



Range Control Policies and Procedures

COLD LAKE AIR WEAPONS RANGE (CLAWR)

RANGE CONTROL POLICIES AND PROCEDURES

COLD LAKE AIR WEAPONS RANGE (CLAWR)

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GENERAL

Under the Federal / Provincial agreement governing access for Oil and Gas development on the Cold Lake Air Weapons Range (CLAWR), Cenovus 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 any aspect of oil and gas development and support activities on CLAWR must complete the CLAWR safety orientation training, be fully conversant with, and will be held responsible for strict adherence to these Policies and Practices.

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

Range Control Officers have been designated as Security Guards as defined in the National Defence Act (NDA) – Defence Controlled Access Area Regulations (DCAAR), and may suspend or deny access to the CLAWR to persons failing or refusing to follow their instructions in the commission of their duties.

Additionally, Range Control may suspend or deny access for violation of Corporate, Range Control, or Department of National Defence (DND) Policies and Regulations related to access to the CLAWR.

In the case of a violation of DND Regulations the 4 Wing Commander may, upon review of the circumstances, impose a suspension of access to the CLAWR in accordance with DCAAR.

CLAWR ACCESS REQUIREMENTS

Authorized Access

- 1) Range Control will grant access to CLAWR for only those individuals with valid employment on the CLAWR related to oil and gas industry activities and who require access to carry out employment related duties.

Access Prerequisites

- 2) Prior to being authorized access to the CLAWR and being issued an Access Card required for entry onto the CLAWR, all persons shall:
 - a) Successfully complete the CLAWR Orientation Safety Training; and,
 - b) If a citizen of Canada, present Range Control the following information at entrance:
 - a) Full name;
 - b) Date of birth (minimum entrance is age 18 years*);
 - c) Valid Government Picture identification;
 - d) Valid Drivers Licence (if intending to operate a motor vehicle on any surface shared by other licenced motor vehicles within the CLAWR);
 - e) Name of Employer / Supervisor on the CLAWR; and,
 - f) Location and duration of work/visit.

NOTE:

1. Range Control staff at the Safety and Coordination Centre, 4 Wing Cold Lake are the approving authority for extraordinary requests. If unable to contact any of these staff members at (780) 594-2554 or via email at rangecontrol@cenovus.com, then an on duty RCO is authorized to determine validity in these cases.

2. Summer students aged 16 or 17 are only permitted to work on the CLAWR provided they meet the above entrance requirements, are escorted to and from the workplace at all times, and are under constant supervision and their special access has been authorized by 4 Wing. These students must arrive at Range Orientation with their escort prior to the briefing.

- c) If **not** a Canadian citizen, provide Range Control the following original documentation prior to being granted access privileges:
 - a) Full name;
 - b) Date of birth (minimum entrance is age 18 years*);
 - c) Valid passport (*with picture*) from their country of origin **OR** a government issued picture ID with a Canadian Landed Immigrant

Status documentation **or** a valid Canadian Permanent Resident Card;

- d) Valid Drivers Licence (if intending to operate a motor vehicle on any surface shared by other licenced motor vehicles within the CLAWR);
- e) Employer / Supervisor on the CLAWR; and,
- f) Location and duration of work/visit.

d) If the person requiring access to the CLAWR client is not a naturalized citizen of one of the 4 Wing list of approved countries (listed below), briefing staff will provide the Cold Lake Range Control office with a digitized copy of the above noted documentation (*Non-Canadian*) that will be forwarded to 4 Wing.

The 4 Wing list of approved countries is:

Australia	Latvia
Austria	Lithuania
Belgium	Luxembourg
Bulgaria	Mexico
Canada	Netherlands
Czech Republic	New Zealand
Denmark	Norway
Estonia	Poland
Finland	Portugal
France	Romania
Germany	Slovakia
Greece	Slovenia
Hungary	Spain
Iceland	Sweden
Ireland	Turkey
Italy	United Kingdom
	United States of America

NOTE:

1. Failure to provide any of the above required information will result in access to the CLAWR being denied.

Entry onto the CLAWR without Orientation / Pass

Personnel having an expired CLAWR access card or for those having never completed the training, but who are seeking access after normal Orientation Centre hours of operation, should expect to be denied access privileges until the next business day when the Orientation Centre opens. Should the access request be for urgent operational purposes (delivery of materials or providing specialized industrial services), the “**Hot Shot**” process may be engaged on a case by case basis through the Emergency Call Centre (**ECC at (780) 815-6642**). ECC staff will relay all “**Hot Shot**” requests to an on

duty RCO who will, upon verifying the individual requirements as urgent for business purposes, direct Southgate Security Guards to issue a **Temporary Pass** to the individual.

Should the “**Hot Shot**” be facilitated by an RCO the subject must be met by an individual in possession of a valid CLAWR access card at Southgate, escorted throughout their entire visit within the CLAWR, as well as on return to Southgate.

