Doc No: KIN-AOG-QHSE-MAP008
Emergency Response Plan
Fluid Management and Production Services
Field Operations – Origin Energy - Beetaloo

Document Information Sheet		
Title: Emergency Response Plan Fluid Management and Production Services Field Operations		
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Rev	Date	Rev	Date	Rev
1	28.06.2019	Restructure of MPK ERP to align with other Wells Division operations	C. Allen	S. D Souza
2	7.08.2020	Update of MPK contact information and update to include Heat Stress TARP	C. Allen	T. Avery
3	7.04.2022	Update and review of procedure content	C. Allen	T. Avery

Table of Contents

1. Purpose

To provide direction and support to field personnel in the event of an emergency situation and to detail the action/s required to assist in the process of ensuring all personnel and, where possible, plant and equipment can be safely evacuated.

MPC Kinetic Australian Oil & Gas (AOG) Wells Division (MPCK) recognise the legislative obligations pertaining to emergency preparedness and response as well as meeting Industry standards.

In accordance with Legislative and Site Safety Manager Duties, MPCK recognise that each party shall have an Emergency Response Plan (ERP) to manage emergency situations expected within that organisation and the scope of work under which they are engaged. This may result that where MPCK are participating in wellsite activities with another operation present, they shall abide by the Rig Contractors &/or Operating Companies Emergency Response Plan (ERP) provided it does not negatively impact on our MPCK personnel. MPCK personnel, whilst supporting client emergency response procedures, have the authority to take action during an emergency to ensure the effective protection of personnel, assets, environment and the public.

This procedure is applicable across all operations and undertakings by MPCK management, workers, contractors and visitors inclusive of all work sites and entities.

All workers shall read and sign off understanding and commitment to follow this ERP as part of the prework preparation for the campaign. Record of protocol familiarisation shall be retained on the preshift toolbox and orrientation record.

2. Scope

This procedure is applicable across all operations and undertakings by MPCK management, workers, contractors and visitors inclusive of all work sites and entities within Origin Energy rigless operational work scope.

3. Reference Documents

Document No.	Document Name
KIN-AOG-QHSE-MAP008	Emergency Response Plan (FMPS)
GRP STD WHS 001	Incident Management Standard
KIN-AOG-QHSE-FRM012	Witness Statement Form
KIN-AOG-QHSE-REG002	Hazard Risk Register

4. Definitions and Abbreviations

Term	Definition
Adverse Weather	Any dangerous meteorological phenomena with the potential to cause damage, serious social disruption, or loss of human life and or is a level nine (9) or above on the Beaufort Scale.
MPK	MPC Kinetic
CCG	Corporate Crisis Group. Group of persons within the MPC corporate management structure responsible for the documentation, maintenance, and action of the Corporate Crisis Management Plan and relevant actions regards incidents occurring at both a project and facilities level emanating from the emergency plan. For the purposes of this document, this is the Corporate Crisis Manager and the HSET Corporate Crisis Group.
Crisis	An out of the ordinary event, announcement, disclosure or set of circumstances that threatens the safety or well-being of employees and other stakeholders and / or the integrity, performance, reputation and survival of the company. The definition reflects that a crisis is an extraordinary event that circumvents normal operational and communications procedures where intense media and community interest is generated as a result of the incident.
EAP	Employee Assistance Program.
EEL	Emergency Escort Locations
Emergency	An unexpected event of a serious nature that demands immediate action. Emergencies can arise as either an incident such as an accident or dangerous event in the workplace, the result of severe climatic conditions or natural disaster or as a security threat.
Emergency Control Centre (ECC)	The location where the members of the Corporate Crisis Group provide overall direction and management of response activities. This Centre is located at: 60 Kingsford Smith Drive, Albion QLD 4010 PH: (07) 3637 0450
ERP	Emergency Response Plan.
ERT	Emergency Response Team. Specialist personnel, appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment.
HSET	Health, Safety, Environment and Training.
IRG	Incident Response Group. Group of persons responsible for the documentation and maintenance of an emergency plan. For the purposes of this document, this is the Incident Response Manager, the Incident Response Coordinator, the HSET Manager and Maintenance Manager.
IRC	Incident Response Coordinator - A person or persons appointed by the Project Manager to assist the Project Manager facilitate, direct and control the implementation of the workplace / facility's emergency response processes
IRM	Incident Response Manager. Directs and controls the implementation of the workplace / facility's emergency response processes. They are the conduit between the project / facility and the corporate office.
Major Incident	A Major Incident may result in significant injury or loss of life and / or prolonged disruption to normal activities. There may also be substantial property loss or damage and or significant environmental impact.

Term	Definition
	Any of the following would be defined as a Major Incident: An injury or illness to personnel resulting in permanent disability, or fatality; An uncontrolled or uncontained release of any substance for greater than 15 minutes duration; Any release to water, or loss of containment of liquid hydrocarbon greater than 100 litres; Any chemical release to water, or loss of containment of chemical greater than 100 litres or 100kgs; Any fire threatening MPC Group property or operations; Any explosion; and Any enforcement action or order from a Regulatory Authority or Officer which impacts production or operational activities for greater than four hours.
May / Should	Indicates an action that is discretionary.
Must / Shall / Will	Indicates a mandatory action.
NoK	Next of Kin.
On Scene Coordinator	The senior person in charge at the scene of the emergency who coordinates activities under the direction of the Incident Controller. This person may advise and work with emergency services personnel during the incident. This person will at all time keep the IRM fully informed of developments at the scene.
Personnel	Term used to encompass MPC employees, visitors and contractors.
PPE	Personal Protective Equipment.
Safe Zone	An area which is deemed to be free of emergency-related hazardous threats such as tyre explosion, plant explosion, bushfire path, etc.
TARP	Trigger Action Response Plan.
Work Site	An MPC controlled work site, including field, office or workshop.

5. Roles and Responsibilities

5.1 Executive General Manager

The Executive General Manager shall ensure that:

- Training in procedural content is delivered to relevant MPC personnel;

5.2 Trauma Counsellors

Trauma counsellors are made available to workers via the Employee Assistance Program (EAP), in the event of a serious event occurring.

5.3 Operations Manager

The Operations Manager shall ensure that:

- A constant level of emergency situation preparedness and responsiveness is maintained;
- The risk to MPC personnel, plant and the work environment as a consequence of a potential emergency is considered and appropriate controls are established and maintained in order to reduce that risk to a level as low as is reasonable practicable;
- Scheduled emergency exercises and drills are conducted in a timely manner and appropriate reporting protocols from such exercises are adhered to; and
- All potential corrective actions resulting from emergency exercises and drills are actioned within the relevant timeframes.

5.4 HSET Advisor

The HSET Advisor shall ensure that:

- An *KIN-AOG-QHSE-MAP008 Emergency Response Plan (FMPS)* (ERP) is prepared for each work site; and
- The relevant Statutory Authority is notified in the event of a serious incident in accordance with the *KIN-AOG-QHSE-MAP008 Emergency Response Plan (FMPS)* (ERP) and the relevant legislative reporting requirements.

5.5 Personnel

Personnel shall ensure that:

- All work site signs in and out procedures are adhered to;
- Work site inductions are undertaken, including relevant emergency procedures and equipment, evacuation routes, muster points, and have explained any actions or duties they may be required to perform in an emergency;
- They participate in all emergency exercises and drills on a work site; and
- They comply with all other requirements of this procedure.

6. Plan

This site Emergency Response Plan (ERP) outlines the systems and processes used to control a declared emergency situation that may occur at the MPC Kinetic (MPK) controlled project sites in the Northern Territory Beetaloo Basin.

MPK will apply the principles of effective preparedness and rapid de-escalation to ensure management control is maintained and risks to the business are minimised.

The ERP covers all abnormal business situations involving any MPK controlled site, including office or operational areas for which the company has legal, ethical or community responsibilities.

This plan may be to be used in conjunction with approved Contractor Emergency Response Plans, in accordance with approved bridging requirements.

The ERP will be made available to all personnel involved in the operation for their reference.

All reasonably foreseeable emergency situations should be identified and addressed during project planning stages and details of identified hazards, risk assessment and treatment are to recorded in the corresponding Project Risk Register.

