ConocoPhillips

Emergency Response Plan

Alaska Business Unit

Rev 1

Table of Contents

Emergency Response Plan

Purpose

The purpose of this document is to provide the Emergency Response Action Plans for the ConocoPhillips Alaska (COPA) Business Unit to ensure plans will:

- Provide a prompt and efficient organizational response to an incident to ensure the safeguard of personnel, property and the environment.
- Minimize business interruption.
- Provide prompt notification to all affected parties.

Scope

The Scope of this document is as follows:

In scope	Out of scope
All operating areas of the COPA Business Unit including: • Anchorage Tower • Kuparuk • Western North Slope (WNS) All operational and support activities including: • Aviation • Pipelines • Wells Temporary projects working under COPA HSE system.	All sites and activities outside of the COPA asset boundaries

Authorized user

The Authorized users of this document are COPA employees, contractors and contract designees who are:

- Trained and authorized to work or supervise work at these locations.
- Trained and authorized to fulfill an emergency role within the site(s) / Field Emergency Action Plans.

1. COPA Emergency Response Plans

1. Overview

Purpose

The purpose of this plan is to address emergency response processes for the Alaska Business Unit. An emergency for this plan encompasses all operating areas regarding any situation with the potential to cause:

- Loss of life or extensive injuries to personnel.
- Damage to the environment.
- Extensive property damage.
- Impact to business operations
- Impact to COP reputation

SkillsNOW operating procedures

During an emergency or abnormal operating condition, Operations personnel react to the situation based on their working knowledge of SkillsNOW operating procedures.

Refer to the Standard Operating Procedures found in SkillsNOW.

2. Temporary Projects

Temporary projects and ERP

A Project Emergency Action Plan (EAP) is prepared jointly by Operations and Engineering for special projects to provide emergency response information pertinent and specific to significant projects in the area. The Project EAP will identify response items not currently covered in other sections of the EAP.

For the duration of the project, the Project EAP is retained as part of COPA ERP and is distributed accordingly. The links to the temporary projects can be found below.

Kuparuk temporary project links

KIC currently lists 2 active EAP links in the temporary section:

- Augustine Camp EAP.
- King Eider Camp EAP.

WNS temporary EAPs link	The WNS temporary EAP link provides emergency response information pertinent to temporary situations e.g., rigs, camps, temporary offices staged for turnarounds. **Alpine:** Alpine EAP- 1100 Temporary Section. **Willow EAP Temporary Section:** **Willow EAP-WIL-HS-PLN-004** These are evergreen documents updated when changes occur. Contact Alpine Compliance Specialist (ALP1594 or 907-670-4210) for any updates to this section.
Exploration temporary EAP	The follwoing temporary EAP link provides emergency response information pertinent to temporary situations during exploration activities. Exploration EAP
Temporary drilling rig or rig camp	The Drill site Operator will ensure a representative from the rig is contacted if personnel need to be evacuated. Any response or contact information for any temporary rig or rig camp is addressed in the Temporary Projects links in this section.

3. Response Levels and Responders

Response Levels

The notification sequence depends upon whether the emergency is minor and can be managed by on-site personnel or the response level requires assistance from off-site personnel (Field Emergency Response).

Response levels are defined as follows:

Response Level	Defines a situation where:
Minor	• On-site employees are in control of the emergency response and require no further assistance.
Level I	• On-site employees require assistance from a Support Unit to control the emergency e.g., Fire Department, Spill Response Team (SRT), Hazardous Materials Response Team (HAZ-MAT) and others.
Level II	• The callout of support and any other COPA resources available near the incident is required and / or the request for mutual aid e.g., North Slope Producers. • Activation of the Alaska BU IMT.
Level III	• The activation of the combined COPA resources and those available from COP sources required. • A level III response would be activated in the event of a catastrophic emergency and would involve using a major contractor to perform emergency duties.

When a Field Emergency Response is required

Field Emergency Response is required when:

- Control of the emergency situation cannot be accomplished with Facility personnel.
- When the potential for loss of control exists.

Refer to Chapter 3 for Field Emergency Response details.

Initial Responders

Initial Responders are COPA employees or contractors who have received the necessary training and certifications to work in their areas.

Initial Responder – The Initial Responder will be:

- Facility Maintenance / Operations personnel familiar with the affected area in most cases.
- Supported by any available on-site members of the Fire Department or Spill Response Team (Crisis Management and Emergency Response Team, CM & ER).
- Identified as the On-Scene Commander (person in charge) until that individual relinquishes authority to another better qualified person to control the situation.

  Refer to *On-Scene Commander duties* in the Incident Management Team section of this document.

Field Emergency Response Teams

Field Emergency Response Team include:

- Fire Department
- Medical Emergency Response Team (MERT) Members
- Rescue Technicians
- Spill Response Team
- HAZ-MAT Technicians.

NOTE: Field Emergency Response Teams rely on most other work groups in the field for the following:

- Manpower
- Equipment
- Materials
- Transportation.

For example: North Slope contractor companies can serve as an important resource during an emergency.

2. COPA ICS and Alaska BU IMTs

1. COPA Incident Command System

COPA ICS flow chart	placeholder
Overview of Command System	All emergency response situations will utilize the Incident Command System (ICS). It provides: • A structured method for managing emergencies. • A logical chain of command and spells out the duties and responsibilities for those within that command. Refer to the following Oil Discharge Prevention and Contingency Plans which explains ICS in greater detail: • WNS C plan • Kuparuk C plan • Exploration C plan.
On-Scene Commander	The following are the duties of the On-Scene Commander (person in charge) when the ICS is activated: • Assess the emergency situation. • Direct emergency response activities. • Request resources. e.g., people, equipment and supplies • Determine if available resources should be mobilized. • Oversee the adequacy of the general welfare and safety of personnel. • Ensure sufficient resources have been ordered prior to briefing the incoming Incident Commander. • Conduct incident briefing with the replacement Incident Commander. The On-Scene Commander must ensure a designated individual is left in charge while he/she is briefing the incoming Incident Commander.

Incident Commander	On-site management is trained to respond to minor operational incidents. Typically, activation of the Initial Responder will be all that is required to provide an effective response. When additional assistance is required, the Alaska BU IMT will be activated and will assume command: The Incident Commander must • Obtain all of the incident details. • Sufficient information is available to make logical decisions. • Takeover coordination has been accomplished. • Announce to the general and command staff when he/she has assumed command of the incident. • Become familiar with the other ICS positions as detailed in the plans.

2. Forward Operating Base

Forward Operating Base (FOB) Philosophy	In the ICS structure a forward operating base is an extension of the IMT from the Incident command post. COPA utilizes the Forward operating base philosophy for emergencies. This allows the operating assets to focus on mitigation strategies, continuing standard operations where possible, and responding to emergencies.
Onshore Installation Manager (OIM)	During an event, the Onshore Installation Managers have overall authority of the asset, and the on-scene commander will report to the OIM. If the situation requires IMT support, the OIM with support from the Crisis Management and Emergency Response Coordinator will activate the Alaska BU IMT. The Alaska BU IMT incident Commander will conduct a handover from the OIM and take over all response activities.

