

# Arrow S Energy Emergency Response Guide



Version: July 2022

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

## 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.

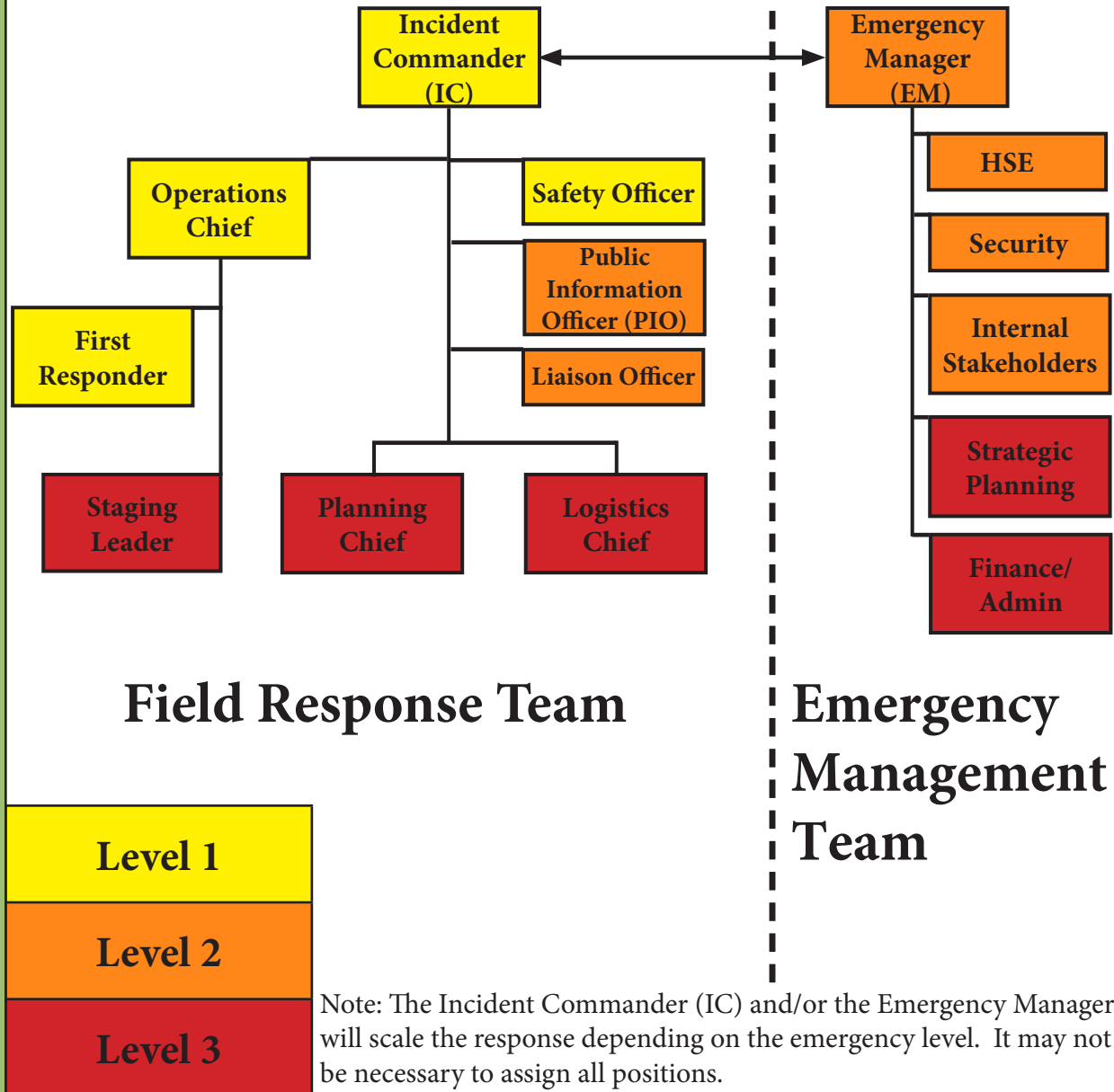
Criteria	Examples
<ul style="list-style-type: none"> <li>Potential threat to life</li> <li>Might jeopardize public health or safety</li> <li>Might have prolonged media attention</li> <li>Causes substantial reversible or short-term environmental damage</li> <li>Requires assistance by outside resources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

## Level 3 Emergency

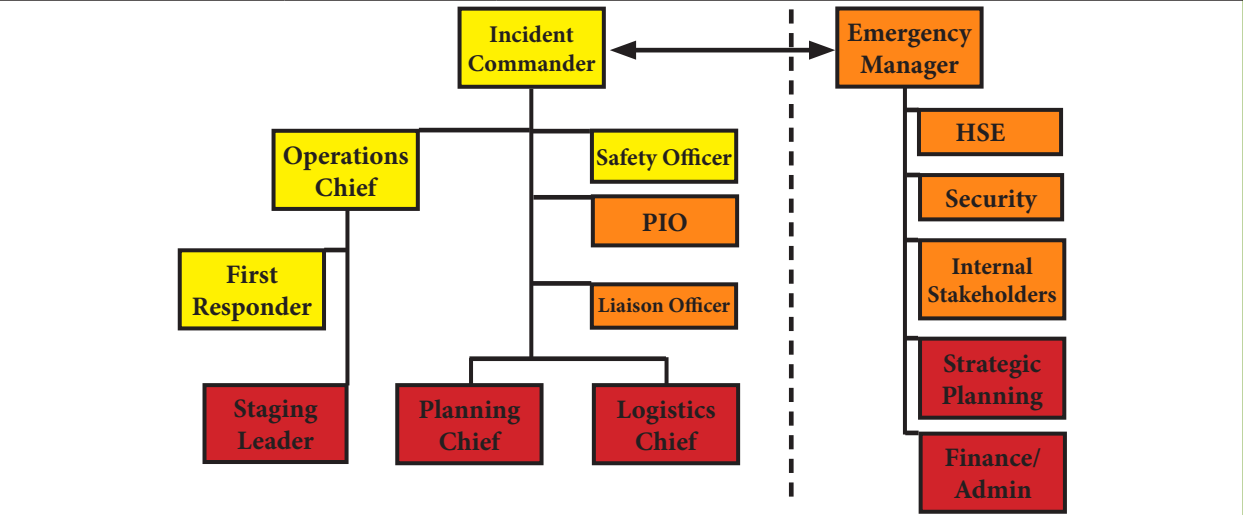
Incident control has been lost, imminent or near-term control cannot be established, and the incident has severe impact to people, environment, or company assets, or company reputation.