6.1 Project Description

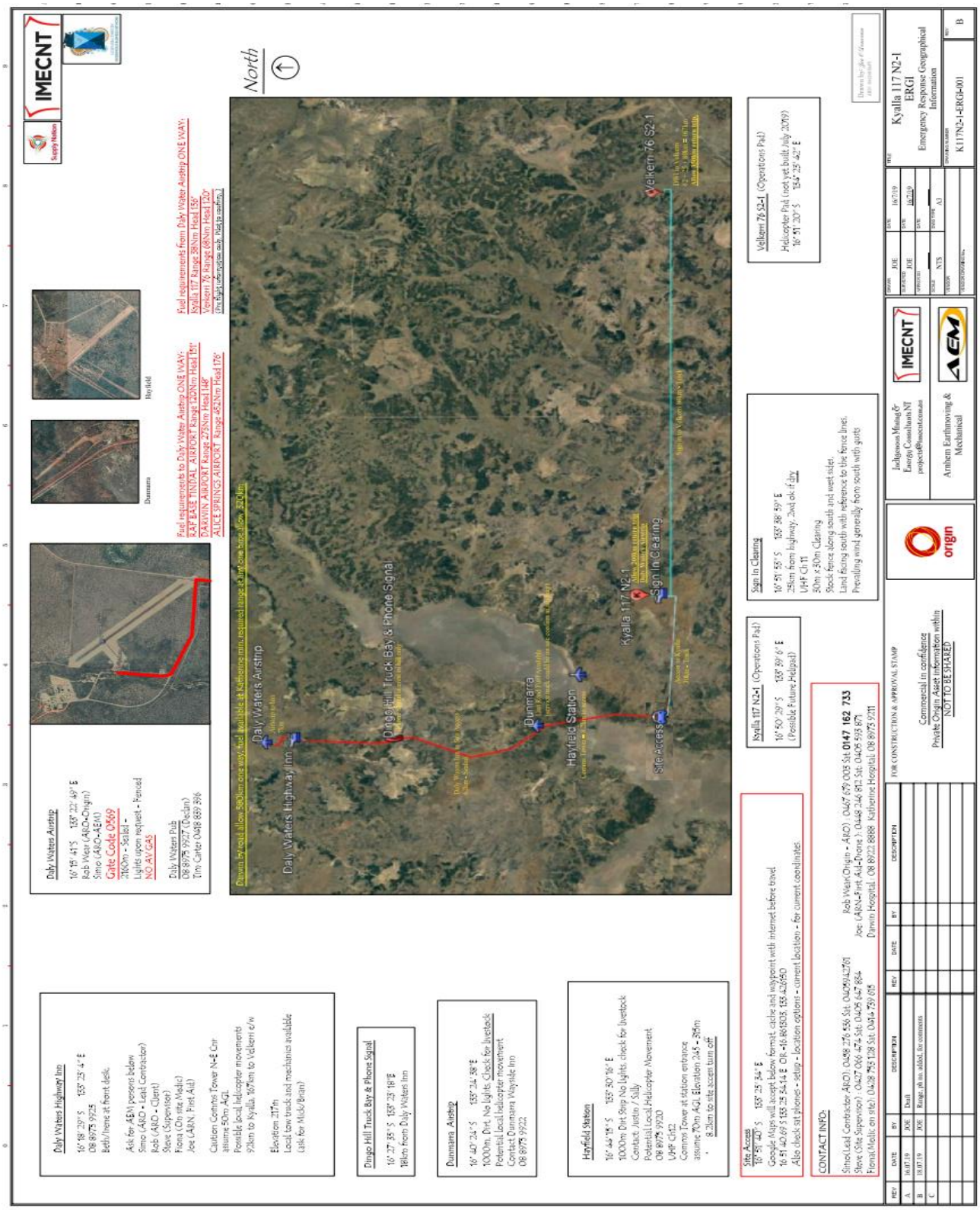
MPK is undertaking a fluid management and rigless operations program in the Beetaloo Basin. MPK proposes to conduct numerous activities with the primary objectives of the program being to meet all the Clients requirements for rigless operations within the scope of contract.

MPK aims to undertake the campaign in a safe, efficient and environmentally sensitive manner. MPC Kinetic will identify any key operational risks for the scope of the nominated project within the Project Risk Assessment.

6.2 Site Details

The operating location is within the Beetaloo Basin in the nominated Origin Energy Limited petroleum leases . The sites are located at various locations and change according to the Clients operational requirements. The longitude and latitude for each site can be found in the Clients WSGP – Emergency Response Plan Annexure document as provided by the client

Beetaloo Sub-Basin Map



Condabri South TMP Map

6.3 Operations

The Brisbane Head Office is the designated MPK Support Base where any MPK activities associated with the program will be coordinated and the point of contact for all emergency notifications from the site.

The designated Logistics Base is the MPK Fluid Management and Production Services Roma Yard. The supply of equipment and materials is initiated and coordinated through the Procurement and Quality Manager.

7. MPC Kinetic Emergency Contact Numbers

7.1 Emergency Reporting Numbers – Priority Listing

	Name & Position	Work	Mobile
1	Trent Avery - Operations Manager		+61 448 332 298
2	James Marsh / Gareth Delzoppo (b2b) - Project Superintendent		+61 436 662 395
3	Chris Allen – HSETQ Lead		+61 407 475 627
4	Vincent James – Executive General Manager	+61 7 3637 0412	+61 419 822 992
5	John Smith - MPC Kinetic Chief Executive Officer	+61 7 3637 0200	+61 439 310 395
6.	Josh Fisher / Nathan Gessler – Wellsite Rep - Origin	+61 8 7902 9323	+61 436 804 554
7.	Adam Pedler – Petroleum Engineer – Origin		+61 436 641 835
8.	Gabrielle Bertini – HSE Growth Assets - Origin		+61 477 723 282
9.	Robert Wear – Origin Civil Services		+61 467 679 003

7.2 Emergency Response Numbers

Resource	Daly Waters	Katherine	Darwin	
Site Medic – Kyalla	0428 753 128 Sat: 0414739615			
All	000 / 112	000 / 112	000 / 112	
Hospital:	(07) 4624 2700	(08) 8973 9211	(08) 8922 8888	
Ambulance:	(07) 4616 1521	(07) 4616 1521	(07) 4616 1521	
Police:	(07) 4622 9333	(07) 4627 1222	(07) 4672 9666	
Fire:	(07) 4622 4139	(07) 4662 5137	(07) 4662 5137	
SES:	132 500 (07) 4622 2188	132 500 0409 479 471	132 500 0427 768 278	
Shire Council	1300 007 662	1300 268 624	1300 268 624	
Poisons Helpline	13 11 26 (24 hours, 7 days a week)			
Northern Territory Environmental Protection Authority (NTEPA)	+61 8 8924 4218 Email: ntepa@nt.gov.au			
NT Worksafe – Workplace health & safety	1800 019 115 Email: ntworksafe@nt.gov.au			
RFDS:	(07) 3860 1100 (24hr hotline – 1300 69 7337)			

8. Emergency Management

An emergency is a deviation from normal operations that requires immediate attention to prevent its escalation. It includes unplanned events, which may result in the temporary loss of management control. However, functional resources may assume control to manage an appropriate response, such as a fire team attending to a small fire.

Emergency scenarios and specific responses covered in this Procedure include, but are not limited to the following:

- Well Control;
- Explosion;
- Fire;
- Critical Equipment Failure;
- Medical Emergency;
- Motor Vehicle Accident;
- Security / Bomb / Civil unrest threats;
- Vehicle / Transport Incident;
- Natural Disasters (e.g bushfire / flood / adverse weather);
- Exposure to hydrogen sulphide;
- Confined Space Entry rescue
- Working at Heights rescue, and
- Developing incidents with the potential to escalate to any of the above.

8.1 Emergency Classification

A situation is usually classified in accordance with the severity, nature, extent and potential for escalation. It is important that emergency situations are classified to enable the appropriate level of response. Table 1 shall be used by the Incident Response Manager (IRM) when determining the level of escalation required based on the emergency event and to determine the required notifications. The risk level is determined through the assessment of the potential consequence utilising MPK's risk matrix and *GRP STD WHS 001 Incident Management Standard.*

Table 1. Emergency Classification Levels

Response Levels	Command Structure	Risk Level of Event	HSET	Environment
Crisis Management / Incident Response Management / Emergency Response Team	Corporate Crisis Group (CCG)	Extreme	Fatality, Multiple vehicular incidents. Incidents involving members of the public. Catastrophic bushfire	Severe to catastrophic pollution or degradation, which has long - term irreversible detrimental effects on the environment and / or community. Regulatory and high level government intervention / action.
	CCG Incident Response Group (IRG)	Extreme	Permanent disabling injury and / or long term off work with the high potential to become life threatening. Major bushfire – significant damage to plant and property - not life treating. Catastrophic damage to plant machinery or structures.	Major pollution or degradation, which has or may have long - term irreversible detrimental effects on the environment and / or community. Regulatory intervention / action.
	Incident Response Group (IRG)	High	Multiple injuries requiring medical treatment, time off work, rehabilitation with the potential to escalate. Persons trapped in trench or confined space. Major damage to plant and / or machinery. Unintended release of testing / tracing gases.	Moderate pollution or degradation, which has short - term persistent but reversible detrimental effects on the environment and / or community triggers regulatory investigation.
	On-Scene Coordinator	Moderate	Injury requiring medical treatment, time off work and rehabilitation.	Minor levels of pollution or degradation, which has short-term and reversible detrimental effects on the environment and / or community.
	On-Scene Coordinator	Low	Minor injury – first aid treatment. Minor damage to plant machinery or structures.	Nil or negligible environmental impact.

