



CLAWR Policies and Procedures

Part II

Policies

GENERAL

Under the 1986 Federal / Provincial agreement governing access for Oil and Gas development on the Cold Lake Air Weapons Range (CLAWR), CLAWR Range Control Safety and Coordination Team has been assigned the responsibility for coordination and granting of access to all persons involved in oil and gas operations and development activities on the CLAWR.

All persons requiring access to the CLAWR to conduct work related to oil and gas development and associated support activities on CLAWR must complete General Access orientation training, be fully conversant with and accept full and complete responsibility for compliance with these directives.

Due to the potential risk involved with operating on an active Air to Ground weapons range, additional "Off-Road" training may also be required for those individuals intending to travel off of any all season prepared surfaces within the CLAWR

Range Control staff are designated by the Wing Commander, 4 Wing Cold Lake as Security Guards as defined in Defence Controlled Access Area Regulations (DCAAR) and empowered under the National Defence Act (NDA). These policies contain provisions that authorize them to suspend or deny CLAWR access to persons failing or refusing to follow instructions.

Additionally, Range Control may suspend or deny access for any violation of these orders, 4 Wing Flying and Range Orders (WFRO's) or Department of National Defence (DND) Policies and Regulations related to access to the CLAWR.

In the case of any violation of these regulations the 4 Wing Commander may, upon review of the circumstances impose a more definitive CLAWR suspension period as authorized by the NDA.



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CLAWR POLICIES AND PROCEDURES

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ACCESS REQUIREMENTS

1. AUTHORIZED ACCESS

- a. Range Control will provide access to the CLAWR in accordance with 1986 Memorandum of Agreement augmented by Department of National Defence (DND) / 4 Wing Cold Lake defined terms and conditions for those individuals employed by companies with legal access rights (*hereafter known as “Prime”*).
- b. CRC provisioned access for personnel referred to at para a, will be for valid oil and gas related employment only within the CLAWR and specifically for those times when they are required to carry out their related duties.
- c. As of the date of this document, employees of the following “*Prime*” companies have legal access rights to the CLAWR for PNG related exploration, production and delivery purposes:
 - i. Cenovus Energy Inc (*Alberta assignee*);
 - ii. Canadian Natural Resources Limited;
 - iii. Husky Energy;
 - iv. Bow River Energy (*Saskatchewan*);
 - v. Enbridge pipeline;
 - vi. Inter Pipeline Limited; and,
 - vii. TransCanada Pipeline.
- d. All other entities seeking access to the CLAWR for PNG or Oil Sands related exploration, production and delivery purposes must provide proof of employment from their respective “Prime” by presenting a completed **Annex A**.
- e. As a condition of access, all personnel accessing the CLAWR shall comply with all guidance referred to in para 1 above.
- f. Batch processing of client applications must be coordinated through crc@rangsafety.ca well in advance.

NOTES:

1. *An employee of a “Prime” for the purpose of this section is interpreted as an individual that can accept responsibility on behalf of their company, who possesses a corporately issued email address and may possess a corporately issued ID card.*
2. *Should an employee not be in possession of any of the identification methods noted above, a completed **Annex A** will suffice.*

2. ACCESS PREREQUISITES

- a. Prior to access being authorized to the CLAWR all Canadian clients shall:
 - i. Successfully complete the CLAWR General Access Orientation Training.
 - ii. Present CLAWR Range Control orientation staff with the following information:
 - a) Valid Government issued picture Identification to include
 1. Full name;
 2. Date of birth (*minimum entrance is age 18 years*);
 - b) Valid Driver's Licence (*if intending to operate a motor vehicle within the CLAWR*);
 - c) Proof of employment (*see note below*); and,
 - d) Location and anticipated duration of work / visit.
 - iii. For all others, one of the following four Federal Government documents are required for access to the CLAWR:
 - a) Proof of employment (*Annex A*);
 - b) Current dated passport (*with picture*) from their country of origin or certified "True Copy" thereof; or;
 - c) Current dated Canadian Permanent Resident Card; or
 - d) Canadian Landed Immigrant Status documentation; or,
 - e) Current dated Canadian Refugee Protection Claim with associated Federal Government Work permit.
 - iv. If intending to travel off of prepared surfaces ("High Grade") within the CLAWR, an "Off-Road" training package will be required in addition to the General Access briefing. Upon completion of this specific training, all expiry dates will be coincident with the expiry date of the CLAWR general access card.
 - v. Summer students (aged 16 or 17) may be permitted to work on "high-grade" surfaces only within the CLAWR provided:
 - a) With the exception of their age, meet remaining entrance requirements;

- b) Have a liability waiver indemnifying her Majesty the Queen, Federal Government of Canada, Department of National Defence and the Canadian Armed Forces completed and signed by their parents or legal guardian;
 - c) Are escorted to and from the workplace at all times;
 - d) Are under constant supervision;
 - e) Their special access has been authorized by 4 Wing Cold Lake; and,
 - f) These students must arrive at Range Orientation with their escort prior to the briefing.
- vi. Unless otherwise stated herein, should a client's CLAWR access be rescinded as a result of a DCAAR or CLAWR Policies infraction, refresher training (***CLAWR Orientation, and/or CLAWR Off-Road Training***) is deemed mandatory to restore access privileges, but only after the original infraction issue has been resolved.

3. ANNEX A

- a. The completed, signed document can be emailed to the client for presentation to CLAWR Orientation staff on a "smart" device, or in hardcopy.
- b. An incomplete ***Annex A*** or one completed contrary to para 3.a above and presented to Orientation Centre Staff cannot be accepted for CLAWR access.
- c. Prime "Sponsors" in signing any ***Annex A*** are validating that the mentioned client meets eligibility requirements within para 2 above, are gainfully employed and scheduled to work for, or are Canadian visitors ("*Industrial consultants*") of the Prime.
- d. Canadian visitor access requests, not related directly to industrial operations within the CLAWR, will be processed via the ***Annex B*** process.

4. ACCESS CARDS

- a. All individuals seeking CLAWR access and who meet government mandated entrance requirements will be issued a **“Regular”** access card with a validity period of two years or the length of their respective contract whichever is shorter.
- b. Other specific access requirements, may be supported via **“Temp”** pass.
- c. All successful applicants, issued with a CLAWR **“Regular”** or **“Temp”** access card must carry it on their person while on the CLAWR and be able to produce it upon demand from a designated authority (Military Police or Range Patrol Officers). Failure to comply with this specific condition will result in incremental penalties ranging from a verbal or written warning to a 24hr CLAWR suspension based on repeat occurrences of this nature within the previous 2 year period.

5. CLAWR ACCESS – EMPLOYMENT COMPLETION

- a. When an individual or corporate entity has completed their conditions of employment, it is the responsibility of the “Prime” company to notify crc@rangesafety.ca within 24 hours, if the specific timings of the termination differ from the availability dates of the ***Annex A*** or those defined for a regular two year card.

6. CLAWR ACCESS GATES

- a. With the exception of Burntgate, all personnel accessing the CLAWR for gainful employment and scheduled work may enter and exit through any designated / DND approved access point, as long as a period of work is performed within the boundaries of the CLAWR between entry and exit times.
- b. Except for ERP related events, Burntgate use is restricted to CNRL personnel only.

7. ENTRY INTO THE CLAWR WITHOUT ORIENTATION / PASS

- a. Except for emergency purposes, personnel arriving at any CLAWR access gate after normal business hours with an expired CLAWR access card or for those having never completed the training, will have access provided on the following business day through CLAWR Orientation center.
- b. Should an access request be for urgent operational purposes (delivery of critical materials or specialized industrial services), the **“Hot Shot”** process may be requested through the ECC at (780) 815-6642.

- c. Should a “**Hot Shot**” be approved the client must be met by an individual in possession of a valid CLAWR access card and escorted throughout their entire visit within the CLAWR to include their return to Southgate.

8. FORGOTTEN / LOST ACCESS CARDS

- a. Personnel who have lost their CLAWR Access Card must inform Range Control at crc@rangesafety.ca immediately.
- b. Clients who have forgotten / misplaced their regular Access Card, (but remain in “good standing”); may be issued a temporary pass by Orientation Centre staff or if after normal business hours, by Southgate security guards upon approval by an RPO.

9. FOREIGN WORKERS - CLAWR

- a. Foreign workers are often brought into Alberta to meet labour needs during peak periods
- b. They do NOT qualify as Alberta residents and cannot be issued Alberta driver's licences or identification cards. Additionally, personnel arriving from countries that are **not** defined by Alberta as having “Reciprocal Licensing Agreements” at <http://www.servicealberta.gov.ab.ca/1671.cfm> are authorized to drive within Alberta during their work term on their home jurisdiction driver's licences, as long as they possess and carry:
 - i. Valid home jurisdiction driver's licence; and,
 - ii. International Driver's Permit which translates the information contained on their driver's licence.

10. DEFINITION – VALID GOVERNMENT PICTURE IDENTIFICATION

- a. For the purposes of CLAWR Access, current / valid Federal or Provincial government issued photo identification is acceptable.
- b. In the case of Foreign Nationals a current dated photo passport issued by their National Government is acceptable.
- c. Should an individual not have the foregoing documentation available at the Orientation Center, a legible emailed copy to crc@rangesafety.ca is acceptable and will be relayed to Orientation Centre staff.

11. ACCESS CARD RETURN

- a. All access cards once issued may be subject to seizure by Range Control personnel only.

12. EMERGENCY RESPONSE PERSONNEL

- a. In the event of an emergency situation, immediate access shall be granted to “Emergency Response Personnel” responding to render assistance.
- b. Where at all possible an RPO escort will be provided. If an escort is not possible the Security Guard shall record the names and agency of the arriving first responders, provide a map outlining required directions and grant immediate access to the CLAWR.

13. PETS

- a. 4 Wing Cold Lake prohibits pets of any kind from entering the CLAWR. Range Control **cannot** accept custody or care of pets from clients at any time.
- b. Violators of this policy will have their CLAWR access temporarily suspended and the matter forwarded to 4 Wing DND staff for resolution.

14. MOBILE ACCOMMODATION UNITS

- a. All accommodation units (Camps / Well sites) are preapproved for placement within the CLAWR by DND.
- b. All units are managed by their respective companies and integrated within corporate ERP’s for evacuation and other emergency purposes.
- c. Any client seeking to bring a mobile accommodation unit onto the CLAWR must have permission from one of the authorized prime companies to co-locate those units in areas designated for accommodation purposes.



Part II - Annex A

CLAWR Access Request – Contracted Services

The following document must be completed by an employee of a “Prime” (Sponsor) for each contractor requiring access to the CLAWR.

The shaded area below is to be completed by sponsor before being presented to CLAWR Range Control Staff.

Should a group of personnel be required, an accompanying list for each group is acceptable.

Upon completion, the contractor or group representative will present this completed document in hard copy to staff at CLAWR Orientation to initiate access provisioning.

Clients name:

Clients home address:

Clients citizenship:

Clients Employer:

Prime company sponsoring (*Check applicable box below*)

Cenovus CNRL Husky Enbridge IPF TCPL Bow

Access requirement: (*Circle one*) REGULAR EMPLOYMENT / CANADIAN VISITOR

Required employment dates: to

Name of Prime employee sponsoring:

Sponsors corporate email:

Sponsors phone number:

On behalf of the “Prime”, I affirm that we are sponsoring the above mentioned individual’s date specific access to the Cold Lake Air Weapons Range (CLAWR) for PNG related employment opportunities within the CLAWR.

Additionally I will be responsible for the clients’ compliance with all Department of National Defence access control protocols and regulations, and ensure that crc@rangesafety.ca is notified immediately when the above mentioned access requirements have been concluded.

SIGNATURE OF SPONSOR

Date

INTERNATIONAL VISITORS and/or TOURS

1. CLAWR - INTERNATIONAL VISITOR / TOUR APPLICATIONS

- a. Occasionally, oil and gas companies have requirements to provide insight into their operations to various groups that are not “gainfully employed and scheduled to work” within the CLAWR. Some of these groups may include owners / directors of contracted companies, shareholder / stakeholder groups, media agencies, culturally significant groups and regulatory officials.
- b. All international visitors and/or tours must be sponsored by an employee of a “Prime” company operating within the CLAWR.
- c. As soon as identified, a completed **Annex B** will be forwarded to crc@rangesafety.ca by the “Prime” sponsor along with digitized copies of participant government issued photo ID.
- d. A response to these access requests may require up to **14** days for DND’s security processes to be completed.
- e. 4 Wing may require addition visit/tour specifics above and beyond what is being requested in the **Annex B**.
- f. All approved international visitors / tour participants will be met by their sponsors at Southgate who will serve as their escorts throughout the their visit, and will be responsible to escort them back off of the CLAWR at the end of their approved function.

2. CLAWR TOUR APPLICATIONS

- a. As soon as identified, but no later than one month prior to the tour date, a representative of the “Prime” will email completed **Annex B** to CLAWR Range Control at crc@rangesafety.ca with the following details:
 - i. Tour specifics to include a complete list of participants, their affiliated agencies, purpose of the visit / tour, proposed date/s, Prime sponsor, and any special requests;
 - ii. A finalized itinerary, including a digitized colour copy of each participants’ government issued photo identification no later than 2 weeks prior to the event date; and,
 - iii. Amendments can be facilitated but no later than three days prior to the tour date.

