

Pulsar Helium, Inc. Emergency Response Guide



Version: November 2023

Using This Guide

Purpose:

This Emergency Response Guide is designed to help personnel respond to and manage an emergency.

Emergency Level:

When an incident occurs, use the Emergency Level Chart to determine the Emergency Level of the incident. The emergency level may change as the incident unfolds.

Accompanying Documents:

Use this Guide along with the call lists and Site-Specific Emergency Response Plans (Blue pages in this guide).

Incident Response Plans:

Use the Incident Response Plan (Blue Pages 38-46) that best fits the incident. Keep in mind that these plans are designed for the First Responder and may not address all response actions for every incident.

Staffing:

Staff the Incident Command positions that are applicable to the incident type and for the declared Emergency Level. Each person assigned to a position in the Incident Command organization should use the corresponding Position Description to help fulfill the duties of their role.

Forms:

Use the included forms to help manage and track the progress and response to incidents.

Shift Change/Transfer of Command:

Any time there is a change of personnel or transfer of Incident Commander, ensure that there is a proper briefing on the status of the incident, objectives, and personnel assigned and that the change is communicated and documented.

Emergency Response Priorities:

1. Life Safety
2. Incident Stabilization
3. Environmental/Property Conservation
4. Recovery

All actions taken must support these priorities at all times.

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Emergency Level Chart

The highest criteria level will determine the Emergency Level.

Level 1 Emergency

Incidents that are limited to the location where it occurred, is under effective and immediate control, and has relatively minor impact to people the environment, company assets, or company reputation.

Criteria	Examples
<ul style="list-style-type: none"> • Does not threaten life • Is not perceived to be a threat to the public • Has brief or no media attention • Has minor environmental impact • Can be addressed by in-field personnel • Generates company wide attention 	<ul style="list-style-type: none"> • Injury requiring evacuation of injured parties • Reportable spill confined to lease • Equipment damage that compromises safe operations • Weather conditions (e.g., tornado watch) that threaten personnel and operations • Threat of violence against personnel or operations

Level 2 Emergency

Incident control has not been achieved, imminent or near-term control is likely, and the incident has moderate impact on people, the environment, company assets, or company reputation.

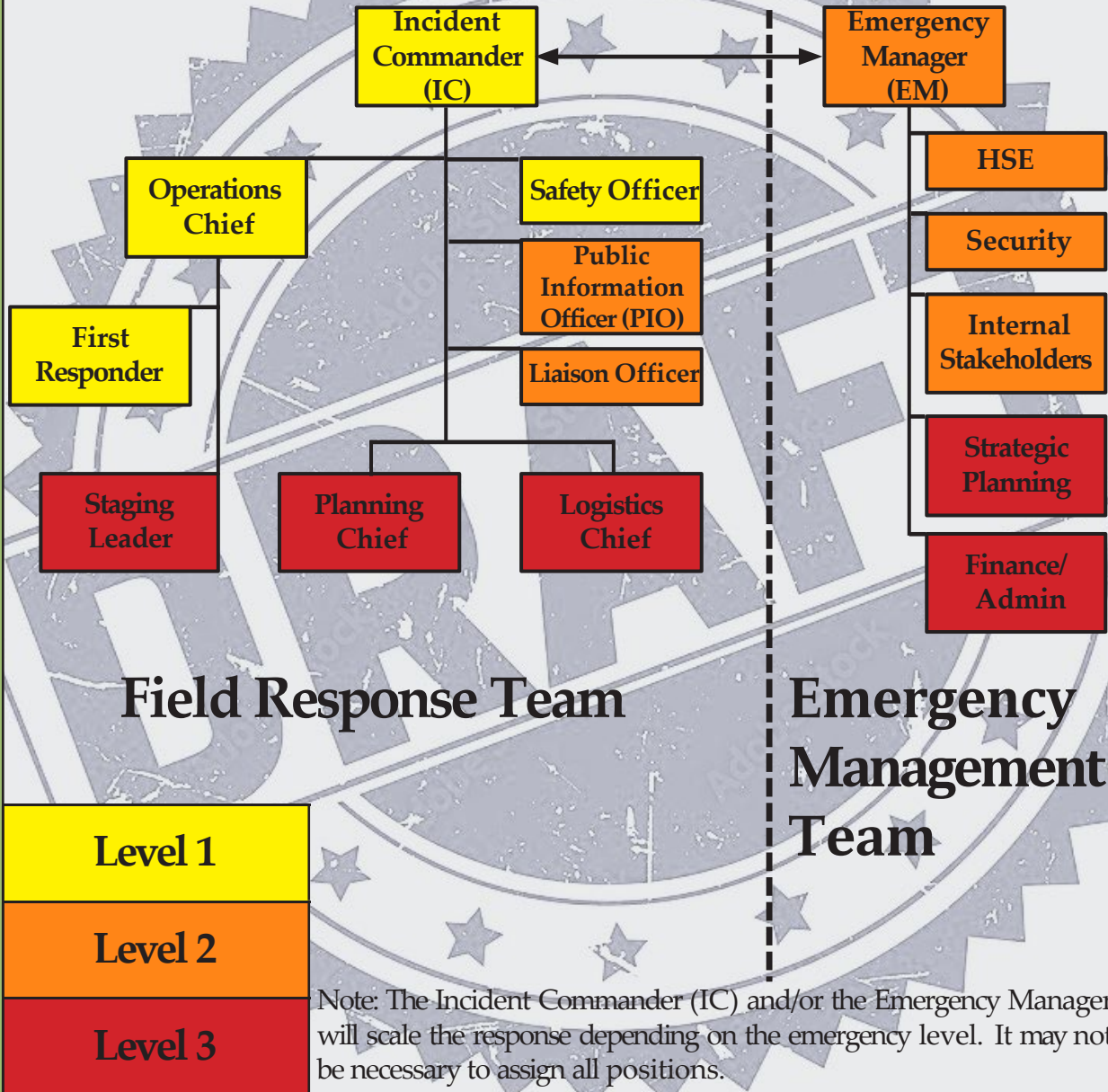
Criteria	Examples
<ul style="list-style-type: none"> • Potential threat to life • Might jeopardize public health or safety • Might have prolonged media attention • Causes substantial reversible or short-term environmental damage • Requires assistance by outside resources to control the incident 	<ul style="list-style-type: none"> • Serious injury resulting in hospital admittance • Reportable spill that extends beyond the lease or pad • Facility fire or hazardous materials release • Significant facility damage • Severe weather (e.g., tornado warning) which impacts personnel and/or operations