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

# Incident Command System Chart



Date:	Time:	<b>Incident Position Assignments</b>
-------	-------	--------------------------------------



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: \_\_\_\_\_

<b>Position:</b>	
------------------	--

[illegible]

Position Description for:

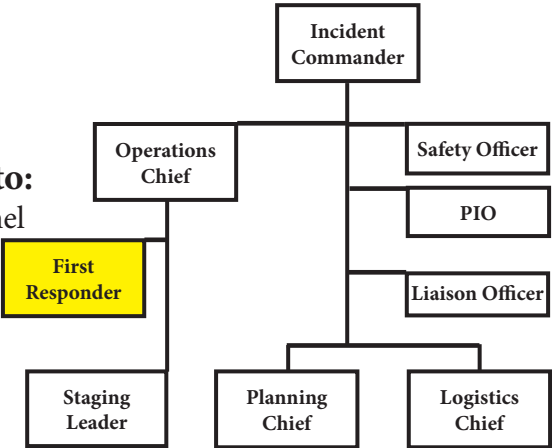
**First Responder**

**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><b>Role:</b></p> <p>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><b>Position Candidate Examples:</b></p> <ul style="list-style-type: none"> <li>• Lease Operator</li> <li>• Site Supervisor</li> <li>• Other Field Personnel</li> </ul>
<p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure life safety for all responders.</li> <li><input type="checkbox"/> Assess hazards - when evaluating the site, resist the urge to rush in.</li> <li><input type="checkbox"/> Evacuate the area and direct others to a safe location.</li> <li><input type="checkbox"/> Call for help - notify supervisor and 911 as required by Emergency Level.</li> <li><input type="checkbox"/> Make sure your actions/intentions are known by others.</li> <li><input type="checkbox"/> Select the appropriate Emergency Level and declare an emergency.</li> </ul>	
<p><b>Operational Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Initiate rescue operations if equipped and it is safe to do so.</li> <li><input type="checkbox"/> Administer first aid, provide on-going care, and confirm emergency services have been dispatched.</li> <li><input type="checkbox"/> Isolate energy sources if safe/applicable.</li> <li><input type="checkbox"/> Secure the area - control on-going hazards and limit/restrict access.</li> </ul>	
<p><b>Post Incident:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assist with recovery efforts.</li> <li><input type="checkbox"/> Participate in incident investigation.</li> </ul>	
<p>Emergency Level:</p>	<p>Time:</p>
<p>Emergency Level:</p>	<p>Time:</p>

Position Description for:

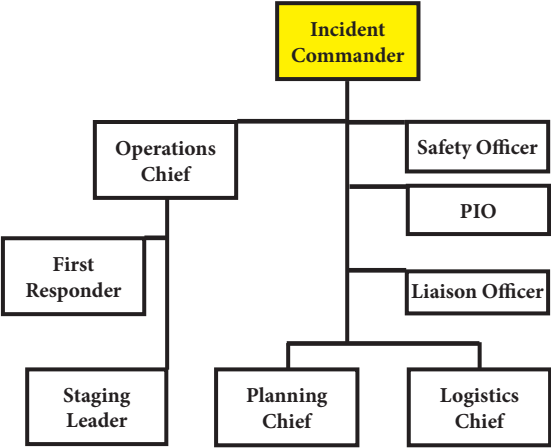
**Incident Commander**

**Confers with:**

- Emergency Manager
- Operations Chief

**Gives direction to:**

- Command Staff
- Field Response Team



**Key Contacts for Incident Commander:**

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

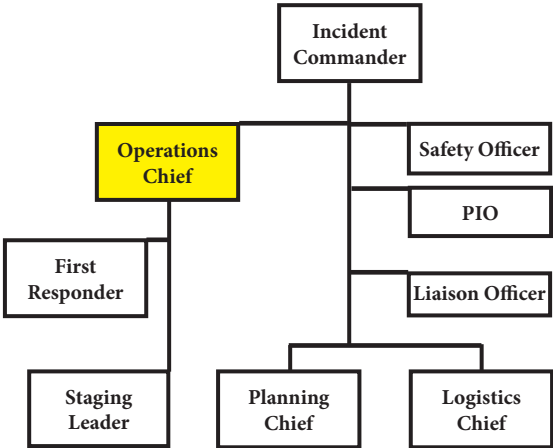
<b>Role:</b> The ASE Incident Commander (IC) is responsible for overall field incident management and response including the safety and health of all personnel and the public.	<b>Position Candidate Examples:</b> <ul style="list-style-type: none"> <li>• PIC</li> <li>• Superintendent</li> <li>• Manager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

# 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:

<b>Incident Commander</b>	<b>Planning Chief</b>
Name:	Name:
Location/Contact:	Location/Contact:

<b>Staging Leader</b>	<b>Logistics Chief</b>
Name:	Name:
Location/Contact:	Location/Contact:

<b>Safety Officer</b>	<b>Role:</b>
Name:	Name:
Location/Contact:	Location/Contact:

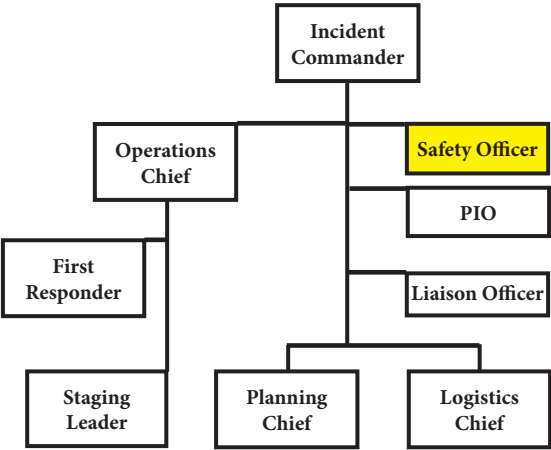
<p><b>Role:</b></p> <p>The Operations Chief directs all tactical on-site operations personnel to perform the required emergency services, incident control actions, business recovery, and clean-up operations in support of the Incident Action Plan objectives.</p>	<p><b>Position Candidate Examples:</b></p> <ul style="list-style-type: none"> <li>• Company man</li> <li>• Supervisor</li> <li>• Other qualified field personnel</li> </ul>
<p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure all personnel are accounted for and maintain life safety.</li> <li><input type="checkbox"/> Ensure the site is secure and restrict access to essential personnel only.</li> <li><input type="checkbox"/> Assess incident and advise the Incident Commander of the status.</li> <li><input type="checkbox"/> Re-assess the emergency level (with IC) and communicate any changes to all personnel.</li> <li><input type="checkbox"/> Advise responders of best access to site.</li> <li><input type="checkbox"/> Continually re-assess the situation and risk to life safety - provide updates to the Incident Commander.</li> </ul>	
<p><b>Operational Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> With Incident Commander approval, take action to gain control or contain the incident.</li> <li><input type="checkbox"/> Request additional personnel and resources through the Incident Commander.</li> <li><input type="checkbox"/> Consider designating a staging area (and Staging Leader) for incoming resources.</li> <li><input type="checkbox"/> Work with Incident Commander and Emergency Manager to develop an Incident Action Plan.</li> <li><input type="checkbox"/> Document all activities in the Activity Log - Consider appointing a scribe.</li> <li><input type="checkbox"/> Pro-actively assign roles to maintain an effective span of control (7:1) - consider appointing a Deputy Operations Chief.</li> <li><input type="checkbox"/> Manage planned ignition/prevent unplanned ignition.</li> </ul>	
<p><b>Post Incident:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Participate in the decision to terminate the incident.</li> <li><input type="checkbox"/> Participate in the incident investigation.</li> </ul>	

# 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:

<p><b>Role:</b></p> <p>The Safety Officer monitors, assesses, and provides advice on mitigating hazardous or unsafe situations or procedures during an emergency response.</p>	<p><b>Position Candidate Examples:</b></p> <ul style="list-style-type: none"> <li>• HSE Advisor</li> </ul>
<p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure responder life safety at all times.</li> <li><input type="checkbox"/> Obtain incident briefing from the Incident Commander.</li> <li><input type="checkbox"/> Assess the need for on-site and off-site environmental monitoring systems (e.g., H<sub>2</sub>S). For incidents involving H<sub>2</sub>S, request a mobile air-monitoring unit. Dispatch trained personnel equipped with hand-held H<sub>2</sub>S monitors to monitor downwind of the release until the unit arrives.</li> <li><input type="checkbox"/> Ensure that the Incident Commander fully understands all safety concerns.</li> <li><input type="checkbox"/> Determine and set hot/warm/cold zones.</li> </ul>	
<p><b>Operational Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Identify current and potential life safety issues.</li> <li><input type="checkbox"/> Assist with staging location and Incident Command Post (ICP) location.</li> <li><input type="checkbox"/> Help determine evacuation areas.</li> <li><input type="checkbox"/> Set decontamination areas.</li> <li><input type="checkbox"/> Confirm air monitoring is being performed on and off site.</li> <li><input type="checkbox"/> Assist with command post/emergency operations center set up.</li> <li><input type="checkbox"/> Establish and maintain a list of all on-site personnel (ASE, contractors, and public).</li> <li><input type="checkbox"/> Ensure compliance with environmental laws and regulations during emergency operations.</li> </ul>	
<p><b>Post Incident:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Lead incident response critique.</li> <li><input type="checkbox"/> Lead incident investigation.</li> <li><input type="checkbox"/> Participate in recovery operations at the direction of the Incident Commander.</li> </ul>	

Position Description for:

Public Information Officer

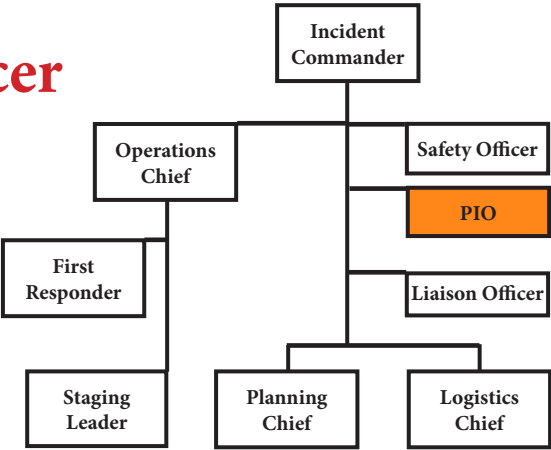
- Takes direction from:
- Works with:
- Incident Commander

• 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:
Location/Contact:	Location/Contact:

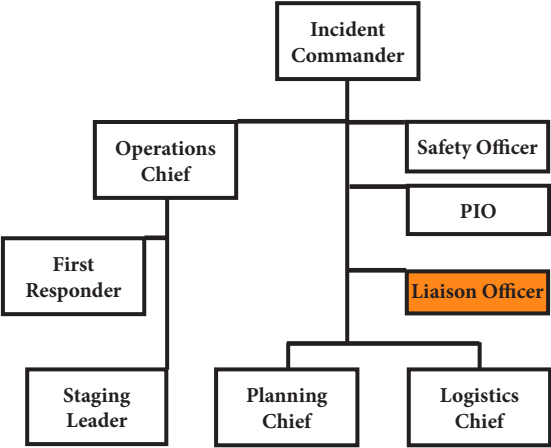


<b>Role:</b> The Public Information Officer (PIO) is the ASE spokesperson responsible for providing approved information to the media and the public at large.	<b>Position Candidate Examples:</b> <ul style="list-style-type: none"><li>• Public affairs/community relations</li><li>• Landman</li><li>• Manager</li><li>• Other qualified personnel</li></ul>
<b>Initial Actions:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Request a stand-by statement from the Emergency Management Team.</li><li><input type="checkbox"/> Obtain incident facts and plans from the Incident Commander.</li></ul>	
<b>Operational Tasks:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Deliver IC/EM approved statements to the media.</li><li><input type="checkbox"/> Respond to requests from media (radio, television, newspaper).</li><li><input type="checkbox"/> Set regular update schedule and make it known to the media.</li><li><input type="checkbox"/> Update media sources as the situation evolves (including at incident termination).</li><li><input type="checkbox"/> Develop and implement an incident-specific communications plan in collaboration with the Emergency Management Team/IC.</li></ul>	
<b>Post Incident:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Confirm incident information was reported in a timely and factual manner.</li><li><input type="checkbox"/> Address any immediate concerns from evacuees upon their return to the area.</li></ul>	