Each level of emergency management has a command structure and interface with other levels. MPK emergency roles will interface closely with roles, such as a Client Representative, as required.

9. Command Structure

Each level of emergency management has a command structure and interface with other levels. MPK emergency roles will interface closely with roles, such as the Client Representative, as required.

Due to the nature of operations and small teams utilised, the MPK site emergency command structure is comprised of two primary roles capable of dealing with emergencies - On-Scene Coordinator (OSC) and Emergency Response Team (ERT).

The structure and allocated personnel will be defined in *KIN-AOG-QHSE-MAP008 Emergency Response Plan (FMPS)* (ERP) and / or a HSET Bridging document. The structure may adjust depending on the site, project, location and number of personnel involved. The OSC may allocate an ERT Leader and other roles, as appropriate.

On initiation of the general alarm the OSC and ERT shall muster at the primary muster point or a designated alternate safe location. From here it will be determined what actions need to be undertaken. A brief description of the key responsibilities of these assigned roles is provided in Table 2.

Table 1. Emergency Roles and Responsibilities

Role	Responsibilities
Level 1 – Emergency Response Team	
The ERT are personnel that respond initially and immediately to an incident on an MPC work site.	
On-Scene Coordinator	The Building Warden or onsite Manager i.e. Supervisor is the designated OSC. The OSC has overall command of the emergency operations, directs the ERT and performs the following duties: Assess, plan and initiate the response; Select, lead and direct the ERT and actions taken; Ensure the safety of the ERT members during the emergency response; Maintain communication with the ERT; Authorise medevac operations; and Provide updates to corporate and regulatory authorities as necessary. When an emergency response has been activated, the OSC shall notify the Operations Manager (IRG Team Leader) and if required request additional internal or external support.
Emergency Response Team	The ERT may be allocated the following duties by the OSC: Muster and wait for instructions from the OSC; Coordinate the headcount process; Communicate with the ERT Leader on any personnel not accounted for; Prepare emergency equipment and Personal Protective Equipment (PPE) for use; Conduct rescues, if safe to do so;

Role	Responsibilities
	Assist emergency services if requested; Update and maintain communications with the OSC; Establish, maintain and control site access; Identify access points for emergency services; Provide information or direction to emergency services upon arrival; Prepare materials required by the OSC, including maps, directions or procedures.
Non-Essential Personnel	On initiation of the general alarm, all non-essential personnel shall muster at the nominated primary muster point. If the primary musters point is inaccessible or unsafe, mustering shall occur at the nominated alternate muster point. On arrival at the muster point, personnel shall report their name and position to the designated ERT member and remain at the muster point, following instructions from the ERT. Personnel not able to make their way to the muster point must make contact with the IRM and provide information on their location and status, such as injured personnel.
Level 2 – Incident Response Group	
The focus of the IRG is to implement the project ERP and respond to all matters concerning the impact of the incident on-site. Safety and security of employees, subcontractors and members of the public (if involved) is the team's first priority. The IRG provides guidance, organises resources and coordinates external emergency response assistance to the site ERT in mitigation measures, as required to bring a situation back under control. The IRG is contactable 24 hours by telephone and is recallable within two (2) hours. The IRG has the following responsibilities: Provision of technical and operational advice; Provision of support, including logistic, material, specialist technical assistance, safety advice, human resources and external resources; Assessment of overall impact of the emergency on the field; Assessment of financial and public relations implications; Communication and notifications amongst relevant stakeholders and Next of Kin (NoK); and Long term recovery planning.	
Incident Response Manager	The Operations Manager is the designated IRM and will perform the following duties: Assemble at the Brisbane Head Office; Call out the IRG members as necessary; Designate an Incident Response Coordinator (IRC);

Emergency Response Plan

Role	Responsibilities
	Establish communications with the site and receive situational updates from the OSC; Amend / approve the response / action plan developed by the IRC; Notify / liaise with Client and contractor representatives; and Liaise with and provide external assistance as necessary.
Incident Response Coordinator	The IRC will perform the following duties: Collate operational information on the incident; Develop a response / action plan for submission to the IRM; Liaise with the site for information and situational updates; Implement and monitor the response / action plan; Ensure welfare arrangements are in place; Coordinate medevac assistance with the OSC; Perform the duties of scribe; and Consider the need to arrange for counselling of personnel involved in the incident and if appropriate arrange for this support.
Level 3 – Corporate Crisis Group	
The MPC CCG provides a strategic response and communicates with insurers, investors, government and the media and detailed information is provided in *KIN-AOG-QHSE-MAP008 Emergency Response Plan (FMPS)* (ERP)**.** The CCG is made up from the company's most senior management and has the overall responsibility for the response planning and management of incidents. The CCG are responsible for the external (public) consequences of a physical incident - operational, environmental, and legal, media, and community / public and financial. The CCG will be headed by a Senior Executive acting as Team Leader, for example the Chief Executive Officer who may act in a dual role as spokesperson and will be supported by an experienced management team seconded from the Project, or other Corporate officers as needed. The CCG will be based at the Brisbane corporate head office (designated Crisis Command Centre). The CCG will focus on threat assessment, resourcing, management control, developing and agreeing on responses, insurance, business recovery, and communicating with the media and non-media stakeholders such as staff, customers, business partners, NGOs, government and the local community. The *WHS PRO 001 Emergency Response Management Procedure* outlines the roles and responsibilities of the CCG, details of information flow, call out and activation procedures, details of the Crisis Command Centre, contact lists for internal and external stakeholders, the process for post crisis review and templates required in the initial stages of a crisis response.	

10. Emergency Preparation

A copy of *KIN-AOG-QHSE-MAP008 Emergency Response Plan (FMPS)* (ERP) that includes emergency contact numbers shall be kept in each MPK vehicle and building.

11. Emergency Resources

11.1 Emergency Equipment

Adequate equipment is provided to allow for an appropriate response to emergency situations as identified in the project specific risk assessment.

The following equipment and systems must be available at all times during normal operations:

- Fire extinguishers (dry powder type);
- Emergency shutdown units including remote units;
- Gas monitors;
- Bulk water supply (where possible);
- First aid kit / s;
- Defibrilator;
- Safety triangles;
- Communications – mobile phone, UHF radio;
- Crew vehicle for possible evacuation;
- MPC Kinetic contact numbers;
- Site / lease emergency contact numbers; and
- Site / lease map incorporating emergency evacuation routes and lease muster points.

Equipment shall be inspected and maintained in accordance with the requirements of *MPC Inspections and Maintenance Management Procedure*

11.2 Evacuation Plans

All MPK work sites shall have site evacuation plans developed and displayed in prominent positions.

It shall be the responsibility of the Manager in control of the work site to ensure posted evacuation plans are clear, readable and current.

Evacuation plans shall detail the location of the following:

- The address of the building;
- Fire extinguishers;
- Emergency exits;
- Emergency alarms; and
- Emergency assembly areas and alternative safe zones.

All work sites (i.e. well servicing sites) shall have a designated and signed emergency muster point(s).

11.3 First Aid

Each MPK work site shall be under the control of at least one qualified first aider per eight personnel, or two qualified first aiders per crew. Required first aid qualifications for each location shall be determined and details shall be maintained by the HSET Department within MPK's compliance management software. This may require additional first aid equipment to be purchased.

Each MPK work site shall be issued with a first aid kit that is under the control of a qualified first aider. Work sites assessed as 'high risk', such as remote sites, shall be issued with a trauma first aid kit, if required in the project specific risk assessment.

First aid kit supplies are to be maintained with all expired products removed and replaced. First aid kits shall be regularly inspected with inspections documented within the relevant audit tool.

Each MPK vehicle shall be issued with a first aid kit. Vehicle first aid kits shall be regularly inspected and documented within daily prestart checklist within the Upvise inspection system.

11.4 Project Emergency Response Review

Prior to the commencement of a new project, the HSET Manager shall review Client emergency response protocols relative to the lease, to ensure that appropriate services are available in the event of an emergency.

An *KIN-AOG-QHSE-MAP008 Emergency Response Plan (FMPS)* (ERP) shall be developed for each new project by the HSET Manager.

Remote work areas must be specifically assessed to determine response capabilities and requirements, as there may be delays in the time that emergency services can respond due to distance and conditions.