Forgotten / Lost Access Cards

Persons who have lost their CLAWR Access Card must inform Range Control immediately to prevent unauthorized use of the Access Card.

Clients who have forgotten / lost their regular Access Card, (but remain in “good standing” on the access card database), may be issued a temporary pass by Southgate Security guards or Orientation Centre staff once their file has been verified and it has been determined that the client is not violating any noted restrictions, DCAAR regulations or Range Control Policies and procedures upon arrival.

NOTE:

1. Temporary passes are issued at and valid for Southgate only. Temporary passes are valid for one entrance and exit at Southgate only and will be returned to the staff at Southgate upon departure.

2) Definition – Valid Government Picture Identification:

For the purposes of CLAWR Access, current / valid Federal or Provincial government issued photo identification is acceptable.

In the case of Foreign Nationals a photo passport issued by their National Government is acceptable.

Should an individual not have the foregoing documentation available at the Orientation Center, a legible faxed / emailed copy are acceptable at the discretion of the Orientation Centre staff. In these circumstances the information **must** be in hand prior to access being authorized.

Note:

*1. First Nations membership cards issued by band councils, Métis Federation or membership cards, and non government educational institution (i.e. University, Community College, High School etc) cards **are not** acceptable for DND Access Purposes.*

3) Emergency Response Personnel

In the event of an emergency situation on the Range immediate access shall be granted to “Emergency Response Personnel” and vehicles responding to render assistance. This may include, but is not limited to, Fire, Police, Ambulance, or Military Personnel. Where

at all possible an RCO 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.

SPECIAL OPERATING CONDITIONS - CLAWR

1) Cameras / Photography:

DCAAR specifically prohibits photography of any military equipment / activities on the CLAWR. Further, photographing or recording of any security infrastructure / activity including access points and surrounding environments and any inspection, search, or other security activity carried out by Military Police or Range Control personnel is strictly prohibited.

For matters of safety, and conveyance of information to 4 Wing staff only, digital photographs taken on behalf of and forwarded to Range Control are the property of Range Control and as such are authorized.

Violations may lead to the confiscation of cameras and associated equipment, and charges under the DCAAR. In all cases access to the Range will be suspended pending investigation of the offence by 4 Wing Cold Lake officials.

2) Pets

4 Wing Cold Lake prohibits pets of any kind from entering the CLAWR to ensure the safety of operations and personnel. **Range Control cannot accept custody or care of pets from clients at any time.** Violators of the policy will have their CLAWR access suspended pending resolution by 4 Wing Officials.

3) CLAWR TOURS / VISITS

Oil and Gas Companies operating on the CLAWR have occasional requirements to provide for tours of their facilities for potential contractors, Boards of Directors, Shareholder Groups, Regulatory Officials, etc.

As soon as identified, but no later than one month prior to the tour date, the intention to conduct a tour should be made known to Range Control at rangecontrol@cenovus.com with as many specifics as possible in order that 4 Wing Military staff can be advised.

Tour specifics including purpose, date, number of participants, itinerary and special requests should be forward to Range Control no later than 2 weeks prior to the tour date. A finalized itinerary and list of all tour participants with a copy of their government issued photo identification will be submitted to the same address no later than seven days prior to the proposed tour. Amendments can be facilitated but no later than three days prior to the proposed tour date without special intervention.

Should the proposed location(s) be limited to the “commercial corridor” and operating / administrative facilities, the requirement for a CLAWR Orientation Briefing may be waived by Group Lead Range Control or Team Lead Military Liaison on condition that

an escort possessing a current orientation be provided by the requesting agency and remain with the visitors at all times whilst on the CLAWR.

Range Control shall keep 4 Wing Operations informed of all tour/visit activities. Further, should the composition of the group include Staff or representatives from the Federal or Provincial Governments, Range Control will notify 4 Wing of their proposed attendance during the planning phases.

As DND controls access and outlines requirements (some unique to military controlled areas), some requests for information not listed above may be made of tour coordinators.

Activities such as “National Take our Kids to Work Day” are strongly supported by DND with prior approval. Company coordinators facilitating this program will submit a list of participant names and their sponsors to Cenovus Range Control project officer for submission to DND for approval.

GOVERNMENT AGENCY ACCESS

1) Application

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:

- a) Contact Range Control Safety and Coordination Centre (780-594-2554) with a list of names and the reason for entry onto the CLAWR;
- b) Provide the following information to the Range Control and Orientation Center at Southgate prior to entrance:
 - i) Full name;
 - ii) Nationality;
 - iii) Date of birth;
 - iv) Valid Government Picture identification;
 - v) Valid Drivers Licence (if intending to operate a motor vehicle on the CLAWR);
 - vi) Employer / Supervisor; and,
 - vii) Complete the CLAWR Orientation Briefing.