3. Alaska BU IMT Activation

Process to activate Alaska BU IMT

Alaska BU IMT is activated as follows:

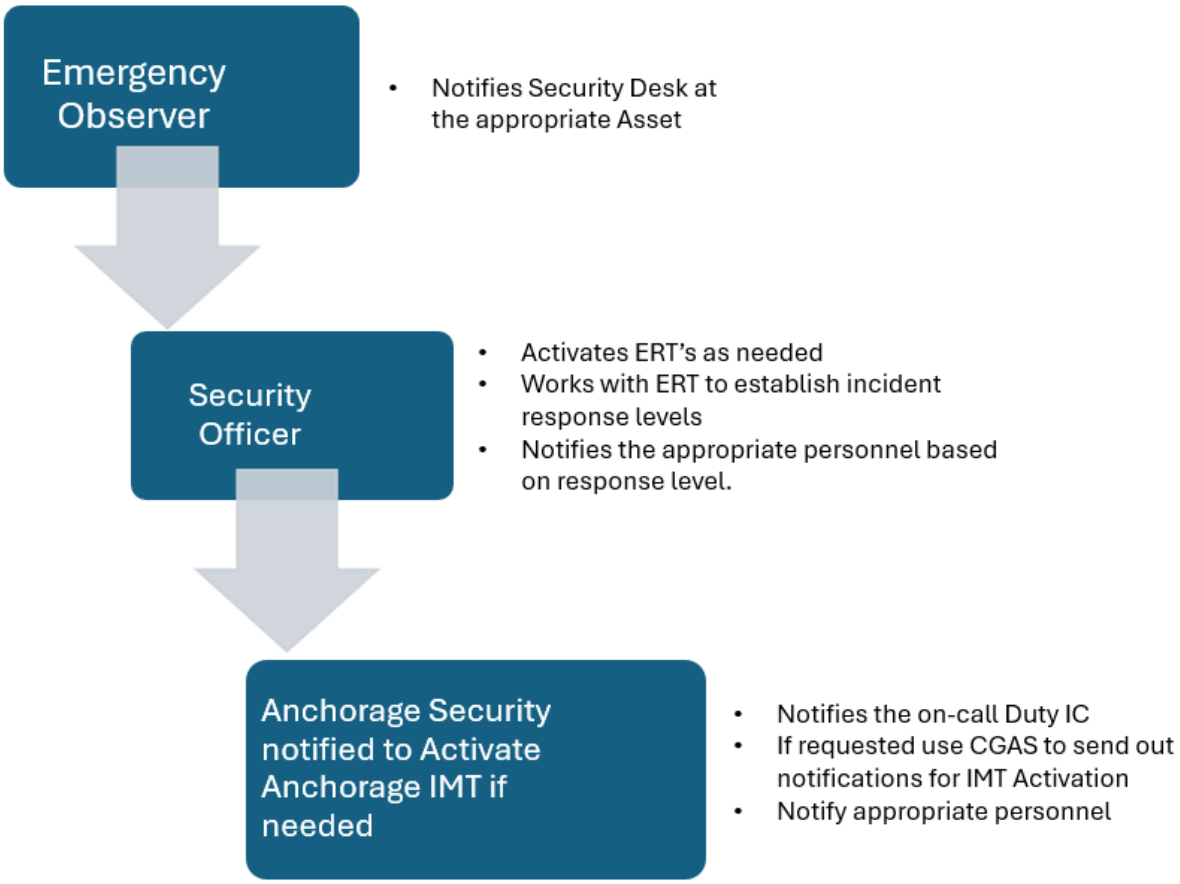
1.	OIM contacts Anchorage Security 907-265-6150 to request activation of the Alaska BU IMT.
2.	Anchorage Security notifies the on-call duty IC listed in the ANC on Calendar to activate the Alaska BU IMT.
3.	The OIM holds a briefing with the incoming Alaska BU IMT Incident Commander to transfer command.

3. Notifications

1. Internal Reporting

Alaska Initial Notification Flowchart

The following flowchart details the contacts which must be notified based on incident severity:



Incident Notification process

The person discovering the incident (Emergency Observer) reports as follows:

1.	**Contact** Security as follows: • Kuparuk (X-7300 or 9-1-1*). • WNS (Alpine Security) (X-4900 or 9-1-1*) • Anchorage Security 907-265-6150 *Only dial 9-1-1 from a facility or landline phone. If using a cell phone, call 907-659-7300.
2.	**Report** the following speaking with a calm and clear voice: • Identify yourself. • State the location and nature of the emergency. Describe the situation and stress the emergency is real and not a drill. • Indicate if support group mobilization is required e.g., Fire Department, Spill Response Team, HAZMAT technicians, Medical/EMT assistance or other support groups.
3.	**Remain** in contact with Security.

If	Then
Immediate evacuation required.	Establish communication with Security from another location as soon as possible.

4.	Dispatch the appropriate resources for Anchorage incidents based on Security SOPs or contact the On Call Duty IC for non-security related issues.
5.	Provide post-dispatch and pre-arrival instruction. This is information that will assist responders in preparing for and addressing the emergency and is provided on a timely basis
6.	Maintain an accurate log of radio traffic related to the incident.

2. Security Personnel Response Procedures

Determine the nature of the emergency

Determine the nature of the emergency as follows:

Step	Action
1.	**Determine** what resources are needed.
2.	**Determine** conditions requiring pre-arrival instructions such as: • First aid • Alarm Activation • Fire Extinguisher use • Evacuation • Other.
3.	**Collect** information to assist first responders such as: • Number of patients. • Extrication needed. • Dangerous conditions or exposures.
4.	**Collect** other information that will assist assuring the safety of: • Patients. • Bystanders. • Resources.

Nature of emergencies is determined.

Dispatch resources as required

Resources are dispatched as follows

If incident occurs at:	Then
GKA	Proceed to 3.3
WNS	Proceed to 3.4
Anchorage	Proceed to 3.5

3. GKA Notification Procedure

GKA Minor Incident (no fire or ACS response required)

Dispatch resources for GKA minor incidents as follows:

Step	Action
1.	**Notify** GKA Emergency Response Chief or designee (7494 or pager 400).
2.	**Notify** other resources according to EAP as required.

Resources are dispatched for GKA minor incidents.

GKA Level 1 Incident Response

Dispatch resources for GKA Level 1 Incidents as follows:

Step	Action
1.	**Page** Fire Department resources (600) and MERT (611)
2.	**Notify** ACS to standby
3.	**Notify** HSET
4.	**Notify** other resources according to EAP as required.
5.	**Suspend** all Regulated Confined Space Permits until adequate rescue resources are back in service.

Resources for GKA Level 1 Incident are dispatched.

GKA Level 2 Incident or greater response

Dispatch resources for GKA Level 2 Incidents or greater as follows:

Step	Action
1.	**Complete** all Level 1 incident actions
2.	**Notify** Anchorage Security to request activation of the Anchorage Incident Management Team IMT (265-1000 / 265-6666). The on-call Alaska BU IMT IC determines activation.
3.	**Make** an all channel radio announcement that there is an emergency in progress and only emergency radio traffic is permitted. On-scene Incident Commander will determine when normal radio traffic may resume.

Resources for GKA Level 1 Incident or greater are dispatched.

4. WNS Notification Procedure

WNS Minor Incident (no fire or ACS response required)

Dispatch resources for WNS minor incidents as follows:

Step	Action
1.	**Notify** WNS Emergency Response Chief or designee (907-670-4752).
2.	**Notify** other resources according to EAP as required.

Resources are dispatched for WNS minor incidents.

WNS Level 1 Incident Response

Dispatch resources for WNS Level 1 Incidents as follows:

Step	Action
1.	**Notify** affected Area Supervisor / Superintendent.
2.	**Notify** WNS Emergency Response Chief (907-670-4752 radio talk group: ALPNET).
3.	**Initiate** Technical Response Team(s) as directed.
4.	**Notify** the following: • Alpine Ops Safety and Health Specialist (907-670-4756). • Alaska Clean Seas (ACS) (907-670-4586). • WNS Field Environmental Coordinator (907-670-4200).
5.	**Provide** WNS Operations Superintendent with Spill or Incident Report.