- b. All visitors / tour participants will complete CLAWR general access orientation prior to being granted access.
- c. Company sponsors will remain with their assigned tours throughout their approved tour.
- d. “Off-Road” travel will not normally be permitted for any tour.



Part II - Annex B

CLAWR – International Visitor / Tour Requests

This Annex is intended to be used by employees of “Prime” companies to request CLAWR access for international visitors and/or tour participants that are not gainfully employed or scheduled to work for the requesting company. All visits to the CLAWR will be sponsored by an employee of a “Prime” (Cenovus, CNRL, Husky, Enbridge, IPF, TransCanada and Bow River).

Tour requests are required no later than one month prior. Final tour itineraries and visit requests are required no later than TWO WEEKS prior to visit date – sent to crc@rangesafety.ca.

DND responses will be returned to the sponsor. The following details are required:

1. DATE OF INTERNATIONAL VISIT and/or CLAWR TOUR

(DAY/MONTH/ YEAR)

2. PURPOSE OF INTERNATIONAL VISIT and/or CLAWR TOUR

(PRIME COMPANY REQ^{MT} FOR VISIT)

3. AFFILIATED COMPANIES BEING REPRESENTED

(ATTACH LIST IF REQ'D)

4. PRIME COMPANY SPONSOR

(CONTACT INFO OF SPONSOR(S))

5. DURATION OF INTERNATIONAL VISIT and/or CLAWR TOUR

(MAXIMUM DURATION OF VISIT)

6. PARTICIPANTS of INTERNATIONAL VISIT and/or CLAWR TOUR

FULL LEGAL NAME OF VISITOR	CITIZENSHIP	VALID GOV'T I.D. /PASSPORT INCLUDED	CLAWR ORIENTATION COMPLETE

SIGNATURE OF SPONSOR

Date

GOVERNMENT AGENCY ACCESS

1. APPLICATION

- a. As required by 4 Wing Cold Lake Operations, all Federal and Provincial Government Agencies (*except emergency response personnel*) shall adhere to the following policy prior to entrance being granted onto the CLAWR:
 - i. Contact Range Control Safety and Coordination Centre (780-594-2554) with a list of names and the reason for entry onto the CLAWR;
 - ii. Provide the following information to the Range Control and Orientation Center at Southgate prior to entrance:
 - a) Full name;
 - b) Nationality;
 - c) Date of birth;
 - d) Valid Government Picture identification;
 - e) Valid Drivers Licence (if intending to operate a motor vehicle on the CLAWR);
 - f) Employer / Supervisor; and,
 - g) Complete the CLAWR Orientation Briefing.

2. AGENCIES

- a. Representatives of all Federal and Provincial Government agencies including those listed below shall be afforded access to the CLAWR once the above criteria have been met and a Range Access Card issued:
 - i. Environment Canada;
 - ii. Transport Canada;
 - iii. Federal Department of Fisheries and Oceans;
 - iv. Alberta Human Services;
 - v. Alberta Employment and Immigration;
 - vi. Alberta Justice and Solicitor General; and,
 - vii. Alberta Environment and Parks.

NOTE: The following agencies and their personnel due to their unique relationship with Alberta government, will follow the same process as government bodies when seeking access to the CLAWR;

- a. Alberta Energy Regulators; and,***
- b. Alberta Utilities Commission.***

3. SAFETY FACTORS

- a. Range Control shall **not** deny CLAWR access to any legitimate employees of the Province of Alberta or Federal Government except where safety of the individuals or operations on the CLAWR is deemed to be a factor.

4. COMPLIANCE

- a. All individuals granted access to the CLAWR under this Policy are required to adhere to CLAWR Range Policies while on the Range.

NOTES:

- 1. Given the regulatory and compliance nature of these activities, the presence, proposed location, and nature of the activity shall be treated in strict confidence by all Range Control staff.*
- 2. Range Control will provide 4 Wing Operations with reports of all Federal / Provincial Government personnel access to the CLAWR on a monthly basis.*

TRADITIONAL KNOWLEDGE (“TK”) AND ARCHAEOLOGICAL ACCESS

1. “TK” INTRODUCTION

- a. A Traditional Knowledge (TK) Assessment is a practice that has been matured to address Alberta Environmental Regulator (AER) recommendations for industry to consult with First Nations that may have an interest in the proposed development of the land.
- b. Furthermore First Nation consultation is essential on lands still in use for traditional pursuits such as hunting and fishing, etc., prior to the commencement of any projects therein.
- c. As such, this process has been written as guidance for those parties engaged in the TK process, specifically for associated field surveys within the Cold Lake Air Weapons Range (CLAWR).

NOTES:

1. *This document outlines the procedure and methodology at time of writing.*
2. *The requirement and associated scope of work for TK Assessments within the CLAWR will be determined by First Nation peoples in concert with DND and will only be amended with concurrence of both stakeholders.*

2. TK ASSESSMENTS

- a. The initiation of a TK Assessment comes to appropriate First Nations peoples at the request of an industry proponent. The main components of these studies are the field survey and subsequent reporting to both the industry proponent and DND.
- b. The TK Assessment is used as a tool in the formal consultation and accommodation process as outlined in the Province of Alberta’s *Aboriginal Consultation Guidelines*; to be carried out directly between applicable First Nations communities and the industry proponent. As such, First Nations peoples have requested that all industry proponents complete a TK Assessment when a proposed development is situated within area that are of traditional interest. For TK activities within the CLAWR, the procedures outlined below will satisfy requirements.

3. APPROACH

- a. TK studies consider two broad types of traditional knowledge information, Traditional Land Use (TLU) and Traditional Environmental Knowledge (TEK), collectively known as TK. TLU focuses on information about locations of cultural significance and patterns of use within the Project assessment area (e.g. settlement locations/gathering camps, resource gathering sites, trails, ceremonial areas, burials). TEK focuses on First Nation's understanding of and relationship to 'the land'.
 - i. Meaningful consideration of First Nation's spiritual beliefs, and the TK information collected, can assist in identifying culturally appropriate and effective strategies to mitigate impacts to traditional lands, uses, and aboriginal rights.

4. OBJECTIVES / SCOPE OF WORK

- a. The following objectives/scope of work will be included in every TK Assessment.
 - i. Identify culturally sensitive areas such as ancestral sites (e.g. cabins, trails, graves) or other areas of cultural (e.g. spiritual sites, medicinal plant gathering areas) and ecological significance (e.g. wildlife habitat, culturally significant plants) to First Nations peoples that lie within the proposed development area;
 - ii. Record TK information pertinent to the proposed Project as presented by the First Nations TK Specialists / Elders.; and,
 - iii. Recommend culturally appropriate mitigation for any industrial, development-related First Nations concerns identified during the TK Assessment.

5. PERSONNEL

- a. The field portion of the TK Assessment is undertaken by First Nations TK team members:
 - i. First Nations TK Specialist:

A First Nations TK Specialist will be a specially trained representative of the band requesting access to conduct this specialized activity. The TK Specialist has worked with Elders on TK Assessments and they have been mentored. They have also been trained in the methods of TK project logistics, safety management, TK

information collection and reporting. The TK Specialist is responsible for information collection, recording and reporting; while performing these tasks they are working on behalf of the industry proponent. When First Nation Elders are present, the role of the TK Specialist includes ensuring the physical and emotional comfort of the Elder, providing translators where necessary and ensuring that cultural protocols are followed.

ii. First Nations Elder:

A First Nations Elder is a historical, cultural representative of the Nation, who may participate in the evaluation as part of the TK Assessment team.

6. FIELD SURVEY

- a. Timing of the field survey is negotiated between First Nations and the industry proponent. The field survey may be conducted at any time of the year. The field survey will be completed pre-construction/exploration, with supplemental surveys during construction/exploration activities or post construction being facilitated should culturally significant items be discovered or of concern. Access for the field survey is coordinated and subsequently approved through CLAWR Range Control (CRC) in consultation with DND.
- b. Once an industry proponent has requested the initiation of a TK Assessment to First Nations, the industry proponent, will be asked to make a request to CRC for access to CLAWR for the TK field survey and participants. Access requests should be submitted at least one business week prior to the commencement of the field program and include:
 - i. field personnel names and job description/title,
 - ii. field assessment dates for access to CLAWR,
 - iii. project name and project proponent,
 - iv. project location (expressed in legal land description to the LSD),
 - v. a map of the project,
 - vi. acknowledgement that designated survey personnel will complete the field survey within the project footprint, with a buffer of 100 metres on either side of the footprint;
 - vii. that all CLAWR Range Policies and Procedures will be maintained; and,

- viii. a First Nations resultant TK report will be shared in confidence directly with DND within 30 days of the completion of the requested survey.
- c. Photos to be taken during the field survey would include general environment observations including overstory, understory, drainages, existing developments and on rare instances culturally significant areas identified by First Nations that would include but not limited to historic cabins or homesteads of past aboriginal generations that were occupied prior to 1952 and associated structures (traps and snares). Photos taken will be for First Nations internal use only. Distribution outside of First Nations will require that the photos are vetted by DND before release. The most up-to-date DND approval process for photos can be found at www.rangesafety.ca
- d. Once access to CLAWR has been granted and the field team is on the CLAWR conducting the TK field survey, the survey may utilize a truck, Argo-assisted or helicopter-assisted pedestrian to complete the survey of the project area. The field survey is comprised of recorded TK observations. No samples are taken and no ground disturbance takes place during a TK field survey.

7. REPORTING

- a. Reporting will be comprised of a compilation of all TK information collected during the field survey, into a written report format for historical preservation and submission to the industry proponent.
- b. Dependent on First Nation's direction the report can take the format of a full written report, letter report, or compiled field data sheets (to be referred to hereafter as the *TK report*).
- c. The resultant TK report is intended as a discussion paper only, to be utilized as a tool in the formal consultation and accommodation process to be carried out by the industry proponent with First Nations. The report and any TK information collected during the assessment remain the intellectual property of First Nations and are to be used by industry proponents to assist in planning the currently proposed Project only; neither is to be disseminated or used for any other purpose.
- d. A copy of all resultant TK reports will be shared by First Nations in confidence with DND.

8. ARCHAEOLOGICAL ACTIVITIES

- a. Alberta Culture and Tourism supports the development and sustainability of Alberta's cultural industries, tourism, the arts, recreation and sport, heritage and nonprofit / voluntary sector.
- b. Occasionally, this provincial government department is solicited to conduct an Historical Resources Impact Assessment
- c. Upon receipt of a request for this assessment, the Minister may issue an Evacuation Permit for the site in accordance with the Alberta Historical Resources Act (June 2013).
- d. The act further states that nothing in the act or issuance of the evacuation permit will guarantee access to the site unless permission is received from the owner, person in possession or occupation of the land.

9. ARCHAEOLOGICAL ACCESS – CLAWR

- a. As all archaeological access requests are supported by government department oversight, requests for archeological evacuation within the CLAWR will be initiated as outlined in Section 3 (Government Agency Access) of this manual.

10. ARCHAEOLOGICAL EVACUATION - CAVEATS

- a. Due to the unique environment within the CLAWR, no excavation of a depth greater than 30cms will be carried out within the CLAWR without prior coordination with DND, 4 Wing Cold Lake and preceded with ground penetrating radar results indicating the area as being free from ordnance / obstructions.

EMERGENCY RESPONSE COORDINATION

1. REFERENCES

- a. 4 Wing Cold Lake – Wing Flying and Range Orders (CLAWR);
- b. 4 Wing Cold Lake – Emergency Response Plans;
- c. CLAWR - Industrial Emergency Response Plans;
- d. Alberta Energy Regulator (AER) – Directive 071; and
- e. CLAWR Range Control Website www.rangesafety.ca.

2. GENERAL

- a. This information is required by Incident Commanders (IC) to assist them in their respective responses to Level 2 or higher emergencies (described below) when multiple agencies are required to assist in the restoration of normal operations, or who have mutual interests requiring a coordination of action.
- b. All “Prime” stakeholders authorized to conduct operations within the CLAWR are to maintain a copy of site specific ERP’s within the CLAWR, a copy of which will be supplied to CRC for placement within the CLAWR ECC.
- c. The Area Command Coordinator (ACC) mentioned in this section will be activated at Level 2 or higher. Ideally located within CLAWR ECC, this position will be staffed by a senior leader within CRC. The primary responsibility of the ACC is to represent DND’s overall responsibilities for coordination of emerging DND, Government and Industrial emergency scenarios within the confines of the defence controlled area.
- d. The ACC does not direct companies in their management of internal responses to emergencies within the CLAWR, rather he / she is responsible for:
 - i. The coordination of all activities impacted affected / involved agencies at the IC level;
 - ii. The management of communications / updates between all involved agencies as required to ensure that the Wing Commander as well as all participating agencies and companies are appraised of ongoing developments regarding the emergency; and,
 - iii. The integration of activities (military, provincial or industry) when and or if required.

- d. However, in the case of a Mass Evacuation (*directed by DND or Provincial authorities*), the ACC will assume responsibility for the direction and coordination of evacuation and associated recovery operations on behalf of the Wing Commander.
- e. Company IC's and / or ICC's will establish and maintain communications with the ACC through the CLAWR ECC as soon as possible after the declaration of a level 2 or higher emergency.

