



# **EMERGENCY ACTION PLAN**

## **WINKLER COUNTY, TEXAS**



## Purpose

The purpose of this plan is to define emergency actions and procedures necessary in responding to emergencies where off location responders or resources must be utilized to protect employees, the environment or assets. This plan shall be implemented and kept current by the Safety Manager as required to reflect the most recent resource information.

## Scope

When work is performed on a non-owned or operated site, the operator's program shall take precedence, however, this document covers Veracity Field Services employees and contractors and shall be used on owned premises, or when an operator's program doesn't exist or is less stringent. Employees will be aware of provisions of site specific contingency/emergency plans by either Veracity Field Services or of a facility owner.

The emergency action plan must be made readily available to all employees and affected workers for review. An emergency action plan must be in writing and available in the workplace to employees for review. However, if a site has 9 or fewer employees the plan may be conveyed orally to employees. County specific Emergency Action Plans are available at [www.veracityfieldservices.com](http://www.veracityfieldservices.com)

## Emergency Contact Information

<b>WINKLER COUNTY, TX EMERGENCY CONTACT INFORMATION</b>		
<b>Facility Name</b>	<b>Address</b>	<b>Phone Number</b>
Emergency	Winkler County	911
Winkler County Sheriff	1300 Bellaire St, Kermit, TX 79745	(432) 586-5508
Winkler County Memorial Hospital	821 Jeffee Dr, Kermit, TX 79745	(432) 586-5864
Wink City Fire Department	210 Hendricks Blvd, Wink, TX 79789	(432) 527-3333
Winkler County EMS	1310 Bellaire St, Kermit, TX 79745	(432) 586-2055
XStremeMD OCC-Med Midland, TX	2600 FM 307, Midland, TX 79706	(337) 205-8165
Odessa Eye Clinic	611 N Tom Green Ave, Odessa, TX 79761	(432) 332-0616
Veracity Phone Number	Nathan Tuckfield	(254) 434-1882
Veracity Safety Manager	Nathan Tuckfield	(254) 434-1882



## **Emergency Response Planning, Issuing and Annual Review Guidelines**

Emergency Procedure requirements shall be communicated in the Veracity Field Services Safety Orientation required of all new employees upon arrival for assignment and the actual site-specific procedures are located in the Site-Specific Safety Plan.

Emergency Action Plans shall be established, implemented, reviewed, maintained and updated annually in conjunction with:

- County emergency services department requirements.
- Veracity Field Services personnel and management.

The plan is to be reviewed before the job and when conditions warrant and should be used for routine and non-routine emergencies as well as changes in operation, and products or services which present a potential for new emergency situations. A review of the emergency action plan should occur with employees:

- When the plan is developed, or the employee is assigned initially to a job.
- When the employee's responsibilities under the plan change.
- When the plan is changed.



## **Procedures for Emergency Evacuation Planning**

The emergency action plan must include procedures for emergency evacuation including the type of potential emergencies and exit route assignments.

The individual site evacuation procedure shall be appropriate to the risk and must be developed and implemented to:

- Notify workers of the nature and location of the emergency,
- Evacuate employees safely with procedures to account for all employees after evacuation;
- Check and confirm the safe evacuation of all employees;
- Notify the fire department or other emergency responders; and
- Notify adjacent workplaces or residences which may be affected if the risk of exposure to a substance extends beyond the workplace. Notification of the public must be in conformity with the requirements of other jurisdictions, including provincial and municipal agencies and the Texas Railroad Commission.

## **List of Potential Emergencies**

Each location with 10 or more workers shall conduct a risk assessment for hazards posed by potential hazardous substances from accidental release, fire, explosion or other such emergencies that could cause an evacuation. Procedures for each of these potential emergencies shall be contained within the Emergency Action Plan. Examples include:

- Fire
- Gas Leaks/Chemical Spills
- Medical Emergencies
- Explosion
- Workplace Violence

## **Guidance Procedures for Potential Emergencies**

### Fire

- Warn others in the immediate area.
- Notify the appropriate emergency response personnel by phone.
- If nearby workers have been trained, and it is safe to do so, fight the fire using a portable fire extinguisher- remember, if in doubt get out.
- Evacuate the premises via the nearest exit and proceed to the nearest Muster Area.
- Notify the site supervisor and Safety Manager.
- Re-enter only after the site supervisor or Safety Manager has given an ALL CLEAR.