Level 3 Emergency

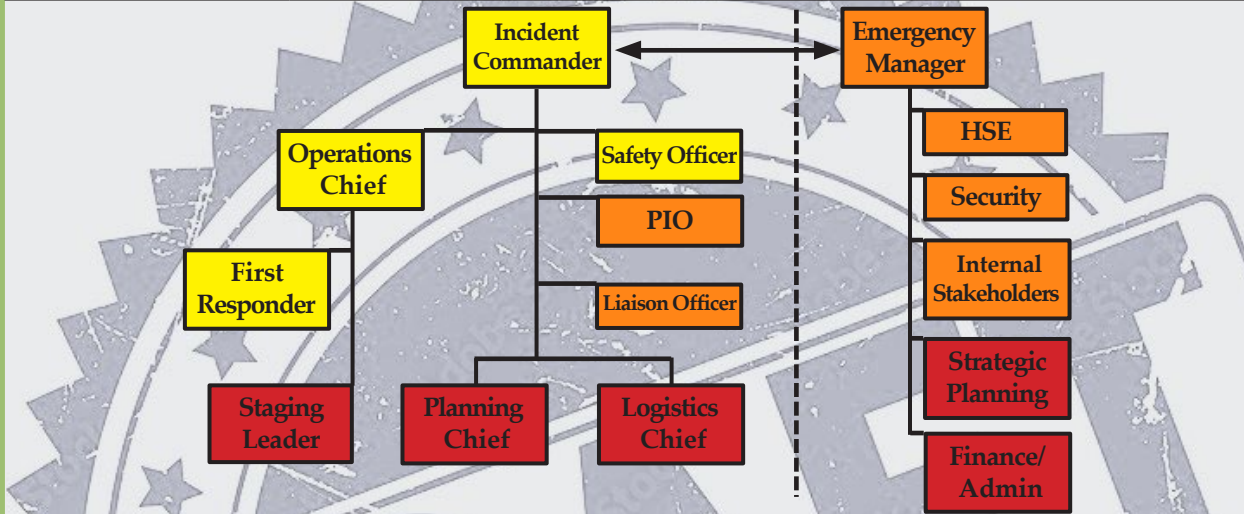
Incident control has been lost, imminent or near-term control cannot be established, and the incident has severe impact to people, environment, or company assets, or company reputation.

Criteria	Examples
<ul style="list-style-type: none"> • Life-threatening conditions • Jeopardizes public health or safety • Has extensive media attention • Causes irreversible or long-term environmental damage 	<ul style="list-style-type: none"> • Incident resulting in multiple serious injuries or death • Spill threatening a water supply • Event causing public evacuation and/or major media attention • Significant environmental damage • Emergency events lasting more than one day

Incident Command System Chart



Date:	Time:	Incident Position Assignments	
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Role	Name	Contact	Location
First Responder			
Incident Commander			
Operations Chief			
Safety Officer			
PIO			
Liaison Officer			
Emergency Manager			
HSE			
Security			
Internal Stakeholders			
Planning Chief			
Logistics Chief			
Staging Leader			
Strategic Planning			
Finance/Administration			

Activity Log

Name:	Position:
-------	-----------

Date	Time	Major Events	Follow-up Required

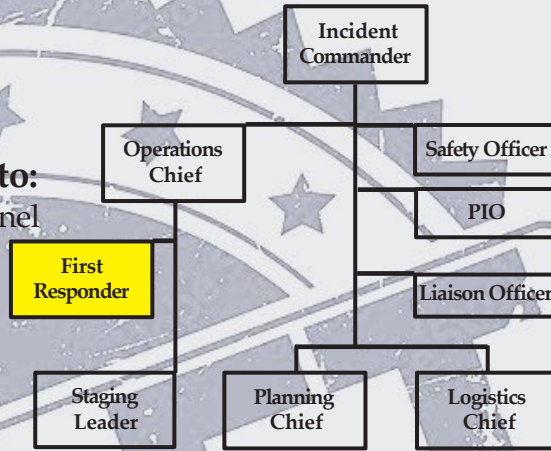
Position Description for: **First Responder**

Takes direction from:

- Operations Chief
- Incident Commander

Gives direction to:

- On-site Personnel



Key Contacts for First Responder:

Operations Chief	Incident Commander
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

<p>Role: The First Responder is the person or persons who discover an emergency (pg 8). The First Responder is responsible for maintaining the safety of themselves and those nearby, initiating emergency response actions, and implementing the Incident Response Plan (pg 38-47).</p> <p>Note: The First Responder may become the Operations Chief or Incident Commander.</p>	<p>Position Candidate Examples:</p> <ul style="list-style-type: none"> • Lease Operator • Site Supervisor • Other Field Personnel
<p>Initial Actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure life safety for all responders. <input type="checkbox"/> Assess hazards - when evaluating the site, resist the urge to rush in. <input type="checkbox"/> Evacuate the area and direct others to a safe location. <input type="checkbox"/> Call for help - notify supervisor and 911 as required by Emergency Level. <input type="checkbox"/> Make sure your actions/intentions are known by others. <input type="checkbox"/> Select the appropriate Emergency Level and declare an emergency. 	
<p>Operational Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Initiate rescue operations if equipped and it is safe to do so. <input type="checkbox"/> Administer first aid, provide on-going care, and confirm emergency services have been dispatched. <input type="checkbox"/> Isolate energy sources if safe/applicable. <input type="checkbox"/> Secure the area - control on-going hazards and limit/restrict access. 	
<p>Post Incident:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Assist with recovery efforts. <input type="checkbox"/> Participate in incident investigation. 	
Emergency Level:	Time:
Emergency Level:	Time:

Position Description for:

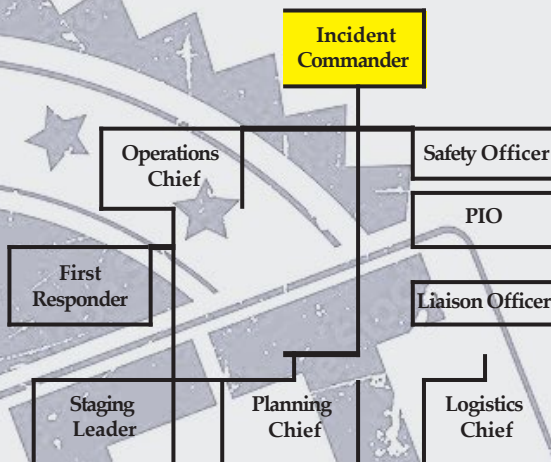
Incident Commander

Confers with:

- Emergency Manager
- Operations Chief

Gives direction to:

- Command Staff
- Field Response Team



Key Contacts for Incident Commander:

Safety Officer	Emergency Manager
Name:	Name:
Location/Contact:	Location/Contact:
Operations Chief	Planning Chief
Name:	Name:
Location/Contact:	Location/Contact:
Logistics Chief	Public Information Officer (PIO)
Name:	Name:
Location/Contact:	Location/Contact:

<p>Role: The ASE Incident Commander (IC) is responsible for overall field incident management and response including the safety and health of all personnel and the public.</p>	<p>Position Candidate Examples:</p> <ul style="list-style-type: none"> • PIC • Superintendent • Manager • Other qualified field personnel
<p>Initial Actions:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure life safety for all responders. <input type="checkbox"/> Assess the incident to develop a preliminary response strategy. <input type="checkbox"/> Ensure the site is secure. <input type="checkbox"/> Establish communications with (or appoint) Operations Chief. <input type="checkbox"/> Contact the Emergency Manager. <input type="checkbox"/> Appoint ICS positions as the incident dictates. <input type="checkbox"/> Re-assess the emergency level (with Operations Chief) and communicate any changes to all personnel. <input checked="" type="checkbox"/> Ensure internal and external resources are mobilized. <input type="checkbox"/> Work with Operations Chief and Emergency Manager to develop an Incident Action Plan. <input type="checkbox"/> Obtain regular updates from Operations Chief. 	
<p>Operational Tasks:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Fill the role of any unfilled ICS positions. <input type="checkbox"/> Pro-actively appoint command staff to maintain an effective span of control (7:1) - consider appointing a Deputy IC. <input type="checkbox"/> Document all activities in the Activity Log - appoint a scribe. <input type="checkbox"/> Confer with government agency representatives. <input type="checkbox"/> Ensure proper relief for all personnel (including yourself). <input type="checkbox"/> Confirm decision on planned ignition if required (refer to the Incident Response Plan). 	
<p>Post Incident:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Declare the incident terminated and advise all personnel. <input type="checkbox"/> Initiate recovery activities. <input type="checkbox"/> Participate in incident investigation. 	
<p>Emergency Level:</p>	<p>Time:</p>

Incident Commander

Position Description for: **Operations Chief**

Takes direction from:

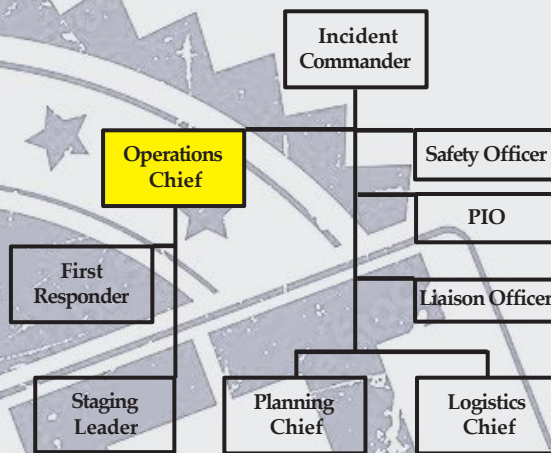
- Incident Commander

Gives direction to:

- On-site responders
- Staging Leader

Confers with:

- Planning Chief
- Logistics Chief
- Safety Officer



Key Contacts for Operations Chief:

Incident Commander	Planning Chief
Name:	Name:
Location/Contact:	Location/Contact:
Staging Leader	Logistics Chief
Name:	Name:
Location/Contact:	Location/Contact:
Safety Officer	Role:
Name:	Name:
Location/Contact:	Location/Contact:

Role:

The Operations Chief directs all tactical on-site operations personnel to perform the required emergency services, incident control actions, business recovery, and clean-up operations in support of the Incident Action Plan objectives.

Position Candidate Examples:

- Company man
- Supervisor
- Other qualified field personnel

Initial Actions:

- Ensure all personnel are accounted for and maintain life safety.
- Ensure the site is secure and restrict access to essential personnel only.
- Assess incident and advise the Incident Commander of the status.
- Re-assess the emergency level (with IC) and communicate any changes to all personnel.
- Advise responders of best access to site.
- Continually re-assess the situation and risk to life safety - provide updates to the Incident Commander.

Operational Tasks:

- With Incident Commander approval, take action to gain control or contain the incident.
- Request additional personnel and resources through the Incident Commander.
- Consider designating a staging area (and Staging Leader) for incoming resources.
- Work with Incident Commander and Emergency Manager to develop an Incident Action Plan.
- Document all activities in the Activity Log - Consider appointing a scribe.
- Pro-actively assign roles to maintain an effective span of control (7:1) - consider appointing a Deputy Operations Chief.
- Manage planned ignition/prevent unplanned ignition.

Post Incident:

- Participate in the decision to terminate the incident.
- Participate in the incident investigation.

Position Description for: **Safety Officer**

Takes direction from:

- Incident Commander

Gives direction to:

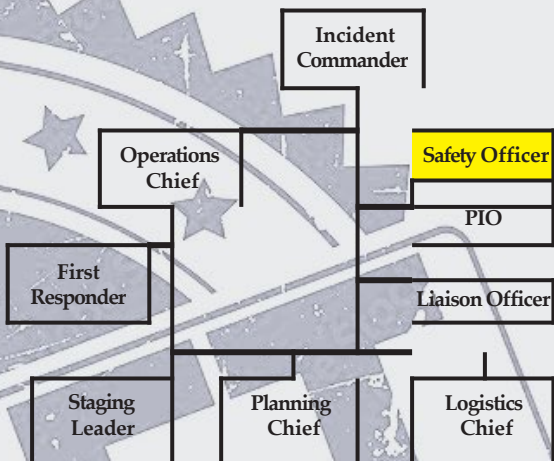
- Incident Command Staff

Works with:

- Command Staff
- Emergency Responders
- Regulatory Agencies

Advises:

- Operations Chief
- Incident Commander



Key Contacts for Safety Officer:

Operations Chief	Incident Commander
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

Role:

The Safety Officer monitors, assesses, and provides advice on mitigating hazardous or unsafe situations or procedures during an emergency response.

Position Candidate Examples:

- HSE Advisor

Initial Actions:

- Ensure responder life safety at all times.
- Obtain incident briefing from the Incident Commander.
- Assess the need for on-site and off-site environmental monitoring systems (e.g., H₂S). For incidents involving H₂S, request a mobile air-monitoring unit. Dispatch trained personnel equipped with hand-held H₂S monitors to monitor downwind of the release until the unit arrives.
- Ensure that the Incident Commander fully understands all safety concerns.
- Determine and set hot/warm/cold zones.