3. DEFINITIONS

- a. "**AEMA**" – Alberta Emergency Management Agency;
- b. "**AER**" – Alberta Energy Regulator;
- c. "**Corporate Level ERP**" – Those plans prepared by a licensee under the Oil and Gas Conservation Act, Pipeline Act, or any other regulation, statute, or condition imposed by the regulator or based on location by the Department of National Defence as an operational condition. For the CLAWR, site specific ERP's are to contain preplanned procedures that will allow for effective response to an emergency;
- d. "**DND**" – Department of National Defence;
- e. "**Emergency**" – A present or imminent event outside the scope of normal operations that requires prompt coordination of resources to protect the health, safety and welfare of people and to limit damage to property and the environment;
- f. "**Incident**" – An unexpected Occurrence or event that requires action by emergency personnel to prevent or minimize the impacts on personnel, property and the environment; and,
- g. "**Local Authority**" – Wing Commander, 4 Wing Cold Lake. In the context of the ID349 designation, Provincial responsibilities rest with the Minister of Municipal Affairs.

4. INCIDENT CLASSIFICATIONS

- a. All incidents are classified as an ALERT or as Level -1, -2, or -3 emergencies. Incidents that can be handled onsite through normal operating procedures are deemed very low risk and as such are typically defined as an “**ALERT**”. Refer to Incident Assessment Matrix (*Appendix 1 and Table 1*).
- b. **LEVEL - 1** There is no potential for danger outside the licensee’s property. There is no threat of the incident affecting DND or other stakeholder interests, property or personnel and minimal environmental impact. The situation can be handled entirely by licensee personnel. There’s no criminal activity or breach of CLAWR Policies suspected. There will be immediate control of the hazard. There is little or no local media interest.
- c. **LEVEL - 2** There is no immediate for danger outside the licensee’s property or right of way, but a potential exists for the emergency to extend beyond the interests of the licensee. Outside agencies must be notified. Imminent control of the hazard is probable, but there is a moderate threat to other stakeholder interests and/or the environment. There may be local and/or regional media interest in the event.
- d. **LEVEL – 3** The safety of personnel outside of the licensee’s property is in jeopardy from a major uncontrolled hazard. There are likely significant and ongoing environmental impacts. Immediate multi agency / government involvement is required. Event has transcended defined jurisdictional boundaries.

5. COMMAND AND CONTROL

- a. All “Emergencies” are reportable to CLAWR Emergency Call Centre (ECC).
- b. This aside, the intent of this document is to understand DND and industry expectations regarding emergency responses where military and industry interests have been or may be impacted through a single event.
- c. The tenants of this process are understood to be:
 - i. Securing of personnel (“Life & Limb”);
 - ii. Securing of site from hazardous materials; and,
 - iii. Investigation and retrieval / recovery of asset.
- d. For “*Level -2*” or higher emergencies, Group Lead CLAWR Range Control (CRC) or his designate will assume the responsibility of an of “*Area Command Coordinator*” (ACC) for the CLAWR (ID349) and facilitate communication

notifications / updates between DND Combat Operations Centre (CoC), impacted industry command centers, and involved government agencies.

- e. It is understood that should incidents occur, industry experts will be required to address internal issues in a coordinated manner with DND direction and establish their own respective Incident Command Centres (ICC).
- f. All established ICC's should immediately communicate their organizational establishment to CLAWR ECC (*when declared operational*) with appropriate contact lists once activated.
- g. Industrial hazards must be "made safe" as best possible to ensure that rescue assets (Military and/or Industry) are provided the safest environment before being dispatched into a hazardous control zone.
- h. CRC will immediately isolate the scenes, identify and control access routes, and coordinate concurrent activity between DND, industry and involved government officials.
- i. CLAWR ECC will establish a common referenced task / activity list and provide secured web-based portal to access this and associated CLAWR Tracking System (CTS) mapping systems to ensure a common information source between established Incident Command Centres as well as 4 Wing CoC.
- j. All public media releases regarding any "*Level -2*" or higher emergency within the CLAWR are mandated to be coordinated through CRC to Department of National Defence Public Affairs Officer (PAFFO) at 4 Wing Cold Lake before release.

4. NOTIFICATION

- a. CLAWR ECC (780) 573-7321 will be the first contact point and central communication agency that DND, Industry or involved government agency will use to coordinate a inter-agency response involving assets from each.



Appendix 1

Incident Classification Matrix

Chart 1. Consequence of Incident		
Rank	Category	Example of consequence in category
1	Minor	<ul style="list-style-type: none"> No personnel injuries Nil or no media interest Hydrocarbon release contained on lease
2	Moderate	<ul style="list-style-type: none"> First aid treatment required Local / Regional media interest Hydrocarbon release not contained on lease
3	Major	<ul style="list-style-type: none"> Personnel require hospitalization Regional / National media interest Hydrocarbon release not contained / extends off lease Personnel health / safety could be jeopardized
4	Catastrophic	<ul style="list-style-type: none"> Fatality National / International media interest Hydrocarbon release not contained / off lease potential for or is impacting water or sensitive terrain Personnel health / safety jeopardized

Chart 2. Likelihood of Escalation		
Rank	Descriptor	Description
1	Unlikely	The incident is contained or controlled and it is unlikely that incident will escalate. There is no chance of additional hazards. Ongoing monitoring required.
2	Moderate	Control of the incident may have deteriorated but imminent control of the hazard by the stakeholder is probably. It is unlikely that the incident will escalate further
3	Likely	Imminent and/or intermittent control of the incident is possible. The stakeholder has the capability of using internal and/or external resources to manage and bring the hazard under control in the near term.
4	Almost certain or currently occurring	The incident is uncontrolled and there is little chance that the stakeholder will be able to bring the hazard under control in the near term. The stakeholder will require assistance for outside agencies to remedy the situation

Sum the rank from both columns to obtain the risk level and incident classification

Chart 3. Incident Classification	
Risk Level	Assessment Results
Very Low 2-3	Alert
Low 4-5	Level – 1 Emergency
Medium 6	Level – 2 Emergency
High 7-8	Level – 3 Emergency



Appendix 2

Incident Response

Incident Classification				
Responses	Alert	Level 1 – Emergency	Level 2 - Emergency	Level 3 - Emergency
<u>Communications</u>				
Internal	Discretionary, depending on licensee policy	Notification of off-site management.	Notification of off-site management, and other companies potentially affected through CLAWR ECC.	Notification of off-site management, and other companies affected through CLAWR ECC.
External Public	Courtesy, at licensee discretion. Notify CLAWR ECC	Mandatory for individuals who have requested notification within the EPZ / CLAWR. Notify CLAWR ECC of ICC activation.	Planned and instructive in accordance with site specific ERP. Integration of CLAWR Range Control Area Command Coordinator (ACC) through CLAWR ECC. Advise CLAWR ECC of Emergency level change.	Planned and instructive in accordance with site specific ERP. Integration of CLAWR Range Control Area Command Coordinator (ACC) through CLAWR ECC. Advise CLAWR ECC of Emergency level change.
Media	Not required.	Reactive, as required in consultation with DND through CLAWR Range Control.	Proactive Media management in concert with 4 Wing Public Affairs Officer prior to release to local or regional interests	Proactive Media management in concert with 4 Wing Public Affairs Officer prior to release to National interests
Government	Reactive, as required. Notify CLAWR ECC and AER if public or media interest is received	Notify DND through CLAWR ECC and local AER Field Centre if public or media interest is received.	Notify DND through CLAWR ACC, local AER Field Centre and RHA.	Notify DND through CLAWR ACC, local AER Field Centre and RHA.
<u>Actions</u>				
Internal	On site, as required by licensee	On site, as required by licensee. Initial response undertaken with existing resources in accordance with site specific / corporate level ERP.	Predetermined public safety actions are underway. Corporate management teams alerted and may be appropriately engaged to support on-scene responders	Full implementation of incident management system.
External	On site, as required by licensee	On site, with existing resources as required by licensee	Should potential for multiagency participation (operator, municipal, provincial or federal response) be required, advise CLAWR ACC.	Immediate multiagency integration coordination through CLAWR ACC required (operator, municipal, provincial or federal response)
<u>Resources</u>				
Internal	Immediate and local. No additional personnel required.	Establish what resources would be required	Limited supplemental resources or personnel requirements requested through CLAWR ACC / AEMA	Significant incremental resources required of DND / AEMA through CLAWR ACC
External	None.	Begin to establish what resources may be required.	Possible assistance from government agencies and external support services, as required.	Assistance from government agencies and external support services, as required.

DCAAR - PHOTO / VIDEO POLICY

1. PHOTOGRAPHY / VIDEO CAPTURING

1. 4 Wing Commander has authorized industry related photography within the CLAWR with the following conditions:
 - a. No image capture of:
 - i. Military Infrastructure;
 - ii. Target sets;
 - iii. Military aircraft or military contracted aircraft;
 - iv. Threat emitters or communication sites;
 - v. Military maneuvers; and
 - vi. Military access points or areas posted no photography.
 - b. In the interest of safety, munitions may be photographed for the purpose of EOD identification.

2. All access requests for media support must be pre-approved by 4 Wing Cold Lake. Requests can be made via email through CLAWR Range Control at crc@rangesafety.ca.

PERSONNEL / PROPERTY SEARCHES

1. REFERENCES

- a. The following reference documents serve have provided guidance / direction for the information contained within this section:
 - i. National Defence Act (NDA);
 - ii. Defence Controlled Access Area Regulations (DCAARs);
 - iii. 4 Wing Flying and Range Orders (WFROs) Chapter 7;
 - iv. 1600-1 (WComd) Letter dated 14 Jul 08; and,
 - v. Controlled Drugs and Substances Act (CDSA).

2. SCOPE

- a. This policy provides information regarding the authority under which designated Range Control personnel and contracted security personnel are authorized to perform searches of vehicles, persons, and property on the Cold Lake Air Weapons Range (CLAWR).

3. SEARCH AUTHORITIES

- a. The NDA provides authority for Special Range Orders and directives to be issued which identify conditions and rules which must be met and maintained for individuals to gain access to and to remain on or about a Defence Controlled Access Area. These orders may be written or verbal in nature. It is by virtue of these authorities, that empowers these regulations for enforcement
- b. DCAAR state a number of conditions which must be met before an individual is authorized access to a Controlled Access Area. These conditions include:
 - i. Being subject to search on entering, while on, or on exiting the CLAWR;
 - ii. Providing information so that a pass can be issued to enter the area; and,
 - iii. Rules of conduct while on or about the area.
- c. The CLAWR falls under the authority of the NDA, DCAAR, and 4 Wing Flying and Range Orders. Under a Memorandum of Agreement (1985) the Government of Canada, represented by the Minister of National Defence, has assigned and empowered CLAWR Range Control to be responsible for access control and enforcement of Department of National Defence regulations related to all commercial Oil and Gas Company Operations on the CLAWR. As authorized under DCAARs the Wing Commander 4 Wing Cold Lake has formally designated Range Patrol Officers of CLAWR Range Control as Security Guards pursuant to DCAAR.

- d. As Security Guards pursuant to DCAAR, Range Patrol Officers are empowered and authorized to conduct searches of vehicles, persons, and property on entry to, or upon exiting from the CLAWR in accordance with the provisions of the order. Specifically, searches for alcohol, firearms, ammunition, or explosives are authorized. Additionally, Range Patrol Officers may search, **without warrant**, any vehicle, person or property on the CLAWR when there are reasonable grounds to believe that the vehicle, person, or property may possess / contain anything that is likely to endanger the safety of any person or operation on the CLAWR.

NOTE:

1. *In the event that, in the course of a search under the authority of DCAARs, illegal or non prescribed CDSA controlled drugs are discovered, subsequent action shall be taken on the basis that these substances and / or their associated paraphernalia represent a legitimate threat to the safety and security of operations and personnel on the CLAWR.*
2. *In all such matters the Military Police are contacted.*

4. CORPORATE SEARCH PRACTICES

- a. Corporate Security entities that enter the CLAWR are not authorized to enforce or otherwise engage in a Security capacity, any matter specifically covered within this manual, DCAAR or other legal statute, without prior authorization.
- b. Further, corporate Security entities authorized to enter the CLAWR are prohibited from conducting searches or any person or personal property within the confines of the CLAWR.

5. SEARCH PROTOCOLS, PROCEDURES, AND ADMINISTRATION

- a. Searches shall be conducted by a minimum of two RPO's in visual proximity with each other at all times. Only in extenuating circumstances will a search be conducted by a lone RPO when, in his / her judgment, failure to conduct the search could present a serious threat to the safety or security of personnel or operations on the CLAWR.
- b. Should a person refuse a DCAAR authorized search that person shall:
 - ii. if attempting to enter the Range be denied access;
 - iii. if on the Range be removed; or,
 - iv. if departing the Range, be advised to remain at their location and the assistance of the Military Police be requested. Should that person refuse to remain, this compliance issue shall be immediately relayed to the Military Police.

- c. Should a person refuse to be lawfully searched, that person shall be escorted from the company owned / operated facility or location by a senior company supervisor or Range Patrol Officer.
- d. If the subject is being excluded from company facilities based on a violation of their respective policies, and no further employment is made available, the subject will have their access card deactivated prior to exiting the range with a note stating “Subject to prove employment (Annex A) before access privileges are restored”.