Gas Leaks/Oil Spills - Upon smelling or noticing a gas leak or unusual vapors, or an oil spill:

- Sound warning and evacuate the premises via the nearest exit route
- Proceed to the Muster Area
- Contact local emergency response personnel by phone



- Notify site supervisor or Safety Manager
- Re-enter only after the site supervisor or Safety Manager has given an ALL CLEAR.

If workers are required to control a release of a hazardous substance, to perform cleanup of a spill, or to carry out testing before re-entry, the controlling employer shall provide:

- Adequate written safe work procedures and documented training.
- Appropriate personal protective equipment which must be made readily available to employees and is adequately maintained, and
- Material or equipment necessary for the control and disposal of the hazardous substance.

#### Medical Emergencies

- Call for assistance by phone- give the exact location and details of the medical emergency.
- If qualified, provide basic first aid, and keep the person comfortable. Do not move the person. Do not leave him/her unattended.
- Notify site supervisor and Safety Manager

#### Explosions

- Evacuate or move away from the explosion cross and up wind.
- Proceed to the nearest Muster Area.
- Notify site supervisor and Safety Manager
- Re-enter only after the site supervisor or Safety Manager has given an ALL CLEAR.

#### Workplace Violence

- Notify site supervisor or Safety Manager by phone or radio and report the occurrence.
- Do NOT attempt to physically intervene. Protect yourself first at all costs.

### **Emergency Response Equipment**

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#### **Listing of Types of Emergency Equipment**

Each Site-Specific Safety Plan shall identify the locations of and provide operational procedures for types of emergency equipment available. Emergency equipment should be reviewed with workers prior to commencing work activities. Examples include:

- Alarms
- Firefighting or extinguishing equipment
- Portable fire extinguishers clearly marked.
- Emergency lighting
- First aid kit/ location/s

### **Media Response Plan**

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Veracity Field Services employees, consultants and contractor personnel providing services on behalf of Veracity Field Services must not be interviewed by anyone unless the company spokesperson has given prior approval. In most cases the Company Spokesperson will be, or have a designated person assigned for such interviews.



When the media arrives on location, designate a safe area away from hazards as a 'designated safe area' and ensure the media remains in the designated safe area.

Note: If after personnel have received approval for an interview from the Company Spokesperson and another party's attorney appears unannounced, you should politely adjourn the interview until the Veracity Field Services Company Spokesperson can be contacted. Personnel must not give any work-related interviews, affidavits, written or recorded statements, or depositions without the express approval from the Veracity Field Services Company Spokesperson.

In the case of interviews of Veracity Field Services employees or contractor personnel working on behalf of Veracity Field Services by non-attorneys, (law enforcement, government officials, media, etc.) you must inform the Company Spokesperson before the interview. If the interview is taped or videotaped, you must request a copy of the tape. If the interview is reduced to writing, you must ask for a copy of any notes or statements taken. This procedure is to avoid information being misrepresented.

All media requests should be referred to the Veracity Field Services Chief Operating Officer. Unless requested to do so by the Company Spokesperson, other company personnel are not to give interviews or make statements to the media. Management prefers that families of personnel involved in an incident receive initial notification from a Veracity Field Services representative and not the media.