Resources for WNS Level 1 Incident are dispatched.

WNS Level 1 pipeline spill

Dispatch resources for WNS Level 1 pipeline spill as follows:

Step	Action
1.	**Notify** Facility Control Room (907-670-4221/4222).
2.	**Notify** CPF3 Board Operator (907-659-7996).

Resources for WNS Level 1 pipeline spill are dispatched.

WNS Level 2 Incident or greater (requires NS mutual aid)

Dispatch resources for WNS Level 2 Incidents or greater as follows:

Step	Action
1.	**Complete** all Level 1 incident actions
2.	**Notify** Kuparuk (907-659-7300).
3.	**Notify Anchorage Security to request activation of the Anchorage Incident Management Team IMT (265-1000 / 265-6666). The on-call Alaska BU IMT IC determines activation.**

Resources for WNS Level 2 incident or greater are dispatched.

WNS Level 2 Pipeline Spill response

Dispatch resources for WNS Level 2 pipeline spill as follows:

Step	Action
1.	**Notify** the following: • Facility Control Room (907-670-4221/4222). • CPF3 Board Operator (907-659-7996). • CPF2 Board Operator (907-659-7117).
2.	**Notify** COP aviation (Otter Pilots) to activate FLIR system.

Resources for WNS Level 2 pipeline spill are dispatched.

WNS Level 3 Incident (requires off-slope mutual aid)

Dispatch resources for WNS Level 3 Incidents or greater as follows:

Step	Action
1.	**Notify** as per Level 2 incident.
2.	**Identify** off-slope resources needed and communicate to the appropriate response group.

Resources for WNS Level 2 incident or greater are dispatched.

5. GKA Emergency Support Phone List

Section	Phone	Pager #	Talk Group	Call Sign
Emergency/Fire (NSK/KOC Front Desk)	X-7300 or 911	-	NSK NET	Kuparuk Base
Security Captain	X-7213	410	NSK SECURITY	700
Emergency Response Chief	X-7494/8303	189-400	NSK FIRE	Chief 1
Respiratory Tech	X-7693	189-492	NSK FIRE	Fire Tech
ACS Western Operations Supt.	X-7919/8038	189-803	NSK FIRE	Kilo 1
NSK Spill Lead Tech	7879	189-801	-	-
Medical Clinic	X-7230	189-801	NSK MEDICAL	-
Environmental Compliance	X-7242	189-669	-	-
Equipment Support (CPA)	X-7923/0240	189-171	NSK NET	24
Material Issue Counter	X-7496/7282	189-118	-	-
NS Materials Supervisor	X-7239	329	NSK MATERIALS	-
AES Equipment Dispatch:				
Section	**Phone**	**Pager #**	**Talk Group**	**Call Sign**
Road & Pads (Days)	X-7949/7549	-	NSK NET	750
Drill sites /Wells (Days)	X-7634/7532	-	NSK WELLS	769
Road & Pads (Nights)	X-7949/0238	-	NSK NET	751
Drill sites / Wells (Nights)	X-7634/0313	-	NSK WELLS	752
Drilling	X-7367/3942	-	NSK DRILLING	950

Continued on next page …

… continued from previous page.

Kuparuk Pipeline (KPL) or Oliktok Pipeline (OPL)				
Section	**Phone**	**Pager #**	**Talk Group**	**Call Sign**
Milne Point, Hilcorp	9-659-6318	-	-	-
EOA, Hilcorp	9-659-5921	-	-	-
WOA, Hilcorp	9-659-5921	-	-	-
Alpine Control Room	9-670-4222	-	-	-
Pump Station 1, Alyeska	9-659-2637	-	-	-
Mustang, Brooks Range	*See Note	-	-	-
Nikaitchuq, Hilcorp OCC Security	9-670-8531	-	-	-
PBU 7-11-12 Pad, ACES	9-342-9262/9-830-8163	-	-	-
Oooguruk Control Room	9-670-6501	-	-	-
CPF3 Controllers	9-659-7444	-	-	-

6. WNS Emergency Support Contacts

Title	Phone	Pager (4 digit ext. only works via landline)
Alpine Security	907-670-4900 / *911	-
WNS Emergency Response Chief	907-670-4752	x4930-6601
WNS Operations Coordinator	907-265-6376	-
WNS Operations Superintendent	907-670-4021	x4930-6605
WNS Operations Supervisor	907-670-4031	-
WNS Operations Manager	907-265-4774 (Anchorage) or cell - 304-886-2798	-
WNS Maintenance Superintendent	907-670-4949	x4930-610
Alpine Facility Lead Operator	907-670-4220	-
Alpine Drill site Lead Operator	907-670-4017	-
Alpine Safety Specialist	907-670-4756 907-670-4201	x4930-6606 / 6657
NSK Fieldwide Ops Supt (DOT Pipelines)	907-659-7042	659-7000-189-604
NS DOT Compliance Supervisor	907-659-7574	-
NS DOT Compliance Specialist	907-659-7574 or 907-659-0512 907-263-4033	-
WNS ER Tech	907-670-7753	X4930-6687

7. Wells Emergency Support Contacts

The following numbers are key contacts for well control incidents. Additional contacts are located in 7.1.2. COPA Source Control Functional Support Team Resource.

Contact	Office	Cell / pager
COPA Security		
Kuparuk Emergency	659-7300	-
Alpine (WNS) Emergency	670-4900	-
Primary Well Control Vendor		
Wild Well Control (Houston, TX)	281-784-4700	-
COPA Drilling Support		
Kuparuk Drilling Tool House (KDTH)	907-659-7367	-
Drilling Materials - Kuparuk	907-659-7361	Pager 330
Drilling Support - Alpine	907-670-4044	-
Drilling Materials - Alpine	907-670-4045 907-943-1272	-

Regulatory Contacts for well control incidents.

Contact	Office	Cell / pager
AOGCC		
Main Number	907-279-1433	-
Inspection Sup during business hours	907-793-1236	-
Inspection Sup during after business hours	907-659-2714	-
BLM		
Marnie Graham, Field Manager	907-822-7318	-
Joseph Crane, Law Enforcement Ranger	-	907-367-3625

8. Anchorage Tower Support Contacts

Key personnel contacts

Key personnel contacts are as follows:

Contact	Phone
Security	907-265-6150 Non-emergency 907-265-6237
COPA Security Coordinator	265-6033 / 360-9653
Security administrator (card key / parking)	907-263-4646
Kiosk	907-265-6235
Mailroom	907-265-6052
Facility Maintenance	907-263-4444
Natural Disaster – Employee / Family status update contacts	1-866-397-3822 Text: hrestrackingconocophillips.com
AOC Facility hotline	907-263-4500
REFS Facility Maintenance	907-263-4444
Aviation Event – Employee/Family status update contacts	1-866-238-4731 (1-866-ADVISE 1)

9. External Reporting

Incident external reporting

Follow COPA SOP's for external reporting requirements based on current functional position regulatory requirements. (I.e ENV -SOP, Aviation SOP, Wells SOP.)

10. COPA Satellite Information

COPA Satellite/ Phone List (IRIDIUM)

The COPA Satellite Phone List can be found on CMER SharePoint page in the Carry All.