2) Agencies

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:

- a) Environment Canada;
- b) Transport Canada;
- c) Federal Department of Fisheries and Oceans;
- d) Alberta Human Resources and Employment – Workplace Health and Safety;
- e) Alberta Sustainable Resources Development – Public Land and Forest Division, and Fish and Wildlife Division;
- f) Alberta Energy Resources Conservation Board;
- g) Alberta Environment / Water;
- h) Alberta Energy; and,
- i) Alberta Utilities Commission.

3) **Safety Factors**

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**

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

NOTE:

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.*

CLAWR SEARCHES

VEHICLES, PREMISES, AND PERSONS

References:

- A. National Defence Act (NDA)
- B. Defence Controlled Access Area Regulations (DCAARs)
- C. 4 Wing Flying and Range Orders (WFROs) Chapter 7
Special Range Orders for Oil and Gas Operations
- D. Cenovus Alcohol and Drug Practice
- E. Alcohol and Drug Policies – other Oil and Gas Companies operating on the
CLAWR
- F. 1600-1 (WComd) Letter dated 14 Jul 08
- G. Controlled Drugs and Substances Act (CDSA)

1) **Scope**

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).

2) **Search Authorities**

a) Government Authorities:

- i) 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.
- ii) DCAAR state a number of conditions which must be met before an individual is authorized access to a Controlled Access Area. These conditions include:
 - 1. Being subject to search on entering, while on, or on exiting the establishment;
 - 2. Providing information so that a pass can be issued to enter the area; and,
 - 3. Rules of conduct while on or about the area.

iii) 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 Cenovus 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 Control Officers of the Cenovus Range Control Safety and Coordination Centre as Security Guards pursuant to DCAAR.

iv) As Security Guards pursuant to DCAAR, Range Control Officers are empowered and authorized to conduct searches of vehicles, persons, and property on entry to, while on, or on exiting the CLAWR in accordance with the provisions of the order. Specifically, searches for alcohol, firearms, ammunition, or explosives are authorized. Further, Range Control 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.

3) Company Authorities

Company policies may authorize inspections of company operational, administrative and domestic (accommodation) areas and industrial sites. Range Control Officers will not participate in searches under company authorities but should a DCAAR violation be found to have taken place, Range Control shall be notified and will commence an investigation which may include further searches under the authority of DCAAR.

4) Search Protocols, Procedures, and Administration

a) Searches shall be conducted by a minimum of two RCO's in visual proximity with each other at all times. Only in extenuating circumstances will a search be conducted by a lone RCO 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:
 - i) if attempting to enter the Range be denied access;
 - ii) if on the Range be removed; or
 - iii) 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 company security representative.
- d) If the subject is being excluded from Camps based on a violation of their company 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 before access privileges (Access Card) are restored".

5) Handling and Disposal of Confiscated Contraband

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 RCO taking possession of the item. All seized items will remain in the direct custody of the RCO who seized the item until it is secured in an exhibit locker at Southgate. The Exhibit Custodian (Lead RCO) 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).

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 Range Control Policies and Procedures.

6) Documentation

A Range Control Occurrence Report shall be completed for every search activity related to breach of Range Control Policies or DCAAR 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.

7) Suspension of Range Access

Any individual found in violation of Range Control Policies, or DCAAR during the course of a search shall have their Range Access Card confiscated and will 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

Under the authority of the National Defence Act (NDA) the possession, use of, or being intoxicated by alcohol on the CLAWR is prohibited. **There is zero tolerance for violations of this policy.** 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

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 Range Control Policies prior to their arrival on the CLAWR.

3) Intoxicated persons

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 RCO 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

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

There is zero tolerance for illegal drugs on the CLAWR. 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.

Individuals found in possession of these illicit substances will surrender their Access Cards to an RCO 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.

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.**

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. Furthermore, 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 Drug Screening / Testing are also prohibited.

2) Corporate A & D Policy – Range Control assistance

As a condition of employment, all “prime” companies on the CLAWR and their sub-contracted companies possess Alcohol and Drug Policies; primarily to manage and administer pre-employment screening and post incident testing.

Should Range Control personnel be advised that any individual is being removed from the CLAWR for such testing, that individual’s access card will be immediately deactivated within the pass control system upon exit.

Should the individual being tested produce a “negative” result, they are to produce the supporting correspondence from the testing agency to a Range Control Officer who will upon inspection direct that the individual’s card be re-activated.

To address any privacy concerns, a copy of this document is not required by Range Control personnel.

Should the testing procedure produce a “positive” result, then the company supervisor will inform Range Control who will initiate a file in the Occurrence Reporting System for submission to DND.

3) Misuse of legal substances.

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.

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.