# Position Description for:

## Liaison Officer

- Takes direction from:
- Incident Commander
- Confers with:
- Incident Commander
  - Regulatory Agencies
  - PIO
  - Communications/Media



### Key Contacts for Liaison Officer:

Incident Commander	Public Information Officer (PIO)
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

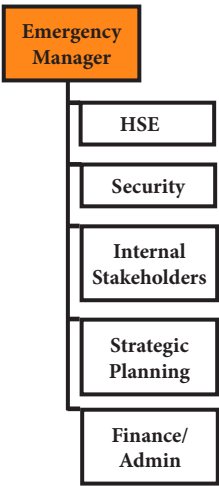
<p><b>Role:</b></p> <p>The Liaison Officer provides a single point of contact for regulatory agencies.</p>	<p><b>Position Candidate Examples:</b></p> <ul style="list-style-type: none"> <li>• EHS personnel</li> <li>• Qualified personnel</li> </ul>
<p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain incident facts and plans from the Incident Commander.</li> <li><input type="checkbox"/> Coordinate with emergency responders.</li> <li><input type="checkbox"/> Coordinate with government entities.</li> <li><input type="checkbox"/> Notify and update appropriate government agencies and local authorities.</li> </ul>	
<p><b>Operational Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Meet with Incident Commander and other key staff for incident updates.</li> <li><input type="checkbox"/> Report updates from government entities to the Incident Commander.</li> <li><input type="checkbox"/> Maintain log of actions.</li> </ul>	
<p><b>Post Incident:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure appropriate follow-up and reporting to required government agencies.</li> </ul>	

# 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:

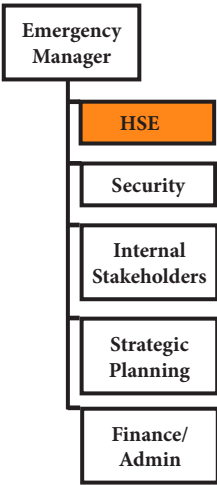
<b>Role:</b> The Emergency Manager supports the Incident Commander by providing corporate guidance and resources while coordinating the activities of the Emergency Management Team.	<b>Position Candidate Examples:</b> <ul style="list-style-type: none"><li>• Operations Manager</li><li>• COO</li><li>• Other Senior Manager</li></ul>
<b>Initial Actions:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Activate the Emergency Operations Center (EOC).</li><li><input type="checkbox"/> Obtain incident facts and plans from the Incident Commander.</li><li><input type="checkbox"/> Assemble the Emergency Management Team to support the response as needed.</li><li><input type="checkbox"/> Engage with the HSE team.</li><li><input type="checkbox"/> Engage support services as requested by the Incident Commander.</li><li><input type="checkbox"/> Reference the EOC Checklist on pages 48-49 .</li></ul>	
<b>Operational Tasks:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Identify and source all resources required by the IC (Financial, physical, etc.).</li><li><input type="checkbox"/> Ensure response actions remain within ASE's risk tolerance.</li><li><input type="checkbox"/> Make available the following as required: Engineering, Operations, Procurement, and HR.</li><li><input type="checkbox"/> Maintain a log of actions.</li><li><input type="checkbox"/> Work with the IC and the subject matter experts to develop and implement an Incident Action Plan.</li></ul>	
<b>Post Incident:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> In consultation with the IC, ensure termination of the incident is communicated.</li><li><input type="checkbox"/> Participate in the recovery operation and post-incident investigation.</li></ul>	

# Position Description for:

## HSE

**Advises:**

- Emergency Manager
- Emergency Management Team



**Key Contacts for HSE**

<b>Emergency Manager</b>	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

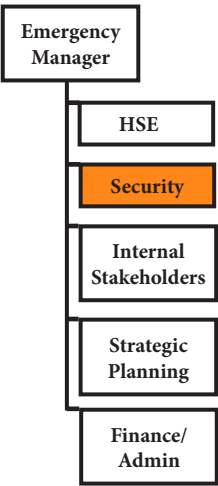
<p><b>Role:</b></p> <p>The HSE role supports an effective response to the incident by providing specialized expertise and resources and ensures all internal and external notifications have been made in a timely manner.</p>	<p><b>Position Candidate Examples:</b></p> <ul style="list-style-type: none"> <li>• HSE Director</li> <li>• Lead Safety Advisor</li> </ul>
<p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In consultation with the Emergency Manager, confirm the Emergency Level and appropriate initial response actions.</li> <li><input type="checkbox"/> Assist the Emergency Manager with identification and assembly of an appropriately staffed Emergency Management Team.</li> <li><input type="checkbox"/> Identify contractors involved in or affected by the incident and ensure their offices are notified.</li> <li><input type="checkbox"/> Identify government agencies with jurisdiction related to the incident and confirm notification as required.</li> </ul>	
<p><b>Operational Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> When requested by the Emergency Manager, set up the Emergency Management Center (EOC) in an appropriate location (Houston office and/or Pleasanton Yard).</li> <li><input type="checkbox"/> Make the Emergency Manager aware of the availability of expertise and services.</li> <li><input type="checkbox"/> Establish communication with government Emergency Operation Centers with Operations Area support.</li> <li><input type="checkbox"/> Facilitate risk assessments, if applicable.</li> </ul>	
<p><b>Post Incident:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure termination of the incident is communicated internally and to government agencies.</li> <li><input type="checkbox"/> Participate in the recovery operation and post-incident investigation.</li> <li><input type="checkbox"/> Ensure appropriate follow-up and reporting to required internal group and government agencies.</li> </ul>	

