



## Emergency Response Plan – General Procedures

### 1 Emergency Response Statement

Fast and appropriate response to an emergency requires advance planning, regular exercises, and specific training, and allocation of strategies to appropriate individuals.

“The opportunity to focus on prevention rather than response”

#### 1.1 Purpose of the Plan

The purpose of this plan is to promote an effective response to:

- decrease level of risk to life, property, and the environment,
- control any incident and minimise its effects, and
- provide basic training for all personnel who may be involved in an emergency.

Support during an emergency will be coordinated through the Hydrera Head Office unless otherwise stated.

#### 1.2 Definitions

<b>Near Miss</b>	A Near Miss is an unplanned, unwanted event, which under slightly different conditions could result in an injury, spill, fire, uncontrolled hydrocarbon release, or damage to equipment and or the environment.
<b>Hazard</b>	A Hazard is a substandard situation, which if not corrected could result in a “Near Miss”. “A Hazard is an accident waiting to happen.”
<b>Risk</b>	A Risk is the probability of the event and the maximum reasonable consequences should it occur.
<b>Incident</b>	An unplanned event which may result in injury to people, damage to the environment, loss or damage to assets or product, or the potential for any of these.
<b>Emergency</b>	An Emergency is a situation resulting from an incident which has already taken place and has the potential to escalate further and cause additional damage to: <ul style="list-style-type: none"> <li>• Human Life</li> <li>• The Environment</li> <li>• Assets</li> </ul>

**Generally, an emergency would involve one or more of the following situations**

- An event with life threatening injuries
- Serious injuries in a location near appropriate medical facilities
- Political or civil unrest, such as war or terrorist activities



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- Major fire, explosion, or surface blow out
- Large scale property or environmental damage

HSE Emergency is an abnormal and dangerous situation that requires immediate action to control, correct and return to a safe situation.

### 1.3 Priorities

In the event of an emergency, priorities will be given in order of severity as follows:

- The Preservation of Human Life and reducing the threat of further injury.
- Protecting the Environment.
- Protecting plant, equipment, and product.

Hydrera main objective is the preservation of human life and reducing the threat of injury and will take first preference in any emergency.

An emergency can be a complex event, generally resulting from a combination of unlikely events and it is therefore impossible to set down strict procedures to be followed in every case. Clients ERP, any other ERP in place (e.g., Drilling Contractor), can be incorporated together.

Types of emergencies envisaged for well site activities and remote locations.

Fire and explosion, uncontrolled hydrocarbon release, well out of control, threat to human life, medical treatment situation, fatality(s), major structural damage to plant or operating assets, search and rescue, vehicle accident (single / multiple), and/or environmental damage, sabotage, siege, etc, natural disaster (fire / flood / storm / etc), or any combination of these.

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### INCIDENT OCCURS

**RAISE THE ALARM** notify all personnel on location of the incident.

**EVACUATE** to a safe muster point, upwind of any gas vapours. Conduct head count and determine if all persons are present.

“Do not put yourself or any other person at risk.”

**NOTIFY** your supervisor / emergency services immediately. Provide the following details in a calm and clear voice.

**WHO** is involved, are all people accounted for, are there injuries or fatalities, what are the injuries and where are the injured located?’

**WHERE** detailed description of location and coordinates if possible.

**WHAT** has occurred (e.g., fire, fall, vehicle accident).

**INTENTIONS** what do you intend doing?

**CONTACT** how you can be contacted, phone, radio, road, water, or air (and your location).

**HELP** what form of help you require. (Emergency services RFDS, police, well control team)



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### 2.1 Determine Plan

The type of emergency and location will determine the initial response to an emergency. In any emergency the preservation of human life is the priority.

### 2.2 Commence Response Actions

In the event of an emergency the most senior person on location will be deemed the incident controller and liaise with emergency services and response teams activated, and their immediate supervisor.

Keep all personnel informed of what is happening, ensure all work or response efforts are conducted in a safe manner, all personnel are trained in the task they are performing, continually review the situation and update the response plan as necessary, keep the incident coordinator (this will be the client's representative) informed of actions, proposed actions.

### 2.3 Position Equipment

Before spotting equipment take into consideration the direction of the wind. Equipment is to be positioned to Government Regulations, client, and company policy.

Position accommodation/office units upwind if possible. Winds will change direction so install flags or markers to show direction. Before setting up equipment locate and identify escape route(s). Do not obstruct these.

### 2.4 Muster Points

Identify muster points. Always have two in the event the first choice may become unsafe.

### 2.5 Communications

Understand and be familiar with the radio and telephone system in your area. Different field locations use different protocol. (UHF, HF radios, fixed or handheld radios, internal phone, and satellite phone). Identify what the system provided for you is and understand its operation.

### 2.6 Contact Points

Have contact points displayed in a convenient location near the communication device an emergency contact number list for the field that you are working in. Identify your first and closest points of contact.