VEHICLE INFRACTIONS

References:

- A. Alberta Traffic Safety Act (ATSA)
- B. National Defence Act (NDA)
- C. Defence Controlled Access Area Regulations (DCAAR)

1) Scope

This policy provides information regarding the authority under which designated Range Control Officers (RCO's) are authorized to perform traffic enforcement duties while patrolling the Cold Lake Air Weapons Range (CLAWR). The guidance contained herein is to be used as a risk management guide.

With the exception of driving surfaces serving the Primrose Evaluation Range and the Jimmy Lake Range, all driving surfaces within the CLAWR have been constructed and are maintained by industry operators on the CLAWR. They are designated as “**Private Roads**” as defined under the Alberta Traffic Safety Act.

The responsibility for traffic safety control, patrolling, and enforcement by agreement falls to Range Control to provide this service on behalf of all commercial operators on the CLAWR.

Nothing in this section should be construed as punitive in nature, for the single motivation in promoting policy compliance here is to ensure that the CLAWR environment is as safe as reasonably possible and that the travel to and from places of employment are capable of safely supporting private, corporate, military and industrial travel simultaneously.

2) Enforcement Objective

The intent of patrolling roads on the CLAWR is to maintain a safe driving environment and to reduce the incidence of traffic accidents, particularly those caused by the use of excessive speed. The Alberta Traffic Safety Act Regulations generally apply to vehicle operations on all improved roads on the CLAWR and, with some additional safety criteria, seasonal roads. Range Control expects that contractors will achieve and maintain compliance with all legislation, and posted, and/or published road use requirements.

3) Standard Speeds

All operators of motor vehicles on the CLAWR will observe posted speed limits. The maximum speed on the main road (the Ken Baker Road and connected high grade roads) is **80 km/h** unless otherwise posted and is monitored by radar. Seasonal roads are similarly monitored and the posted speed limit is **50 km/h**. In accordance with Alberta Provincial regulations, and unless otherwise posted, the maximum speed when passing Emergency vehicles or in a Construction Zone (EVC Zone) will be **60 km/h**. Changing or adverse road conditions may deem that a reduced speed be required. Range Control Officers will enforce this policy.

NOTE:

1. On the CLAWR, the maximum allowable speed in posted construction zones, passing tow trucks or emergency vehicles with warning lights activated is 60 km/h, or lower if otherwise advertised. While operating on the CLAWR, all Medical Treatment (Medic) and Range Control vehicles are designated as emergency vehicles.

2. Should a vehicle be found exceeding these limits, or operating in a manner deemed to be without due care and attention whilst passing an emergency vehicle, a driving suspension of a minimum of 7 days will be imposed on the operator / driver.

3. Due to the type of traffic and road design/conditions on the CLAWR the above policy applies to all traffic passing through the Emergency Vehicle / Construction Zone (EVC Zone)

4) Compliance Measures

Many unique occupational areas on the CLAWR possess unique traffic hazards requiring flexible responses including speed limitations to ensure the safe conduct of onsite activity. As such RCO's are authorized to conduct traffic enforcement on the CLAWR to enhance the safe operation of motor vehicles on all surfaces intended for use by licenced motor vehicles. The various forms of remedial action authorized for all Traffic Offences on the CLAWR are as follows;

- a. Verbal Warning;
- b. Written Warning;
- c. 7 Day CLAWR driving suspension;
- d. 30 Day CLAWR driving suspension;
- e. 6 Month CLAWR driving suspension;
- f. 1 Year CLAWR driving suspension;
- g. Permanent driving suspension; and,
- h. Suspension of CLAWR access privileges.

5) CLAWR Infraction Notice (CIN)

For all traffic infractions warranting remedial action in excess of a Verbal Warning, RCO'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

Based on the perceived severity of traffic offences, they have been arranged into three distinct "Zones" with an increasingly stronger response based on the associated category and / or impact. Effective the date of this publication the following matters will be enforced on the CLAWR to enhance the safety of all who share the travelling roadways:

a. Zone 1:

- i) exceeding the posted speed limit by up to **14** km/h;
- ii) all off-road vehicle and OHV infractions;
- iii) failure to wear a seatbelt;
- iv) failure to obey a traffic control device;
- v) stunting;
- vi) driving too fast for road conditions;
- vii) circumnavigating an erected roadway barricade;
- viii) failure to acknowledge off-road clearances
- ix) unsafe equipment;
- x) operating a motor vehicle without due care and attention;
- xi) distracted driving;
- xii) passing while not permitted by road markings / signs; and,
- xiii) passing when unsafe to do so.

b. Zone 2:

- i) exceeding the posted speed limit by **15 - 29** km/h;
- ii) failure to yield to a pedestrian;
- iii) failure to obey an RCO;
- iv) improperly secured load;
- v) operating a motor vehicle without a valid drivers licence;
- vi) operating a motor vehicle without a valid vehicle insurance certificate;
- vii) failure to yield the right of way to an emergency vehicle;
- viii) exceeding speed limit in a construction zone with workers present or whilst passing emergency vehicles with emergency lights activated;
- ix) failure to produce required driver / vehicle documentation within the prescribed period; and,
- x) any Zone 1 described offence resulting in a non-injury motor vehicle accident; and,

c. **Zone 3:**

- i) exceeding the posted speed limit by **30 km/h** or more;
- ii) operating a motor vehicle while impaired;
- iii) dangerous driving;
- iv) any described “Zone” offence resulting in an active target circle incursion;
- v) any motor vehicle “Zone” offence resulting in an injury motor vehicle accident;
- vi) intentionally misleading an RCO.