4. Emergency Action Plans (Initial Response)

1. Fire / Explosion Response

Fire / Explosion response process

In the event of a fire/explosion the following process occurs:

1.	Security receives a call from a location experiencing an emergency: • Kuparuk X-7300; or 9-1-1; or 0 from a landline. • WNS X-4900; or 9-1-1; or 0 from a landline. • Anchorage 907-265-6150.
2.	Security evaluates event or potential for a fire / explosion occurrence and notifies Fire Department members via emergency pagers, radio or telephone.
3.	Security notifies all Confined Space Entry to end due to Rescue Team commitment.

Fire Department Response process

Fire Department members responding from other facilities will:

4.	Fire Department members responding from other facilities will: 1. Respond to the incident in full protective clothing. 2. Report to On-Scene Commander once on scene or upon arrival at staging area. 3. Join attack personnel in combating the fire or help prepare for incoming fire personnel and apparatus.
5.	Fire Department members responding from on-site / own area will: 1. Notify and coordinate actions with the On-Scene Commander or assume the OC role in some cases. 2. Utilize available firefighting equipment without undue danger to themselves. 3. Prepare for incoming firefighting personnel and apparatus.
4.	Emergency Response Chief or Fire Department representative establishes contact with OC for direction or information.

Fire / Explosion response is complete.

2. Spill Response / Hazardous Material Response

Spill Response Team responds

The Spill Response Team (SRT) is activated when Initial Responders encounter spills other than those of a minor nature / spill involving natural gas liquids (NGLs).

SRT responds to spills which:

- Potentially threaten the safety of personnel at the site or personnel involved in the response activities.
- Are of an unknown nature or involve potentially toxic or hazardous materials.
- Cannot be terminated and may continue e.g., release of products because of flow line breaks, blowouts and continuing leaks from tanks and valves.

Pre-deployed spill response equipment and supplies

Pre-deployed spill response equipment and supplies are located at each asset location. For example:

- CPFs will have spill response equipment and supplies.
- Connex boxes are pre-staged at various control sites around WNS.
- Spill Vans may also be available at the location which are equipped for moderate to large spills and can be rapidly deployed by towing to the spill site.

Spill Response Process

The following Spill Response Process occurs:

1.	Security is notified of a Level I – Level III spill.
2.	SRT is immediately activated by Security. All pertinent details including spill level are communicated to SRT.
3.	Upon arrival at a facility / drill site the Emergency Response Chief contacts the On-Scene Commander for direction and information.
4.	The SRT operates under the guidelines set forth in the approved Oil Discharge Prevention and Contingency Plans (C-Plan) and ACS Tactical Manuals as follows: • WNS C plan • Kuparuk C plan • Exploration C plan • ACS Tactical Manual

Hazardous Material Release (HAZ-MAT response) process

The HAZ MAT response process is as follows:

☐	Security receives a call from a location experiencing the emergency: • Kuparuk X-7300; or 9-1-1; or 0 from a landline. • WNS X-4900; or 9-1-1; or 0 from a landline. • Anchorage 907-265-6150.
☐	Security notifies HAZ-MAT team of a hazardous material release e.g., emergency pagers, telephone or radio. They are given the location and nature of the emergency.
☐	All regulated confined space entries are suspended due to Rescue Team commitment.
☐	Responding personnel report to the Emergency Response Chief or Incident Commander for assignment of duties.
☐	Hot Zone is established.
☐	HAZ-MAT Technicians enter the spill area (Hot Zone) for control and mitigation. The spill area is entered by personnel with the proper level of training and only after consideration of all information on the hazard. Response Team members other than HAZ-MAT Technician are not permitted to enter the Hot Zone.
☐	Response Team members support HAZ-MAT operations by performing specialized duties such as: • Decontamination • Recon • Firefighting / rescue • Medical • Logistics.

End of Hazardous Materials Response.

Hazardous Material Release Response Checklist

☐	**Call received from location experiencing the emergency .**
☐	Kuparuk X-7300; or 9-1-1; or 0 from a landline.
☐	WNS X-4900; or 9-1-1, or 0 from a landline.
☐	Anchorage 907-265-6150,
☐	**Notify HAZ-MAT team of hazardous material release.**
	Location _____
	Nature of emergency _____
☐	**All regulated confined spaces are suspended due to Rescue Team commitment**
☐	**Responding personnel report to Emergency Response Chief or Incident Commander for assignment of duties.**
☐	**Hot Zone is established.**
	• HAZ-MAT technicians enter spill area (Hot Zone) for control and mitigation. • Area entrants are trained and informed of hazards. • Non-HAZ-MAT response team members are not permitted to enter Hot Zone.
☐	**Response Team members support HAZ-MAT operations by performing duties such as:**
	• Decontamination • Recon. • Firefighting / rescue. • Medical. • Logistics.

3. Major Facility Interruption Response

Transition from normal operations to warm standby

Emergency situations may occur where it is necessary to transition from normal operations to warm standby operations. The following is the process to warm standby operations:

☐	**Incident Command System**. The Incident Command System is promptly activated to provide the central command structure to direct field transition from normal operations to Warm Standby Operations.
☐	ICS will direct teams to manage the following: **Field Power System Management**. The transition to indefinite Warm Standby mode will require managing changing power needs as assets are freeze protected and taken offline. ICS will direct the maintenance of adequate power generation to support need processes and life support equipment. **Field Fuel Source Management**. The main limiting factor for field Warm Standby Operations is expected to be the production of adequate fuel gas to maintain the necessary process and power generation equipment. Please reference IP21 (FRZSUM) as the source document for required freeze protect volumes. **Manage Crude Production**. A means must be developed to manage crude in excess of surface storage capacity. **Creation of a Diesel Management Team.** The creation of a Diesel Management team should be considered to implement diesel conservation efforts e.g., allocating supplies, well work forecast demands and communicate supply requirements from KUTP, CUTP, and other offsite resources. The Diesel team should be led by the NS Fieldwide Operations Superintendent with support from the Field Execution Coordinator/Production optimization Engineer/Production Engineer Specialist. **Asset Integrity and Preservation for Restart**. Protect surface and downhole piping from freezing to avoid loss of primary containment and preserve assets for safe start following proration event.

Operations guideline

Details of conditions and appropriate course of actions can be found in the SkillsNow response actions.

While it is impossible to plan for every conceivable situation such as the length of a TAPS or KPL outage and the time of year it occurs, this guideline is oriented towards a worst-case scenario and is intended to provide many options and ideas that may be useful for managing an event.

It is also important this plan be reviewed and updated annually at the start of every winter season to ensure assumptions are still valid.

Major Facility Interruption Response

☐	**Activate Incident Command System** ICS directs teams to manage transition to warm standby operations.
☐	**Manage Field Power Systems** Direct maintenance of power generation to support needed processes and life support equipment.
☐	**Manage Field Fuel Sources** Fuel gas production is adequate to maintain necessary process and power management.
☐	**Manage Crude Production** Means developed to handle crude in excess of surface storage capacity.
☐	**Diesel Management Team** Diesel conservation is managed by: • Allocating supplies. • Forecasting demand. • Communicating supply requirements.
☐	**Asset Integrity and Preservation for Restart** Surface and downhole piping is protected from freezing.

Transition from warm standby to normal Operations

The ICS should also manage facility restart operations and may require another team a few days before the curtailment is expected to end. If most of the facilities are successfully kept in warm standby mode, the restart will be much more manageable.

If any process facilities are allowed to go cold, they will need special attention prior to restart to address the following:

- Minimum metal temperature requirements.
- Thermal expansion hazards.
- Potential for ice plugs.
- Gasket and seal leaks.
- Frozen sensors on critical safety systems.
- Fire and gas detector malfunctions, etc.

4. Medical Event Response

Medical injury definition

A medical injury is any injury or illness to an employee, contractor or visitor requiring prompt professional medical treatment. Although numerous employees are medically trained and may be available to render aid; ambulance services should be summoned immediately.