6. HANDLING AND DISPOSAL OF CONFISCATED CONTRABAND

- a. Range Control maintains an official evidence chain of custody. All exhibits will be appropriately secured and labeled with the date, time of the seizure and the initials of the RPO taking possession of the item. All seized items will remain in the direct custody of the RPO who seized the item until it is secured in an exhibit locker at Southgate. The Exhibit Custodian (Lead RPO) will secure completed exhibit in an internal safe for handover to the Military Police, or local destruction. The mandatory steps that shall be taken to ensure that seized items are available for further investigation, or eventual return to an individual, are contained in detail under Range Control - Standard Operation Procedure (Searches).
- b. Range Control personnel cannot accept any seized item (for handover to Military Police for destruction) which may have been secured by means of any action not supported under DCAAR or CLAWR Range Policies and Procedures.

7. DOCUMENTATION

- a. Range Control Occurrence Report shall be completed for every search activity related to breach of CLAWR Range Policies, DCAAR or violation of any Canadian statute that results in denial of access to or removal of a person from the Range. The Range Control Report shall be submitted to Group Lead Range Control for recommendation to 4 Wing regarding disposition.

8. SUSPENSION OF RANGE ACCESS

- a. Any individual found in violation of CLAWR Range Policies, or DCAAR during the course of a search shall have their Range Access suspended and will temporarily be denied access to the CLAWR pending completion of the investigation and final direction from the Wing Commander 4 Wing Cold Lake.

ALCOHOL POLICY

1. DCAAR POLICY

- a. The National Defence Act (NDA) prohibits the possession, use of, or being intoxicated by alcohol on the CLAWR. **There is zero tolerance for violations.** The penalty for attempting to bring alcohol onto the CLAWR or being in possession of alcohol on the CLAWR is **a minimum of 1 year dismissal from the CLAWR.** This penalty is imposed by 4 Wing authority under the NDA and employers may take additional action as required by individual company policy. The penalty for being in an intoxicated state entering or while on CLAWR is also **a minimum of 1 year dismissal from the CLAWR.**

2. ORIENTATION BRIEFING

- a. At the initial Range Safety and Orientation Briefing, individuals who acknowledge the possession of alcohol will be asked to dispose of it prior to being granted access to the Range. No disciplinary action will be taken, however the individual's name and that of his employer will be documented. Their supervisor will be informed that one of their employees was in possession of alcohol and that it was disposed of voluntarily. This is an important part of the process to ensure that supervisors make every effort to inform their employees about CLAWR Range Policies prior to their arrival on the CLAWR.

3. INTOXICATED PERSONS

- a. Any driver or passenger attempting to enter, operate within or exit the CLAWR and who appears to be intoxicated are classified as threats to the Safety and Security of personnel working on the CLAWR. As such, all subjects will have their access immediately suspended and if operating a motor vehicle, will be asked to surrender their keys to an RPO who will request the attendance of the Military Police or RCM Police. The individual/s in question will be provided assistance to contact their supervisor to find alternate means of transport off of the CLAWR once the law enforcement agency has concluded their investigation.

4. CONVEYING INTOXICATED PERSONS

- a. Any driver knowingly attempting to convey intoxicated person(s) onto the CLAWR will be denied access along with the passengers. The penalty for conveying intoxicated person(s) on to the CLAWR is a minimum one year suspension of access privileges.

ILLEGAL / CONTROLLED DRUGS

1. MILITARY POLICY

- a. No person shall possess, use, or traffic an illegal or CDSA controlled substance (without prescription for their personal use) in, on, or about the CLAWR. **There is zero tolerance for violations.**
- b. Individuals found in possession of these illicit substances will surrender their Access Cards to an RPO until an investigation has been completed. In all cases, individuals may be prosecuted under The Criminal Code of Canada or the Controlled Drug and Substances Act. All instances involving suspected illegal substances will be reported immediately to the Military Police through Range Control.
- c. In addition to any criminal prosecution that may be initiated by authorities, the penalty for an individual in possession of any illegal / controlled substance on or attempting to enter the CLAWR is **a minimum of one year dismissal from the CLAWR.**
- d. Finally, in addition to any criminal prosecution initiated by Peace Officers, the penalty for attempting to traffic an illegal / controlled substance onto or within the CLAWR is **a permanent dismissal from the CLAWR.**

NOTE:

1. Illegal drug paraphernalia includes, but is not limited to items or materials used in the preparation, use, transportation, concealment or dispensing of illegal drugs.

2. Associated drug devices, medications, deception kits (i.e. urine samples known as "Pee" or "Piddle Packs", used to mask the presence of illegal drugs or defeat the purpose of substance screening / testing are also prohibited in accordance with these policies.

2. MISUSE OF CONTRABAND.

- a. DND officials wish to support safe operations on the CLAWR. To this end, the intentional misuse of any legal substance (Anabolic Steroids, Bath Salts, etc) and / or supporting paraphernalia will result in the individual's access to CLAWR being temporarily suspended and the matter forwarded to 4 Wing officials for further consideration.
- b. Other trending substances, practices and / or behaviours that are of concern and that potentially compromise the safety of individuals on the CLAWR, will be referred to 4 Wing officials for direction / guidance on interpretation and management.

3. DESTRUCTION OF EXHIBITS.

- a. All illegal substances are to be turned over to the 4 Wing Military Police for destruction in accordance with federal guidelines.
- b. Items seized for violation of CLAWR Range policies, will be retained until the WComd has released his decision regarding the offending individual. Once received, Range Control will destroy the seized item in the presence of a witness. Both individuals will to sign the exhibit report as having witnessed the destruction.

ALCOHOL / DRUG TESTING POLICY

1. GENERAL

- a. The Department of National Defence has a vested interest in supporting industry in the creation and promotion of a safe working environment within the CLAWR.
- b. Industry standard for all A & D testing has been defined as a “Seven Panel” evaluation which examine individuals for the following prohibited substances:
 - i. Marijuana;
 - ii. Cocaine;
 - iii. Opiates;
 - iv. Methamphetamines;
 - v. Amphetamines;
 - vi. PCP; and,
 - vii. MDMA.
- c. Privacy of associated information is of paramount importance to DND, industry and CLAWR Range Control (CRC). In support of these aims personal A & D related information passed to CRC will be shared only with the Department of National Defence personnel for the administrative purpose of access control.

2. A & D TEST POLICIES – CRC ASSISTANCE

- a. As a condition of employment, all “prime” companies on the CLAWR will possess Alcohol and Drug Policies amongst others; primarily to manage and administer pre-employment screening and post incident testing.
- b. As subcontracted entities will possess similar policies that meet or exceed the objectives of the “Prime” that has hired them to perform services.
- c. CRC will be notified via email at crc@rangesafety.ca of all “Non-Compliant” results and testing refusals stemming from all “Post-Incident” and “Reasonable Cause” A & D testing **only**.
- d. These individuals will not be permitted to operate a motor vehicle on the CLAWR, their CLAWR access will be temporarily suspended while the matter is being referred to 4 Wing Cold Lake for further consideration.
- e. Range Patrol Officers, are permitted to demand a company have individuals tested for alcohol and / or drug compliance based on reasonable cause or post incident occurrences.

MOTOR VEHICLE REGULATIONS

1. REFERENCES

- a. The following reference documents were used in the creation of this guidance / direction:
 - i. 1986 Prov of Alberta / Gov of Canada CLAWR agreement;
 - ii. Government Property Traffic Regulations;
 - iii. Alberta Traffic Safety Act (ATSA);
 - iv. National Defence Act (NDA); and,
 - v. Defence Controlled Access Area Regulations (DCAAR).

2. SCOPE

- a. This policy provides information related to the authority under which designated RPO's are authorized to perform traffic enforcement duties while patrolling the CLAWR.
- b. With the exception of driving surfaces serving the Primrose Lake Evaluation Range, Jimmy Lake Range and Shaver Range, all driving surfaces within the CLAWR have been constructed and are maintained by industry. Although they are "**Private Roads**" they remain subject to the Government Property Traffic Regulations as stipulated and agreed upon in the 1985 Memorandum of Agreement.
- c. The responsibility for traffic safety control, patrolling, and enforcement is assigned to CLAWR Range Control staff.
- d. The single motivation in publicly sharing these procedures here is to ensure that the CLAWR environment remains as safe as reasonably possible and that travel to and from places of employment are capable of safely supporting private, corporate, military and industrial travel simultaneously.

3. ENFORCEMENT OBJECTIVE

- a. The Alberta Traffic Safety Act Regulations as supported by the Government Property Traffic Regulations will apply to all vehicle operations throughout the CLAWR, with some additional safety criteria as required by industry.

4. STANDARD SPEEDS

- a. The maximum speed on the main road (Ken Baker Road) is **80 km/h** unless otherwise posted. Other roads are posted as supported by engineering, environmental conditions and industrial expectations. Seasonal roads are posted at **50 KPH** . In accordance with Alberta Provincial regulations, and unless otherwise posted, the maximum speed when passing Emergency vehicles with emergency lighting activated or in a Construction Zone (EVC Zone) will be **60 km/h**.

NOTE:

1. *While operating on the CLAWR, all Medical Treatment (Medic, Fire, and Range Control vehicles are designated as emergency vehicles.*

5. CLAWR INFRACTION NOTICE (CIN)

- a. For all traffic infractions warranting remedial action in excess of a Verbal Warning, RPO's will complete a CIN in two copies. The original (White) copy will be retained on file at Range Control and a digitized copy placed on the associated occurrence reporting system file. The client copy (Yellow) will be issued to the client with instructions that he / she will present this to their company safety rep. In the event that the offender is a sub-contractor, that individual's safety rep will need to present the CIN to their Prime Company (Cenovus, CNRL or Husky) safety liaison.

6. SAFETY GROUPINGS

- a. Common traffic offences, have been arranged into the following distinct "Zones" with an associated / graduated response scale solely based on category and / or impact:

- i. **Zone 1:**

- a) exceeding the posted speed limit by up to **19** km/h;
 - b) as an operator or passenger, failure to wear a seatbelt;
 - c) failure to obey a traffic control device;
 - d) stunting;
 - e) failure to yield to a pedestrian;
 - f) driving too fast for road conditions;
 - g) circumnavigating an authorized roadway barricade;
 - h) all mandatory "Off-Road" equipment deficiencies;
 - i) deviating from an approved "Off-Road" travel plan;
 - j) travelling "Off-Road" without knowledge of active targets;
 - k) operating a motor vehicle without due care and attention;
 - l) distracted driving;
 - m) passing while not permitted by road markings / signs;

- n) failing to report a “reportable” MVA;
- o) GPTR vehicle equipment non-compliance; and,
- p) intentionally discarding flammable material from a vehicle. *(Note)*

NOTE:

Discarding “burning” cigarette butts from any vehicle within the CLAWR during a declared wildfire hazard of “High” to “Extreme” will be addressed as a “Zone 2” offence.

ii. Zone 2:

- a) exceeding the posted speed limit by **20 - 29** km/h;
- b) failure to obey direction from a designated Security Guard;
- c) passing when unsafe to do so;
- d) improperly secured load;
- e) operating a motor vehicle without a valid driver’s licence;
- f) operating a motor vehicle without valid vehicle registration and/or insurance;
- g) failure to yield the right of way to an emergency vehicle;
- h) exceeding speed limit in a construction zone with workers present ***(Penalty Doubled)***;
- i) exceeding 60KPH while passing emergency vehicles with emergency lights activated ***(Penalty Doubled)***;
- j) travelling “Off-Road” without an “Off-Road” clearance;
- k) failing to close an active “Off-Road” travel plan; and,
- l) any described “Zone” offence resulting in a non-injury motor vehicle accident.

iii. Zone 3:

- a) exceeding the posted speed limit by **30** km/h or more;
- b) operating a motor vehicle while impaired;
- c) operating a motor vehicle while prohibited;
- d) dangerous driving;
- e) any motor vehicle “Zone” offence resulting in an injury motor vehicle accident;
- f) Incursion into an active target exclusion zone;
- g) Securing or musing a CLAWR “Off-Road” call sign under false pretenses; and,
- h) Intentionally misleading a designated Security Guard.

7. ZONE 1 PENALTIES

- a. With the exception of offences listed at 6.a.i.h - j above, penalties for initial **Zone 1** offences will normally range from a **verbal warning** to a **written warning**;
- b. **Zone 1** “Off-Road” offences identified at 6.a.i.h - j above, will result in a mandatory 24hr CLAWR suspension;
- c. A second **Zone 1** offence within 12 months of their last infraction may result in a suspension of CLAWR driving and / or “Off-Road” privileges of no less than **7 days** and no more than **30 days**.
- d. A third **Zone 1** offence within 24 months of their last infraction will result in a suspension of CLAWR driving and / or “Off-Road” privileges of **30 days to 1 year**, and/or a CLAWR “Off-Road” suspension of up to **6 months**.