# 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:



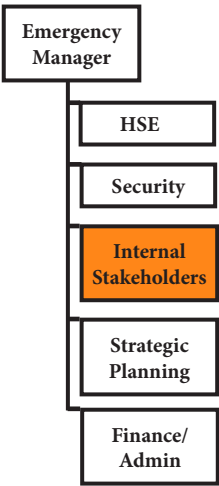
<p><b>Role:</b></p> <p>The role of Security is to support an effective response to the incident by providing specialized expertise and resources and ensuring all security related internal and external notifications have been made in a timely manner.</p>	<p><b>Position Candidate Examples:</b></p> <ul style="list-style-type: none"> <li>• HSE Director</li> <li>• Land Manager</li> </ul>
<p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> In consultation with the Emergency Manager, confirm the Emergency Level and appropriate initial response actions.</li> <li><input type="checkbox"/> Coordinate site security.</li> <li><input type="checkbox"/> Determine and acquire security related equipment and personnel.</li> <li><input type="checkbox"/> Assist the Emergency Manager with identification and assembly of an appropriately staffed Emergency Management Team.</li> </ul>	
<p><b>Operational Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If requested by the Emergency Manager, open the Emergency Management Center (EOC) and manage access.</li> <li><input type="checkbox"/> Identify and coordinate with law enforcement and other agencies with jurisdiction related to the incident.</li> <li><input type="checkbox"/> Make the Emergency Manager aware of the availability of expertise and services.</li> <li><input type="checkbox"/> Coordinate meetings between law enforcement agencies and company personnel as required.</li> </ul>	
<p><b>Post Incident:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure termination of the incident is communicated internally and to involved law enforcement agencies.</li> <li><input type="checkbox"/> Participate in the recovery operation and post-incident investigation.</li> <li><input type="checkbox"/> Ensure appropriate follow-up and reporting to required law enforcement agencies.</li> </ul>	

# Position Description for:

## Internal Stakeholders

### Advises:

- Emergency Manager
- Operations Area
- Executive Management Team



### Key Contacts for Internal Stakeholders

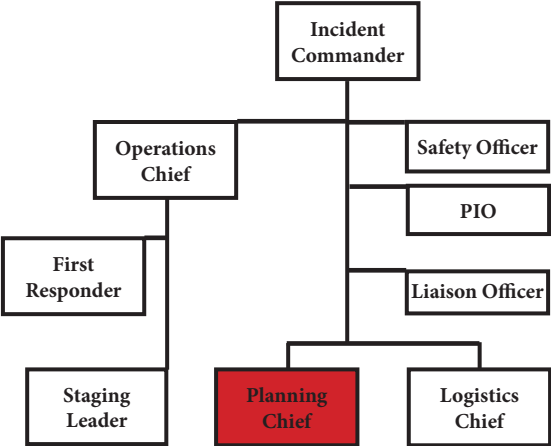
Emergency Manager	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

<p><b>Role:</b></p> <p>The Stakeholders position is responsible for ensuring effective, appropriate communication between the Emergency Manager, Operations, and the Executive Management Team.</p>	<p><b>Position Candidate Examples:</b></p> <ul style="list-style-type: none"> <li>• Legal</li> <li>• Community Relations</li> <li>• Communications/Media</li> <li>• Finance</li> <li>• Marketing</li> <li>• Information Technology</li> <li>• Other Stakeholders</li> </ul>
<p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain incident facts and plans from the Emergency Manager.</li> </ul>	
<p><b>Operational Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that personnel responsible for the following areas are available in support of the incident: Examples: <ul style="list-style-type: none"> <li><input type="checkbox"/> Legal - Provide guidance on how to protect the company and personnel.</li> <li><input type="checkbox"/> Community Relations - Appoint contact, coordinate community outreach, etc.</li> <li><input type="checkbox"/> Communications/Media - Appoint contact, prepare a statement, etc.</li> <li><input type="checkbox"/> Finance - Assign AFE, track costs, etc.</li> <li><input type="checkbox"/> Marketing - Communicate with customers, etc.</li> <li><input type="checkbox"/> Information Technology - Ensure communications at EOCs and between locations, etc.</li> <li><input type="checkbox"/> Other Stakeholders</li> </ul> </li> <li><input type="checkbox"/> Attend planning meetings.</li> </ul>	
<p><b>Post Incident:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assess areas where further support could improve the outcome of the incident.</li> </ul>	

# Position Description for:

## Planning Chief

- Takes direction from:**
  - Incident Commander
- Gives direction to:**
  - Technical Specialists



### Key Contacts for Planning Chief

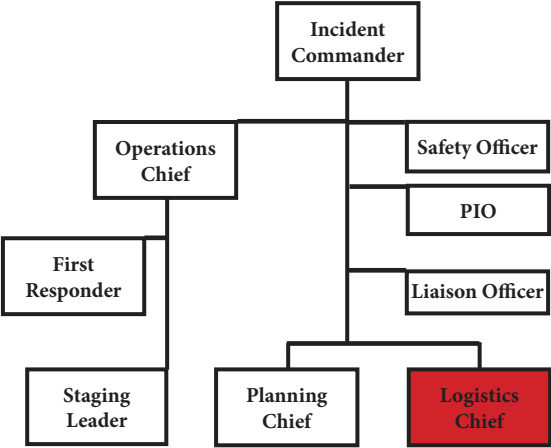
Incident Commander	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

<b>Role:</b> 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.	<b>Position Candidate Examples:</b> <ul style="list-style-type: none"><li>• Supervisor</li><li>• Coordinator</li><li>• Engineer</li></ul>
<b>Initial Actions:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Initiate an assessment of the incident and support the Incident Commander with developing an Incident Action Plan.</li><li><input type="checkbox"/> Identify the need for specialists (technical and environmental) and appoint and supervise additional personnel as required to maintain proper span of control.</li></ul>	
<b>Operational Tasks:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Provide on-going technical support.</li><li><input type="checkbox"/> Complete Incident Risk Assessments with HSE as needed.</li><li><input type="checkbox"/> Gather information to help anticipate needs.</li><li><input type="checkbox"/> Collect, evaluate, and distribute incident information.</li><li><input type="checkbox"/> Maintain a log of actions.</li></ul>	
<b>Post Incident:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Participate in recovery operations and post-incident investigation at the direction of the Incident Commander.</li></ul>	

# Position Description for:

## Logistics Chief

- Takes direction from:**
  - Incident Commander
- Gives direction to:**
  - Goods and services suppliers