### **Company Spokesperson**

What to do when talking with the media or reporters:

#### **DO**

1. Be calm, courteous and truthful
2. Identify yourself as the company spokesperson
3. Speak only for your company, not contractors or other third parties
4. Give a brief list of facts. End interviews promptly afterwards
5. Advise other employees/representatives to refer all inquiries to you
6. Ensure the media remains in the designated safe area to be briefed

#### **DON'T**

1. Speculate on cause of crisis, accident or number of injured persons, if any
2. Discuss identities or medical conditions of injured or missing
3. Estimate damage
4. Allow reporters or "sight seers" to wander around the scene
5. Discuss confidential items within earshot of persons you don't know

### **All other Employees and Workers**

#### **MEDIA RESPONSE**

1. Please move to the designated safe area for news media
2. My name is \_\_\_\_\_, I am a \_\_\_\_\_ for Veracity Field Services. I cannot speculate on the incident. We are assessing the situation and will have a spokesperson available to answer your questions as soon as possible. You are welcome to stay, but you must remain in this area until the spokesperson arrives.
3. Do not discuss the incident with the media. Wait for spokesperson to arrive. Respond to questions as per #2 above. Do not say "No comment".



## **Training**

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Contractor companies shall ensure onsite rehearsals or drills for emergency response is conducted, documented and prepares the affected workers for emergency conditions. The contract employer will designate and train their employees to assist in a safe and orderly evacuation of workers. Requirements include:

- All employees must be given adequate instruction in the emergency evacuation procedures applicable to their workplace.
- The designated site representative shall insure the Veracity Field Services Safety Orientation is completed by all new personnel before they begin work.
- Employees expected to perform duties under the Emergency Action Plan will be trained prior to assuming their roles. This will include simulated rescue or evacuation exercises and regular retraining appropriate to the type of evacuation being provided, and training records must be kept.

## **Fire Protection & Response**

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Veracity Field Services shall ensure each Site-Specific Safety Plan provides emergency response planning within the Emergency Action Plan and is utilized during all phases of work. As a minimum, all shall include the following:

### **Protection**

- Smoking is not permitted except in designated 'SMOKING' areas.
- Facilities shall be designed and maintained in accordance with local regulations.
- Portable fire extinguishers shall be stationed, inspected and maintained in accordance with local fire code and regulations. Personnel shall be trained in their use.
- Flammable and combustible liquids shall be properly stored.
- Employees shall report all fire safety issues to their immediate supervisor.

## **Alarms & Emergency Communication**

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Each Emergency Action Plan for a Veracity Field Services location with 10 or more workers present shall contain methods to address alarms and communications in case of an emergency. The method of emergency notification should be identified and reviewed with workers prior to commencing work activities.

### **Alarm System**

On sites with 10 or more workers present, a system must be in place to alert employees. The alarm system shall be distinctive and recognizable as a signal to evacuate the work area or perform actions designated under the emergency action plan. For sites with 9 or fewer employees in a particular workplace, direct voice communication is an acceptable procedure for sounding the alarm provided all employees can hear the alarm. Each Site-Specific Safety Plan will describe how to activate an alarm and what to do after either activating or hearing an alarm.

Personnel responding to any alarm shall avoid complacency. Every alarm should be treated as an actual incident until proven otherwise. Treating and responding to alarms as a routine happening can result in injuries, fatalities and destruction of property.



## **Communications**

Workers will use telephones or cell phones to contact emergency response.

## **Rescue and Evacuation Procedures**

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### **Procedures for Rescue and Medical Services**

Each site Emergency Action Plan shall identify the nearest emergency response entity available for medical and rescue services if required. It is the position of Veracity Field Services that all rescue and medical duties are performed by trained or local responders. Evacuation procedures shall be identified in the Site-Specific Safety Plan and reviewed with workers prior to commencing work activities.

### Evacuation Drills

Evacuation drills shall be conducted at least monthly. Before conducting an evacuation drill a pre-drill assessment of the evacuation routes and assembly points shall be conducted. The pre-drill assessment is intended to verify that all egress components (stairs, pathways, etc.) are in proper order and that workers can access and use them safely.

### Procedures to Account for All Employees After Evacuation

The emergency action plan must include procedures to account for all employees after the evacuation. The Site Gate Guard will identify workers present at each muster point and compare the evacuees against the check-in roster and report results back to the Veracity Field Services site supervisor.

### Emergency Evacuation Notification and Routes

In the event of an emergency occurring within or affecting the work site, the Emergency Coordinator makes the following decisions and ensures the appropriate key steps are taken:

- Advise all personnel of the emergency.
- Activate the emergency notification sequence to alert the appropriate responders and initiate emergency notification on the worksite.
- Evacuate all persons to the identified muster area/s and account for everyone including visitors and clients.