8. ZONE 2 PENALTIES

- a. With the exception of offences listed at 6.a.ii.j & k above, the penalty for initial **Zone 2** offences will be a suspension of CLAWR driving privileges of up to **7 days**.
- b. **Zone 2** “Off-Road” offences identified at 6.a.ii.j & k above, will result in a mandatory 24hr CLAWR suspension and a 7 day CLAWR “Off-Road” driving suspension;
- c. For all second **Zone 2** offences within 12 months of a last infraction will result in a 24 hr CLAWR suspension and suspension of all driving and / or off-road privileges for a period not less than **30 days**, and not to exceed **6 months**.
- d. A third **Zone 2** offence within 24 months of their last infraction will result in a suspension of CLAWR driving and / or all off-road privileges of **6 months to 1 year** and /or a recommendation to 4 Wing DND of a **1 year** CLAWR suspension.

9. ZONE 3 PENALTIES

- a. Penalties for all **Zone 3** offences will be no less than a suspension of CLAWR driving and / or all “Off-Road” privileges of up to **1 year** and no more than a recommendation to 4 Wing DND of a **1 year** CLAWR suspension.

NOTES:

- 1 A driving suspension does not preclude access to the CLAWR for gainful employment purposes;
- 2 Should a driving suspension of 1 year or greater be assigned to a client exiting the CLAWR after winter program completion, their suspension will commence immediately and expire on 31 Mar of the following year.

10. DRIVING WHILE PROHIBITED

- a. Individuals prohibited from operating a motor vehicle by virtue of:

- i. Penalties imposed under this section;
- ii. Inability to produce valid drivers licence at time of Orientation; or,
- iii. Being suspended by virtue of a civilian judicial process

are not permitted to operate any motor vehicle within the CLAWR.

- b. A person discovered operating a motor vehicle while prohibited to do so may, in addition to being subjected to “**Zone 3**” penalties listed above, be subjected to additional 4 Wing Military Police or the RCMP investigations.

11. DANGEROUS DRIVING

- a. Should the circumstances of a “Dangerous Driving” event warrant a response different than what is articulated for “**Zone 3**” offences in para 9 above, the matter will be conveyed to DND. 4 Wing Military Police Officials or the Cold Lake RCMP will be consulted in all cases of Dangerous Driving where criminal actions are suspected.

12. DISTRACTED DRIVING / UNDUE CARE AND ATTENTION

- a. CLAWR Range Control will enforce this category based on definitions found within the Alberta Traffic Safety Act and remedy the incident as per para 7 above.

13. TRANSPORTATION OF FREIGHT / GOODS

- a. RPO’s will enforce these standards through inspection and follow-on actions as outlined in para 7 above. In all such cases appropriate company managers / safety reps will be engaged to seek opportunities that promote future compliance. All applicable standards can be found on the Alberta Government website at:
<http://www.transportation.alberta.ca/740.htm>

14. TOWING

- a. Towing of disabled vehicles within the CLAWR (on high-grade surfaces) will be performed by accredited Towing Companies. Short distance towing (*next available access*) by other vehicles will only be undertaken to enhance safety.

15. *Redacted 13 Feb 2018*

16. LAW ENFORCEMENT OFFICERS

- a. In addition to CLAWR RPO patrolling within the range, it is not uncommon for 4 Wing Military Police and / or RCM Police to conduct occasional patrols in support.
- b. They may as required, enforce any Provincial / Federal statute that applies in Canada, and in the case of Military Police, enforce Defence Controlled Access Area Regulations (DCAAR) as authorized by the Commander at 4 Wing Cold Lake.

17. MOTOR VEHICLE ACCIDENT REPORTING

- a. Authorities
 - i. RPOs have been authorized by 4 Wing Security and Military Police Squadron to investigate minor motor vehicle accidents, and compile Alberta Motor Vehicle Collision Reports on their behalf.
 - ii. Any collision or motor vehicle accident involving any of the following, requires the attendance of an RPO to determine DND / Military Police reporting requirements:
 - a) A registered motor vehicle where total combined damage is believed to exceed \$2000.00;
 - b) Injuries are related; or,
 - c) You are uncertain as to the extent of the damage.
- b. Reporting
 - i. All vehicle accidents and collisions occurring on the CLAWR will be reported first to ECC (780) 815-6642, who will dispatch a RPO and requisite emergency services;
 - ii. With the exception of actions taken to protect life or to prevent the degradation of an accident site, no one will interfere with, interview, or gather statements from any witnesses, or photograph an impacted scene until the scene has been released by the Military Police or assigned Range Patrol Officer; and,

- iii. Retroactive reporting of an MVA within the CLAWR cannot be processed by CRC, rather they must be redirected to 4 Wing Military Police for processing.

18. CLAWR WIDE LOADS

- a. Despite applicable regulations outlining requirements for wide loads on AB Provincial highways, the CLAWR Ken Baker road (KBR) was engineered with narrower shoulders.
- b. “Mounted” items exceeding 4.45m or 14’7” in width requires the closure of the KBR through CRC. It is assumed that any height constraints have been mitigated by the Prime or contractor with ATCO prior to arrival at Southgate.
- c. Very little of the KBR is illuminated at night which precludes the movement of any wide loads on the KBR between sunset + 30 minutes to sunrise + 30 minutes. All coordinated movements must be planned to ensure arrival of the “wide load” during daylight hours.
- d. Should an oversized load be planned to transit the CLAWR, the Prime company contact will notify CRC via email at crc@rangesafety.ca at least 24hours prior with the following information:
 - i. Transport Company moving item
 - ii. Contact representative for the move;
 - iii. Move date;
 - iv. Dimensions (Length, Width, Height and Weight) when loaded on the trailer;
 - v. Delivery destination; and,
 - vi. “Tag” number.
- e. Movement information will be displayed in “KBR ROAD CLOSURES” at http://www.rangesafety.ca/CLAWR_content/KBR_Close.pdf at least 24 hrs prior to move for all CLAWR stakeholders to view and plan accordingly.

19. CLAWR TRAFFIC RESTRICTIONS

- a. Any “CLAWR Traffic Rrestrictions” communicated to crc@rangesafety.ca will be captured at http://www.rangesafety.ca/CLAWR_content/CLAWR_TrafRes.pdf for all CLAWR stakeholders to view and plan accordingly.

OFF-ROAD & OHV REGULATIONS

1. “OFF-ROAD” DEFINITION

- a. Personnel requiring CLAWR “off- road” travel to or through:
 - i. Military / CRC restricted areas;
 - ii. Destinations that are not visible from ‘high-grade’ surfaces; and,
 - iii. Locations where unassisted voice communications from “High-Grade” surfaces are not possible,

must complete the Off-Road Training Module at CLAWR Orientation , be issued an off road call sign and coordinate their travel (*in accordance with this Section*) through the CLAWR ECC.

2. MANDATORY “OFF-ROAD” PROTOCOLS / EQUIPMENT

- a. Before proceeding to any “Off-Road” location via a CLAWR ECC issued “Off-Road” clearance, all vehicles and OHV’s must be equipped with the following:
 - i. a “DOT” approved helmet per occupant in/on each OHV;
 - ii. a functioning two-way radio equipped with CRC VHF-FM Channels 1, 3, 5 and CLAWR Emergency Channel 9;
 - iii. an approved map for the intended work area; and,
 - iv. 2 axle vehicles (Pick-up, SUV, or Van body style) must have a whip or cab mounted red / high visibility flag on the left side (Driver’s) extending a minimum of 1 meter above the highest point on the vehicle, 2 meters above the chassis for OHV’s.
- b. In the event of an Alberta Agriculture and Forestry (AAF) wildfire declaration of “Medium” or higher, all vehicles and OHV’s travelling off any “high-grade” surfaces must, in addition to para 2 above, be equipped with the following:
 - i. an axe and shovel or combination tool thereof; and,
 - ii. a 5 Gal container filled with water for onsite fire-fighting.
- c. In addition to mandatory equipment, all personnel travelling “Off-Road” are required to have the following:
 - i. Successfully completed “Off-Road” orientation at Southgate;
 - ii. Been issued an “Off-Road” call sign by CLAWR ECC;
 - iii. Before each trip, have knowledge of the current daily “Active Target List” and “Active Fire grids” found at <http://www.rangesafety.ca/clawr.html>

3. MAPS

- a. “Focus” and “Altus Geomatics” are the two approved mapping service providers for CLAWR off road travel as they possess sensitive / accurate data for all military target. Due to changing military dynamics within the CLAWR, all personnel travelling “off-Road” will be in possession of an approved CLAWR maps.
- b. Approved CLAWR maps can be obtained by contacting Dale Cherpin at Altus (dale.cherpin@altusgroup.com) or John Broderick at WSP | Focus (John.Broderick@wspgroup.com).

4. TIRE CHAINS

- a. Vehicles operating with installed chains are strictly prohibited from operating on ANY paved surfaces within the CLAWR.

5. “IN-TOW” GUIDELINES

- a. From time to time vehicles without mandatory off road equipment have need to travel to a remote worksite. Additionally, there may be groups of vehicles travelling together along the same route with the same destination. These vehicles may take advantage of the “In Tow” policy where the operator of a vehicle appropriately equipped may escort other vehicles and occupants to and from off-road sites with a single clearance from the CLAWR ECC (“Sentry”).
- b. Operators of escort vehicles are responsible for their charges while off road and may only leave them if another operator with a vehicle capable of assuming escort duties accepts the responsibility and this transfer of responsibility is communicated and approved by “Sentry” before departure of the original escort.
- c. Due to the increased potential of an occurrence taking place in areas where these vehicles are travelling, all “In Tow” vehicles must be equipped with a whip or cab mounted red / high visibility flag as defined in para 2d of this section.
- d. Operators of “in tow” vehicles must have completed “Off-Road” training and remain directly behind their escort or group ahead (in cases where more than one vehicle is being escorted at the same time).

6. OFF ROAD TRAVEL PLANS

- a. Clearance to leave any all-season road to any off-road location must be requested from and approved by “Sentry” before commencing travel.
- b. The information required during the request includes an identifiable departure point, the full LSD (Legal Sub-Division) for the intended destination and the route that will be travelled.
- c. Any changes or amendments in travel plans must also be requested and approved by “Sentry” before actioned.
- d. Arrival at the approved location must be also be transmitted to “Sentry” immediately upon arrival.
- e. Return travels to “high grade” road surfaces will follow the same protocol and be authorized by “Sentry” before departure from the LSD / worksite.
- f. Movement between off-road locations within the CLAWR, require the same coordination and approval from “Sentry” before relocation.
- g. The speed limit for seasonal off-road travel by any vehicle is a maximum 50 km/h unless otherwise posted.
- h. Notwithstanding the guidance provided in Section 9 (“*Vehicle Infractions*”), personnel travelling off-road without a valid clearance issued by CLAWR ECC (“*Sentry*”) will, in addition to a mandatory 24hr CLAWR suspension, be prohibited from operating a motor vehicle anywhere on the CLAWR (including off-road) for 7 days from the time CLAWR access is reinstated.

7. OFF HIGHWAY VEHICLE (OHV’S) - OPERATION

- a. As outlined in the 1985 Memorandum of Agreement,(MOU), Government Property Traffic Regulations will apply to all CLAWR motor vehicles. For additional safety reasons, OHV operations are not permitted on any all-season or “opened” seasonal roads except to transition from one work area or acceptable travel area (i.e. ditch) to another in the most expeditious safe manner possible and only where no other routes safely exist.
- b. OHV’s shall be operated in a manner consistent with terrain conditions and in a manner that does not distract other vehicle operators. All OHV operators and their passengers shall wear a DOT approved head protection.
- c. Personal OHV’s are not permitted on the CLAWR.

NOTES:

- 1. These guidelines may be relaxed with CRC approval for OHV's engaged in support of emergency response operations.*
- 2. Radio equipped OHV's must be functionally confirmed serviceable with "Sentry" before travelling off road.*

8. ROAD MAINTENANCE EQUIPMENT

- a. Operators of all motor vehicles operating on CLAWR roadways ("high-grade" or seasonal) have an expectation that they share these resources with other qualified, licensed operators. As such, all operators of motor vehicles including road maintenance equipment travelling on high-grade or seasonal driving surfaces within the CLAWR shall be in possession of a current, valid driver's license recognized by the Province of Alberta.

9. OFF ROAD WAIVERS

- a. Off road waivers provide specific groups with internal controlling measures for off road work and eliminates much of the radio communication that would otherwise be required by field workers.
- b. Off road waivers are coordinated with the Range Control Safety and Coordination Centre in Cold Lake and must be received a minimum of 1 week before the intended work period to include the following:
 - i. Start and end dates of the program;
 - ii. A .pdf map depicting the work area with specific perimeter points depicted using NAD83 based Latitudes & Longitudes;
 - iii. A complete list of all companies covered under this waiver; and,
 - iv. The identity of the controlling point individual and their intended location with complete contact information;
- c. Off road waivers will not be entertained for areas located inside a military target exclusion zones (target circle).
- d. A formal off-road Memorandum of Understanding (MOU) at **Annex C** will be completed and signed by the coordinator seeking the waiver and Range Control Safety Advisor before the commencement of the work.