### Key Contacts for Logistics Chief

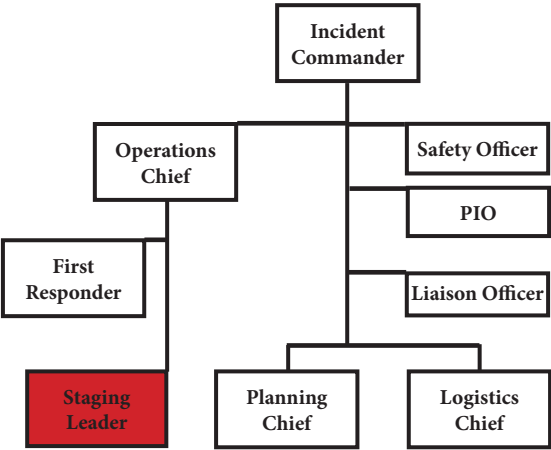
Incident Commander	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

<b>Role:</b> 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)	<b>Position Candidate Examples:</b> <ul style="list-style-type: none"><li>• Supervisor</li><li>• Coordinator</li><li>• Land Manager</li><li>• Engineer</li></ul>
<b>Initial Actions:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Identify immediate requirements for personnel and equipment at the incident.</li><li><input type="checkbox"/> Order critical supplies and services to support the incident.</li><li><input type="checkbox"/> Identify current and potential requirements for additional personnel to assist with logistical support in accordance with the Incident Action Plan objectives.</li><li><input type="checkbox"/> Notify and mobilize response team personnel as requested.</li></ul>	
<b>Operational Tasks:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> List and obtain all resources required by the Incident Commander and/or the Operations Chief.</li><li><input type="checkbox"/> Order and maintain supplies and services to support the incident as requested.</li><li><input type="checkbox"/> Appoint and supervise additional personnel as required to maintain proper span of control.</li><li><input type="checkbox"/> Maintain a log of actions.</li></ul>	
<b>Post Incident:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Participate in the recovery operation and post-incident investigation at the direction of the Incident Commander.</li></ul>	

# Position Description for:

## Staging Leader

- Takes direction from:
- Gives direction to:
- Operations Chief
  - 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:
Name:	Name:
Location/Contact:	Location/Contact:



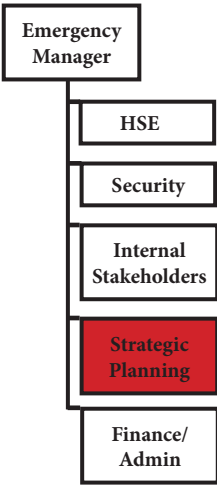
<p><b>Role:</b></p> <p>The Staging Leader sets up and supervises the pre-deployment area for personnel and equipment arriving in response to the emergency.</p>	<p><b>Position Candidate Examples:</b></p> <ul style="list-style-type: none"> <li>• Supervisor</li> <li>• Coordinator</li> <li>• Engineer</li> </ul>
<p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 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).</li> <li><input type="checkbox"/> Consider where to stage fire/rescue, decontamination, heavy equipment, and the Incident Command Post.</li> <li><input type="checkbox"/> Maintain a list of available resources (personnel, equipment, supplies) and keep the Operations Chief informed.</li> </ul>	
<p><b>Operational Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain landowner approval for access if on private land.</li> <li><input type="checkbox"/> Control and manage all personnel and services dispatched to, and arriving from, the incident.</li> <li><input type="checkbox"/> Maintain a log of actions.</li> </ul>	
<p><b>Post Incident:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shut down and de-mobilize staging area.</li> <li><input type="checkbox"/> Arrange for rehabilitation of private land (fences, grass, damage, etc.) with the Logistics Chief.</li> </ul>	

# Position Description for:

## Strategic Planning

**Advises:**

- Emergency Manager
- Emergency Management Team



**Key Contacts for Strategic Planning**

<b>Emergency Manager</b>	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:
Role:	Role:
Name:	Name:
Location/Contact:	Location/Contact:

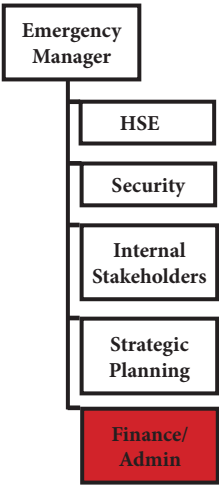
<b>Role:</b> The Strategic Planning role supports an effective response by providing specialized expertise and resources.	<b>Position Candidate Examples:</b> <ul style="list-style-type: none"><li>• Supervisor</li><li>• Coordinator</li><li>• Engineer</li></ul>
<b>Initial Actions:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> In consultation with the Emergency Manager, confirm the level of emergency and appropriate initial response actions.</li><li><input type="checkbox"/> Assist the Emergency Manager with identification and assembly of an appropriately staffed Emergency Management Team.</li></ul>	
<b>Operational Tasks:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Attend planning meetings.</li><li><input type="checkbox"/> Make available the following as required: Engineering, Operations, Procurement, and HR.</li><li><input type="checkbox"/> Provide the Emergency Manager with specific technical information about facility, well, location, etc.</li><li><input type="checkbox"/> Support situational briefings to the Emergency Management Team.</li><li><input type="checkbox"/> Make the Emergency Manager aware of external expertise and services that can be provided.</li><li><input type="checkbox"/> Ensure on-going internal communication as appropriate.</li><li><input type="checkbox"/> Maintain a log of actions.</li></ul>	
<b>Post Incident:</b> <ul style="list-style-type: none"><li><input type="checkbox"/> Participate in the recovery operation and post-incident investigation.</li><li><input type="checkbox"/> Ensure appropriate follow-up and reporting required by government agencies.</li></ul>	

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:

<p><b>Role:</b></p> <p>The Finance/Administration role manages the incident accounting, expenditure authorization, cost control expenditures, and critical manpower planning.</p>	<p><b>Position Candidate Examples:</b></p> <ul style="list-style-type: none"> <li>• Finance</li> <li>• Supply Chain personnel</li> </ul>
<p><b>Initial Actions:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Obtain incident facts and plans from the Emergency Manager.</li> <li><input type="checkbox"/> Assess current and expected incident response costs.</li> <li><input type="checkbox"/> Determine if an AFE needs to be established.</li> </ul>	
<p><b>Operational Tasks:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Attend Planning Meetings.</li> <li><input type="checkbox"/> Report incident costs on a periodic basis to ASE management.</li> <li><input type="checkbox"/> Provide quick-response purchasing and service-request acquisition.</li> <li><input type="checkbox"/> Establish immediate approval authority for selected Command Staff members (e.g., Logistics).</li> <li><input type="checkbox"/> Implement incident accounting and cost control measures.</li> <li><input type="checkbox"/> Maintain a log of actions.</li> </ul>	
<p><b>Post Incident:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Assess areas where costs exceeded expectations.</li> <li><input type="checkbox"/> Provide suggestions for lowering costs during future similar incidents.</li> </ul>	