Operational Tasks:

- Identify current and potential life safety issues.
- Assist with staging location and Incident Command Post (ICP) location.
- Help determine evacuation areas.
- Set decontamination areas.
- Confirm air monitoring is being performed on and off site.
- Assist with command post/emergency operations center set up.
- Establish and maintain a list of all on-site personnel (ASE, contractors, and public).
- Ensure compliance with environmental laws and regulations during emergency operations.

Post Incident:

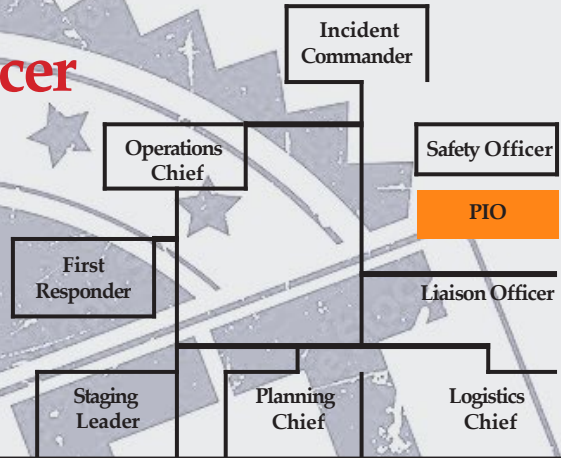
- Lead incident response critique.
- Lead incident investigation.
- Participate in recovery operations at the direction of the Incident Commander.

Position Description for:

Public Information Officer

Takes direction from: **Works with:**

- Incident Commander
- Incident Commander
- Communications/Media
- Media agencies
- Neighbors



Key Contacts for Public Information Officer:

Incident Commander	Communications/Media
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Name:	Name:
Location/Contact:	Location/Contact:
Location/Contact:	Location/Contact:

Role:

The Public Information Officer (PIO) is the ASE spokesperson responsible for providing approved information to the media and the public at large.

Position Candidate Examples:

- Public affairs/community relations
- Landman
- Manager
- Other qualified personnel

Initial Actions:

- Request a stand-by statement from the Emergency Management Team.
- Obtain incident facts and plans from the Incident Commander.

Operational Tasks:

- Deliver IC/EM approved statements to the media.
- Respond to requests from media (radio, television, newspaper).
- Set regular update schedule and make it known to the media.
- Update media sources as the situation evolves (including at incident termination).
- Develop and implement an incident-specific communications plan in collaboration with the Emergency Management Team/IC.

Post Incident:

- Confirm incident information was reported in a timely and factual manner.
- Address any immediate concerns from evacuees upon their return to the area.

Liaison Officer

Position Description for:

Incident

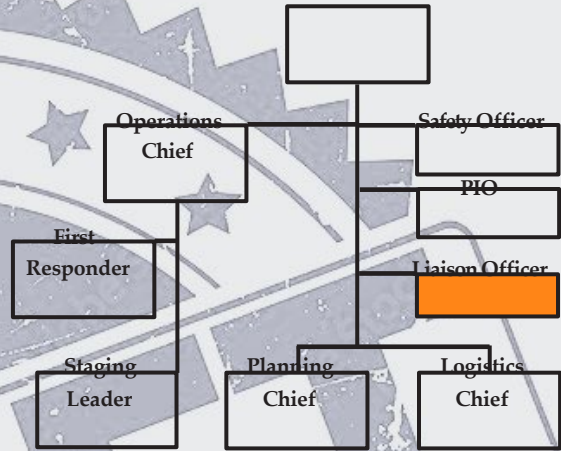
Commander

Takes direction from:

- Incident Commander

Confers with:

- Incident Commander
- Regulatory Agencies
- PIO
- Communications/Media



Key Contacts for Liaison Officer:

Incident Commander:

Incident Commander

Name:

Location/Contact:

Role:

Name:

Location/Contact:

Role:

Name:

Location/Contact:

Public Information Officer (PIO)

Name:

Location/Contact:

Role:

Name:

Location/Contact:

Role:

Name:

Location/Contact:

Role:

The Liaison Officer provides a single point of contact for regulatory agencies.

Position Candidate Examples:

- EHS personnel
- Qualified personnel

Initial Actions:

- Obtain incident facts and plans from the Incident Commander.
- Coordinate with emergency responders.
- Coordinate with government entities.
- Notify and update appropriate government agencies and local authorities.

Operational Tasks:

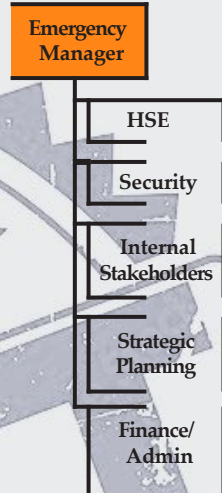
- Meet with Incident Commander and other key staff for incident updates.
- Report updates from government entities to the Incident Commander.
- Maintain log of actions.

Post Incident:

- Ensure appropriate follow-up and reporting to required government agencies.

Liaison
Officer

Position Description for: **Emergency Manager**



Confers with:

- Incident Commander
- Operations team
- HSE Director
- Engineering
- Legal
- Communications/Media

Key Contacts for Emergency Manager:

Incident Commander	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

Role:

The Emergency Manager supports the Incident Commander by providing corporate guidance and resources while coordinating the activities of the Emergency Management Team.

Position Candidate Examples:

- Operations Manager
- COO
- Other Senior Manager

Initial Actions:

- Activate the Emergency Operations Center (EOC).
- Obtain incident facts and plans from the Incident Commander.
- Assemble the Emergency Management Team to support the response as needed.
- Engage with the HSE team.
- Engage support services as requested by the Incident Commander.
- Reference the EOC Checklist on pages 48-49.

Operational Tasks:

- Identify and source all resources required by the IC (Financial, physical, etc.).
- Ensure response actions remain within ASE's risk tolerance.
- Make available the following as required: Engineering, Operations, Procurement, and HR.
- Maintain a log of actions.
- Work with the IC and the subject matter experts to develop and implement an Incident Action Plan.

Post Incident:

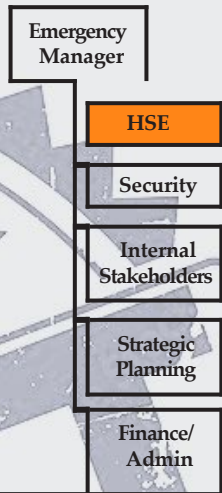
- In consultation with the IC, ensure termination of the incident is communicated.
- Participate in the recovery operation and post-incident investigation.

