

Core ERP Content Checklist

Physical Address: 6534 Airport
Road, Fort St. John, B.C. V1J 4M6
Mailing Address: 6534 100th Ave,
Fort St. John, B.C. V1J 8C5 Phone:
(250) 794-5200

Date Received

**FOR INSTRUCTIONS REFER TO THE CORE ERP CONTENT CHECKLIST GUIDANCE DOCUMENT
THIS IS AN AUDITABLE DOCUMENT**

The permit holder is expected to determine the level of detail required to address each item in an ERP, based on the hazards and potential effects of the emergency. The manual must be divided section by section, as per the Table of Contents, with labelled tabs to help users find information efficiently.

CONTACT INFORMATION		A
Permit Holder Representative to receive ERP related correspondence	Name:	
	Phone Number:	
	Email address:	
	Mailing address:	
Name of ERP contract company that prepared the ERP:		
1. COVER OF ERP DOCUMENT (Check if included on cover page or cover of binder)		B
Legal Name of Permit Holder(s)	Included:	
Permit Holder 24 hour emergency phone number	Included:	
BCER's 24 hour incident reporting phone number	Included:	
Name of ERP ("Core ERP")	Included:	
Date ERP Supplement was developed	Included:	
ERP Manual Distribution Number	Included:	
LOCATION of ERP CONTENT ITEMS	LOCATION in ERP DOCUMENT (page number)	C
2. Table of Contents		
3. Document Controls		
4. Glossary		
5. Communication Planning		
- External		
o Government Agencies and Regulatory Authorities		
o Emergency Response Resource Contacts		
o General Public		
o Affected Parties		
- Internal		
o Permit Holder Internal Communications		
o Corporate Emergency Contacts (EOC and/or Calgary response staff)		
- Media Relations		
6. Incident Command System (ICS) Organization		
- Organizational Charts		
- Roles and Responsibilities		
- Emergency Management Centres and Other Areas		
- Response Goals		
7. BCER Incident Classification & Reporting		
8. Mitigation Strategies		
- Evacuation of Impacted Public		
- Sheltering of Impacted Public		
- Isolation of the Hazard Area		
- Air Quality Monitoring		
- Ignition as Mitigation		
9. Supporting Documentation for Incident Response		
10. Safety Equipment and Resource List		
11. Hazards and Response Procedures		

LOCATION of ERP CONTENT ITEMS	LOCATION in ERP DOCUMENT (page number)
12. Recovery and Post Incident Procedures	
- Recall of Evacuees	
- Documentation during and after incident	
- Critical Incident Stress Debriefing	
- Investigation of Incidents	
- Post Incident Reports	
- Incident Debriefing	
- Expense Re-Imbursement Procedures	
13. Guide lines for Managing Complaints and Threats	
14. Standard Guidelines and Procedures	
- Next of Kin Notification	
- Security	
- Hazard Assessment	
PERMIT HOLDER AUTHORIZATION D	
<p>The permit holder that holds the surface tenure for a site must submit a signed checklist along with electronic or paper submission of and ERP or ERP update, and is accountable for the accuracy of their contents. If the permit holder chooses to use outside agents or consultants, the permit holder remains accountable. Only an employee of the permit holder with designated authority may sign below on behalf of the permit holder.</p> <p>I hereby attest that the information contained herein is true and correct, that I have reviewed the subject ERP and checklist, and confirm it meets the requirements of the Emergency Management Regulation and Manual:</p>	
AUTHORIZED SIGNATORY OF PERMIT HOLDER COMPANY	DATE (YYYY/MM/ DD)
<p>_____</p> <p>AUTHORIZED SIGNATORY'S POSITION WITHIN PERMIT HOLDER COMPANY</p>	

All ERPs and checklists must be submitted in paper copy to the address at the top of this form, and electronically to:
servicedesk@bc-er.ca