Medical Emergency notification process

Medical initial response process is as follows:

1.	**Provide** the following information: • Your name and call back number. • Physical location in field or 700 G Street Anchorage, AK, Room or office #
2.	**Describe** the nature of the incident or medical emergency as follows: 1. **Provide** the name, gender and approximate age of the patient. 2. **Answer** the following questions: • Is the patient breathing? • Is the patient conscious? • Is the patient bleeding? If so, place a barrier between you and the blood. 3. Describe any unsafe conditions.
3.	Security notifies the ER Chief of the medical emergency.
4.	Emergency responders are dispatched to your location. You will be instructed to stay with the patient until medical help arrives. Security guides emergency responders to the scene.

Medical Assistance Checklist

Gather Patient Information

1.	Is the patient breathing?	**Yes:** ☐	**No:** ☐
2.	Is the patient conscious?	**Yes:** ☐	**No:** ☐
3.	What is the patient's chief complaint?	**Yes:** ☐	**No:** ☐

Activate Response to an Emergency Call

☐	IF	Then
	• Unconscious for any reason. • Chest pains with shortness of breath. • Sever difficulty breathing. • Altered level of consciousness.	1. **Activate** Medical Emergency Response (MERT) by pager (611) 2. **Notify** the clinic / on-call PA-C.
☐	**IF**	**Then**
	• Industrial accidents with injuries. • Motor vehicle accidents with injuries.	1. **Activate** (MERT) by pager (611). 2. **Notify** the clinic / on-call PA-C. 3.**Page** Fire and Rescue.
☐	**IF**	**Then**
	Non-life-threatening emergency WITHIN ConocoPhillips Alaska Inc. (CPAI) lease	**Activate** MERT by pager (611).
☐	**IF**	**Then**
	Non-life-threatening emergency OUTSIDE ConocoPhillips Alaska Inc. (CPAI) lease	**Contact** GKA / WNS Emergency Response Chief or designee for further direction.

Activate Response to Walk-In patients to security desk.

IF		Then
☐	Ambulatory and not in distress	**Route** the patient to the clinic during normal hours of operation.
☐	Requires an escort.	**Contact** Security 704 officer.
☐	After Hours	1. **Contact** 704 to escort the patient to the clinic 2. **Contact** the on-call PA as required.

Medical Air Evacuation Authorization

Medical air evacuations (medevacs) of sick and injured personnel are authorized by the medical clinic PA-C per the North Slope Medical Evacuation Logistics Procedure.

5. Death or Serious Injury Response Process

Discovery and notification process

The discovery and notification process is as follows:

☐ Security will:
- Activate Emergency Responder to the scene.
- For Death only: Contact North Slope Borough Police Department (NSB) to inform them of the situation.
- Contact Medical.

☐ Emergency Responder assesses the scene before entering.
Always recognize the scene may not be safe to enter. The risk of entering the scene is assessed including the risk from personnel.

☐ If the person is determined to be deceased by the emergency responder the following occurs:

1.	The person will not be moved unless destruction of the body is imminent. Do not move the deceased person unless authorized by the Security Captain at the discretion of the NSB Police.
2.	Emergency Responder notifies Security regarding scene protection.

☐ Security completes the following:

Action	Detail
Restrict access	No unauthorized personnel are allowed to enter the scene.
Internal notifications	Security notifies: • Incident Commander • NS HSE Director • Medical • COPA Security Manager • Deceased person's supervisor • Other emergency response resources if needed
External notifications	Security notifies: • NSB Police, State, or Federal authorities as applicable.

Death or Serious Injury Response Checklist

☐	**Security responds to death or serious injury**	
☐	Activate Emergency Responder to the scene.	
☐	Medical is contacted.	
	For Death only:	
☐	Contact North Slope Borough Police Department (NSB) to inform them of the situation.	

☐	**Scene is assessed by Emergency Responder**		
	Is the scene safe for entry by Emergency Responders	**Yes:** ☐	**No:** ☐

☐	**Deceased person is discovered**	
1.	Determine if moving the person is required to prevent destruction of the body.	
2.	Verify any movement of deceased person is authorized by Security Captain at the discretion of NSB police.	
3.	Notify security regarding scene protection.	

☐	**Security restricts access to the scene**
	Security restricts any unauthorized personnel from entering the scene.

☐	**Security completes notifications**	
☐	Internal notifications complete	**Notify:** • Incident Commander. • NS HSE Directo. • Medical. • COPA Security Manager. • Deceased person's supervisor. • Any needed emergency response resources.
☐	External notifications complete	**Notify:** • NSB Police. • State and Federal authorities.

6. Pandemic or Contagion

Corporate Pandemic Plans

In the event of a pandemic or spread COPA will follow the corporate pandemic plan and guidance from corporate resources.

Factors which may contribute to spread of a contagion

The following may contribute to the possible spread of contagious bacteria or viruses:

- HVAC systems servicing large areas inhabited by personnel
- Common water source and distribution systems
- Personnel living and working in relatively confined / congested indoor spaces
- Personnel transported in large groups via aircraft or buses
- Common food preparation and eating areas for all personnel
- Multi-state and international workforce
- Access to the Field by non-company visitors and tours.

Initial process to control the spread of a contagion

The following process is used to control the spread of a contagion:

1.	The Medical Team with the input from resident PA-Cs determines if a serious contagious health event exists or is imminent.
1.	PA-C notifies the COPA Management team and the CPAI Medical Director.
2.	Management Team members and medical staff formulate a plan of action based on the potential severity of the situation. Aggressive infection control measures are implemented by increasing disinfection and reducing exposure opportunities.

Process to communicate the health risk	The following framework is used to communicate the health risk to personnel: 1. PA-C and COPA safety officer produce a health announcement explaining: • Nature of the contagion (bacteria, virus, other) with associated symptoms. • Appropriate action for personnel to take to help prevent the further spread of the disease. The announcement will detail appropriate hygiene measures e.g., hand washing, distancing. • What to do if personnel believe they are experiencing symptoms, e.g., report to or notify Kuparuk medical clinic staff, do not go to work, stay in your room. 2. Security will send out the announcement via: • General distribution via CPAI Outlook email • Post on the in-house TV channel 003 • Printed announcement posted throughout the base camp and field process areas.
Public area sanitization / disinfection	Public area sanitization and disinfection is completed by the following. **Sanitizing/disinfection resources:** • Set up extra sanitizing stations in various locations for use by all personnel • Additional staff will be secured for overtime and the hiring of temporary employees to accomplish disinfecting/sanitizing of handrails, door handles, etc. **Food service handling:** • Minimize people contacting commonly used utensils and the potential of the food becoming contaminated. • Some food may be temporarily discontinued if it is difficult to maintain sanitarily. • Items will be individually wrapped in zip lock bags and containers instead of open trays.
Potable water and wastewater plants	Additional precautions will be taken for cleanliness and to reduce exposure to equipment and waste material that may be contaminated.

Quarantine and isolation procedures	Quarantine and isolation procedures will be directed by medical personnel in consultation with the State of Alaska Epidemiologist and Alaska Department of Environmental Conservation for recommendations and preventive measures. Quarantine and / or isolation measures can be ordered by medical staff as deemed necessary e.g. patient assessment, observation, testing to allow enough time for preventive treatment or other intervention. See also Chemical / Biological Terrorism.
Public news release	Public news release with be completed by COPA External Affairs office. The COPA External Affairs office will coordinate with the following teams for release to the public: • Management Team. • Medical Teams.
Relaxing preventative measures	Determination of relaxing or no longer requiring preventative measures will be determined by: • Medical PA-Cs. • COP Medical Director. Notifications will be completed by duplication the initial notification process to communicate the change in status.