10. WORK ALONE PROTOCOL

- a. In accordance with Occupational Health & Safety direction, all companies are required to have an action plan to assist those workers working alone in hostile environments. Range Control will implement a 2 hour check in protocol monitored by ECC staff, initiated when workers requesting an off road clearance indicates to “Sentry” that they are in fact “working alone”.
- b. This check in time is refreshed each time the client makes contact with “Sentry” and will remain monitored until the worker is back on “high grade” surface or is joined by another worker, at which time monitoring of the “work alone” individual will cease.
- c. Should a worker fail to make contact with ECC within 2 hours of their last contact, the ECC will first attempt to make contact by all means available. If ECC fails to locate the person, they will immediately notify the individual’s safety contact and ask them to locate their employee and report their findings back to the ECC within **30** minutes.
- d. Should the safety rep not be able to locate the subject or fail to report back to ECC within the **30** minutes a “missing person” occurrence report will be generated, and Range Patrol Officers will coordinate action between all parties to locate parties involved.



Part II - Annex C

Off Road Waiver Application Form

Current Date Here

OFF ROAD WAIVER – MEMORANDUM OF UNDERSTANDING CLAWR RANGE CONTROL AND INSERT COMPANY NAME HERE

Effective insert current date here Range Control grants insert company name here an “Off Road” Waiver in support of their planned work program in the following location:

- 1) N XX XX XX W XXX XX XX;
- 2) N XX XX XX W XXX XX XX;
- 3) N XX XX XX W XXX XX XX; and,
- 4) N XX XX XX W XXX XX XX back to point #1

A “.pdf” map outlining said area including entry / exit and control points is attached herein.

All parties understand and agree to the following:

- a) The “Off-Road” waiver will end on insert date here;
- b) An Off Road Waiver will not be granted to operate inside any depicted target circle or active Fire Grid;
- c) A complete list of all companies covered under this waiver will be provided to CRC Safety Advisor 1 week before the commencement of the program, and updated thereafter as required;
- d) The identity of the controlling point individual with their complete contact information will be provided to CRC Safety Advisor prior to the commencement of the work program and any personnel changes immediately thereafter;
- e) The controlling point advisor will open and close the affected area daily with the CLAWR Emergency Call Centre;
- f) All participants in the work program covered by this waiver will have successfully completed the “Off Road Training” module at Southgate Orientation Centre prior to the commencement of work;
- g) All minimum vehicle and OHV equipment will be checked serviceable before departing high-grade surfaces;
- h) Compliance with all Found Military Equipment procedures will be briefed at all Safety Meetings;
- i) Requests for Civilian Aircraft support on the CLAWR will be coordinated with the Range Control Safety Advisor, two weeks prior to the desired effective date; and,
- j) Range Control personnel will present a safety overview to all participants (including civilian aircraft operators supporting this program) prior to the commencement of their work on the CLAWR.

It is understood any breach of the above noted conditions may result in the associated work program being halted and an immediate revocation of this waiver. Additional actions may also be undertaken based on the severity of the incident and the directions of the Department of National Defense.

All matters associated with this waiver will be directed to CRC Safety Advisor at crc@rangesafety.ca

(Name of signing authority here)

MILITARY EQUIPMENT DISCOVERY

1. 4 WING FLYING AND RANGE ORDERS (WFRO'S)

- a. The CLAWR has been in use since 1954. Since that time a great quantity of air weapons have been expended on the range. With a few exceptions, only inert or practice ordnance have been used. Although practice and inert rockets, bombs, missiles and bullets do not contain high explosive charges, it is probable that they contain other hazards.

NOTES:

1. *There are two high explosive (500 lb) bombs which were jettisoned somewhere in Range 7, Townships 68 and 69 that are as yet unaccounted for.*
2. *This area is astride the border between Caribou Lake and Fisher Creek development regions.*

2. DISCOVERY OF ORDNANCE / UNUSUAL OBJECTS

- a. When ordnance of any type, or other man-made objects that cannot be identified are encountered on the CLAWR, they are to be marked and strictly avoided. **DO NOT ATTEMPT TO MOVE THESE OBJECTS OR DISTURB THE SURROUNDING AREA!**
- b. Pictures of the found object may be relayed to CLAWR Range Control **ONLY** if they can be obtained before leaving the area;
- c. The following as a minimum shall be followed should an unusual object (suspected as related to the Military) be discovered:
 - i. Do not approach any closer;
 - ii. Mark the area from which you found the suspected UXO with survey tape;
 - iii. Note the distance and bearing to the object from the marking. GPS coordinates are the preferred method of plotting in the suspected UXO. Leave the area, posting warnings at 1000m from the suspected UXO along the path you approached from, and any other paths; and,

NOTE 1: Many objects have been marked with stakes, and surrounded by flagging tape. This is NOT safe, not required, and not encouraged!

- d. Leave the area. Advise CLAWR Range Control - Emergency Call Centre (**780-573-7321**) immediately with as a minimum, the following information.
 - i. Location:

- a) GPS coordinates; or
 - b) LSD; or
 - c) Range and bearing; and
 - d) Your actions;
- ii. Description of the object (including):
- a) Shape;
 - b) Estimated size;
 - c) Colour; and
 - d) Markings or lettering if visible;
- iii. What survey marking you used to identify the point of observation;
- iv. Where the object is in relation to your marks;
- v. Draw a sketch;
- vi. Include GPS positions if available;
- vii. Include your name, company and contact information;
- viii. Date and time found; and
- ix. Impact on operations (e.g. immediately beside a well head?).

3. "MAKE SAFE" PROCESS

- a. CLAWR Range Control will, immediately on discovery of an object, ensure that:
- i. The target has been marked and documented correctly;
 - ii. Dispatch an RPO to secure photographs for relaying to 4 Wing EOD (if not already provided);
 - iii. Ensure that a danger area with a radius of not less than 1,000 metres is immediately established around the object; and
 - iv. Inform 4 Wing Operations immediately of the findings, to include danger posed, proximity to manned operations, and risk analysis.

NOTE:

The danger area once established shall not be entered until 4 Wing EOD has declared the found object safe.

FIREARMS / WEAPONS RESTRICTIONS

1. REGULATIONS

- a. Firearms / Ammunition are not permitted within the boundaries of the CLAWR except for RCMP, Military Police, Range Patrol Officers and Alberta Department of Justice (Fish and Wildlife division) personnel who are authorized to carry firearms / ammunition on the CLAWR in the course of their regular duties.
- b. Additionally, those persons authorized to conduct traditional pursuits in accordance with the Cold Lake First Nations Special Access Agreement by the Wing Commander 4 Wing are also authorized to have firearms.
- c. Range Patrol Officers are authorized to carry firearms / ammunition in their patrol vehicles on the CLAWR whilst on duty. These firearms (12 Gauge shotguns only) have been approved by the 4 Wing Commander for the purposes of wildlife diversion and the humane disposition of injured wildlife as authorized by Alberta Department of Justice (Fish and Wildlife Div) authorities through the use of a combination of non-lethal and / or lethal ammunition. These firearms shall be stored in accordance with existing Canadian firearms legislation and are to be used only by qualified and licenced RPOs.

2. COLD LAKE FIRST NATIONS EXEMPTIONS

- a. Cold Lake First Nations (CLFN) has been granted access to the CLAWR under an agreement with 4 Wing for traditional pursuits (hunting, trapping, fishing, berry picking, etc). Under this agreement, CLFN has been authorized the use of firearms on the CLAWR under very strict and controlled guidelines. Prior to entrance onto the CLAWR, all CLFN members granted permission to hunt will ensure that firearms are properly and legally encased and unloaded for travel and remain encased and unloaded until they arrive at an approved area to hunt. CLFN members employed by Oil and Gas on the CLAWR are not permitted to combine their employment access with traditional pursuit activities and under no circumstances will be permitted to transport or store a firearm on the CLAWR while working as an employee or contractor on the CLAWR.

3. ALBERTA DEPARTMENT OF JUSTICE (FISH AND WILDLIFE DIV)

- a. DoJ (F&W) Officers may, from time to time, be called upon to dispose of a nuisance animal at the request of Range Control. **At no time will any member of the Alberta Department of Justice (Fish and Wildlife Div) discharge a firearm within the boundaries of the CLAWR without first obtaining approval from an RPO except in situations where immediate danger to personnel exists.** In all

cases where a firearm is used for this purpose, the incident will be documented and a report forwarded to Range Control, DoJ, and the 4 Wing Operations Officer.

4. DCAAR – FIREARM SEARCH AUTHORITY

- a. To satisfy safety mandates in DCAAR, Range Patrol Officers may search persons, property or vehicles to verify compliance with the firearms guidelines.

5. WEAPONS DEFINITION

- a. For the purposes of this policy the following items are considered “weapons” and as such are prohibited on the CLAWR:
 - i. Any weapon that can launch or discharge a projectile such as air guns, paint-ball guns, pipe guns or manufactured devices, i.e. potato guns, etc;
 - ii. Cross bows, archery bows etc;
 - iii. Switchblade knives or double edged knives (daggers), mace, pepper spray, clubs, pipes, brass knuckles, any liquid, powder or other substance that is intentionally used to injure, immobilize or otherwise incapacitate a person;
 - iv. “Bear Bangers”; and,
 - v. Any weapon, other than a firearm, that is described as a prohibited or restricted weapon in the Criminal Code of Canada.

NOTE:

A “Switchblade” means a knife that has a blade that opens automatically by gravity or centrifugal force or by hand pressure applied to a button, spring or other device in or attached to the handle of the knife.

6. POSSESSION OF WEAPONS

- a. Any person found in possession of a prohibited or restricted weapon on the CLAWR without DND permission will be immediately removed from the CLAWR and their access privileges immediately suspended. An Occurrence Report will be generated and forwarded to DND recommending permanent dismissal.

NOTE:

The use of Bear Spray on the CLAWR is approved as an animal deterrent only. Use of this product (accidental or intentional) against a human being or animal for which the product was not designed, shall be construed as using a prohibited weapon and will be administered as per para 6 above.

WILDLIFE DIRECTIVES

1. OBJECTIVE

- a. As the CLAWR is a wildlife refuge, frequent sightings of non-domesticated animals are received by CRC on a daily basis.
- b. Protecting and preserving wildlife is the responsibility of every person employed on the CLAWR. It is of paramount importance that industrial activities are conducted in a manner that ensures the safety of all personnel and wildlife.
- c. Problematic interactions are admittedly rare but need to be conducted in a professional, coordinated, and humane manner. Range Control requires that all incidents involving wildlife follow a standard protocol to ensure that all 4 Wing and Provincial Government rules / guidelines are adhered to.

2. WILDLIFE INCIDENT REPORTING – PROTOCOL

- a. The protocol to follow for all wildlife incidents is as follows:
 - i. Do not approach a wounded, threatening or injured animal;
 - ii. Contact the ECC (780-815-6642 / **780-573-7321**) and request assistance from RPO / BAS. They will notify Solicitor General Branch (Fish & Wildlife);
 - iii. Contact your company safety personnel immediately and explain the situation to them;
- b. Range Control have at their disposal, Bear Aversion specialists (BAS), and armed Range Patrol Officers (RPO) both of which follow the guidance provided in Damage Control Licences (DCL) issued by Alberta Department of Justice (Fish and Wildlife Officers).
- c. Range Control staff will when applicable utilize non-lethal means (bear dogs, die marker packs, and rubber projectiles) to sensitize problematic animals in areas of camps, industrial activities and/or work areas . Before euthanizing a reoccurring problematic animal, RPO's will confer with Alberta Department of Justice (Fish and Wildlife Div) personnel to determine if other means should be attempted.

NOTE:

The only exception to the foregoing is in cases where immediate danger to or safety of personnel is a factor. In that case the on-scene RPO or Fish and Wildlife Officer may take the appropriate steps and provide a full report to the Supervisor Range Control post incident.

3. FEEDING AND HARASSMENT OF WILDLIFE

- a. The Cold Lake Air Weapons Range (ID349) is classified as a “Restricted Area” under the Province of Alberta Hunting Regulations. As such hunting or fishing is not permitted with the exception of hunting by designated First Nations members and authorized by 4 Wing under the First Nations Special Access Agreements, and in exceptional cases to commercial fishermen as coordinated by DND..
- b. Feeding / harassment of, or interference with wildlife on the Cold Lake Air Weapons Range is prohibited.
- c. This Policy is enforced by Range Control and Alberta Department of Justice (Fish and Wildlife) Officers. All wildlife incidents are to be reported to the ECC at (780) 815-6642 who will assign it to an on duty RPO for investigation and forwarding as deemed appropriate.
- d. The penalty for feeding or harassing wildlife on the CLAWR is a loss of access privileges for 1 year and possible further action by ASRD, 4 Wing Military Police and / or RCMP who will be informed of all infractions.

RADIO COMMUNICATION PROCESS

1. GENERAL OVERVIEW

- a. The procedures outlined in this section have been created to reduce the risk of concurrent operations on the Air Weapons Range. Although comprehensive, no directive could ever address every situation that may be encountered while travelling off road on the CLAWR. The following guidance is meant to serve as a framework to support effective communication and situational awareness throughout our collective operations.