Position Description for:

HSE

Advises:

- Emergency Manager
- Emergency Management Team



Key Contacts for HSE

Emergency Manager	
Name:	Role:
Location/Contact:	Name:
Role:	Location/Contact:
Name:	Role:
Location/Contact:	Name:
Role:	Location/Contact:
Name:	Role:
Location/Contact:	Name:
Role:	Location/Contact:
Name:	Role:
Location/Contact:	Name:
Role:	Location/Contact:
Name:	Role:
Location/Contact:	Name:
Role:	Location/Contact:

Role:

The HSE role supports an effective response to the incident by providing specialized expertise and resources and ensures all internal and external notifications have been made in a timely manner.

Position Candidate Examples:

- HSE Director
- Lead Safety Advisor

Initial Actions:

- In consultation with the Emergency Manager, confirm the Emergency Level and appropriate initial response actions.
- Assist the Emergency Manager with identification and assembly of an appropriately staffed Emergency Management Team.
- Identify contractors involved in or affected by the incident and ensure their offices are notified.
- Identify government agencies with jurisdiction related to the incident and confirm notification as required.

Operational Tasks:

- When requested by the Emergency Manager, set up the Emergency Management Center (EOC) in an appropriate location (Houston office and/or Pleasanton Yard).
- Make the Emergency Manager aware of the availability of expertise and services.
- Establish communication with government Emergency Operation Centers with Operations Area support.
- Facilitate risk assessments, if applicable.

Post Incident:

- Ensure termination of the incident is communicated internally and to government agencies.
- Participate in the recovery operation and post-incident investigation.
- Ensure appropriate follow-up and reporting to required internal group and government agencies.

Position Description for:

Security

Advises:

- Emergency Manager
- Emergency Management Team
- Contracted Security Personnel



Key Contacts for Security

Emergency Manager		Role:
Name:		Name:
Location/Contact:		Location/Contact:
Role:		Role:
Name:		Name:
Location/Contact:		Location/Contact:
Role:		Role:
Name:		Name:
Location/Contact:		Location/Contact:

Role:

The role of Security is to support an effective response to the incident by providing specialized expertise and resources and ensuring all security related internal and external notifications have been made in a timely manner.

Position Candidate Examples:

- HSE Director
- Land Manager

Initial Actions:

- In consultation with the Emergency Manager, confirm the Emergency Level and appropriate initial response actions.
- Coordinate site security.
- Determine and acquire security related equipment and personnel.
- Assist the Emergency Manager with identification and assembly of an appropriately staffed Emergency Management Team.

Operational Tasks:

- If requested by the Emergency Manager, open the Emergency Management Center (EOC) and manage access.
- Identify and coordinate with law enforcement and other agencies with jurisdiction related to the incident.
- Make the Emergency Manager aware of the availability of expertise and services.
- Coordinate meetings between law enforcement agencies and company personnel as required.

Post Incident:

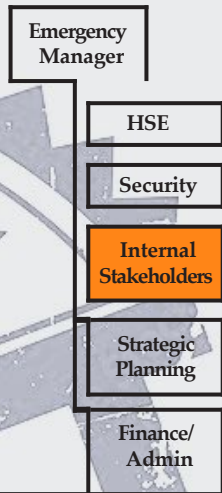
- Ensure termination of the incident is communicated internally and to involved law enforcement agencies.
- Participate in the recovery operation and post-incident investigation.
- Ensure appropriate follow-up and reporting to required law enforcement agencies.

Position Description for:

Internal Stakeholders

Advises:

- Emergency Manager
- Operations Area
- Executive Management Team



Key Contacts for Internal Stakeholders

Emergency Manager	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

Role:

The Stakeholders position is responsible for ensuring effective, appropriate communication between the Emergency Manager, Operations, and the Executive Management Team.

Position Candidate Examples:

- Legal
- Community Relations
- Communications/Media
- Finance
- Marketing
- Information Technology
- Other Stakeholders

Initial Actions:

- Obtain incident facts and plans from the Emergency Manager.

Operational Tasks:

- Ensure that personnel responsible for the following areas are available in support of the incident: Examples:
 - Legal - Provide guidance on how to protect the company and personnel.
 - Community Relations - Appoint contact, coordinate community outreach, etc.
 - Communications/Media - Appoint contact, prepare a statement, etc.
 - Finance - Assign AFE, track costs, etc.
 - Marketing - Communicate with customers, etc.
 - Information Technology - Ensure communications at EOCs and between locations, etc.
 - Other Stakeholders
- Attend planning meetings.

Post Incident:

- Assess areas where further support could improve the outcome of the incident.

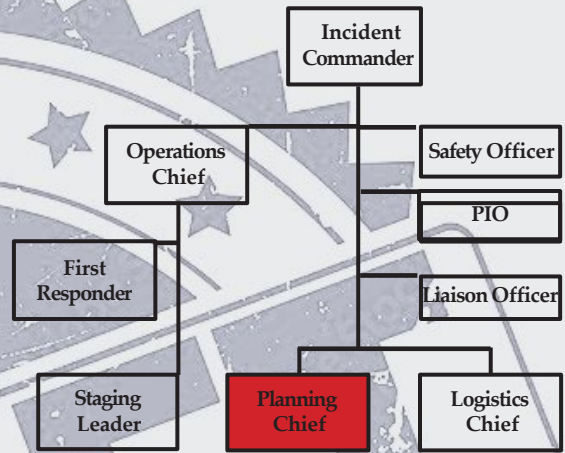
Position Description for: **Planning Chief**

Takes direction from:

- Incident Commander

Gives direction to:

- Technical Specialists



Key Contacts for Planning Chief

Incident Commander	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

Role:

The Planning Chief provides technical support to the Incident Commander and has primary responsibility for development and management of the Incident Action Plan in coordination with command and general staff.

Position Candidate Examples:

- Supervisor
- Coordinator
- Engineer

Initial Actions:

- Initiate an assessment of the incident and support the Incident Commander with developing an Incident Action Plan.
- Identify the need for specialists (technical and environmental) and appoint and supervise additional personnel as required to maintain proper span of control.

Operational Tasks:

- Provide on-going technical support.
- Complete Incident Risk Assessments with HSE as needed.
- Gather information to help anticipate needs.
- Collect, evaluate, and distribute incident information.
- Maintain a log of actions.

Post Incident:

- Participate in recovery operations and post-incident investigation at the direction of the Incident Commander.

