

The purpose of this procedure is to provide a detailed description of the emergency response system in relation to major / potentially major emergency situations within Safespear. This document shall be approved annually as per Opito MER Requirements A.6.1 and shall be reviewed every 3 years as per Safespear Procedure for the Control of Documented Information

The HSEQ Manager is the initial point of contact for reporting emergencies during working hours. Outside of normal hours, phones are diverted to the Project Engineers.

The following information should be obtained, where possible:

- Location of emergency
- Personnel involved / potentially involved
- Details of the severity of the emergency
- Any immediate requirements
- Name, location, time and contact details of person reporting emergency

EMERGENCY / POTENTIAL EMERGENCY SITUATION

HSEQ Manager / Project Engineer
Notify a Member of the Executive Management Team

NOTIFIED MEMBER OF EXECUTIVE MANAGEMENT TEAM
Assess Validity of Emergency; Notify Other Members of Exec. Team

NOTIFIED MEMBER OF EXECUTIVE MANAGEMENT TEAM

Emergency situations may be revealed in a number of ways, including:

- Direct communications from Company personnel
- Contact from client
- Television / Radio News
- Social Media (Facebook, Twitter etc.)

The member of the Executive Management Team who receives the notification shall facilitate the following:

- Assess the validity of the emergency
- Confirm location of personnel involved / potentially involved – check Company Planners; check with client etc.
- Inform other members of the Executive Management Team to advise them that they may be required to mobilise
- Liaise with other regions to inform of emergency should it be suspected that they may be impacted
- Inform Stakeholders if emergency is / has potential to significantly impact reputation / finance / operations
- Determine whether any immediate

Consideration should be given to whether the emergency has an impact on operations within other regions. Where this happens, a joint-

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Consideration should be given to whether the emergency has an impact on operations within other regions. Where this happens, a joint-emergency response should be set up and decision made as to who takes control.

NOTIFIED MEMBER OF EXECUTIVE MANAGEMENT TEAM
Mobilise Team (if required)

- Inform stakeholders if emergency is / has potential to significantly impact reputation / finance / operations
- Determine whether any immediate assistance / response is required

FIRST IN THE ROOM
Mobilise to Designated Emergency Response and Set Up Room

- The first person in the room, shall set up the meeting room(s) and ensure the following items are made available and operational:
- Television with Access to News Channels
 - ER Phone and Fax Machine
 - Computers / Laptops / Photocopier
 - Pens and Paper

Once all members have arrived, the most senior person shall brief the Team and prioritise roles, actions and timescales.

EXECUTIVE MANAGEMENT TEAM
Familiarise Self with Emergency, Details, Role and Responsibilities

- FATALITY**
- Client will likely have primacy if fatality does not occur on one of our locations
 - Representative may have to go to site / location
 - Important to obtain and confirm facts

- HELICOPTER DITCHING / PLATFORM EMERGENCY**
- Client / Operator will have primacy
 - Client liaison critical
 - Prepare holding statement
 - ER personnel may need to be deployed – relatives

- TERRORISM / KIDNAP & RANSOM**
- Control of communications is essential
 - Relative relations critical
 - Understanding of Kidnap & Ransom Policy important
 - Important to liaise fully

- MAJOR ACCIDENT / EXTREME WEATHER**
- We will likely have primacy
 - May need to consider evacuation options
 - May need to visit location of incident, if safe to do so
 - Relative relations critical

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- Representative may have to go to site / location
- Important to obtain and confirm facts
- Police will be involved / in charge as soon as fatality confirmed – they may need a designated area at the Emergency Response Room
- Control of communications is essential
- Relative relations critical

- Client liaison critical
- Prepare holding statement
- ER personnel may need to be deployed – relatives response / client focal point
- Control of communications important
- Relatives response is critical
- Vantage used as POB
- Helicopter websites should be monitored for information

- Relative relations critical
- Understanding of Kidnap & Ransom Policy important
- Important to liaise fully with authorities
- Prepare holding statement
- Media response vital

- evacuation options
- May need to visit location of incident, if safe to do so
- Relative relations critical
- Potential for escalation to Fatality(ies)
- Consideration to be given to insurance policies
- Media response vital
- Communication essential with local authorities
- Local news / media / government websites should be monitored for updates

As the emergency response progresses, the ER Team Leader shall ensure periodic review of information and provide suitable updates to external parties.

External communication shall only be distributed with the approval of the CEO or COO (or delegate).

ER TEAM LEADER
Manage and Coordinate Emergency until Satisfactory Closure. Hold Time-Outs Every 30 Minutes to Obtain / Provide Updates

Once the emergency has been suitably addressed, the ER Team Leader shall facilitate a close out meeting and de-brief the ER Team.

The de-brief will involve a review of all the actions taken and confirmation that all important information has been logged. The Wall Boards should be photographed and filed.

Where applicable, the client representative shall liaise with the client / site to inform them that the ER Team is standing down.

ER TEAM LEADER
Close Out and De-Brief

INVESTIGATION / END OF PROCESS

Where appropriate, an investigation will be undertaken to determine the root cause of the emergency and ensure corrective and preventive actions are put in place.

All investigations and lessons learned shall be documented and the Emergency Response documentation shall be updated as required.