2. CLAWR COMMUNICATIONS – GENERAL

- a. To ensure adequate radio coverage over the majority of the CLAWR and to offer a degree of system redundancy, certain channels are processed by the Heart Lake Tower repeater and others by the PLER Tower repeater. There are three main operating frequencies on the CLAWR. Channels 3 & 5 are broadcast from the Heart Lake Tower. Channel 9 (Emergency Channel) is also repeated from the same location. Channel 1 is broadcast from the PLER Tower. Both repeater facilities operate independently.
- b. The primary radio communications control facility on the CLAWR is the ECC (“Sentry”) with all access gates having backup capabilities.
- c. In addition to these frequencies, the RPO cadre possesses an independent frequency for their use and that of DND if required. The sole authority for programming the RPO frequency into any radio is Group Lead Range Control.

3. OFF ROAD TRAVEL – RADIO ETIQUETTE

- a. As radio communication is rather foreign to many, it is best to take a brief moment to contemplate what you want to communicate, then:
 - i. Depress the transmit button and wait for one second before talking thereby activating the repeater site (not waiting will result in communication being “clipped” / incomplete);
 - ii. Call the site you wish to contact and identify yourself (e.g. “Sentry, (*this is*) Dodger 22,”). Wait for them to respond before making your request;
- b. Your request should be brief and to the point. If you want approval to travel off-road you must state where you are, where you want to go and what route you intend to take. Full Legal Sub-Division (LSD) descriptions are required. This is critical as

ECC must check each request against current Range restrictions and the target closure list prior to approving your request. (e.g. *“Sentry, Dodger 22 requests clearance to leave the main road at Km 23 and go to 8 of 26 of 69 of 8 via the Caribou road”*).

- c. ECC will respond, either approving or denying your request. It is mandatory that you read back that response – (e.g. *“Sentry, Dodger 22, copy, approved”* or *“Sentry, Dodger 22, copy denied”*).

NOTES:

1. *There is zero tolerance for personnel leaving the high-grade roads or moving from one off-road location to another without first receiving the proper approval. All vehicles being escorted will be reported as being “in tow”;*
2. *Movement between off road sites must be approved by ECC;*
3. *Once you have arrived at your cleared destination, you must immediately advise “Sentry” that you have arrived;*
4. *Once you have returned to the main road you must advise ECC that you are “back on the high-grade”;*
5. *Use of the designated CLAWR off-road frequencies for chat purposes is not permitted as this delays others waiting to receive / obtain off road clearances. Should this be a requirement, the vehicle is to be stopped clear of the travelling portion of any ice road. Use the call-signs that have been assigned by Range Control. (e.g. “Falcon 5 (this is) Dodger 22”.) and ask them to change to another frequency for your private purposes. Remember that before recommencing travel or exiting the vehicle, you must return the radio to the designated off-road frequencies for your area;*
6. *Use of any other two-way communication devices / frequencies that will distract from the monitoring of designated off-road frequencies is prohibited; and,*
7. *Use of profanity on CLAWR network frequencies is strictly prohibited.*

4. CALL-SIGN ASSIGNMENT

- a. Only call-signs issued and approved by Range Control (through ECC) may be used on the Range Control radio network. Requests for call-sign assignment should be made through the ECC, 780-815-6642.

5. RADIO TERMINOLOGY DIRECTIVE

- a. The following directive to all Range Control and CLAWR gate security personnel is issued under the authority of Range Control and is effective upon receipt.
- b. To prevent misunderstanding on the radio with respect to off-road movement requests, the following terminology is the **ONLY** form authorized for use.
- c. An approval for off-road travel will use the term “**APPROVED**”. A denial for off-road travel will use the term “**DENIED**”. Should time be required to verify the location and target closure status, the term “**STAND-BY**” will be used.

i. **Example 1:**

“Sentry, Hornet 01”.

“Hornet 01, Sentry, go ahead”.

“Hornet 01 requesting to leave the high grade at Km 23 and proceed to 8 of 26 of 69 of 8 via the Caribou road”.

“Hornet 01, Stand-by”.

“Hornet 01, Sentry, Hornet 01 you are approved”.

“Sentry, Hornet 01, copy approved”.

ii. **Example 2:**

“Sentry, Hornet 01”.

“Hornet 01, Sentry, go ahead”.

“Hornet 01 requesting to leave the high grade at Km 23 and proceed to 8 of 26 of 69 of 8 via the Caribou road”.

“Hornet 01, Stand-by”.

“Hornet 01, Sentry, Denied, target B-324 red circle is active until 1700hrs today and the Caribou road is closed to all traffic”.

“Sentry, Hornet 01, copy denied”.

NOTES:

1. *A response from the requesting individual acknowledging that the request has been approved or denied is mandatory.*
2. *It is imperative all personnel PAUSE for a second or two after depressing the mic switch before speaking to prevent cutting off the first part of the transmission.*
3. *In the event that an off-road travel request is denied due to a target closure, ECC staff shall request a phone # for that individual. ECC staff shall then advise an RPO of the incident and pass on all associated information. The RPO shall immediately initiate an investigation to determine why that individual was not aware of the target closure.*

6. TROUBLE SHOOTING

- a. Should you experience difficulties communicating with Sentry or other users on the radio network, consider the following to reestablish communications:
 - i. Ensure you have selected the correct frequency;
 - ii. CLAWR Operations – Channel #1, 3 & 5 – Call-sign “**Sentry**”;
 - iii. Emergencies–Channel # 9–Call-sign–“**Medic**”or “**Sentry**”;
 - iv. Ensure the volume is turned up;
 - v. Check all radio connections;
 - vi. If using a magnetic mount, ensure it is on a frost-free area on the vehicle roof; and,
 - vii. Ensure your antennae is free of frost.

- b. If you still cannot establish communications follow the directives in the Range Control RADIO COMMUNICATIONS and ACCESS COORDINATION POLICY.

7. REPEATER FAILURE

- a. In the unlikely event of a failure of a repeater facility personnel in the field may experience difficulty reaching ECC. If communication with ECC cannot be established, personnel should attempt to use cell phone service to contact the ECC or anyone who can relay your request to ECC. If you cannot reach anyone proceed as per Radio Failure procedure below.

8. RADIO FAILURE

- a. If your radio ceases to function STOP your vehicle immediately. DO NOT PROCEED.

- b. Attempt to re-establish contact with “Sentry” on the back-up frequency, e.g. if operating on Ch 1, 3 or Ch 5, switch to another and attempt contact. If unsuccessful on these channels switch to Emergency Channel 9 and again attempt to contact ECC.

- c. If still no contact check all connections to your radio and try again. e.g. power, antenna and microphone.

- d. If radio contact still cannot be established use your cell phone in an attempt to contact ECC or one of the Range Control access gates. (See next page for contact phone numbers).

- e. If you have the opportunity, flag down any passerby and ask to use their radio or cell phone to contact the ECC or an access gate.

- f. Should all attempts to establish communication be unsuccessful attempt to return to high grade in tow behind another vehicle with a serviceable radio. If this is not possible proceed back to high grade with extreme caution via the most expeditious routing avoiding scheduled active Target Areas.

9. CONTACT NUMBERS

Emergency Call Centre **(780) 573-7321 (Emergencies)**
(780) 815-6642 (Admin)

South Gate (780) 573-7205		Range Control Office (780) 573-7207
Burnt Gate (780) 639-4453		Pass Control Administrator (780) 573-7208
North Gate (780) 573-7294	-	(** SEASONAL OPERATION ONLY**)
West Gate (780) 207-5975	-	(** SEASONAL OPERATION ONLY**)

Range Control Safety & Coordination (*Cold Lake*) (780) 594-2554 ext 1-5

10. Complete Network Failure

- a. Should a Network failure be suspected or occur proceed as per the guidance listed above.

DO NOT TRANSIT THROUGH AN ACTIVE MILITARY TARGET AREA.

NOTE:

In the event that an operating channel is rendered unusable due to a “hot mike” situation you should switch to the back-up channel and establish contact with ECC.

11. OFF ROAD OPS DURING PERIODS OF RADIO NETWORK FAILURE

- a. Range Control is the authority and controlling agency for **ALL** off road access activity. During scheduled outages of, or periods experiencing radio Network Failures, off-road access and operations may be authorized but **only when no Military Targets are active** for extended periods (24 hours or more).
- b. All planned off-road activity during these periods only will be coordinated with Range Control Safety and Coordination Centre at least 24 hours in advance of the scheduled work.

NOTE:

*Refer to **CLAWR Range Control FM Radio Frequency Assignments, Radio Communication Guidelines, and Radio Terminology Directive** attachments following this Policy for further details.*

COMMERCIAL AIRCRAFT ACCESS

1. PURPOSE

- a. This guidance is provided to enhance safe and effective control of civilian aircraft contracted to support commercial oil & gas activities on the CLAWR.

2. CONDITIONS

- a. It should be known that DND is not obliged to grant air access within the CLAWR (CYR204). DND support of air access with oil sands legal access rights is provided as a courtesy and subject to revocation at any time.
- b. Commercial flying activities within the CLAWR will normally be conducted during daylight hours and only after 4 Wing has confirmed that military flying operations for that date have been concluded.
- c. Flight access requests outside these parameters may be requested of DND for special consideration based on requirements.

3. COORDINATION

- a. Coordination of commercial flying activity is as follows:
 - i. All requests for commercial flying activity will be submitted via **Annex D** along with a .pdf map of the intended flight area / landing locations to CLAWR Range Control at crc@rangesafety.ca by prime companies sponsors (*Cenovus, Husky, CNRL, TCPL, ENBRIDGE, IPL or Bow*) by Thursday noon each week;
 - ii. All airborne individuals listed on the **Annex D** will have completed the CLAWR General Access and as required, Off-Road orientation briefings before the form is submitted to CRC; and,
 - iii. In the event of an emergency, sponsors listed on the **Annex D** must be readily available for contact throughout the intended date / time of flight noted on the annex.
- b. 4 Wing's approved list of commercial flying entities / call signs for the CLAWR will be published to the Range Control site http://www.rangesafety.ca/CLAWR_content/CivAir_Access_List.pdf by Friday noon each week and include any restrictions or limitations which may have been imposed with the approved air access requests.
- c. Substitution of any **Annex D** details previously approved, will only be completed with prior coordination / approval of DND.

4. PROCEDURE

- a. In addition to any aviation related requirements, all aircrew intending to operate within the CLAWR are responsible for review and compliance with the following prior to conducting flight operations:
 - a. CivAir Aircrew Briefing:
http://www.rangesafety.ca/CLAWR_content/CivAir%20Aircrew%20Brief.pdf ;
 - b. Aircrew Information File:
http://www.rangesafety.ca/CLAWR_content/AIF_Notification.pdf ;
 - c. Active Target List:
http://www.rangesafety.ca/CLAWR_content/Tgt_Closure_List.pdf ; and,
 - d. Active Fire Grids:
http://www.rangesafety.ca/CLAWR_content/CLAWR_Firegrid.pdf
- b. Aircrew must email a copy of their NAVCAN flight manifest to the CLAWR Emergency Call Centre at CLAWR.EmergencyCallCentre@RangeSafety.ca prior to entering the CLAWR.
- c. 4 Wing Air Traffic control tower will be contacted and provided with the airframe tail number and approved CivAir call sign prior to entering the CLAWR and again for notification upon exiting.
- d. Approved CivAir agencies will access the CLAWR via the south boundary only unless prior coordination of alternate access points has been facilitated through DND.
- e. Once entering the CLAWR, all approved commercial aircraft will contact the CLAWR Emergency Call Centre (call sign “*Sentry*”) on Channel 5 Rx 172.59 / Tx 172.05 / Tone 107.2mhz) notify them of intended movements / landing locations / dropping off of any passengers and remain in contact throughout their flight within the CLAWR.
- f. Aircraft are not permitted to remain on the CLAWR overnight unless prior coordination with and approval has been received from DND.

5. EMERGENCY AIR ACCESS

- a. Should an emergency occur that is related to commercial activity and requiring emergency air access, requests for same shall be submitted to the Emergency Call Centre (780) 573-7321, and forwarded to 4 Wing for consideration.
- b. Under no circumstances will non-military aircraft enter the CLAWR without the approval of 4 Wing Operations Air Traffic Control.



Part II - Annex D

CLAWR – CIVAIR Access Request

Prime sponsor name & contact info	
Requested flight dates	
Aircraft company	<input type="checkbox"/> helicopter <input type="checkbox"/> fixed wing
Pilot name(s), contact information and CLAWR #'s	
Passenger names and CLAWR #'s	
Purpose of flight	
Data collection being requested: <i>(if other than photo/video)</i>	
Company, contractor and aircraft emergency contact information	
Additional coordinating details	

NOTE:

1. *All personnel onboard aircraft require CLAWR General Access orientation before access will be granted;*
2. *If landing on the CLAWR, personnel will also require Off-Road orientation which is available only at CLAWR Orientation Center; and*
3. *Email the completed form and .pdf map of flight areas / landing locations with any questions to crc@rangesafety.ca*

UNMANNED AERIAL VEHICLE (UAV) OPERATIONS

1. REFERENCES

- a. TC Flying an unmanned aircraft policy;
- b. TC Exemption requirements for operating UAVs without permission;
- c. Transport Canada Website, Air Transportation, Airlines and Aviation Operations Standards, Flying an unmanned aircraft;
- d. Defence Controlled Access Area Regulations (DCAAR);
- e. CLAWR Range Policies and Procedures; and,
- f. TC Designated Airspace Handbook

2. GENERAL

- a. This Unmanned Aerial Vehicle (UAV) Policy contained herein provides guidance respecting UAV operations at the 4 Wing Cold Lake Airfield, within the Military Terminal Controlled Airspace (MTCA) and associated Cold Lake restricted airspace.
- b. The Cold Lake Air Weapons Range (CLAWR) is referred at ref F as “CYR204” which is restricted Military Controlled Airspace controlled by 4 Wing Cold Lake only.
- c. In accordance with the 1986 Memorandum of Agreement between the Alberta provincial Government and the Federal Government, there is no expectation on the part of any party to prioritize civilian flights of any kind within the CLAWR. As such any request for any flying access will be supported solely on a “non-interference” basis with military operations.
- d. UAV operators of approved flights are expected to be compliant with the specifics of this UAV Policy prior to any flight operations being conducted within Military Controlled Airspace. 4 Wing Operations Officer (WOpsO) reserves the right to restrict UAV operations at any time should this guidance be contravened.