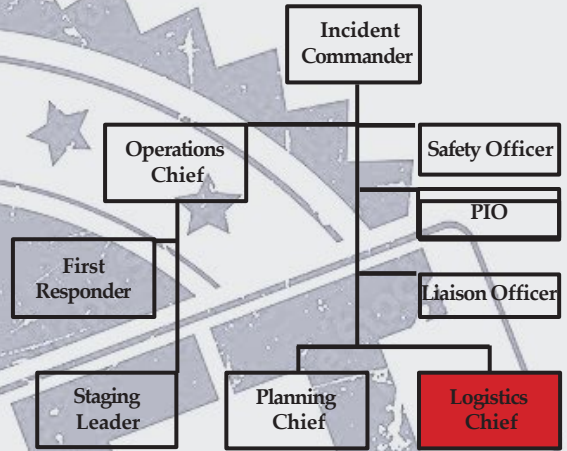
Position Description for: **Logistics Chief**

Takes direction from:

- Incident Commander

Gives direction to:

- Goods and services suppliers



Key Contacts for Logistics Chief

Incident Commander	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	
Role:	
Name:	
Name:	
Location/Contact:	
Location/Contact:	

Role:

The Logistics Chief is responsible for the timely procurement and delivery of equipment, services, and personnel needed to support the incident response. (e.g., food and water, porta-johns, shelter)

Position Candidate Examples:

- Supervisor
- Coordinator
- Land Manager
- Engineer

Initial Actions:

- Identify immediate requirements for personnel and equipment at the incident.
- Order critical supplies and services to support the incident.
- Identify current and potential requirements for additional personnel to assist with logistical support in accordance with the Incident Action Plan objectives.
- Notify and mobilize response team personnel as requested.

Operational Tasks:

- List and obtain all resources required by the Incident Commander and/or the Operations Chief.
- Order and maintain supplies and services to support the incident as requested.
- Appoint and supervise additional personnel as required to maintain proper span of control.
- Maintain a log of actions.

Post Incident:

- Participate in the recovery operation and post-incident investigation at the direction of the Incident Commander.

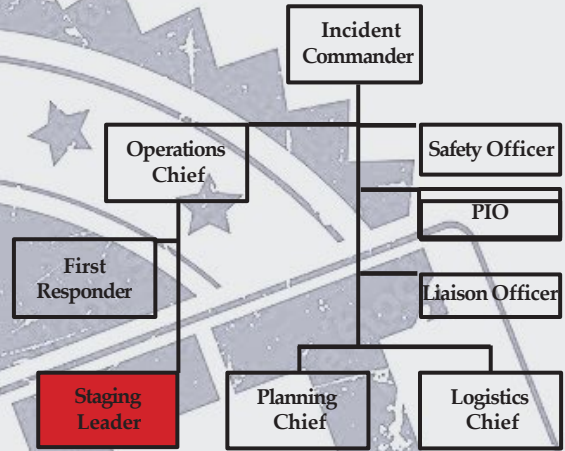
Position Description for: Staging Leader

Takes direction from:

- Operations Chief

Gives direction to:

- Arriving resources



Key Contacts for Staging Leader

Operations Chief	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Role:	Role:
Name:	Name:
Name:	Name:
Location/Contact:	Location/Contact:
Location/Contact:	Location/Contact:

Role:

The Staging Leader sets up and supervises the pre-deployment area for personnel and equipment arriving in response to the emergency.

Position Candidate Examples:

- Supervisor
- Coordinator
- Engineer

Initial Actions:

- Establish a staging area in a safe and accessible location that is large enough to accommodate the incident response (first consideration is the incident site, second is the Pleasanton Yard).
- Consider where to stage fire/rescue, decontamination, heavy equipment, and the Incident Command Post.
- Maintain a list of available resources (personnel, equipment, supplies) and keep the Operations Chief informed.

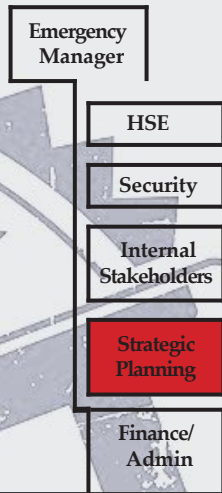
Operational Tasks:

- Obtain landowner approval for access if on private land.
- Control and manage all personnel and services dispatched to, and arriving from, the incident.
- Maintain a log of actions.

Post Incident:

- Shut down and de-mobilize staging area.
- Arrange for rehabilitation of private land (fences, grass, damage, etc.) with the Logistics Chief.

Position Description for: **Strategic Planning**



Advises:

- Emergency Manager
- Emergency Management Team

Key Contacts for Strategic Planning

Emergency Manager	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

Role:

The Strategic Planning role supports an effective response by providing specialized expertise and resources.

Position Candidate Examples:

- Supervisor
- Coordinator
- Engineer

Initial Actions:

- In consultation with the Emergency Manager, confirm the level of emergency and appropriate initial response actions.
- Assist the Emergency Manager with identification and assembly of an appropriately staffed Emergency Management Team.

Operational Tasks:

- Attend planning meetings.
- Make available the following as required: Engineering, Operations, Procurement, and HR.
- Provide the Emergency Manager with specific technical information about facility, well, location, etc.
- Support situational briefings to the Emergency Management Team.
- Make the Emergency Manager aware of external expertise and services that can be provided.
- Ensure on-going internal communication as appropriate.
- Maintain a log of actions.

Post Incident:

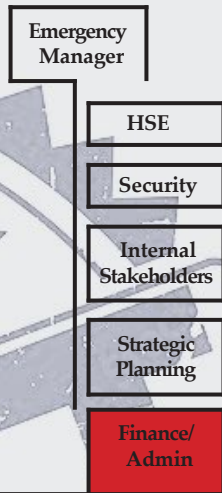
- Participate in the recovery operation and post-incident investigation.
- Ensure appropriate follow-up and reporting required by government agencies.

Position Description for:

Finance/Administration

Advises:

- Emergency Manager
- Emergency Management Team



Key Contacts for Finance/Administration

Emergency Manager	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

Role:

The Finance/Administration role manages the incident accounting, expenditure authorization, cost control expenditures, and critical manpower planning.

Position Candidate Examples:

- Finance
- Supply Chain personnel

Initial Actions:

- Obtain incident facts and plans from the Emergency Manager.
- Assess current and expected incident response costs.
- Determine if an AFE needs to be established.

Operational Tasks:

- Attend Planning Meetings.
- Report incident costs on a periodic basis to ASE management.
- Provide quick-response purchasing and service-request acquisition.
- Establish immediate approval authority for selected Command Staff members (e.g., Logistics).
- Implement incident accounting and cost control measures.
- Maintain a log of actions.

Post Incident:

- Assess areas where costs exceeded expectations.
- Provide suggestions for lowering costs during future similar incidents.

Injury /Medical

Incident Response Plan

Incident Description

Any serious injury/acute illness or fatality at a ASE property (location or vehicle) involving employees, contractors, or visitors. The incident could be caused by a personal medical condition or a work-related injury or illness. Examples include: serious injury, fatality, heart attack, and seizures.