The emergency response review should consider:

- Client emergency response procedures and their adequacy;
- Methods of emergency communications;
- Location of sites and suitability of access for emergency services;
- Whether there is a need to establish an Emergency Services Escort Point;
- Availability of suitable airstrips / helipads in extremely remote locations;
- Contact numbers for local emergency services if applicable; and
- Contact number and radio frequency for the Royal Flying Doctor Service.

This information is to be provided to applicable MPK crews, the relevant Supervisor/s and the Operations Manager, with a copy maintained at the appropriate Company field office for the duration of the project

12. Emergency Response Activation

12.1 Emergency Call Protocol

In the event of an emergency, remain calm and immediately call for assistance by telephone – dial 000 or 112 for Global System Mobile communications and satellite phones.

Should contact using the phone fail, immediately try the local radio channel and state the following emergency call protocol:

- EMERGENCY, EMERGENCY, EMERGENCY (Radio ONLY);
- Your NAME;
- LOCATION;
- NATURE of the emergency;
- Number and nature of INJURIES; and
- Wait for a response – DO NOT LEAVE YOUR RADIO unless told to do so.

When an emergency has been raised, this Plan will be activated in its entirety or in part, as necessary. Once the emergency response is activated, the OSC must be advised immediately. The OSC will initially classify the emergency and determine the appropriate level of emergency response required. When able to do so, the OSC will notify the Executive General Manager of the emergency, where the emergency may be reclassified and the decision to activate the IRG or CCG undertaken. The OSC shall then direct the emergency response effort and maintain communications with the IRG.

The activation of an emergency response may take place over varying timelines (e.g. minutes or hours) and could require a combination of scenario responses.

In the event of an emergency in an offsite remote location, such as a vehicle incident, the OSC is to be contacted as soon as possible, so ERP can be activated.

12.2 Mustering

On initiation of the 'general alarm' all personnel muster at the designated primary muster point or to the alternate muster point if they are unable to reach the primary muster point. A head count is undertaken by a designated member of the ERT, using the personnel on site list or magna board and personnel shall follow instruction from the ERT member. If no emergency siren or alarm is available a long continuous blast of any horn can be used instead.

If personnel cannot access their primary muster point they must make their way to the alternate muster point and attempt to make contact with the OSC to provide information on their location, and status (i.e. injured personnel).

Announcements may be made verbally, by loud speaker or a public address system regarding muster points in certain scenarios, such as fire blocking access and personnel shall muster at alternate muster points.

12.3 Evacuation

Whenever an evacuation is necessary from a Company building or field work site, the following process should be followed once the evacuation alarm is initiated:

- The OSC shall notify all present personnel on site to move in an orderly manner toward the most suitable Muster Point or to an agreed safe zone. Where possible, the OSC shall retrieve a first aid kit;
- The OSC or designated ERT member shall conduct a head count including against the visitors log entries and make sure everyone is accounted for;
- If any site personnel are not at the Muster Point, all possible attempts are to be made to contact the missing personnel and ensure they relocate to the Muster Point / safe zone;
- A qualified first aider is to provide any necessary first aid to injured personnel at the Muster Point / safe zone;
- The OSC shall notify emergency services and the IRM as to the emergency situation; and
- The OSC shall remain in contact with emergency services and the IRM.

13. Credible Emergencies

Actions to manage credible emergencies are outlined in the following Trigger Action Response Plan (TARPs) tables.

A risk assessment to identify credible emergency situations within the Company's operations shall be conducted, being facilitated by suitably experienced and competent personnel. A risk assessment shall evaluate the impact on personnel, equipment and Company operations and identify critical controls to be incorporated.

The HSET Manager and Operations Manager are responsible to ensure a full risk assessment is conducted by suitably experienced personnel to formally identify credible emergency events and the actions required to manage them prior to commencement of operations, and the *KIN-AOG-QHSE-MAP008 Emergency Response Plan (FMPS)* (ERP) updated as required.

14. Trigger Action Response Plan – Fire/Explosion

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Response Hierarchy Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	No evidence of fire.	Evidence of smoke / fire.	Fire is small and can be contained with back up.	Fire is developing and cannot be contained with immediate equipment.
All Site Personnel	This applies to all mobile and fixed equipment, including buildings and to the field operations site in the case of bushfire. All personnel at work, as normal.	Vehicle – pull over to a safe place. Notify On-Scene Coordinator (OSC). Assess the situation. Attempt to locate the source of the smoke / fire / explosion. Personnel in danger, etc. If you can extinguish the fire, take immediate action to fight the fire. Determine the safest route of travel to place of safety.	Notify OSC. Assess the situation. Attempt to locate the source of the smoke / fire / explosion. Personnel in danger, etc. Determine safest route of travel to place of safety. Notify other persons in the area of fire. If you can extinguish the fire, take immediate action to fight the fire.	All persons withdraw to place of safety. Notify OSC immediately. Ensure that all persons are safe. Prevent persons from entering the area until a thorough assessment has been carried out.
On-Scene Coordinator		Monitor situation and maintain communication with reporter.	Notify Incident Response Manager (IRM). Maintain communication with reporter. Notify all other site personnel. Conduct head count at Assembly Point.	Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at Assembly Point.
Incident Response Manager		Follow up incident analysis.	Notify Executive General Manager. Monitor situation and maintain communication with OSC. Manage external response.	Notify Executive General Manager. Declare state of emergency. Direct actions as per response hierarchy.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Response Hierarchy Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
				Contact external services for immediate response. Report occurrence to relevant authorities.
Executive General Manager			Report occurrence to relevant authorities. Incident Investigation to be commenced.	Prepare Media Statement as required. Incident Investigation to be commenced.

15. Trigger Action Response Plan – Medical Emergency

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Response Hierarchy Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	No Injury.	First Aid Injury.	Medically Treated Injury and Lost Time Injury.	Serious Injury – Fatality.
All Site Personnel	All personnel at work, as normal.	Administer first aid. Record treatment. Notify OSC Complete incident report.	Administer first aid. Notify OSC immediately. Assess the situation and requirement. Determine safest route of travel to first aid / medical facility. Notify other persons in the area of injury.	Administer first aid and withdraw all persons to a place of safety. Stop work immediately and notify OSC. Prevent persons from entering the area until a thorough assessment has been carried out.
On-Scene Coordinator		Record and Report. Notify IRM.	Organise transport to appropriate closest first aid facilities. Notify IRM. Contact external services if required. Ensure incident report completed.	Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at Assembly Point. Secure the area / site. Protect evidence.
Incident Response Manager		Follow up incident analysis.	Notify Executive General Manager. Shut down involved plant. Monitor situation and maintain communication with reporting person. Manage external response. Maintain communication with the OSC.	Notify Executive General Manager. Shut down all site operations. Manage emergency response personnel and equipment for immediate response. Notify relevant authorities. Monitor situation and maintain communication with OSC.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Response Hierarchy Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
			Organise resources to commence incident investigation and evidence gathering.	
Executive General Manager			Report occurrence to relevant authorities. Incident Investigation to be completed.	Assemble the Corporate Incident Management Team. Upon confirmation by a medical practitioner / paramedic of fatality make arrangements to notify NOK via local police. Organise resources to commence incident investigation and evidence gathering. Assess requirement to send external professionals to site, e.g. trauma counsellors, incident investigators. Prepare Media Statement as required. Incident Investigation to be completed.

16. Trigger Action Response Plan – Adverse Weather

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	No rainfall. Normal winds.	Electrical storm alert in the distance. Slight rainfall causing damage to some tracks and operations areas. Project area of operations to go on caution alert. No creek overflow.	Conditions become un-trafficable for 2WD and mobile plant access to and within project area. Heightened creek flow. Heavy rainfall and electrical activity in area.	Rain causes normal project operations to cease. Rain event is ongoing. Electrical storm in project area ongoing. Access road becomes un-trafficable for 4WD's for an extended period.
All Site Personnel	All personnel at work, as normal.	Speed limit reduced to 5km / h on site.	4WD vehicle access only to and within project area. Refuel plant.	No personnel allowed into project area unless authorised by OSC.
On-Scene Coordinator		Advise all subordinates of site caution alert and reduced speed limit. Continually monitor and advise of weather conditions. Maintain communication, remain with and monitor crew.	On-site mobile plant operations cease. Park up heavy machinery. Notify IRM. Assemble all personnel at site office. Once evacuated to a safe area perform a head count. Continually monitor and advise of weather conditions. Maintain communication with IRM. Secure plant as best as possible.	On-site operations cease – after approval from IRM. Assemble all personnel at site office. Once evacuated to a safe area perform a head count. Continually monitor and advise of weather conditions. Monitor and coordinate crew during shut down operation. Maintain communication with IRM.
Incident Response Manager		Limit transport of mobile plant. Notify all personnel that area is under caution alert.	Advise personnel to evacuate to a safe area. Notify Executive General Manager. Monitor weather to return to rig plant. *When rain / storm event ceases.*	Shut down rig plant. Shut down all site operations. Evacuate all personnel to safe area.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
		Ensure light vehicle movements are kept to main access roads and engage 4WD. Close off any known sub-standard tracks on-site. Ensure all work areas and roads are at a standard to ensure safe operation. Conduct an inspection of all work areas and tracks before the caution alert rating is lifted.	Perform site inspection with site senior personnel to ascertain site ground conditions prior to returning personnel to site.	Continually monitor weather conditions and advise Executive General Manager. *When rain / storm event ceases.* Perform site inspection with site senior personnel to ascertain site ground conditions prior to returning personnel to site.
Executive General Manager			Ensure all on site have been accounted for and evacuated.	Ensure all personnel on-site have been accounted for and evacuated. Ensure access is restricted to necessary personnel. Approve action plan for return to work.