7. Rescue Action Plan

Rescue response personnel	Field Rescue and Medical response is provided by Emergency Response (ER) under the direction of the Emergency Response Chief. **Rescue Team Members** – Rescue Team members respond to all incidents requiring a Fire Department response and medical emergencies. **Medical Emergency Response Team (MERT)** – MERT members are utilized on field medical emergencies to assist with incidents as outline in medical response protocols.
Medical attention only	Security will respond to incidents that require medical attention only: 1. MERT is activated by medical pager. 2. An all-frequency announcement for MERT and ETTs to respond is communicated. 3. MERT helps with the Emergency Response Team assistance as needed.

Manpower or technical expertise requirements	Security will dispatch manpower or technical expertise as needed regarding: • Accidents on drilling rigs. • Above or below grade situations. • Confined space emergencies. • Vehicle accidents.
Medical response to STP and nearby areas	Security will notify MERT via pager and radio for medical response to STP and nearby areas. **Immediate Response –** Hilcorp MERT will be requested for any Medical condition requiring more immediate response. Examples include: • Unconscious. • Chest pains with or without shortness of breath. • Severe difficulty breathing. • Altered levels of consciousness. • Seizures. • Industrial accidents with injuries. • Motor vehicle accidents with injuries.
Third party search and rescue response process	In the event of a third-party request for search and rescue (SAR), the following process occurs: 1. OIM is notified of request. 2. OIM will: • Make the decision to respond / not respond. • Notify the Alaska Rescue Coordination Center at 907-551-7230. 3. If the decision is made to respond with COPA resources, activities are coordinated with the applicable agencies via the Alaska Rescue Coordination Center.
Confined Space Rescue Notification Process	Rescue services are normally available for confined space rescue on a 24-hour basis. **Verify rescue services** - The entry supervisor must give emergency contact numbers to Security for: • Verification of rescue services. • Areas that are not listed as a control location.

Processes when rescue personnel are unavailable

The following process occurs when rescue personnel are unavailable:

- ☐ Fire Department notifies the Security Desk of the situation by telephone.
  An exception is during an emergency call out of the Fire Department, in those instances, Security will automatically start the notification process to stop confined space entries in the field.
- ☐ The Security Desk will:
  1. Notify Supervisors via email.
  2. Make an all-frequency radio announcement that all regulated confined space entries must stop.
  3. Notify entry supervisors outside of the control location via emergency contact number.
- ☐ Fire Department advises the Security Desk that capabilities for confined space rescue have returned.
- ☐ Security Desk will:
  1. Notify Supervisors via email.
  2. Make an all-frequency radio announcement that all regulated confined space entries can resume.

Rescue / Medical Response Checklist

☐	**Rescue Response**	
	1.	Rescue Team members working on drill sites or in a facility are notified by fire pager.
	2.	An all-frequency radio announcement is made for: • Rescue Team Members to respond to the site of emergency, situation permitting. • All regulated confined space entries are suspended for Rescue Team commitment.
	3.	Patient is stabilized, if possible, prior to removal and transferred to medical for treatment.
☐	**3rd Party Search and Rescue request.**	
	1.	OIM is notified of request.
	2.	OIM will make the decision to respond / not respond and notify the Alaska Rescue Coordination Center at 907-551-7230.
	3.	If the decision is made to respond with COPA resources, activities are coordinated with the applicable agencies via the Alaska Rescue Coordination Center.
☐	**Medical Attention Only**	
	4.	MERT is activated by medical pager.
	5.	An all-frequency announcement for MERT and ETTs to respond is communicated.
	6.	MERT helps with the Emergency Response Team assistance as needed.
☐	**Manpower or Technical Expertise required**	
	1.	Manpower or expertise is notified including: • Accidents on drilling rigs. • Above or below grade situations. • Confined space emergencies. • Vehicle accidents.
	2.	Dispatch of Rescue Team is assisted by MERT.
☐	**Medical response to STP and nearby areas**	
		Security restricts any unauthorized personnel from entering the scene.

Rescue / Medical Response Checklist *continued…*

☐ **Security completes notifications**

☐	**Rescue Response**	1.	Rescue Team members working on drill sites or in a facility are notified by fire pager.
		2.	An all-frequency radio announcement is made for: • Rescue Team Members to respond to the site of emergency, situation permitting. • All regulated confined space entries are suspended due to Rescue Team commitment.
		3.	Patient is stabilized, if possible, prior to removal and transferred to medical personnel for treatment
☐	**Medical Attention only**	1.	MERT is activated by medical pager.
		2.	An all-frequency announcement for MERT and ETTs to respond is communicated.
		3.	MERT helps with the Emergency Response Team assistance as needed.
☐	**Manpower or Technical Expertise Required**	1.	Manpower or expertise is notified including: • Accidents on drilling rigs. • Above or below grade situations. • Confined space emergencies. • Vehicle accidents.
		2.	Dispatch of Rescue Team is assisted by MERT.
☐	**Medical Response to STP and nearby areas.**	1.	MERT Team is notified via pager and radio.
		2.	Security requests a response from Hilcorp MERT for medical conditions requiring an immediate response.

☐ **Confirm Notifications**

Emergency Response Chief or On-Scene IC confirms with Board Operator / Security to ensure:

- They have been notified of the emergency response.
- EMTs and ETTs have been notified.
- Medical equipment is enroute to the incident scene.

☐ **Backup medical assistance is required.**

☐	Kuparuk Medical Clinic	☐	Alpine medical facility
☐	Milne Point medical facility	☐	Prudhoe Bay medical facility

☐ **Air Medical Evacuation (medevac) is required.**

☐	Anchorage hospital	☐	Fairbanks hospital

8. Foul Weather Conditions Response

Phase weather monitoring	The potential for foul weather is monitored daily to predict and prepare for possible phase weather conditions. Phase conditions are based on visibility and/or drifting conditions of the roads and may vary throughout the field. Phase conditions remain in effect until roads are cleared.
Phase 1 weather conditions	Phase 1 weather conditions are defined as follows: • Visibility is less than 500 feet (10 road markers) • Drifts are causing a potential hazard. • Field wide maximum speed limit is 35 mph. • All roadside work must cease unless approved by the CPA Supervisor responsible for the work.
Phase 2 weather conditions	Phase 2 weather conditions are defined as follows: • Visibility is less than 250 feet (5 road markers) • Drifts narrow the traffic lanes to less than the width necessary for 2-way traffic • Post-blow cleanup is not complete even if visibility has improved. Drill site Lead Techs may waive convoy requirements only for Drill site Operators and Drill site Maintenance after consultation with Roads and Pads. • Field wide maximum speed limit is 25 mph.
Phase 3 weather conditions	Phase 3 weather conditions are defined as follows: • Visibility is less than 100 feet (less than 2 road markers) • Drifts are impenetrable by pickup trucks • Post-blow cleanup is not complete even if visibility has improved. Drill site Leads may authorize a two-vehicle convoy for Drill site Operators and Drill site Maintenance to evaluate road and pad conditions after consultation with Roads and Pads. • All roadside work must cease.