### 2.7 Emergency Shutdowns

Familiarise yourself with equipment that you may be operating. Identify any other Emergency shutdowns and rig security devices available and who can and is to operate them in the case of an emergency.

### 2.8 Local Knowledge

As we are a service company working for varied clients, it is essential that we blend in with and abide by the clients Emergency Response Plan. Make it your duty to be familiar with the client's plan and to work with it. E.g. When on a well, drilling or workover rig follow and abide by the client plan.

### 2.9 Visitors to location

Any visitors to your location must be made aware that they are in a potentially hazardous environment. It is your obligation to make them aware of the Emergency Response Plan in place.



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### **2.10 All personnel on site must know:**

- The site muster point(s).
- Location of wind indicators and their meaning.
- The site alarms.
- Emergency response priorities.
- Escape routes.
- Emergency contact system and how to use it.

### **2.11 Catastrophic Emergency**

Events which may require the expertise of persons onsite:

- Single or multiple fatalities.
- Major fire or explosion at the rig site.
- Surface blowout.
- Catastrophic environmental damage.
- Catastrophic property damage.
- Political or civil unrest, such as war.

### **2.12 Emergency Drills Procedure**

- Every job/hitch must have a drill conducted, and recorded
- Any specific safety alert (from clients) will have a drill conducted, to ensure all staff understand the implications of the alert
- Office and Workshop to have bi-monthly drills conducted



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### 3 Response to a Major Emergency

#### 3.1 Response Procedures

- Record all information and keep a time log of conversation and events.
- In the event of bodily injury or illness requiring immediate evacuation from location, contact the relevant office.
- Give the Alarm Centre all available information.
- SOS contact personnel and contact numbers can be found in Annexure 2.11.
- If requested, give approval for Alarm Centre to proceed with the case if authorized personnel have given the approval and the individual involved is a Hydrera employee.

Authorised personnel definition: “The individuals who have the authority to activate the medical evacuation.”

#### 3.2 Alarm Centre Obligations

- Supervise medical evacuation if necessary. Full time medical coordinators will provide consultation support and assistance to obtain treatment best suited for the patient.
- Provide non-medical aspects of an evacuation including regular transportation, air charter operators, ambulance services, other sub-contractors, suppliers, and intermediaries.
- Provide follow up and evaluation of the patient during hospitalization. Provide the authorized person with a full medical summary and evaluation with a recommended course of action.
- Provide follow up and evaluation of the patient during hospitalization. Provide the authorized person with a full medical summary and evaluation with a recommended course of action.
- Hydrera will proceed with emergency medical services of whatever scope, without written authorization for their service, if it is in the medical interest and safety of the patient.

#### 3.3 Response to a Catastrophic Emergency

- Record the information and keep a time log of conversation and events. Synchronize all watches so all logs are consistent.
- Notify the appropriate Operator and Drilling contractor personnel.
- If the General Manager is out, the Operations Superintendent or his designate shall notify him as soon as possible of the catastrophic emergency.
- Issue the instruction to the duty receptionist (office hours) or to the person assigned to receive calls after office hours.



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### 3.4 Response to Hazardous Substance Spill Emergency

**Gas Leak** - Gas could leak from LPG cylinders or Acetylene containers through faulty valves or from someone rupturing a tank. A leak could also develop on pipe fittings at a well site.

- Small leaks require that all equipment and valves be shutdown. Hydrera Management and the Client Emergency Response service is to be notified immediately.
- For large leaks, ruptures or explosions, all equipment should be isolated and all valves shutdown if safe to do so. Hydrera Management and the Client Emergency Response service should be notified immediately, and the evacuation procedure should commence.

**Chemical or Oil Spill / Leak** - Ruptured containers, incorrectly sealed containers or general accident can all lead to a chemical, oil spill or leak.

- Small leaks or spills under 50 litres are to be contained and controlled using the provided spill response equipment.
- All spills or leaks are to be prevented from escaping any bunded areas to prevent contamination of the environment.
- For large leaks, ruptures, or spills over 50 litres, Hydrera management and the Client emergency response service should be contacted immediately. If the spill is a significant hazard to personnel evacuation procedure should commence immediately.

## 4 Duties of the ERP Members

### 4.1 General Manager

- To co-ordinate all members to designated duties.

### 4.2 Operations Superintendent

- Assists General Manager
- Corresponds with medical support personnel (Local, SOS or Doctors).
- Retains a log of all incoming information.

### 4.3 Personnel Manager

- Receive calls from family members or next of kin and keep them informed.
- Coordinate travel should additional personnel rescues be needed at the location / field level.
- Along with the Operator Legal Counsel, prepare statements for release to the local media, and retain a log of same.
- Determine whether trauma counselling is required (in consultation with the HR & Operations Superintendent,) and if deemed necessary, organize suitable counselling.