3. 4 WING COLD LAKE - UAV APPLICATION PROCESS

- a. Application for UAV Operations within any 4 Wing Cold Lake Military Restricted Airspace shall be submitted to CRC at crc@rangesafety.ca which will be forwarded to 4 Wing for review.
- b. 4 Wing will review and communicate an “approval”, “approval with restrictions”, or “denial” to CRC who will in turn relay to requesting agency.

- c. 30 days prior to the requested flight date, a letter including the following will be submitted to DND via CRC:
- i. Company name and contact info (“Prime” representative requesting this work);
 - ii. Name and contact info of sub-contactor performing work if applicable;
 - iii. Names and qualifications of the operators;
 - iv. Dates and times of requested UAV operation;
 - v. Purpose of UAV request;
 - vi. UAV Launch / Recovery location (WGS84 Lat/Long);
 - vii. Ground operating station (WGS84 Lat/Long);
 - viii. Graphical depictions (Map) of desired operating locations;
 - ix. If UAV operation will operate outside the Class F airspace;
 - x. “Lost Link” recovery / action plan;
 - xi. List and description of all electro-magnetic emissions used to operate UAV (frequencies and maximum power output of transmitters);
 - xii. Copy of applicable Transport Canada SFOC (including any exemptions);
 - xiii. description of all EM / Electro Optical (EO) / Infrared (IR) sensors on board detailed imagery to clearly depict where UAV sensors will be “looking” and gathering information; and,
 - xiv. written commitment to capture only those assets belonging to the applicable prime company servicing, with a DVD digital copy of all images / data captured provided to CRC.
- d. If the UAV request is supported by DND, one week prior to the requested flight date, an *Annex E* will be submitted to CRC resulting by the operator of the UAV
- e. CRC will communicate all approved ROZ’s via the “CivAir Access List” at http://www.rangesafety.ca/CLAWR_content/CivAir_Access_List.pdf by Friday of each week, and include:
- i. ROZ name;
 - ii. ROZ centroid location in WGS84 Lat/Long, with radius;
 - iii. ROZ operational Altitudes;
 - iv. Planned active ROZ times;
 - v. UAV model / primary and secondary operating frequencies;
 - vi. Name and contact info of the UAV operator; and,
 - vii. Prime company requesting the UAV operation.

4. UAV AIRSPACE PROCEDURES

- a. Operators of approved UAV operations must be prepared to respond to short notice requirements / changes associated with prioritized military Fighter operations within the CLAWR.
- b. Operators will consult CRC website (CivAir Access List) and Active Firegrids to ensure that their flight has been approved and that there are no restrictions preventing flight.
- c. ROZ depictions will be circular in design up to 500' radius and a maximum vertical above ground altitude (AGL) of 100' altitude separated laterally by 500' from any other known aircraft or UAV.
- d. ROZ owner must be established onsite with CLAWR ECC who will in turn make known to all aircrew and UAV operators the details of the approved UAV flight on entrance to the CLAWR.
- e. By adhering to the approved ROZ dimensions, the operator will be responsible for providing positive de-confliction of all airborne assets within the ROZ following guidance outlined in ref D..
- f. All aircraft and other UAVs require permission from the ROZ owner prior to entering the ROZ.
- g. All aircraft, and UAVs, must be able to transmit and receive on the primary ROZ frequency while within the ROZ. The ROZ owner will use the Primary ROZ frequency to provide positive de-confliction within and surrounding the activated ROZ
- h. CLAWR ECC will be contacted by the UAV Operator 30 minutes prior to flight confirming intentions and flight times, and immediately following flight completion.
- i. CLAWR ECC will place a ROZ depiction within CLAWR Tracking System (CTS) and advise all air assets via Channel 5 when the ROZ has been removed following flight completion.

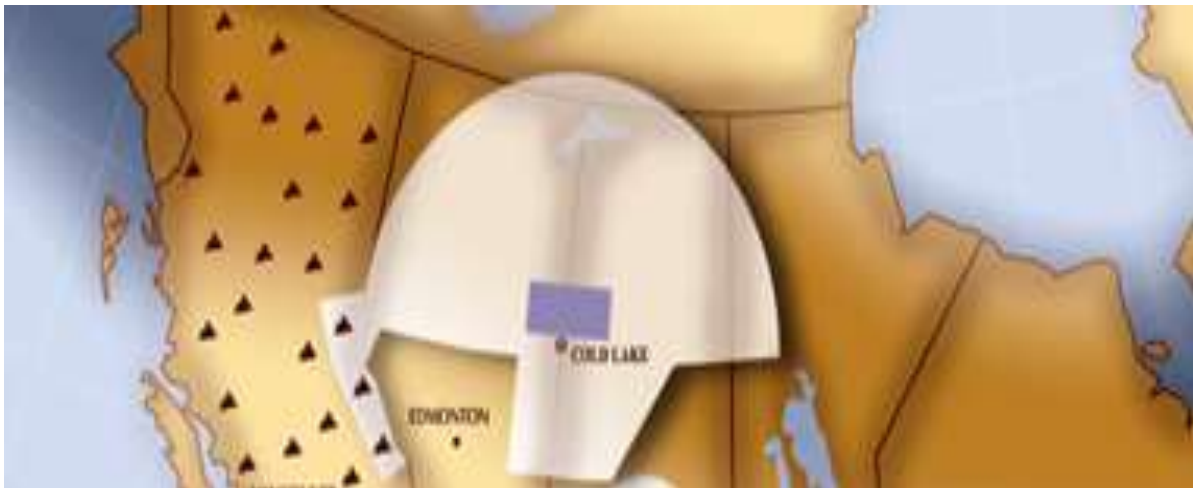
NOTE:

1. *UAVs intending to operate VFR outside of Military Class F Airspace require approval from Transport Canada IAW ref b,c, and d.*
2. *Airspace requirements above and beyond what is described in para 4 above will require further analysis by DND staff and if approved may require additional equipment / processes to be demonstrated in place before operations are supported.*
3. *At no time will UAV operations within the CLAWR exceed the limitations / regulations of DND or Transport Canada.*

5. CIVILIAN UAV CAVEATS

- a. All civilian / commercial UAVs operating within the CLAWR must abide by Transport Canada UAV minimum performance standards Transport Canada IAW ref A through C.
- b. As mentioned above Civilian UAV operators must include their SFOC within the UAV application. Should the UAV meet Transport Canada's exemption requirements the UAV Operator shall include proof of the exemption in the application.
- c. Civilian / Commercial UAVs are required to abide by 4 Wing Photo policy IAW ref D and E.
- d. Civilian / Commercial UAV operators can anticipate that access will not be granted to 4 Wing CYRs during 4 Wing Flight Ops. Access may be granted during periods of no military flight activity, predominantly during weekends and holidays.
- e. UAV operators are reminded that the Cold Lake Low Flying Area includes the entire Cold Lake Military Terminal Control Area (MTCA), extending north of the CYR 204, as far West as the Rockies, and as far East as Manitoba, see Figure 1 below.
- f. Within the MTCA and North of the CYR 204, Military Aircraft regularly fly below 500' AGL at speeds greater than 400kts. In the interest of flight safety, UAV operators are asked to provide a description all UAV operations within the Cold Lake Low Flying Area to CRC providing as much advance notice as possible. CRC will then advise 4 Wing Ops of the UAV activities.

Figure 1. Cold Lake Low Flying Area:





**4 Wing Cold Lake
Unmanned Aerial Vehicle
Authorization Form**

(3030-1)



Application for industry related UAV operations within 4 Wing Cold Lake Military controlled airspace shall be submitted to DND through CLAWR Range Control (CRC) no later than 4 weeks prior to planned UAV flying operations.

UAV Operators are expected to be familiar with and comply with the UAV guidance found within CLAWR Range Policies and Procedures, and any other caveat imposed as a condition of flight approval.

For operational reasons or compliance matters, 4 Wing reserves the right to deny UAV operations at any time.

Please complete this form and return it via E-mail. For any questions, contact CRC.

Phone: 1-780-594-2552

Email: crc@rangesafety.ca

Operation Information

Organization: _____

Start Date of Operations: _____ End of Operations: _____

Purpose: _____

Launch Location: _____ Recovery Location: _____

Ground Operating Location: _____ Handoff Location: _____

Proposed Route: _____

Operating Altitude: _____

Anticipated launch and recovery times:

Lost link recovery procedures:

Give detailed explanation of any exceptions to CLAWR Range Policies and Procedures:

List and description of EM Emissions used to operate the UAV (incl. freq & max power output)

EM/EO/IR sensors on board (incl. purpose and capability):

Sensor Plan (incl. where and what the sensors on board will be viewing) *(include as an attachment to this form)*

List of Onboard Navigational equipment:

Will the UAV operate outside of Class F Airspace?

Does the UAV have sense and avoid capabilities?

Is the UAV certified with the Federal Aviation Administration?

If yes, attach certification certificate

Is a Transport Canada issued SFOC attached?

List of operators names and qualifications

Requestor Information

Name, Company and Position: _____

Email: _____

Phone: _____

4 Wing UAV OFFICER Recommendation (Office Use)

Recommended

Signature _____

Date: _____

Comments

4 Wing Operations Officer Approval (Office Use)

Approved

Signature _____

Date: _____

Comments

TALL RIG & CRANE REQUESTS

1. PURPOSE

- a. The purpose of this policy is to specify the requirement to be followed to ensure the safe and effective coordination and control of Rigs and Cranes that are over 100 feet in height above ground level (AGL) that are utilized on the CLAWR in support commercial oil & gas activities. A key element of this policy, and prime responsibility of the Range Control Safety & Coordination Centre, is to ensure that commercial activities are de-conflicted with military operations on the CLAWR.

2. CONDITIONS

- a. Temporary structures in excess of 100 feet AGL in height may to be erected on the CLAWR with prior coordination through Range Control, with 4 Wing Cold Lake. Once an Annex A request is received, it will be forwarded to the Wing Operations Officer (W Ops O) through the Range Activities Officer (RAO) for his approval. Additionally, all temporary structures (Tall Rigs / Cranes) above this height will be equipped with a white light beacon at the top.

NOTES:

4. *During 4 Wings' "Maple Flag" exercise, no infrastructure will be permitted to exceed 100' in height for the duration of the exercise.*
5. *Special scenarios requiring additional altitude considerations will be discussed with RCSCC for forwarding to DND.*

3. COORDINATION

- a. As 4 Wing requires 3 business days to process specialized requests, the following procedures shall be followed by oil and gas lessees when submitting a request to erect a Tall Rig/Crane on the CLAWR:
 - i. Drilling / Construction / Safety Coordinator shall:
 - a) Submit Tall Rig/Crane request form (Part II – **Annex F**) within 7 days of stand up date;
 - b) Update RCSCC with any changes to the estimated stand up date within the last 3 days;
 - c) Post a signed 4 Wing Aircrew Information File notice at location of Rig/Crane; and,
 - d) Advise Range Control via email at crc@rangesafety.ca prior to Rig / Crane being erected and again once the infrastructure has been taken down.

- b. CLAWR Range Control will ensure that all oil and gas land lessees are made aware of this protocol and will publish approved requests for high infrastructure by way of an Aircrew Information File (AIF) and post same on the Range Control website at <http://www.rangesafety.ca/clawr.html> as they are received.

NOTE:

Tall Rigs / Cranes cannot be erected without a signed copy of the AIF request form on location and final confirmation/coordination with Range Control located at 4 Wing.



Part II - Annex F

Tall Rig / Crane – CLAWR Positioning Request Form

GUIDES:

1. *Temporary structures (Drilling equipment, Cranes, etc) with a height in excess of 100' AGL cannot be erected on the Cold Lake Air Weapons Range (CLAWR) without a DND approved Aircrew Information File (AIF) received from Range Control and posted at the location of the tall structure; and,*

2. *Please complete this document and email to crc@rangesafety.ca*

Request Date:	_____	Rig Drawing :	<input type="checkbox"/>
Estimated Derrick Up Date:	_____	Positioning :	<input type="checkbox"/>
Cenovus / CNRL / Husky / Bow	_____	Duration :	<input type="checkbox"/>
Range Control Contact:	_____	AIF Issued :	<input type="checkbox"/>

General Request:

Rig Specifications:

Pad Coordinates NAD 83 (Canada):