7) **Zone 1 penalties**

- a. Penalties for **Zone 1** offences will normally range from a **verbal warning** to a **written warning**;
- b. For repetitive offenders, a third **Zone 1** offence within 12 months of their last infraction may result in a CLAWR driving prohibition of no less than **7 days** and no more than **30 days**; and,
- c. A fourth offence within 24 months of their last infraction will result in a CLAWR driving prohibition of no less than **30 days** and no more than **1 year**.

8) **Zone 2 penalties**

- a. Penalties for **Zone 2** offences will normally range from a **written warning** to a **7 day** driving suspension;
- b. For repetitive offenders, a second offence within 12 months of their last infraction may result in a CLAWR driving prohibition of no less than **7 days** and no more than **6 months**; and,
- c. A third offence within 12 months of their last infraction will result in a CLAWR driving prohibition of no less than **30 days** and no more than **1 year**.

NOTE:

- 1. *For all “Zone 2” occurrences where a client is exceeding the posted speed limit whilst passing workers in a construction zone or first responders in an area where their emergency lights are activated, will be assigned “doubled” penalties up to a maximum of a 1 year driving suspension.*

9) **Zone 3 penalties**

- a. Penalties for all **Zone 3** offences will be no less than a CLAWR driving prohibition of up to **1 year** and no more than a suspension of CLAWR access privileges.

NOTE:

1. *A driving suspension does not preclude gainful employment on the CLAWR; however anyone receiving a CLAWR driving suspension must successfully complete the CLAWR orientation briefing at the Orientation Centre before driving privileges are restored.*
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

Individuals restricted from operating a motor vehicle by virtue of:

- i) Penalties imposed under this section;
- ii) Inability to produce valid drivers licence; or,
- iii) Civilian judicial process.

are deemed to be prohibited from operating a motor vehicle on the CLAWR and may be subjected to additional 4 Wing Military Police or the RCM Police investigations if found in violation of their prohibition.

11) Dangerous Driving

An assessment of “Dangerous Driving” by a Range Control Officer will result in an administrative disposition as outlined in para 9 listed above. Should the event circumstances warrant a stronger response than what is provided in para 9, the circumstances will be immediately conveyed to Group Lead Range Control for discussion with DND. 4 Wing Military Police Officials or the Cold Lake RCM Police will be consulted in all cases of Dangerous Driving where criminal actions are suspected.

12) Distracted Driving / Undue Care and Attention

Notwithstanding individual corporate guidance which may apply to this category, Range Control will enforce this category based on explanatory content found within the Alberta Traffic Safety Act and administer corrective guidance to offenders as stipulated within para 7 of this section.

13) Transportation of Freight / Goods

Range Control Officers are required to complete the Transportation of Dangerous Goods (TDG) Course and, as such, are authorized and directed to enforce the standards by inspection and demanding action (including “parking” of the vehicle/ cessation of the operation) to ensure safety and compliance criteria are met. RCO’s will administer corrective guidance for violations of this section as per para 7 above. In all such cases the appropriate company manager will be contacted to ensure future compliance. All

applicable standards can be found on the Alberta Government website at:
<http://www.transportation.alberta.ca/740.htm>

14) Towing

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

15) Seat belts

On the CLAWR, every person travelling in a motor vehicle must wear a seat belt or use a child safety seat. The penalty for seat belt infractions is as prescribed in para 7 above.

16) Vehicle Documentation

Operators of all motor vehicles on the CLAWR must be in possession of valid operators permit recognized in the Province of Alberta.

Other documentation including vehicle insurance and registration, and a current dated licence plate are required for the vehicle to be brought onto the CLAWR.

Operators found operating a vehicle without valid vehicle credentials / documentation on the CLAWR may be asked to vacate the range immediately and / or given 24hrs to produce the requisite documentation, or asked to safely park their vehicle if no other qualified driver is onboard.

In all cases the appropriate supervisor is to be contacted to provide documentation and / or to arrange for transportation of the driver, occupants and vehicle.

17) Law Enforcement Officers

All vehicle operators on the Range are reminded that the roads may be patrolled by 4 Wing Military Police Officers or RCM Police as well. They are authorized to apply all controls and penalties as warranted under the Alberta Traffic Safety Act and / or Government Property Traffic Regulations and impose fines / suspensions that may be referred to the Provincial Court System.