Process to determine and communicate phase weather

The following process occurs to determine and communicate phase weather conditions:

1.	Security will: • Monitor forecasts from the National Weather Service. • Email the forecast daily field wide at 5:00AM and 5:00PM and ensure the current weather report is available by telephone 24 hours/day at 659-1432. • Identify any road restrictions and road closures. Equipment Services Dispatch updates the computer map and e-mails status with a link to the Kuparuk map.
2.	When the 3-day forecasts call for potential foul weather (phase conditions) planned work activity is reviewed by Supervisors. Back-up work is identified should weather go into phase conditions. Work must be planned so that no one gets caught at a remote site when a Phase 2 condition is called. CPA Supervisor determines appropriate and non-appropriate travel during phase conditions.
3.	During phase conditions, Security will provide updates every half hour on the hour and half hour for the first 3 hours announced by radio. Security will: • Coordinate activities with Roads & Pads and Equipment Services Dispatch during phase conditions • Provide additional road conditions input for determining phase conditions.
4.	If driving conditions appear worse than the phase called, employees are required to contact the following to update the phase conditions they are experiencing: • Drill site Lead Techs • Equipment Services Dispatch • Security.

Convoys during Phase 2 and Phase 3 conditions

Convoys are coordinated during phase 2 / 3 travel by the following process:

1.	Drill site Lead or Drill site Operator is contacted for drill site status before travel.
2.	Roads & Pad coordinates activities with Security.
3.	Drill site Lead Techs and Operators coordinate convoys with security.
4.	Security will maintain contact and track all convoys.

Only personnel permanently assigned to outlying facilities will be allowed to travel by convoy during Phase 2/3 conditions:

Kuparuk –

- CPF2 and CPF3.
- All drill sites and drilling rigs or well service units.

WNS –

- CD2, 3, 4, 5.
- MT6 & MT7 drilling rigs or well service units

Workers at any other location must secure work activities and mobilize back to home base or the nearest facility if safe to do so.

Phase 2 travel requirements

Phase 2 travel must meet the following requirements:

- Personnel permanently assigned to outlying facilities who must be at the facility.
- 2 or more vehicles with CPA Supervisor approval before departure.

Phase 3 travel requirements

Phase 3 travel must meet the following requirements:

- Roads & Pads will lead convoys during Phase 3 conditions.
- Convoys must be authorized by the on-duty IMT Incident Commander.
- Phase 3 travel will be led by heavy equipment e.g., snow blower, grader or front-end loader.
- Communications will be on Zone 1 Knob position 1 NSK NET for all in the convoy.
- The convoy caboose will be an experienced arctic driver and must communicate any problems to the convoy leader.

Shift changes during Phase 2 and 3 conditions	Road & Pads in conjunction with Drill site Leads will evaluate conditions at 5am/pm prior to shift change to determine if phase conditions need to occur prior to the shift change. This will facilitate transportation and work logistics during that period of shift change when increased traffic and employee exposure conditions exist. As a result of the additional exposure, judgement decisions on declaring the appropriate phase condition will be more conservative in nature at 4am / pm evaluations. Buses are used for crew changes where practical, when Phase 2 conditions are forecast in the next 24 hours.
Closed and Restricted Roads	The Operations Superintendent in conjunction with Road & Pads decides if a road closure / restricted travel is necessary. Equipment Services Dispatch will: • Mark closed / restricted roads on the Road Weather System Map. • Provide a written listing of closed / restricted roads on the Road Weather System Map page. Information is communicated to each shift by the Message Center via email daily at 5am / pm. Travel on any closed / restricted road must be approved by the Area Superintendent. The Drill site Operator must authorize access to areas with restricted access prior to travel.
Flight schedule impacts	Passengers may be transported to other airfields during Phase 2 conditions. This decision will consider: • All available information on existing road conditions. • Current weather trends. • Information sources e.g., Q400 and Casa pilots, heavy equipment operators, expeditors or others that have recently traveled the Spine Road, and Prudhoe Bay Security. Passengers will not be bused to Deadhorse to connect with airline flights during Phase 3 weather conditions.

Priorities for clean-up

Priorities for clean-up after phase conditions are the following:

- Air strip.
- Spine road.
- Oliktok road.
- STP/3H.
- Drilling rig and site access.

NOTE: These priorities are subject to change for any declared emergencies or operational priorities.

9. Sabotage / Bomb Threat Response

Security notification

In a field response to a sabotage / bomb threat, the person discovering the emergency should contact Security. Security will notify Management. Management personnel will assemble to evaluate the situation and determine further actions.

Process Sabotage/Bomb Threat calls

Most bomb threats are received by phone but could be a handwritten note or email. The person receiving the threat should complete the Sabotage/Bomb Threat Checklist below.

NOTE: The individual should remain on the call as long as possible, do not hang up the phone, and try to gather as much information as possible including background details, and any other specific details regarding the actor such as sex, ethnicity, reason for threat, etc.

Process for Receiving a Sabotage/Bomb Threat

☐ **Threat receiver responds to threat**

☐	**Handwritten Note**	1.	Call Security: • Kuparuk (X-7300 or 9-1-1 on a landline) • WNS (X-4900 or 9-1-1 on a landline) • Anchorage (907-265-6150)
		2.	Handle the note as minimally as possible.
☐	**Email Threat**	1.	Call COP Global Security at 281-293-3600
		2.	Do not delete the message.
☐	**Phone Call**	Proceed to Phone Call Response below.	

☐ **Phone Call Threat Response**

1.	Complete the Sabotage / Bomb Threat checklist while talking to caller.
2.	Attempt to keep caller on the phone to learn more information.
3.	Listen carefully, be polite, and show interest.
4.	Contact Security after completing at least bottom portion of form. If using radio or pager only state “We have an emergency, contact me at X-XXX.”
5.	Write note for colleague to contact security if necessary.

☐ **Security Contacts leadership**

Security contacts the following based on availability

☐	Incident Commander.
☐	Operations Manager.
☐	Operations Superintendent.

☐ **Determine plan of action**

Incident Commander or designee will designate an area to meet the person who received the call and the Security Captain to decide on a plan of action.

Sabotage/Bomb Threat checklist

The person receiving the call fills out the following Sabotage /Bomb Threat checklist:

SABOTAGE/BOMB THREAT CHECKLIST

WHEN IS THE BOMB GOING TO EXPLODE?_____

WHERE IS IT RIGHT NOW?_____

WHAT DOES IT LOOK LIKE?_____

WHAT KIND OF BOMB IS IT?_____

WHAT WILL CAUSE IT TO EXPLODE?_____

DID YOU PLACE THE BOMB?_____

WHY?_____

WHAT IS YOUR ADDRESS?_____

WHAT IS YOUR NAME?_____

EXACT WORDING OF THE THREAT:_____

SEX OF CALLER _____ RACE _____ AGE _____ LENGTH OF CALL _____
NUMBER AT WHICH CALL WAS RECEIVED _____ TIME _____ DATE _____

CALLER'S VOICE:

____ CALM	____ SLOW	____ NASAL	____ STUTTER
____ ANGRY	____ RAPID	____ LISP	____ RASPY
____ EXCITED	____ SOFT	____ DEEP	____ RAGGED
____ LAUGHTER	____ LOUD	____ CLEARING THROAT	____ ACCENT
____ CRYING	____ NORMAL	____ DEEP BREATHING	____ FAMILIAR
____ DISTINCT	____ SLURRED	____ CRACKING VOICE	____ DISGUISED

IF VOICE IS FAMILIAR, WHO DID IT SOUND LIKE?_____

BACKGROUND SOUND:

____ STREET NOISES	____ CROCKERY	____ VOICES	____ PA SYSTEM
____ MUSIC	____ HOUSE NOISES	____ OFFICE MACHINERY	____ MOTOR
____ FACTORY MACH	____ ANIMAL NOISES	____ CLEAR	____ STATIC
____ LOCAL	____ LONG DISTANCE	____ BOOTH	____ OTHER

THREAT LANGUAGE:

____ WELL SPOKEN (EDUCATED)	____ FOUL
____ INCOHERENT	____ TAPED
____ IRRATIONAL	____ MESSAGE READ BY THREAT MAKER

REMARKS: _____

DO NOT NOTIFY OR DISCUSS CALL WITH ANY OTHER PERSONNEL.
REPORT CALL ONLY TO SECURITY!
BY SAYING: "WE HAVE AN EMERGENCY, COME TO THE DESK AT ONCE."
SECURITY WILL NOTIFY THE PERSONNEL BELOW:
GKA OPERATIONS MANAGER
SUPERINTENDENT
SECURITY CAPTAIN

Notification of bomb threat on a plane	A warning may be issued to passengers after receiving a threat, but it must be done in a manner that does not trigger panic. If airborne, FAA Operations Center (206- 231-2099) is immediately notified, followed by contacting ConocoPhillips Global Security through the ConocoPhillips Crisis Management Hotline 281-293-3333. If the aircraft is on the ground, the ConocoPhillips Crisis Management Hotline is the primary contact.