17. Trigger Action Response Plan – Natural Disaster

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	Normal weather.	Minor flooding, winds, no immediate danger injuries. Cyclone, floods, earthquake warnings forecasted.	Moderate flooding, moderate winds that have caused sufficient damage to temporarily disrupt operations. No serious injuries. Cyclone, floods, earthquake categories / levels escalate.	Serious flooding, earthquake, heavy winds that have or could cause significant injuries, fatality, damage or disruption of operation.
All Site Personnel	All personnel at work, as normal.	Personnel are not to put themselves in danger. Ensure all machinery is moved to higher ground so rising water cannot damage them. Secure area and equipment. Assist with clean-up after the event	Shutdown electrical power, if safe to do so. Provide first aid and monitor patient. Assist with medevac as required	No personnel allowed into project area unless authorised by OSC.
On-Scene Coordinator		Advise all personnel of site weather caution alert. Continually monitor and advise of weather conditions. Remain with and monitor personnel. Obtain information and gather updates when available. Determine requirements for outside assistance/additional support. Suspend operations, as necessary. Order partial or full evacuation, if necessary.	On-site mobile plant operations cease. Park up heavy machinery. Notify IRM. Assemble all personnel at site office. Once evacuated to a safe area perform a head count. Conduct search for missing personnel. Continually monitor and advise of weather conditions. Maintain communication with IRM. Secure plant as best as possible.	On-site operations cease – after approval from IRM. Assemble all personnel at site office. Once evacuated to a safe area perform a head count. Continually monitor and advise of weather conditions. Monitor and coordinate crew during shut down operation. Maintain communication with IRM.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Incident Response Manager		Limit transport of mobile plant and light vehicles. Notify all personnel that area is under caution alert. Conduct an inspection of all work areas before the caution alert rating is lifted.	Advise personnel to evacuate to a safe area. Notify Executive General Manager. Monitor weather to return to rig plant. When event ceases, perform site inspection with site senior personnel to ascertain site ground conditions prior to returning personnel to site.	Shut down rig plant. Shut down all site operations. Evacuate all personnel to safe area. Continually monitor weather conditions and advise Executive General Manager. When event ceases, perform site inspection with site senior personnel to ascertain site ground conditions prior to returning personnel to site.
Executive General Manager			Ensure all on site have been accounted for and evacuated.	Ensure all personnel on-site have been accounted for and evacuated. Ensure access is restricted to necessary personnel. Approve action plan for return to work.

18. Trigger Action Response Plan – Well Control

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**	**Level 4 Response**
Trigger	Suspect or Possibility of Gas. 0-5% of LEL. 0-5ppm H^2S.	Limited Gas Release. 5-10% of LEL (Low Level Alarm). 5-10ppm H^2S.	Major Gas Intersection / Blowout. >10% of LEL (High Level Alarm). >10ppm H^2S.	Obvious or Observed Major Gas Release / Kick. Gas Free Flowing from Well. Gas-cut Return Mud (Regardless of Alarm).
Driller / SSM	Continual gas monitoring. Notify OSC. Monitor and record appropriate pressures / flows.	Notify OSC. Monitor and record appropriate pressures / flows. Driller/ SSM to alert the crew and "hard" shut in the well. Notify crew of gas present.	Continual gas monitoring. Monitor and record appropriate pressures / flows. Notify crew of gas present. Notify OSC. Space out pipe. Shut down mud pumps. Perform flow check – observe well.	Space out pipe. Shut down mud pumps. Notify crew of gas present. Perform flow check – observe well. Shut-in well. Notify OSC. or Evacuate crew to Assembly Point.
On-Scene Coordinator	Monitor appropriate pressures / flows.	Notify IRM. Well control method e.g. Drillers Method determined. Well Control Manual is consulted. Monitor appropriate pressures / flows. Continually advise Driller/ SSM.	Notify IRM. Monitor appropriate pressures / flows.	Notify IRM. Conduct head count at Assembly Point.
Incident Response Manager	Monitor appropriate pressures / flows. Advise and manage well operations.	Monitor appropriate pressures / flows. Advise and manage well operations.	Monitor appropriate pressures / flows. Advise and manage well control activities. Incident Investigation to be completed.	Maintain communication with OSC. Monitor appropriate pressures / flows. Decide on appropriate well control actions. or Shut down rig plant.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**	**Level 4 Response**
				Advise and manage well control activities. Ensure appropriate Respiratory Protective Device is used for return to site to monitor gas levels.
Executive General Manager				Assemble Corporate Incident Management Team. Prepare Media Statement as required. Organise resources to commence incident investigation and evidence gathering. Incident Investigation to be completed.

19. Trigger Action Response Plan – Vehicle Accident

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	Vehicle travelling as normal.	Minor vehicle incident no injuries.	Vehicle accident resulting in medically treated injury and lost time injury.	Major vehicle accident resulting in fatality.
All Site Personnel	All personnel at work, as normal. Journey plan has been completed where required.	Vehicle – pull over to a safe place if possible. Notify OSC or journey coordinator. Assess the situation. If another vehicle / driver involved check their condition if safe to do so. Place emergency triangles. If you can assist the other driver safely do so. Obtain details of other driver e.g. name, license number, contact details, insurer details. Remain with the vehicle if safe to do so or as close to the vehicle as possible. Notify authorities if applicable.	Administer first aid if able. Notify OSC or journey coordinator immediately. Assess the situation (extent of damage, no. of people injured). Determine safest route of travel to place of safety. Contact emergency services, Ambulance, Police, and Fire. Remain at the scene if safe to do so, or as close as possible. Place emergency triangles and control the scene, protect evidence.	Administer first aid if able. Notify OSC or journey coordinator immediately. Ensure that all persons are safe. Determine safest route of travel to place of safety. Contact emergency services, (Client ERT if on site), Ambulance, Police, Fire. Remain at the scene if safe to do so, or as close as possible.
On-Scene Coordinator		Monitor situation and maintain communication with reporter. Organise resources for recovery of vehicle and persons and initial investigation, photos etc. Notify IRM.	Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at Muster point. Organise any resources required to recover vehicle / s or people and commence initial investigation – photos, etc.	Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at Muster pt. Organise any resources required to recover vehicle / s or people and commence initial investigation – photos, etc.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Incident Response Manager		Follow up incident investigation.	Notify Executive General Manager. Assess and assemble site ECC or Client ERT if required. Monitor situation and maintain communication with OSC. Manage external response.	Notify Executive General Manager. Declare state of emergency and mobilise the ECC if on site. Direct actions as per response hierarchy. Contact external services for immediate response. Monitor situation and maintain communication with OSC.
Executive General Manager			Report occurrence to relevant authorities. Incident Investigation to be completed.	Assemble Corporate Incident Management Team. Upon confirmation by a medical practitioner / paramedic of fatality make arrangements to notify next of kin via local police. Organise resources to commence incident investigation and evidence gathering. Assess requirement to send external professionals to site, e.g. trauma counsellors, incident investigators. Prepare Media Statement as required. Incident Investigation to be completed.