18) Exclusions

Law Enforcement Officers and RCOs are expected to comply with all regulations listed herein. This being said, they will not be subjected to any penalties if their actions occurred in a safe manner whilst involved in an active investigation. This does not absolve these same individuals from subsequent administrative, civil or judicial action occurring as a result of any transgression.

OFF ROAD & OHV POLICY

1) Off-Road Training Module

Effective 1 November 2011, all personnel requiring travel to destinations not served by all season roadways (“High-grade”) must complete the Off-Road Training Module in addition to their General Access briefing. This training is available at the Orientation Centre, and upon completion will permit the Emergency Call Centre (ECC) to issue a callsign.

2) Mandatory Equipment

Before proceeding off of any all-season road, all vehicles and OHV’s must be equipped with the following:

- a) a functioning two-way radio equipped with Range Control FM Channels 1, 3, 5 and 9;
- b) an approved map for the intended work area;
- c) daily / current knowledge of the active target set on the CLAWR; and,
- d) 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.

3) Maps

Although various maps for the CLAWR may exist and be readily available, “Focus” and “Altus Geomatics” are the only two mapping contractors that possess all military target centers and have displayed them on the respective maps. As such these contractors produce the only “approved maps” to be used for off road work on the CLAWR.

3) Tire Chains

Vehicles operating with chains are strictly prohibited from operating on paved surfaces within the CLAWR.

As individual company tire chain directives on seasonal roads vary, Range Control will assist as required in the enforcement of these directives upon request from company representatives.

4) “In-Tow” Guidelines

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 another vehicle appropriately equipped may escort other vehicles and occupants to and from off-road sites with a single clearance from the emergency call centre (“Sentry”).

Operators of escort vehicles are completely responsible for their charges whilst off road and may only leave them if another operator with a vehicle capable of assuming escort duties accepts the responsibility and that this transfer of responsibility is clearly articulated to and approved by “Sentry” before departure of the original escort.

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.

Operators of vehicles “in tow” must have completed “Off-Road” training at the Orientation Centre and whilst off road remain “visually tied” to their escort or the group vehicle ahead (in cases where more than one vehicle is being escorted at the same time).

5) Off Road Travel Plans

Clearance to leave any all-season road to any off-road location must be requested from and approved by “Sentry” before commencing travel.

The information required during the request includes an accurate departure point, the full LSD (Legal Sub-Division) for the intended destination and the route that will be travelled.

Any changes or amendments in travel plans must also be requested and approved by “Sentry”.

Arrival at the approved location must be also be transmitted to “Sentry” immediately.

Return travels to “high grade” road surfaces will follow the same protocol and be authorized by “Sentry” before departure from the LSD / worksite.

Movement between locations on the CLAWR whilst off-road, requires the same coordination and approval from “Sentry” before relocation.

The speed limit for seasonal off-road travel by any vehicle is a maximum 50 km/h unless otherwise posted.

NOTE:

1. Refer to Range Control radio communications and access coordination section for detailed instructions

6) Off Highway Vehicles (OHV'S)

4 Wing Operations Officer has directed that the Alberta Traffic Safety Act Regulations shall apply to OHV operations on the CLAWR, and as such OHV operation is 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 where no other routes safely exist.

OHV operation is permitted adjacent to roads and at a distance far enough away to prevent any potential conflict with licenced motor vehicles operating on the roadway.

OHV's shall be operated in a manner consistent with terrain conditions and in a manner that does not distract other vehicle operators. OHV operators of vehicles not protected by a roll cage / bar shall wear CSA approved head protection when operating off road, and shall yield the right of way to all other types of vehicles.

OHV's are not permitted on the CLAWR for recreational use. As the conditions outlined in this section restrict these vehicles to surfaces not travelled by licenced motor vehicles, drivers licences are not required to operate OHV's.

The maximum speed limit for all OHV operation is 50 km/h.

NOTE:

1. These restrictions do not apply to OHV's engaged in support of emergency response operations that have been coordinated with 4 Wing and/or otherwise approved by Range Control.

2. Radio equipped OHV's must be functionally confirmed serviceable with "Sentry" before venturing off road.

7) Road Maintenance Equipment

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.

8) **Hiking**

Personnel hiking near roadways are cautioned regarding wildlife on the CLAWR. As such hikers may travel adjacent to the roadway in ditches up to the tree line, but not into the treed area without clearance. Travel requests for distances further than this will require an off road clearance from the Emergency Call Centre (“Sentry”).

9) **Off Road Waivers**

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.

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:

- a) Start and end dates of the program;
- b) A .pdf map depicting the work area with specific perimeter points depicted using NAD83 based Latitudes & Longitudes;
- c) A complete list of all companies covered under this waiver; and,
- d) The identity of the controlling point individual with their complete contact information;

Off road waivers will not be entertained for areas located inside a military target exclusion zone (target circle).