Assessment of Hazard

- Number of victims _____.
- Nature of illness/mechanism of injuries _____.
- Is the scene safe for rescuers?
- Obtain Safety Data Sheets for chemicals involved.
- Use universal precautions when handling patients.
- Determine the Emergency Level.

Reporting/Resources

- Call 911 or local emergency contact number if needed.
- Provide an exact address or Latitude/Longitude of site location.
- Consider the use of air resources in isolated locations or for severely injured patients.
- Notify ASE supervisor and HSE (Level 1 and above).
- Need to notify Houston (Level 2 and above)?
- Ensure the case management company has been notified as necessary (Xstreme MD, etc.)
- Next-of-kin notifications will be done by HR or senior management.

Critical Tasks

- Rescue the injured/ill victims if safe to do so and ensure rescuers are properly equipped/trained.
- Summon first aid team, if available, to treat victims.
- Consider shutting down operations if safe to do so and if appropriate.
- Designate a spotter to guide incoming emergency responders (ambulance/helicopter).
- Consider securing the incident area in preparation for investigation (if necessary).

Incident Response Plan	Fire - Explosion
Incident Description	
Any explosion or fire that may grow beyond incipient stage and/or that affects the safe operation of facilities/equipment.	
Assessment of Hazard	
<ul style="list-style-type: none"> <input type="checkbox"/> Identify the source (tank, pipeline, compressor, etc.) if it can be done safely (uphill, upwind, binoculars). <input type="checkbox"/> Identify the area of impact. <input type="checkbox"/> Isolate the scene and deny entry. <input type="checkbox"/> Obtain Safety Data Sheets (SDS) for chemicals involved. <input type="checkbox"/> Use the Emergency Response Guidebook (ERG), WISER app, and SDS for evacuation distances. <input type="checkbox"/> Determine the Emergency Level. <input type="checkbox"/> Determine and set hot/warm/cold zones. 	
Reporting/Resources	
<ul style="list-style-type: none"> <input type="checkbox"/> Call 911 or local emergency contact number if needed. <input type="checkbox"/> Provide an exact address or Latitude/Longitude of site location. <input type="checkbox"/> Notify ASE supervisor and HSE (Level 1 and above). <input type="checkbox"/> Need to notify Houston (Level 2 and above)? 	
Critical Tasks	
<ul style="list-style-type: none"> <input type="checkbox"/> Evacuate the work site and rescue any injured people if it is safe to do so and you are properly trained and equipped. <input type="checkbox"/> Consider expanding the exclusion zone if necessary - consider toxic by-products of fire or potential for additional explosions. <input type="checkbox"/> Designate a spotter to guide incoming emergency responders. <input type="checkbox"/> If tank, vessel, or spill source can be safely isolated, initiate isolation procedures. <input type="checkbox"/> If fires can be safely fought by trained/equipped teams on scene, consider beginning firefighting efforts. 	

Fire - Brush or Wildland

Incident Response Plan

Incident Description

Brush/wildland fire endangering facilities, structures, or field offices.

Assessment of Hazard

- Assess potential area of impact.
- What is burning? How far away? Size? Wind speed and direction?
- Evacuation? Shelter-in-place?
- Determine the Emergency Level.

Reporting/Resources

- Call 911 or local emergency contact number if necessary.
- Provide an exact address or Latitude/Longitude of site location.
- Notify ASE supervisor and HSE (Level 1 and above).
- Need to notify Houston (Level 2 and above)?

Critical Tasks

- Consider evacuating as soon as possible.
- Consider shutting down operations if safe to do so.
- Consider building fire breaks if equipment is available and time allows.
- Designate a spotter to guide incoming emergency responders.

Incident Response Plan	Release - Spill
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Incident Description	
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A spill involving any hazardous material onto the ground or into bodies of water, or waterways (this includes crude oil, produced water, chemicals, etc.).

Assessment of Hazard	
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- Identify the source of the leak if it can be done safely (uphill, upwind, binoculars).
- Identify the material.
- Identify the area of impact.
- Isolate the scene and deny entry.
- Obtain Safety Data Sheets for materials involved.
- Use the Emergency Response Guidebook (ERG), WISER, and Safety Data Sheets (SDS) for evacuation distances.
- Determine the Emergency Level and make appropriate notifications to ops and HSE.
- Determine and set hot/warm/cold zones.

Reporting/Resources	
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- Dial 911 or local emergency contact number, if necessary.
- Provide an exact address or Latitude/Longitude of site location.
- Provide information on:
 - What exactly spilled
 - Amount of material released (best guess)
 - Bodies of water nearby (streams, ditches, etc.)
 - Wind speed/direction
- Notify ASE supervisor and HSE (Level 1 and above).
- Notify the Operations Control Center (Level 2 and above).

Critical Tasks	
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- Consider shutting down operations if safe to do so.
- Expand evacuation zone if necessary - consider toxicity of material and potential for fire.
- Berm ahead of the spill to contain it if safe to do so.
- If tank, vessel, or spill source can be safely isolated, initiate isolation procedures.

Fire - Wildland
Release - Spill

Release to Atmosphere

Incident Response Plan

Incident Description

Any unintended release of gaseous material to the atmosphere which might cause a health or fire/explosion hazard or impact to the public.

Assessment of Hazard

- Identify the source of the leak if it can be done safely (uphill/downhill, upwind, binoculars).
- Assess potential area of impact.
- Identify the gaseous material.
- Isolate the scene and deny entry.
- Obtain Safety Data Sheets for materials involved.
- Use the Emergency Response Guidebook (ERG), WISER, and Safety Data Sheets (SDS) for evacuation distances.
- Evacuation? Shelter-in-place?
- Determine the Emergency Level.
- Determine and set hot/warm/cold zones.

Reporting/Resources

- Call 911 or local emergency contact number if needed.
- Provide an exact address or Latitude/Longitude of site location.
- Provide information on:
 - Identification of released gases
 - Volume of gas released
 - Wind speed/direction
- Notify your supervisor and HSE (Level 1 and above).
- Need to notify the Houston office (Level 2 and above)?

Critical Tasks

- Consider shutting down operations if safe to do so.
- Expand evacuation zone if necessary.
- Designate a spotter to guide incoming emergency responders.
- If tank, vessel, or spill source can be safely isolated, initiate isolation procedures.

Incident Response Plan

Severe Weather

Incident Description

Severe weather and natural disasters can take many forms including tornadoes, severe thunderstorms, floods, and ice storms.