All workers will proceed to the primary or secondary muster area immediately upon the sounding of the evacuation alarm.

At sites with 10 or more workers a copy of escape routes shall be posted at the entrance to location and at all offices.

### Evacuation or Drill Evaluation

Following an evacuation or drill, a response review shall be conducted and shared with the onsite management team to identify lessons learned and opportunities for improvement.

## **Emergency Response Program Management**

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Contact information is available in the Site-Specific Safety Plan for workers who need additional information pertaining to the plan. The Veracity Field Services Safety Manager may be contacted by employees who need more information about the plan or an explanation of their duties under the plan.





For the purpose of the Emergency Action Plan guidance the Emergency Coordinator will be the Veracity site supervisor. His/her alternate will be appointed in the event the Site Supervisor leaves location or for other reasons he/she needs to delegate this task.

### Duties

#### **Veracity Field Services Emergency Coordinator**

The Veracity Emergency Coordinator ensures that:

- Evacuation drills must be conducted within 72 hours of job commencement or monthly.
- Inspections of alarms and equipment are performed monthly.
- All necessary repairs of components for evacuation are completed immediately.
- Plans for the modification of any part of an evacuation plan are reviewed.
- Coordinates activities in accordance with local authorities.
- Coordinates other supervisors of the nature of the emergency and individual responsibilities.
- Prepares a report following an evacuation (actual or drill).
- Reports to management for follow up or corrective actions.

#### **Workers**

- Be familiar with the Site-Specific Safety Plan and the Emergency Action Plan in section 2
- Know the two safest and most direct evacuation routes from their work area(s).
- Know the designated muster point for the location.

#### **Veracity Field Services Evacuation Report**

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The Emergency/ Drill Log shall be used for all emergency drills (including non-drill emergencies), the log can be found at: <https://veracityfieldservices.com/forms>



### Emergency Action Plan Core Requirements

<b>POTENTIAL EMERGENCIES (BASED ON HAZARD ASSESSMENT)</b>	<p>The following are identified potential emergencies:</p> <ul style="list-style-type: none"> <li>• Fire</li> <li>• Explosion</li> <li>• Gas Release</li> <li>• H2S Gas Release</li> <li>• Blowout</li> <li>• Spill</li> <li>• Weather Emergency</li> <li>• Natural Disaster</li> </ul>	
<b>EMERGENCY PROCEDURES</b>	<p>In the event of an emergency the Emergency Coordinator makes the following decisions and ensures the appropriate key steps are taken:</p> <ul style="list-style-type: none"> <li>• Sound the alarm</li> <li>• advise all personnel</li> <li>• evacuate all persons to a safe point in the muster area/s and account for everyone including visitors</li> </ul>	
<b>EMERGENCY RESPONSE TRAINING REQUIREMENTS</b>	<p>Type of Training</p> <ul style="list-style-type: none"> <li>• Use of fire extinguishers</li> <li>• Practice BOP drills</li> <li>• Evacuation drills</li> </ul>	<p>Frequency</p> <ul style="list-style-type: none"> <li>• Orientation</li> <li>• At the call of site management</li> <li>• Monthly (once per hitch)</li> </ul>
<b>ALARM AND EMERGENCY COMMUNICATION REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• The alarm signals are described in the Site-Specific Safety Plan or communicated verbally on sites with 9 or less workers</li> </ul>	
<b>FIRST AID</b>	<p>First aid supplies are located at the trailers and in vehicles</p>	
<b>PROCEDURES FOR EVACUATION</b>	<p>In case Evacuation Emergency:</p> <ul style="list-style-type: none"> <li>• Sound the alarm</li> <li>• Evacuate all persons to the muster point/s and account for everyone including visitors</li> <li>• Assist ill or injured workers to the muster point</li> <li>• Provide first aid to injured workers if needed (not required)</li> <li>• Call emergency response personnel to arrange for transportation of ill or injured workers to the nearest health care facility if required.</li> </ul>	