A formal Off-Road Memorandum of Understanding (MOU) will be completed and signed by the coordinator seeking the waiver and Range Control Operations Advisor before the commencement of the work.

10) **Work Alone Protocol**

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 the ECC to be initiated when workers requesting an off road clearance indicates to “Sentry” that they are in fact working alone.

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 at which time the ECC’s monitoring of this person’s travel will cease.

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 60 minutes.

Should the safety rep not be able to locate the subject or fail to report back to ECC within the 60 minutes a "missing person" occurrence report will be generated, and Range Control Officers will initiate action to locate parties involved.

FIREARMS / AMMUNITION / WEAPONS

1) Regulations

Firearms / Ammunition are not permitted within the boundaries of the CLAWR except for RCMP, Military Police, Range Control Officers and Alberta Sustainable Resources Development personnel who are authorized to carry firearms / ammunition on the CLAWR in the course of their regular duties.

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.

Range Control 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 Sustainable Resources Fish and Wildlife 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 RCOs.

2) Cold Lake First Nations Exemptions

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 Sustainable Resources Development (Fish and Wildlife Div) - ASRD

ASRD 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 Sustainable Resource Development (ASRD)(Fish and Wildlife Division) discharge a firearm within the boundaries of the CLAWR without first obtaining approval from an RCO 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, ASRD, and the 4 Wing Operations Officer.

4) **DCAAR – Firearm Search Authority**

Under DCAAR, Range Control Officers may search persons, property or vehicles to verify compliance with the firearms guidelines.

5) **Weapons Definition**

For the purposes of this policy the following items are considered “weapons” and as such are prohibited on the CLAWR:

- a) 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;
- b) cross bows, archery bows etc;
- c) switchblade knives or double edged knives (daggers), mace, pepper spray, clubs, pipes, brass knuckles, any liquid, powder or other substance that is capable of injuring, immobilizing or otherwise incapacitating any person; and,
- d) any weapon, other than a firearm, that is described as a prohibited or restricted weapon in the Criminal Code of Canada.

NOTE:

1. 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**

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:

1. 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 INCIDENTS

1) Objective

Protecting and preserving wildlife is the responsibility of every person employed on or visiting the CLAWR. It is of paramount importance that commercial oil and gas activities are conducted in a manner that ensures the safety of all wildlife. However, on occasion, there may be a requirement to deter, contain or possibly euthanize an animal.

These situations 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 Agency rules / guidelines are adhered to.

2) Wildlife Incident Reporting – Protocol

The protocol to follow for all wildlife incidents is as follows:

- a) Do not approach a wounded or injured animal;
- b) Contact your company safety personnel immediately and explain the situation to them;
- c) Contact the ECC (780-815-6642 / **780-573-7321**) and request assistance from a Range Control Officer. They will notify Alberta Sustainable Resources Development (ASRD) Fish & Wildlife Division Officers;

Range Control Officers are licenced by Alberta Sustainable Resources to euthanize an injured animal upon consultation with ASRD when their officers are unable to respond in reasonable time.

Other non lethal means (“bear bangers”, bear dogs, die marker packs, and rubber projectiles) are used by Range Control officers to deter problematic animals. Before euthanizing a reoccurring problematic animal, RCO’s will confer with ASRD to determine if other means should be attempted.

NOTE:

1. 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 RCO or ASRD Officer may take the appropriate steps and provide a full report to the Supervisor Range Control post incident.

3) Feeding and Harassment of Wildlife:

The Cold Lake Air Weapons Range (Wildlife Management Unit 726) is classified as a “Restricted Area” under the Province of Alberta Hunting Regulations. As such hunting 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.

Feeding / harassment of, or interference with wildlife on the Cold Lake Air Weapons Range is prohibited.

This Policy is enforced by Range Control and Alberta Sustainable Resources 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 RCO for investigation and forwarding as deemed appropriate.

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 RCM Police who will be informed of all infractions.

RADIO COMMUNICATIONS and ACCESS COORDINATION

1) General Overview

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

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.

The primary radio communications control facility on the CLAWR is the ECC (“Sentry”) with all access gates having backup capabilities.

In addition to these frequencies, the RCO cadre possess an independent frequency for their use and that of DND if required. The sole authority for programming the RCO frequency into any radio is Group Lead Range Control.

3) Off Road Travel – Radio Etiquette

Think about what you want to say BEFORE transmitting. Be courteous and wait your turn – DON’T cut other users off.

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).

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.

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*”).

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*”).