Injury / Medical	Incident Response Plan
<b>Incident Description</b>	
<p>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.</p>	
<b>Assessment of Hazard</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Number of victims _____.</li> <li><input type="checkbox"/> Nature of illness/mechanism of injuries _____.</li> <li><input type="checkbox"/> Is the scene safe for rescuers?</li> <li><input type="checkbox"/> Obtain Safety Data Sheets for chemicals involved.</li> <li><input type="checkbox"/> Use universal precautions when handling patients.</li> <li><input type="checkbox"/> Determine the Emergency Level.</li> </ul>	
<b>Reporting/Resources</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Call 911 or local emergency contact number if needed.</li> <li><input type="checkbox"/> Provide an exact address or Latitude/Longitude of site location.</li> <li><input type="checkbox"/> Consider the use of air resources in isolated locations or for severely injured patients.</li> <li><input type="checkbox"/> Notify ASE supervisor and HSE (Level 1 and above).</li> <li><input type="checkbox"/> Need to notify Houston (Level 2 and above)?</li> <li><input type="checkbox"/> Ensure the case management company has been notified as necessary (Xstreme MD, etc.)</li> <li><input type="checkbox"/> Next-of-kin notifications will be done by HR or senior management.</li> </ul>	
<b>Critical Tasks</b>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Rescue the injured/ill victims if safe to do so and ensure rescuers are properly equipped/trained.</li> <li><input type="checkbox"/> Summon first aid team, if available, to treat victims.</li> <li><input type="checkbox"/> Consider shutting down operations if safe to do and if appropriate.</li> <li><input type="checkbox"/> Designate a spotter to guide incoming emergency responders (ambulance/helicopter).</li> <li><input type="checkbox"/> Consider securing the incident area in preparation for investigation (if necessary).</li> </ul>	

<b>Incident Response Plan</b>	<b>Fire - Explosion</b>
<b>Incident Description</b>	
Any explosion or fire that may grow beyond incipient stage and/or that affects the safe operation of facilities/equipment.	
<b>Assessment of Hazard</b>	
<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.	
<b>Reporting/Resources</b>	
<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)?	
<b>Critical Tasks</b>	
<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.	

<b>Fire - Brush or Wildland</b>	<b>Incident Response Plan</b>
<b>Incident Description</b>	
Brush/wildland fire endangering facilities, structures, or field offices.	
<b>Assessment of Hazard</b>	
<input type="checkbox"/> Assess potential area of impact. <input type="checkbox"/> What is burning? How far away? Size? Wind speed and direction? <input type="checkbox"/> Evacuation? Shelter-in-place? <input type="checkbox"/> Determine the Emergency Level.	
<b>Reporting/Resources</b>	
<input type="checkbox"/> Call 911 or local emergency contact number if necessary. <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)?	
<b>Critical Tasks</b>	
<input type="checkbox"/> Consider evacuating as soon as possible. <input type="checkbox"/> Consider shutting down operations if safe to do so. <input type="checkbox"/> Consider building fire breaks if equipment is available and time allows. <input type="checkbox"/> Designate a spotter to guide incoming emergency responders.	



<b>Incident Response Plan</b>	<b>Release - Spill</b>
<b>Incident Description</b>	
A spill involving any hazardous material onto the ground or into bodies of water, or waterways (this includes crude oil, produced water, chemicals, etc.).	
<b>Assessment of Hazard</b>	
<input type="checkbox"/> Identify the source of the leak if it can be done safely (uphill, upwind, binoculars). <input type="checkbox"/> Identify the material. <input type="checkbox"/> Identify the area of impact. <input type="checkbox"/> Isolate the scene and deny entry. <input type="checkbox"/> Obtain Safety Data Sheets for materials involved. <input type="checkbox"/> Use the Emergency Response Guidebook (ERG), WISER, and Safety Data Sheets (SDS) for evacuation distances. <input type="checkbox"/> Determine the Emergency Level and make appropriate notifications to ops and HSE. <input type="checkbox"/> Determine and set hot/warm/cold zones.	
<b>Reporting/Resources</b>	
<input type="checkbox"/> Dial 911 or local emergency contact number, if necessary. <input type="checkbox"/> Provide an exact address or Latitude/Longitude of site location. <input type="checkbox"/> Provide information on: <ul style="list-style-type: none"> <li>- What exactly spilled</li> <li>- Amount of material released (best guess)</li> <li>- Bodies of water nearby (streams, ditches, etc.)</li> <li>- Wind speed/direction</li> </ul> <input type="checkbox"/> Notify ASE supervisor and HSE (Level 1 and above). <input type="checkbox"/> Notify the Operations Control Center (Level 2 and above).	
<b>Critical Tasks</b>	
<input type="checkbox"/> Consider shutting down operations if safe to do so. <input type="checkbox"/> Expand evacuation zone if necessary - consider toxicity of material and potential for fire. <input type="checkbox"/> Berm ahead of the spill to contain it if safe to do so. <input type="checkbox"/> If tank, vessel, or spill source can be safely isolated, initiate isolation procedures.	

Release to Atmosphere	Incident Response Plan
<b>Incident Description</b>	
Any unintended release of gaseous material to the atmosphere which might cause a health or fire/explosion hazard or impact to the public.	
<b>Assessment of Hazard</b>	
<input type="checkbox"/> Identify the source of the leak if it can be done safely (uphill/downhill, upwind, binoculars). <input type="checkbox"/> Assess potential area of impact. <input type="checkbox"/> Identify the gaseous material. <input type="checkbox"/> Isolate the scene and deny entry. <input type="checkbox"/> Obtain Safety Data Sheets for materials involved. <input type="checkbox"/> Use the Emergency Response Guidebook (ERG), WISER, and Safety Data Sheets (SDS) for evacuation distances. <input type="checkbox"/> Evacuation? Shelter-in-place? <input type="checkbox"/> Determine the Emergency Level. <input type="checkbox"/> Determine and set hot/warm/cold zones.	
<b>Reporting/Resources</b>	
<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"/> Provide information on: <ul style="list-style-type: none"> <li>- Identification of released gases</li> <li>- Volume of gas released</li> <li>- Wind speed/direction</li> </ul> <input type="checkbox"/> Notify your supervisor and HSE (Level 1 and above). <input type="checkbox"/> Need to notify the Houston office (Level 2 and above)?	
<b>Critical Tasks</b>	
<input type="checkbox"/> Consider shutting down operations if safe to do so. <input type="checkbox"/> Expand evacuation zone if necessary. <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.	