20. Trigger Action Response Plan – Security Event

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	Operations are secure.	Non-authorised persons on site.	Non-authorised persons have caused damage to plant / equipment.	Non-authorised persons have caused injury to personnel.
All Site Personnel	All personnel at work, as normal.	Notify the OSC. Notify authorities, if applicable.	Notify the OSC. If possible and safe for personnel to evacuate the immediate vicinity of the non-authorised persons. Pass on all relevant information regarding status of emergency and progress of evacuation to the emergency services personnel on their arrival.	Administer first aid if able. Notify OSC immediately. Ensure that all persons are safe. Determine safest route of travel to place of safety.
On-Scene Coordinator		Notify IRM. Communicate with the person reporting the emergency and endeavor to ascertain. The number and location of the non-authorised persons. Whether the non-authorised persons are still on site; and If the there is any perceived danger to on site personnel. Monitor situation and maintain communication with reporter. Organise initial incident investigation.	Instruct all personnel to move inside the protection of buildings. Instruct personnel to lock down their area and remain out of sight until instructed otherwise (turn off mobile phones and turn down volume of radio). If safe, initiate evacuation. Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at Muster point.	Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at Muster pt. Organise any resources required to recover vehicle / s or people and commence initial investigation – photos, etc.
Incident Response Manager		Follow up incident investigation.	Notify Executive General Manager. Assess and assemble site ECC or Client ERT if required.	Notify Executive General Manager. Declare state of emergency and mobilise the ECC if on site.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	Normal State	Level 1 Response	Level 2 Response	Level 3 Response
			Monitor situation and maintain communication with OSC. Manage external response.	Direct actions as per response hierarchy. Contact external services for immediate response. Monitor situation and maintain communication with OSC.
Executive General Manager			Report occurrence to relevant authorities. Incident Investigation to be completed.	Assemble Corporate Incident Management Team. Upon confirmation by a medical practitioner / paramedic of injury make arrangements to notify next of kin via local police. Organise resources to commence incident investigation and evidence gathering. Assess requirement to send external professionals to site, e.g. trauma counsellors, incident investigators. Prepare Media Statement as required. Incident Investigation to be completed.

21. Trigger Action Response Plan – Bomb Threat

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	Operations as normal, no threats.	Threat without specifics, such as type of bomb, location, detonation time, or a demand of any kind. Assessed as no danger. No evacuation or search warranted.	Threat involves some specifics, as above, but assessed as little danger. Evacuation but no search warranted.	Threat involves specifics, as above, and is assessed as credible. Evacuation and search is warranted.
All Site Personnel	All personnel at work, as normal.	Notify the OSC. Notify police and explain situation. They will come directly out to site.	Notify the OSC. If possible and safe for personnel to evacuate the immediate vicinity of the non-authorised persons. Pass on all relevant information regarding status of emergency and progress of evacuation to the emergency services personnel on their arrival.	Administer first aid if able. Notify OSC immediately. Ensure that all persons are safe. Determine safest route of travel to place of safety.
On-Scene Coordinator		Notify IRM. Suspend operations. Monitor situation and maintain communication with reporter. If at any stage a device is found, arrange for personnel in area to be evacuated. Evaluate threat. Arrange for a search for the device with the police. If no device found, re-evaluate the threat. Organise initial incident investigation.	Order full or partial evacuation. Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at muster point.	Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at Muster pt. Commence initial investigation – photos, etc.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Incident Response Manager		Follow up incident investigation.	Notify Executive General Manager. Assess and assemble site ECC or Client ERT if required. Monitor situation and maintain communication with OSC. Manage external response.	Notify Executive General Manager. Declare state of emergency and mobilise the ECC if on site. Direct actions as per response hierarchy. Contact external services for immediate response. Monitor situation and maintain communication with OSC.
Executive General Manager			Report occurrence to relevant authorities. With direction from the police, give the all clear and operations are to return to normal. Incident Investigation to be completed.	Assemble Corporate Incident Management Team. Upon confirmation by a medical practitioner / paramedic of injury make arrangements to notify next of kin via local police. With direction from the police, give the all clear and operations are to return to normal. Organise resources to commence incident investigation and evidence gathering. Assess requirement to send external professionals to site, e.g. trauma counsellors, incident investigators. Prepare Media Statement as required. Incident Investigation to be completed.

22. Trigger Action Response Plan – Spill/Release

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	Operations as normal, no threats.	Minor environmental damage. No interest from the media or the Authorities. Short term reversible effects on the environment or community.	Moderate environmental damage. Interest from the media and / or Authorities. Persistent but, reversible effects on the environment or community.	Significant environmental damage or significant interest from the media and / or the Authorities. Irreversible detrimental effects on the environment or community.
All Site Personnel	All personnel at work, as normal.	Notify the OSC. Isolate spill if possible. Contain spill by placing appropriate absorbent material (or sand or earth for larger spills) around the spill to stop it spreading, especially into drains and watercourses. If possible and safe to do so, shut off / control flow spill. Switch off any ignition sources if chemical is flammable.	Notify the OSC. If possible and safe for personnel to evacuate the immediate vicinity of the non-authorised persons. Pass on all relevant information regarding status of emergency and progress of evacuation to the emergency services personnel on their arrival.	Administer first aid if able. Notify OSC immediately. Ensure that all persons are safe. Determine safest route of travel to place of safety.
On-Scene Coordinator		Notify IRM. Suspend operations. Monitor situation and maintain communication with reporter. Call for assistance to aid in control and cleanup of spill. Obtain SDS on spilt material. Liaise with HSET Manager on plan for containment of spill. Organise initial incident investigation.	Secure area / consider evacuation. Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at muster point.	Notify IRM. Secure area / consider evacuation. Maintain communication with reporter. Notify all other site personnel. Conduct head count at muster point. Commence initial investigation – photos, etc.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Incident Response Manager		Follow up incident investigation.	Notify Executive General Manager. Assess and assemble site ECC or Client ERT if required. Monitor situation and maintain communication with OSC. Manage external response.	Notify Executive General Manager. Declare state of emergency and mobilise the ECC if on site. Direct actions as per response hierarchy. Contact external services for immediate response. Monitor situation and maintain communication with OSC.
Executive General Manager			Report occurrence to relevant authorities. With direction from the police, give the all clear and operations are to return to normal. Incident Investigation to be completed.	Assemble Corporate Incident Management Team. Upon confirmation by a medical practitioner / paramedic of injury make arrangements to notify next of kin via local police. With direction from the police, give the all clear and operations are to return to normal. Organise resources to commence incident investigation and evidence gathering. Assess requirement to send external professionals to site, e.g. trauma counsellors, incident investigators. Prepare Media Statement as required. Incident Investigation to be completed.

23. Trigger Action Response Plan – Missing/Lost Person

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	All personnel accounted for.	Missing / lost person with no injuries.	Missing / lost person resulting in medically treated injury and lost time injury.	Missing / lost person resulting in fatality.
All Site Personnel	All personnel at work, as normal.	Notify OSC. Assess the situation. Obtain details of person(s) missing /lost.	Administer first aid if able. Notify OSC immediately. Assess the situation (extent of damage, no. of people injured). Contact emergency services, Ambulance, Police, and Fire. Remain at the scene if safe to do so, or as close as possible. Control the scene, protect evidence.	Administer first aid if able. Notify OSC immediately. Ensure that all persons are safe. Contact emergency services, (Client ERT if on site), Ambulance, Police, Fire. Remain at the scene if safe to do so, or as close as possible.
On-Scene Coordinator		Obtain information on time and location of last sighting. Try to establish communication via phone / radio with the missing person. Determine requirements for outside assistance / additional support. Notify relevant authorities and IRM. Direct ERT members and maintain contact. If the Police are required for search and rescue, allow them to take over command and control the situation Assist with the incident investigation and complete incident report.	Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at Muster point. Organise any resources required to recover people and commence initial investigation – photos, etc.	Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at Muster point. Organise any resources required to recover people and commence initial investigation –photos, etc.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Person(s) Actions	Normal State	Level 1 Response	Level 2 Response	Level 3 Response
		Monitor situation and maintain communication with reporter. Organise resources for recovery of persons and initial investigation, photos etc. Notify IRM.		
Incident Response Manager		Follow up incident investigation.	Notify Executive General Manager. Assess and assemble site ECC or Client ERT if required. Monitor situation and maintain communication with OSC. Manage external response.	Notify Executive General Manager. Declare state of emergency and mobilise the ECC if on site. Direct actions as per response hierarchy. Contact external services for immediate response. Monitor situation and maintain communication with OSC.
Executive General Manager			Report occurrence to relevant authorities. Incident Investigation to be completed.	Assemble Corporate Crisis Group. Upon confirmation by a medical practitioner / paramedic of fatality make arrangements to notify next of kin via local police. Organise resources to commence incident investigation and evidence gathering. Assess requirement to send external professionals to site, e.g. trauma counsellors, incident investigators. Prepare Media Statement as required. Incident Investigation to be completed.