Assessment of Hazard

- Determine the immediate threat to personnel and equipment.
- Evacuation? Shelter-in-place?
- Monitor National Weather Service weather radio if accessible.
- Maintain contact with office personnel for weather updates.
- Determine the Emergency Level.

Reporting/Resources

- Call 911 or local emergency contact number to report immediate threats to life.
- Provide an exact address or Latitude/Longitude of site location.
- Notify your supervisor and HSE (Level 1 and above).
- Need to notify the Houston office (Level 2 and above)?

Critical Tasks

- Rescue injured victims if safe to do so and ensure rescuers are properly equipped/trained.
- Set up first aid team, if trained and available, to treat patients.
- Consider shutting down operations if safe to do so.
- Determine electrical, gas, and other hazards that may be associated with wreckage.

Well Control Incident

Incident Response Plan

Incident Description

Loss of control of a wellbore that has or could potentially result in a blowout.

Assessment of Hazard

- Assess potential area of impact.
- Isolate the scene and deny entry.
- Consider evacuation of location.
- Determine the Emergency Level (this may change as the situation changes).

Reporting/Resources

- Call 911 or local emergency contact number, if needed.
- Provide an exact address or Latitude/Longitude of site location.
- Notify your supervisor and HSE (Level 1 and above).
- Need to notify the Houston office (Level 2 and above)?

Critical Tasks

- Follow well control procedures and kill the well if safe and appropriate based on well conditions.
- Consider shutting down operations if necessary and safe to do so.
- Evacuate the worksite and rescue any injured people if it is safe to do so and you are properly trained and equipped.
- Set up first aid team, if trained and available, to treat patients.
- Designate a spotter to guide incoming emergency responders.

Incident Response Plan

Security Incident

Incident Description

Security incidents are incidents such as bomb threats, theft, workplace violence, and menacing/threats.

Assessment of Hazard

- Get information from the reporting party in as much detail as possible.
- Evacuation? Shelter-in-place?
- Determine the Emergency Level.

Reporting/Resources

- Call 911 or local emergency contact number.
- Provide an exact address or Latitude/Longitude of site location.
- Notify your supervisor and HSE (Level 1 and above).
- Need to notify the Houston office (Level 2 and above)?

Critical Tasks

- Run, hide, or fight?
- Do not attempt to move suspicious objects.
- Designate a spotter to guide incoming emergency responders if it is safe to do so.

Incident Response Plan

Motor Vehicle Incidents

Incident Description

Any motor vehicle accident that occurs on a ASE location or involving a ASE employee while on duty. If an incident occurs while driving a rental or personal vehicle while on company business, follow the below guideline.

Assessment of Hazard

- Number of victims _____.
- Number of vehicles involved _____.
- Assess potential for spills or releases to the environment.
- Determine the Emergency Level.

Reporting/Resources

- Call 911 or local emergency services to obtain a police report.
- Provide an exact address or Latitude/Longitude of incident location.
- Notify your supervisor and HSE (Level 1 and above).
- Report the incident in the ASE HSE Center.

Critical Tasks

- Rescue/stabilize injured victims if safe to do so.
- Do not accept blame or responsibility on your own behalf or ASE.
- Set up first aid team, if trained and available, to treat patients.
- Designate a spotter to guide incoming emergency responders.
- Take pictures of the crash scene prior to anything being moved to aid the insurance investigation.
- Exchange appropriate information with other drivers/law enforcement.
- Notify your insurance company.

Notes:



A large, faint, circular watermark with a serrated edge and the word "DRAFT" in the center, overlaid on a lined writing area.

EOC Quick Reference Guide

Short-term:

Note: Most of our emergencies are short term (1-3 hours). This section should be considered for any emergency where the EOC is activated.

- Confirm level of emergency.
- Start up EOC (use conference room, note who is filling IC positions, etc.).
- Contact the HSE Director.
- Assemble the Emergency Management Team (EMT).
 - HSE Officer
 - Legal
 - Security
 - Community Relations
 - Administration Support (scribe)
 - Operations, Engineering
- Document EMT and Field Response Team on white board or poster.
- Establish communication with the field.
 - Conference call
 - Video feed
- Develop and post legal guidance for communication (e.g., email, attorney client privilege).
- Deploy fixed air monitoring stations as needed.

Mid-term:

- Open AFE.
- Vet unknown emergency-required contractors (clean-up, monitoring, sampling, etc.).
 - References.
 - Insured, bonded, all required documentation, etc.

EOC Quick Reference Guide

Mid-term (Continued):

- Schedule situational updates and briefings (between EOC and field office on regular cycle (e.g., once every 2 hours).
- Regulatory notifications by Safety Officer.
 - OSHA - Employee amputation, fatality, multiple serious injury.
 - TRRC - Spills or releases (see Appendix E in Emergency Response Manual).
- Schedule change-outs to keep responders and emergency management team fresh.
- Change of command process followed.
 - Face-to-face
 - Documented
 - Communicated
- Consider need for temporary airspace restrictions through the FAA.

Long-term:

- Dedicate folder/server space for electronic documents.
- Schedule and reserve meals and hotels.
- Confirm that the level of emergency has not changed.
- Assign duties for a single point of contact for:
 - Land
 - Legal

Incident Close-out:

- Schedule debriefing/critique.
 - Select team (ASE, contractors, 1st responders).
- Root Cause Analysis.
 - Select team (ASE, contractors, 1st responders).

Incident Status Report

Date:

Time:

What has occurred?

- | | | |
|---|--|---|
| <input type="checkbox"/> Medical Incident | <input type="checkbox"/> Release to Atmosphere | <input type="checkbox"/> Motor Vehicle Incident |
| <input type="checkbox"/> Fire - Explosion | <input type="checkbox"/> Severe Weather/Natural Disaster | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Fire - Wildland | <input type="checkbox"/> Well Control Incident | |
| <input type="checkbox"/> Spill | <input type="checkbox"/> Security Incident | |

Activities involved:

- | | |
|--------------------------------------|---------------------------------------|
| <input type="checkbox"/> Drilling | <input type="checkbox"/> Construction |
| <input type="checkbox"/> Production | <input type="checkbox"/> Midstream |
| <input type="checkbox"/> Completions | <input type="checkbox"/> Other _____ |

Casualty numbers:

Injuries: _____
Hospitalizations: _____
Fatalities: _____

Current Conditions:

Actions Taken:

Resources Needed:

Notes:

Date:	Time:	Incident Action Plan
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Incident Name:	Emergency Level:
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Current and Planned Objectives:

Current and Planned Actions, Strategies, and Tactics:

Resource Summary:

Resource	Date/Time Ordered	Date/Time Received	Notes (location/Assignment/Status)