NOTE:

- 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 frequencies for chat purposes as “are you by” or “Mike, are you there?” are not be used as there are others waiting to receive / obtain off road clearances. If you want to contact another party, 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 once you are finished to turn back to one of the primary frequencies; and,*
- 6. The use of profanity or abusive language will not be tolerated.*

4) FREQUENCY ASSIGNMENT

A list of approved frequencies and channel allocations is available upon request at the Range Control Safety and Coordination Centre.

5) CALL-SIGN ASSIGNMENT

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.

6) RADIO TERMINOLOGY DIRECTIVE

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.

To prevent misunderstanding on the radio with respect to off-road movement requests, the following terminology is the **ONLY** form authorized for use.

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.

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”.

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”.

NOTE:

- 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 RCO of the incident and pass on all associated information. The RCO shall immediately initiate an investigation to determine why that individual was not aware of the target closure.*

7) TROUBLE SHOOTING

- a) Ensure you have selected the correct frequency.
- b) CLAWR Operations – Channel #1, 3 & 5 – Call-sign “Sentry”.
- c) Emergencies–Channel # 9–Call-sign–“Medic”or “Sentry”.
- d) Ensure the volume is turned up.
- e) Check all radio connections.
- f) If using a magnetic mount, ensure it is on a frost-free area on the vehicle roof.
- g) Ensure your antennae is free of frost.

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

8) Repeater Failure

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.

9) Radio Failure

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

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.

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

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).

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.

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.

10) 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) 201-3588	(** SEASONAL OPERATION ONLY**)
West Gate (780) 207-5975	(** SEASONAL OPERATION ONLY**)

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

11) Complete Network Failure

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:

1. 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.

12) Off Road Operations during extended periods of radio Network Failure

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).

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:

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

COMMERCIAL AIRCRAFT ACCESS - CLAWR

1) Purpose

This policy is directed to ensure the safe and effective control of civilian aircraft contracted to support commercial oil & gas activities on the CLAWR.

2) Conditions

Commercial flying operations will normally be conducted only when 4 Wing has confirmed that no military flying operations are taking place. This may be on weekends or when 4 Wing informs the ECC that their flying operations on the CLAWR have been concluded for the day. In special circumstances, concurrent flying activity may be authorized by 4 Wing provided appropriate measures are put in place to ensure safety of flight is not compromised.

3) Coordination

Coordination of commercial flying activity is as follows:

- a) All requests for commercial flying activity must be submitted to the Range Control and Coordination Centre by the prime companies' (Cenovus, Husky, CNRL, TCPL, ENBRIDGE, or IPF) representative no later than Thursday of each week at noon;
- b) Requests will be forwarded by Range Control to 4 Wing Operations for approval; and,
- c) The 4 Wing approved list of commercial flying activity will be sent to Range Control and published on the Range Control website <http://www.cenovus.com/operations/operational-notices.html> by noon Friday each week.

4 Wing Operations will be responsible for the internal distribution of the list. Range Control remains responsible to inform for all approved commercial flying operators of any restrictions or limitations which may have been imposed.

4) Limitations

Permission to operate commercial aircraft on the CLAWR may be withdrawn or suspended at any time by 4 Wing. This may be due to changes in planned military flying activity, security or safety concerns, or when short notice military requirement dictates closure of the range to non-military flying activity. Further, all commercial aircraft operating in support of oil and gas activities shall coordinate and report their movements through the Emergency Call Centre (call sign "**Sentry**") on Channel 5 as outlined in the related procedure.

5) Emergency Air Access:

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, for coordination with and approval by 4 Wing authorities. Due to the inherent risks associated with operations on and over the CLAWR, it is imperative that commercial and military activity be deconflicted.

Under no circumstances will non-military aircraft enter the CLAWR without the approval of 4 Wing Operations Air Traffic Control.

Situations which may precipitate emergency air access requests include, but are not limited to, well-head blowouts or fires, lost persons, and urgent medical situations.

CLAWR TALL RIG & CRANES

1) Purpose

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

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.

NOTE:

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

3) Coordination

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:

a. Drilling / Construction / Safety Coordinator shall:

- i) Submit Tall Rig/Crane request form (Part II – Annex A) within 7 days of stand up date;
- ii) Update RCSCC with any changes to the estimated stand up date within the last 3 days;
- iii) Post a signed 4 Wing Aircrew Information File notice at location of Rig/Crane; and,
- iv) Advise Range Control via email at rangecontrol@cenovus.com prior to Rig / Crane being erected and again once the infrastructure has been taken down.

Cenovus 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.cenovus.com/operations/operational-notices.html> as they are received.

NOTE:

1. No Tall Rig / Crane will be erected without a signed copy of the AIF request form on location and final confirmation/coordination with Range Control locate at 4 Wing.



Part II - Annex A

Tall Rig / Crane – CLAWR Positioning Request Form

NOTE:

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 rangecontrol@cenovus.com*

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

General Request:

Rig Specifications:

Pad Coordinates NAD 83 (Canada):