24. Trigger Action Response Plan – Electrical

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Response Hierarchy Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	No evidence of electrical hazard	Evidence of electrical indicent – smoke or loss of power	Electrical fire is small and can be contained with back up extinguisher conducive to electrical fire	Electrical Fire is developing and cannot be contained with immediate equipment.
All Site Personnel	This applies to all mobile and fixed equipment, including buildings and to the field operations site in the case of electrical fire or exposure. All personnel at work, as normal.	Personnel muster to safe location Notify On-Scene Coordinator (OSC). Assess the situation. Attempt to locate the source of the smoke / fire / electrical issue. Personnel in danger, etc. If you can extinguish the fire, take immediate action to fight the fire using DCP extinguisher. No water to be used on electrical fires Determine the safest route of travel to place of safety. If rescue or engagement with electrical hazard is required in emergency conditions ensure low voltage rescue kit is utilised at all times.	Notify OSC. Assess the situation. Attempt to locate the source of the smoke / fire / electrical issue. Isolate source of power if safe to do so Personnel in danger, etc. Determine safest route of travel to place of safety. If rescue or engagement with electrical hazard is required in emergency conditions ensure low voltage rescue kit is utilised at all times. Notify other persons in the area of hazard. If you can extinguish the fire, take immediate action to fight the fire using DCP extinguisher. No water to be used on electrical fires	All persons withdraw to place of safety. Notify OSC immediately. Ensure that all persons are safe. Prevent persons from entering the area until a thorough assessment has been carried out.
On-Scene Coordinator		Monitor situation and maintain communication with reporter.	Notify Incident Response Manager (IRM).	Notify IRM. Maintain communication with reporter. Notify all other site personnel. Conduct head count at Assembly Point.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Response Hierarchy Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
		Contact relevant contractor/s to undertake any required electrical repair work	Contact relevant contractor/s to undertake any required electrical repair work Maintain communication with reporter. Notify all other site personnel. Conduct head count at Assembly Point.	
Incident Response Manager		Follow up incident analysis.	Notify Executive General Manager. Monitor situation and maintain communication with OSC. Manage external response.	Notify Executive General Manager. Declare state of emergency. Direct actions as per response hierarchy. Contact external services for immediate response. Report occurrence to relevant authorities.
Executive General Manager			Report occurrence to relevant authorities. Incident Investigation to be commenced.	Prepare Media Statement as required. Incident Investigation to be commenced.

25. Trigger Action Response Plan – Heat Stress

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Response Hierarchy Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
Trigger	No Injury.	Person/s showing signs of intial heat stress symptoms (Heat Cramps) – muscle spasms, cool moist skin, rapid pulse	Person/s showing signs of heat exhaustion – excessive sweating, weakness, headaches, dizziness, nausea and vomiting.	Person/s showing signs of heat stroke – high body temperature, hot dry skin, very rapid and weak pulse, confused, convulsions, loss of consciousness.
All Site Personnel	All personnel at work, as normal.	Monitor hydration and temperature of patient. Administer small sips of fluid or oral rehydration solution Keep patient in cool environment and monitor	Monitor hydration and temperature of patient. Administer small sips of fluid or oral rehydration solution Keep patient in cool environment and monitor Notify OSC immediately	Immediately notify IRM Place person in cool shady area and do not leave alone Cool person rapidly with running water, cold compress or rapid fanning Remove persons outer clothing Provide cool drinking water in small sips if patient is conscious, no caffeine Notify OSC immediately.
On-Scene Coordinator		Record and Report. Liaise with onsite medical providers if symptoms persist for assessment Notify IRM.	Organise transport to appropriate closest first aid facilities. Notify IRM. Contact external services if required including MPK Injury Management Coordinator Ensure incident report completed.	Contact medical services immediately. Maintain communication with reporter. Notify IRM and all other site personnel.. Contact MPK Group Injury Management Coordinator
Incident Response Manager		Follow up incident report as required	Notify Executive General Manager. Shut down involved plant.	Notify Executive General Manager. Shut down all site operations.

Response Hierarchy		1. Protect Human Life First	2. Protect the Environment and Community Interests	3. Protect Plant, Equipment and Production
Response Hierarchy Person(s) Actions	**Normal State**	**Level 1 Response**	**Level 2 Response**	**Level 3 Response**
			Monitor situation and maintain communication with reporting person. Manage external response. Maintain communication with the OSC. Organise resources to commence incident investigation and evidence gathering.	Manage emergency response personnel and equipment for immediate response. Notify relevant authorities. Monitor situation and maintain communication with OSC.
Executive General Manager			Report occurrence to relevant authorities. Incident Investigation to be completed.	Assemble the Corporate Incident Management Team. Upon confirmation by a medical practitioner / paramedic of fatality make arrangements to notify NOK via local police. Organise resources to commence incident investigation and evidence gathering. Assess requirement to send external professionals to site, e.g. trauma counsellors, incident investigators. Prepare Media Statement as required. Incident Investigation to be completed.

26. Explosives Emergency

IF THIS HAPPENS	DO THIS
Cargo Fire	• Do not fight fire when fire reaches cargo. The cargo may explode • Contact Police. Advise location, material in load & quantity. • Remove people from area keeping a minimum 400m exclusion/evacuation distance • Divert all traffic away from the area • Allow the cargo to burn, keep area isolated for at least one hour after all fire and explosions have ceased.
Tyre Fire	• Do not fight fire, evacuate the area immediately. • Contact Police. Advise location, material in load & quantity • Stop vehicle & assess the risk of fire spreading to the cargo. • Treat as cargo fire.
Body Fire	• Do not fight fire when fire reaches cargo. The cargo may explode • Contact Police. Advise location, material in load & quantity • Stop vehicle & assess the risk of fire spreading to the cargo. • Remove people from area keeping a 400m exclusion/evacuation distance • Divert all traffic away from the area • Attempt to extinguish fire if safe to do so, with dry powder, water of foam extinguisher • If fire cannot be contained, treat as cargo fire
Engine or Cab Fire	• Do not fight fire when fire reaches cargo. The cargo may explode • Contact Police. Advise location, material in load & quantity • Stop vehicle & assess the risk of fire spreading to the cargo. • If possible, separate the Prime Mover from the trailer • Shut down engine. Isolate electricity with batter isolator or disconnecting battery cable. • Attempt to extinguish fire if safe to do so, with dry powder, water or foam extinguisher. • CAUTION: FIRE MAY ERUPT IF THE BONNET IS RAISED, ATTACK FIRE THROUGH ANY AVAILABLE OPENING WITHOUT RAISING BONNET. • If fire cannot be contained, treat as cargo fire.
Brake Drum Over-heating	• Do not fight fire when fire reaches cargo. The cargo may explode • Stop vehicle. Allow brake drum to cool or flood with water, if available. • Do not drive vehicle until brake has been dismantled, inspected & if necessary, repaired. • If fire has developed, assess the risk of the fire spreading to cargo, treat as for the tyre fire • If fire cannot be contained, treat as cargo fire.
Vehicle Accident	• Contact Police. Advise location, material in load & quantity • Check for spills or leaks or movements in cargo • Do not disentangle or move accident vehicles without specialist advice.

Spill	• Contact Police. Advise location, material in load & quantity • Eliminate source of ignition (no smoking, sparks, flames or flares) • Do not touch or walk through spilled material • Do not operate mobile phones or radio transmitters within 100m of electronic detonators • Do not clean up or dispose of, except under supervision of a specialist.
Missing or Stolen Explosives	• Notify the police. Advise location, material in load & quantity missing • Advise General Manager of event • General Manager will notify the relevant Authorities as soon as possible
First Aid	• Smoke Inhalation: - Remove to fresh air, lay down & rest - If patient is not breathing, commence DRSABCD • Eyes: - Hold eyes open & flush with water continuously for 15 minutes - Seek medical advice • Skin: - Remove all contaminated clothing, including shoes & wash affected area, using soap if available • Burns: - Immerse affected area in cold water for 10-15 minutes - Bandage lightly with sterile dressing, treat for shock as req. & seek medical advice

27. Dangerous Goods (Transportation of) Emergency

GUIDE 47	LOW TO MODERATE HAZARDOUS SUBSTANCES
HAZARDS	
Fire or Explosion	• May burn but do not ignite readily • Runoff may pollute water-ways • Fire may produce irritating, poisonous and / or corrosive fumes • Containers may explode when heated
Health	• Inhalation or contact with substance may be harmful • Inhalation of asbestos dust may damage the lungs • Runoff from fire control or dilution water may pollute waterways • Substances may be stored or transported hot – contact with substance may result in severe burns
PROTECTIVE CLOTHING	
	• Spill or leak area should be isolated immediately for at least 10 metres in all directions • Keep unauthorised personnel away • Keep upwind and to higher ground
Evacuation - FIRE	• When a large quantity of this material is involved in a major fire, consider initial evacuation for 100m in all directions
EMERGENCY RESPONSE	
Fire	**Small Fire** • Use dry chemical, CO2, water spray or foam **Large Fire** • Use water spray, fog or foam • If safe to do so, move undamaged containers from fire area • Cool containers with flooding quantities of water until well after fire is out. **Fire involving tanks** • Withdraw immediately in case of rising sound from venting safety devices or discolouration of tank • ALWAYS stay away from tank ends.
Spill or leak	• Do not touch or walk through spilled material • Stop leak if safe to do so – Prevent entry into water-ways, drains or confined areas. • Water spray may be used to knock down or divert vapour clouds. • Prevent dust cloud. • Avoid inhalation of asbestos dust. • **SEEK EXPERT ADVICE ON HANDLING AND DISPOSAL.**
First Aid	• Remove victim to fresh air – Apply resuscitation if victim is not breathing – administer oxygen if breathing is difficult. • Remove contaminated clothing and shoes immediately. • Remove material from skin immediately.

