and the Republic of Georgina share an "Early Warning and Mutual Assistance Memorandum of Understanding". This MOU provides for a shared response to pollution incidents where hazardous materials or other pollutants may cross our shared border or where such substances affect shared waters. The MOU is also intended to provide a mechanism whereby either party may request assistance from the other party for expertise or response resources for pollution incidents even though the substances released do not threaten to cross our borders or affect shared waters.

Assistance is also available from the international community. The International Maritime Association (IMO) may be contacted for maritime pollution events caused through activities associated with shipping, and the Coast Guard will notify the IMO, if required. The Environment Unit, Relief Coordination Branch (RCB) of the UN Department of Humanitarian Affairs may provide co-ordinated international assistance if required. The International Liaison Group (ILG) established under this Plan is involved in such arrangements.

The ILG (see Section 5.8) is composed of senior representatives from the Ministry of External Affairs and from the Ministry of Environment. The ILG is responsible to coordinate and facilitate all facets associated with international assistance. This includes assistance that may be provided by the Republic of Georgina for pollution incidents within the Dominion of Cedar Brea, assistance that may be provided by the Dominion of Cedar Brea for requirements by the Republic of Georgina, and assistance that may be sought from or offered by the international community.

Nominees of the ILG, and the principle focal points for international assistance are:

- ⇒ ILG Chairman, Operations Officer, Min. of External Affairs; tel. ### ####, fax ###
- ⇒ Member, Operations Coordinator, Min. of Environment; tel. ### ####, fax ###
- ⇒ Republic of Georgina focal point for notification and mutual aid, tel. ## # ## #
- ⇒ IMO assistance, if required, will be co-ordinated by the Coast Guard, tel. ### ####
- ⇒ Environmental assistance may be sought through the United Nations, Department of Humanitarian Affairs, Geneva, Switzerland; tel. +4122 917-2010

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ANNEX IX

GUIDELINES FOR ISSUING WARNINGS

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ANNEX X

GUIDELINES FOR DEALING WITH THE PRESS

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ANNEX XI

GUIDELINES FOR DEALING WITH VOLUNTEERS

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ANNEX XII

TRAINING GUIDELINES

ANNEX XIII

CONTINGENCY PLAN DISTRIBUTION LIST

The responsibility for the maintenance of this Plan is shared between the Ministry of Environment and the Ministry of the Solicitor General through tasks assigned to the ERT and those assigned to the Custodian (see Section 8.2 and Section 8.3 of the Plan). Part of the tasks assigned by the Plan involves the distribution of the Plan and any supplemental publications and other related printed matter, and the periodic distribution of related update material.

The distribution of the Plan and any supplemental publications and related update material is prescribed in the Plan, and is made to the list in the table below. Further distribution is the responsibility of the contact person identified in the table.

Agency	Department	Contact	Number of Copies
Min. of Environment	Operations Division		12
Min. of Environment	Environmental Sciences Div.		5
Min. of Natural Resources	Fish & Wildlife Branch		9
Min. of Natural Resources	Parks & Recreation Branch		7
Min. of Transportation	Maintenance Branch		11
Min. of Health	Health Services Division		14
Min. of Sciences & Energy	Technology Development Br.		2
Min. of Solicitor General	Enforcement Branch		6
Min. of Industry & Trade	Standards Division		5
Dept. of Public Works	Contracts Branch		5
Min. of External Affairs	Policy Branch		3
Coast Guard	Marine Emergencies Br.		8
University of Kroy	Engineering Faculty		4
Dept. of Emergency Services, Prov. of Kroy	Emergency Preparedness Br.		3
City of Telmah	Police Services Br.		3
Chemical Institute			2
Petroleum Industry Association			4
Republic of Georgina	Min. of External Affairs		3
UN - OCHA, Geneva	Relief Coordination Br.		2
etc.			

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