<b>Incident Response Plan</b>	<b>Severe Weather</b>
<b>Incident Description</b>	
Severe weather and natural disasters can take many forms including tornadoes, severe thunderstorms, floods, and ice storms.	
<b>Assessment of Hazard</b>	
<input type="checkbox"/> Determine the immediate threat to personnel and equipment. <input type="checkbox"/> Evacuation? Shelter-in-place? <input type="checkbox"/> Monitor National Weather Service weather radio if accessible. <input type="checkbox"/> Maintain contact with office personnel for weather updates. <input type="checkbox"/> Determine the Emergency Level.	
<b>Reporting/Resources</b>	
<input type="checkbox"/> Call 911 or local emergency contact number to report immediate threats to life. <input type="checkbox"/> Provide an exact address or Latitude/Longitude of site location. <input type="checkbox"/> Notify your supervisor and HSE (Level 1 and above). <input type="checkbox"/> Need to notify the Houston office (Level 2 and above)?	
<b>Critical Tasks</b>	
<input type="checkbox"/> Rescue injured victims if safe to do so and ensure rescuers are properly equipped/trained. <input type="checkbox"/> Set up first aid team, if trained and available, to treat patients. <input type="checkbox"/> Consider shutting down operations if safe to do so. <input type="checkbox"/> Determine electrical, gas, and other hazards that may be associated with wreckage.	

<b>Well Control Incident</b>	<b>Incident Response Plan</b>
<b>Incident Description</b>	
Loss of control of a wellbore that has or could potentially result in a blowout.	
<b>Assessment of Hazard</b>	
<input type="checkbox"/> Assess potential area of impact. <input type="checkbox"/> Isolate the scene and deny entry. <input type="checkbox"/> Consider evacuation of location. <input type="checkbox"/> Determine the Emergency Level (this may change as the situation changes).	
<b>Reporting/Resources</b>	
<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 your supervisor and HSE (Level 1 and above). <input type="checkbox"/> Need to notify the Houston office (Level 2 and above)?	
<b>Critical Tasks</b>	
<input type="checkbox"/> Follow well control procedures and kill the well if safe and appropriate based on well conditions. <input type="checkbox"/> Consider shutting down operations if necessary and safe to do so. <input type="checkbox"/> Evacuate the worksite and rescue any injured people if it is safe to do so and you are properly trained and equipped. <input type="checkbox"/> Set up first aid team, if trained and available, to treat patients. <input type="checkbox"/> Designate a spotter to guide incoming emergency responders.	

<b>Incident Response Plan</b>	<b>Security Incident</b>
<b>Incident Description</b>	Security incidents are incidents such as bomb threats, theft, workplace violence, and menacing/threats.
<b>Assessment of Hazard</b>	
<input type="checkbox"/> Get information from the reporting party in as much detail as possible. <input type="checkbox"/> Evacuation? Shelter-in-place? <input type="checkbox"/> Determine the Emergency Level.	
<b>Reporting/Resources</b>	<input type="checkbox"/> Call 911 or local emergency contact number. <input type="checkbox"/> Provide an exact address or Latitude/Longitude of site location. <input type="checkbox"/> Notify your supervisor and HSE (Level 1 and above). <input type="checkbox"/> Need to notify the Houston office (Level 2 and above)?
<b>Critical Tasks</b>	
<input type="checkbox"/> Run, hide, or fight? <input type="checkbox"/> Do not attempt to move suspicious objects. <input type="checkbox"/> Designate a spotter to guide incoming emergency responders if it is safe to do so.	

Incident Response Plan	Motor Vehicle Incidents
<b>Incident Description</b>	<p>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.</p>
<b>Assessment of Hazard</b>	
<div> <input type="checkbox"/> Number of victims_____.           <input type="checkbox"/> Number of vehicles involved_____.           <input type="checkbox"/> Assess potential for spills or releases to the environment.           <input type="checkbox"/> Determine the Emergency Level.         </div>	
<b>Reporting/Resources</b>	<div> <input type="checkbox"/> Call 911 or local emergency services to obtain a police report.           <input type="checkbox"/> Provide an exact address or Latitude/Longitude of incident location.           <input type="checkbox"/> Notify your supervisor and HSE (Level 1 and above).           <input type="checkbox"/> Report the incident in the ASE HSE Center.         </div>
<b>Critical Tasks</b>	
<div> <input type="checkbox"/> Rescue/stabilize injured victims if safe to do so.           <input type="checkbox"/> Do not accept blame or responsibility on your own behalf or ASE.           <input type="checkbox"/> Set up first aid team, if trained and available, to treat patients.           <input type="checkbox"/> Designate a spotter to guide incoming emergency responders.           <input type="checkbox"/> Take pictures of the crash scene prior to anything being moved to aid the insurance investigation.           <input type="checkbox"/> Exchange appropriate information with other drivers/law enforcement.           <input type="checkbox"/> Notify your insurance company.         </div>	

**Notes:**


# 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:

<b>Date:</b>		<b>Time:</b>		<b>Incident Action Plan</b>	
<b>Incident Name:</b>			<b>Emergency Level:</b>		
<b>Current and Planned Objectives:</b>					
<b>Current and Planned Actions, Strategies, and Tactics:</b>					
<b>Resource Summary:</b>					
<b>Resource</b>		<b>Date/Time Ordered</b>	<b>Date/Time Received</b>	<b>Notes (location/Assignment/Status)</b>	

Contact Information
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Level 1 Emergency: Contact your supervisor and HSE
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Level 2 & 3 Emergency: Call 911 (if required), your Supervisor, and HSE

**Helpful Numbers:**

Go to [www.hse.arrowsenergy.com](http://www.hse.arrowsenergy.com) for current contact numbers

<b>Contact:</b>
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**Phone Number:**

[illegible]