- In case of contact with material, immediately flush skin or eyes with running water for at least 15 minutes.
- Keep victim warm and quiet – obtain immediate medical care.
- Ensure that attending medical personnel are aware of the identity and nature of the product/s involved, and take precautions to protect themselves.

28. Stand Down and Recovery

The ERT may stand-down when following has occurred:

- The site has been returned to a safe condition;
- All personnel have been accounted for, stabilised and / or evacuated;
- Effective environmental controls are in place; and / or
- Emergency Services have formerly declared the emergency is over and returned control of the affected site back to MPK.

The OSC in consultation with the IRM (and emergency services, if relevant) is responsible for announcing that an emergency situation is terminated and ensuring that follow up measures have been set in motion, such as investigation processes and recovery action.

Emergency recovery will be undertaken by:

- Commencement of follow-up actions with respect to ensuring safety of life, property and environment;
- Evidence is preserved and affected areas are barricaded;
- Witness statements or details are taken using the *KIN-AOG-QHSE-FRM012 Witness Statement;*
- Photographic evidence is obtained, where possible;
- Replenishment of emergency response equipment;
- Provision of counselling to affected personnel, if required;
- Retention of documentation to aid in the incident investigation; and
- ECMP revision and amendment, including training arrangements.

If required, relevant regulatory authorities will be notified in accordance with *GRP STD WHS 001 Incident Management Standard*. A final incident investigation report is to be submitted to the Executive General Manager within two weeks of the emergency situation. If appropriate, the report shall be forwarded to affected stakeholders as well as the regulatory bodies concerned.

The HSET Manager shall determine if a post incident assessment / review is required to ensure no remaining risks exist. Any hazards found and corrective actions are to be incorporated into the *KIN-AOG-QHSE-REG002-Hazard Risk Register* and in MPK's compliance management software system (e.g. STEMS, INX InControl) .

28.1 Emergency Recovery Debriefing

A debriefing session is to be held after each emergency to discuss problems and necessary improvements for incorporation into the emergency procedures and documented within MPK's online incident management database to ensure relevant findings and/or actions are captured.

This discussion should include:

- Cause of the emergency and preventative actions;
- Emergency response success and opportunities for improvement;
- Equipment, communication, HSET MS or supervision deficiencies;
- Unsafe practices / near miss incidents;
- The cause of any injuries sustained;
- Unforeseen problems and relevant resolution steps;
- Environmental considerations; and
- External problems, such as media, contractors, local authority or Clients.

29. Communication

During an emergency situation it may be necessary to communicate the state and / or type of emergency, the possible cause, its effects / consequences, likely duration and impact to all potential stakeholders, such as emergency services, landowners, media and government bodies.

All information that is communicated to external stakeholders must be controlled, vetted and authorised in order to minimise the impact on public image and to ensure correct information is released to the public. The Executive General Manager or delegate is the authorised MPC spokesperson for all external communications and media contact. All communications shall be captured on a communications log.

The OSC may be empowered by the Executive General Manager to act as a site spokesperson. All press interviews and media conferences are held off-site where possible. Only approved MPK information is to be provided to the media

29.1 Next of Kin Notification

Wherever possible, Police should contact NoK regarding a fatality. No notifications shall be given to the NoK until a formal pronouncement of death is received from the hospital or medical professional. The Executive General Manager is the only authorised MPC person sanctioned to contact NoK or any external regulators / parties. Under no circumstances are the names of injured or dead personnel to be released prior to the notification of the NoK.

Where minor injuries have occurred, MPK representatives delegated by the Executive General Manager may notify NoK.

The MPC Kinetic HR department has an up-to-date list of every Company employee and contractor's nominated NOK on file.

30. Emergency Response Training

Appointment of personnel to emergency response roles may be subject to formal competency assessment. Additionally, personnel appointed emergency response roles will be provided with specific training, coaching and assessment commensurate with their assigned duties and responsibilities. All personnel will receive appropriate instruction and training on how they are to respond to emergencies, and on any emergency equipment they may have to use.

Contingencies shall be established for the non-availability of emergency response personnel.

Personnel engaged in MPC operations shall be competent to respond, as appropriate, to emergency situations. Training includes, but is not limited to the following:

- First aid;
- Fighting fires;
- Responding to alarms;
- Understanding instructions and assembling at the muster points;
- Using emergency equipment;
- Assessing complex situations;
- Taking corrective actions;
- Making decisions; and
- Allocating tasks.

30.1 Inductions

All personnel arriving to a site for the first time or after a prolonged absence are required to attend an induction briefing. The induction shall include site operations, hazards, safe work practices and procedures site emergency facilities and resources and formal instruction on the emergency procedures.

The main points to be covered in the induction will include:

- Emergency contact numbers;
- Alarms and their significance;
- Action in the event of an alarm occurring;
- Location of the primary and alternate muster points;
- Location of emergency and life-saving equipment;
- Location of emergency response documentation; and
- Practical demonstrations in the use of life saving equipment.

31. Drills and Exercises

To ensure a state of emergency preparedness, emergency response exercises will be conducted at regular intervals - at least two per year for offices and facilities, and each month for field sites.

Differing scenarios will be used to test response e.g. fire, snake bite, vehicle collision etc.

A debriefing session is to be held after each emergency / exercise using the *KIN-AOG-QHSE-FRM007 ER Drill Report* to discuss problems and necessary improvements for incorporation into the emergency procedures.

This discussion should include:

- Recognition of success and what was accomplished well;
- Equipment or procedure deficiencies;
- Unsafe practices / near miss incidents;
- The cause of any injuries sustained;
- Unforeseen problems;
- Communication / supervision problems;
- Environmental considerations;
- External problems, e.g. Media, landowners, local authority or clients; and
- Cause of emergency / preventative action plan.

The HSET Manager is responsible for maintaining and reviewing documentation, and developing an action plan to correct deficiencies in accordance with each relevant business unit Operations Manager.

Appendix A – Medivac Patient Information Sheet

MEDIVAC PATIENT INFORMATION SHEET			
Patient Details			
Surname:		**Given names:**	
Date of Birth:		**Company:**	
Designation:			
Nature of Injury / Illness:			
Vital Signs:			
Colour:			
State / extent of bleeding (if any):			
Pulse:			
Blood Pressure:			
Blood Group:			
Any other important symptoms:			
Treatment / medication given:			
Allergies / any other medications used:			
If medical problem, any previous history of same or similar nature:			
Type of medical aid required:			
If X rays required:	**Yes / No**	**Comment**	
Ambulance / stretcher case:	**Yes / No**	**Comment**	
Medical escort required on flight:	**Yes / No**	**Comment**	
Any other information:			
Signature (Medic):		**Date:**	

Appendix B – Emergency Communications Log

EMERGENCY COMMUNICATIONS LOG						
Sheet #:		**Date:**		**Recorder:**		
Time	**Name**		**Organisation**	**Message**	**Outstanding Action**	**Phone / Fax**

Appendix C – Incident Summary Sheet

INCIDENT SUMMARY SHEET			
Date:		**Recorder:**	
Name of contact person:			
Telephone Number:		**Fax No:**	
Time of Incident:		**Classification of Incident: Level 1 / 2/ 3**	
Name of Well Location:			
Physical location of well – Noting details of access roads, nearest farm, property or general directions to the rig site:			
Name of Rig			
Description of Incident:			
Description of any injured, casualties and missing persons including:			
number of personnel involved;		name, company, position of personnel;	
cause of injury or death;		details of injuries;	
details of any treatment given; and		the location and time person last seen (if missing person).	
Note: Medical Evacuation form should be completed			
Weather Conditions (including wind strength, direction, road conditions, location of nearest airfield or suitable position to land a helicopter in a medical emergency, etc.)?			
What is being done to contain the emergency?			
What is being done to recover from the emergency?			

Initial cause of the incident (if known)?
What are the long term effects on the site / field?
What emergency services have been requested for assistance?
Any other points, which may be relevant to the emergency?

Appendix C – Origin Emergency Contact List