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- Assists DOP, EM, GM as required.
- Point of contact for all incoming external media, regulator, and police enquiries.
- Media Support Team Leader.

### 4.4 Emergency Response Plan Kit

On commencement of duty, the Duty Officer shall review and check that the Emergency Response Plan Kit is in place in vehicle. Any discrepancy should be reported to the Operations Superintendent.

Emergency Response Plan Kit includes the following items,

- Emergency Response Plans for all locations.
- In the event of an emergency, logbooks to be able to record all incoming messages.
- Hydrera General Manager or nominated representative shall review the Emergency Response Plan quarterly.

Incident When Emergency Phone Number is to be used

- Chemical or Other Hazardous Material Spills, from transport vehicles, storage facilities, equipment, or containers at the base or on location.
- Motor Vehicle Accidents.
- Personnel Exposures to Chemical.
- Sudden Release of Chemical Fumes.
- Poison information line. Refer to MSDS on chemical.

Action to be taken immediately

- First Aid, for exposure or injury if required.
- Isolate Area, by roping off as appropriate.
- Shut off, source of emissions.
- Contain Spill, if possible Do Not discuss liability with anyone.
- Telephone local and/or regional HSE contact specified in local Emergency Response Plan.

If emergency is severe or if local and/or operations contact cannot be reached immediately, telephone head office. Be prepared to provide the following basic information to the Emergency Response Member:

- Description of the incident location and time, personnel injury, or exposure etc.
- Your contact call-back number including country & area codes.

Stand by, for call back, recommended response actions, be a resource for health, safety, and environmental hazard information, and assist with required immediate reporting to agencies.



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### 4.5 Emergency Contact List

Eddie Pigeon General Manager Australia: +61 416 511 235  
HSEQ Manager Australia: +61 499 760 670  
Operations Superintendent Australia: +61 400 461 492

**Eddie Pigeon**  
**General Manager**  
*Eddie Pigeon*





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### 5 Emergency Scenarios

Below is a list of potential emergency scenarios which have been identified and ranked using the HYDRERA Risk Matrix in Appendix A.

Emergency Scenario	Risk
Hydrogen Sulphide (H <sub>2</sub> S)	Extreme
Medical Emergency	High
Flooding while on site	High
Surface Blow out	High
Fire While on Site	High
Vehicle Accident	High
Fall from Heights	Moderate
Chemical Spill	Low



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Risk Rating = Likelihood (A) X Consequence (B)						
<b>A. LIKELIHOOD</b>	<b>What is the likelihood of an event happening in a realistic scenario given the planned exposure?</b>					
	<b>Rare</b>		Practically impossible			
	<b>Unlikely</b>		Not likely to occur			
	<b>Possible</b>		Could occur or “I’ve heard of it happening”			
	<b>Likely</b>		Is known to occur or it “has happened”			
<b>B. CONSEQUENCE</b>	<b>What are the potential outcomes and their magnitude in a realistic scenario?</b>					
		<b>Injury</b>	<b>Plant/Property Damage; Revenue/Efficiency Loss</b>	<b>Production Interruption</b>	<b>Environmental</b>	<b>Media/PR</b>
	<b>Insignificant</b>	No injuries	< \$1K	Partial loss, minor	Perception only	No media interest
	<b>Minor</b>	First aid treatment	< \$10K	Partial loss significant	On site release immediately contained	Limited local media coverage.
	<b>Moderate</b>	Medical treatment injury or illness	< \$100K	Full loss <1day	On/Off site release contained. No impact	Extensive local media coverage, minor State-wide coverage.
	<b>Major</b>	Lost time injury or illness	< \$1M	Full loss >1day	On/Off site release with minor impact	Extensive local and State media coverage, minor brand damage.
	<b>Catastrophic</b>	Fatality/Potential Fatality	> \$1M	Full loss multiple days	Major environmental damage	Extensive local, State & National coverage, major brand damage.
<b>C. RISK RATING</b>	<b>CONSEQUENCE</b>					
	<b>LIKELIHOOD</b>	<b>INSIGNIFICANT</b>	<b>MINOR</b>	<b>MODERATE</b>	<b>MAJOR</b>	<b>CATASTROPHIC</b>
	Rare	Low	Low	Low	Medium	Medium
	Unlikely	Low	Low	Medium	High	High
	Possible	Low	Medium	High	High	High
	Likely	Medium	Medium	High	Extreme	Extreme
	Almost Certain	Medium	High	High	Extreme	Extreme
<b>D. RISK CONTROL GUIDE</b>	<b>RISK SCORE</b>			<b>ACTION REQUIRED</b>		
	Extreme			Stop work - eliminate hazard		
	High			Stop work - substitute hazard by using another equipment or process		
	Medium			Reduce impact of hazard through administrative processes (SOPs, SWMS, etc.)		
	Low			Manage hazard by ensuring personal protective clothing/equipment is used		