Response process for confirmed sabotage / bomb

The following checklist should be used if it is determined a real bomb threat exists and its location has been identified:

Confirmed Sabotage / Bomb Response Checklist

☐	**Security Responds to confirmed sabotage / bomb**	
	1.	Notify Operations Manager of the situation.
	2.	Notify Superintendent of the situation.
	3.	Verify security is increased for critical facilities.
	4.	Direct any traffic away from where any devices might be located.
☐	**Operations personnel conduct a facility / drill site / location search**	
	Personnel conducting search should work in and be familiar with area.	
☐	**Explosive or suspicious object is found**	
	1.	Contact necessary resources to respond: ☐ Fire Department ☐ Medical Department
	2.	Contact Alaska State Troopers office in Anchorage for assistance and advice.
	3.	Evacuate occupants from the danger area in an orderly manner.
	4.	Deploy to a safe distance.
	5.	Take care to avoid movement or contact with device. Protect from exposure to water.
☐	**Object found inside facility**	
☐	Facility protected by Halon?	Verify doors and windows remained closed to protect the facility from fire in the event of an explosion.
☐	Facility NOT protected by Halon.	• Open doors and windows of facility. • Take all measures to minimize hydrocarbons and pressurized gases in the facility.

NOTE: Management will notify US Army 196 Ordinance Detachment Explosive Disposal for assistance and advice on further action.

☐	**Respond as requested**
	Act on recommendations and advice from qualified explosive ordinance disposal personnel.

10. Chemical / Biological Terrorism Response

Response Process - Initial Medical

The following occurs in response to a possible chemical / biological attack:

1.	**Initial Medical Response.** The initial medical response to a chemical or biological attack is to: • Administer aid to known victims. • Protect emergency responders. • Provide medical information to the workforce to minimize exposure to additional personnel and reduce fear of the contagion.
2.	**Surveillance, Contact Tracing and Epidemiological Investigation**. GKA / WNS medical staff will: • Initiate inquiries throughout the region to determine if exposure is widespread. • Complete the appropriate laboratory investigation to determine the nature of the outbreak and determine treatment. • Take steps to locate and isolate the source.
3.	**Establish Isolation and quarantine.** Treatment of patients will be under the direction of the resident PA-C and assisted by EMTs if required. The PAC will utilize outside resources as needed including agencies listed. See Agency/Resources Contact list. The entire office/clinic module will be made available to medical staff for the purpose of isolating and treating patients. The module's HVAC system is independent of the general living quarters and can be locked down.

Response to an identified chemical or biological act of terrorism

Once it has been determined that a chemical or biological act of terrorism has taken place, the following process occurs:

☐	**Notify Authorities.** FBI must be notified. The FBI will assume the lead law enforcement role and will provide a Special Agent-in-Charge (SAC). The SAC will act as director of a Joint Operations Center (JOC) which will be the command post for the incident. Alaska Division of Homeland Security and Emergency Management is contacted. They in turn will request assistance from the Federal Emergency Management Agency. See Contact list for other agencies to contact.
☐	**Activate ICS.** If the situation warrants, the ICS is activated. Area staff act as the Initial Responder (Emergency Observer) and notifications follow Emergency Notification Procedures. Subsequently the FBI will become the On-Scene Commander. Personnel deployment may include: • Security • Fire Department • EMS • HAZMAT Team, Spill Response Team Response (emergency decontamination unit) • IMT • Mutual aid
☐	**Upgrade Security.** Security is upgraded to an appropriate level as dictated by the incident. Weapons and other equipment will be issued at the discretion of the Security Captain. An action plan for deployment of manpower and acquisition of additional manpower should be developed. Warning signs will be posted stating that quarantine is in effect and admittance must be authorized and logged by Security. Security personnel will periodically patrol the perimeter of the Office/Clinic module. Depending on the magnitude of the emergency, mutual aid may be requested and additional isolation areas located and staffed.
☐	**Notification of Personnel.** At the direction of the Management Team, Security will alert all personnel of the situation using: • Mobile radio • Closed TV • Email • Telephone • Posted Warning Signs.

Develop plans for response

☐	**Transfer of patients.** A plan for transporting patients to other medical facilities will be prepared and implemented.
☐	**Initiate decontamination**. A decontamination plan is prepared and implemented by State and / or Federal Agencies. Crisis Management, Emergency Response and North Slope Mutual Aid groups should be prepared to initiate decontamination with their on-site resources.

Identified Chemical / Biological Terrorism Checklist

☐ Notify Authorities

☐	Notify the FBI.	(907)258-5322
☐	Notify Alaska Division of Homeland Security and Emergency Management.	• (907)428-7000 • AK Division: (907)428-7039
☐	See Contact list for other agencies to contact.	

☐ Activate the IMT

1.	Determine if situation warrants IMT activation.
2.	Area staff act as Initial Responder (Emergency Observer).
3.	On-Scene Commander assigned to FBI.

☐ Upgrade Security

1.	Security is upgraded to appropriate level dictated by the incident.
2.	Action plan for deployment and acquisition of manpower developed.
3.	Security will: ☐ Post warning signs stating that quarantine is in effect and admittance must be authorized and logged by Security ☐ Patrol perimeter of the Office/Clinic module.
4.	Mutual aid requested as needed.

☐ Notify Personnel

At the direction of the Management Team, Security will alert all personnel of the situation using available media.

☐ Develop Specific Plans as needed

☐	Patient Transfer Plan
☐	Decontamination Plan

Agency Contact List for Chemical Biological Terrorism

Initial Investigations	
Agency / Resources	**Contact info:**
Principal Investigator – Division of Public Health	(907)465-8615 / fax (907)586-1877
Infectious Disease Coordinator - Epidemiology and Disease Surveillance	(907)269-8004 /fax (907)334-2162
Public Health Laboratory 4500 Boniface Parkway Anchorage, AK 99507	(907)334-2100 / fax (907)334-2162
Health Alert Network	(907)465-8617 / fax (907)465-2770
Confirmed Exposure to Chemical or Biological	
Agency / Resources	**Contact info:**
FBI	(907)258-5322
Alaska Division of Homeland Security and Emergency Management	(907)428-7000 AK Division: (907)428-7039
Federal Emergency Management Agency	(425)487-4604
State Public Health Agency	(907)465-3090
U.S. Army Chemical / Biological Defense Command Hotline	1-800-368-6498

11. Suspicious Package

What to look for

If you should spot a suspicious object, package, etc. or if someone opens a letter or package containing a suspicious substance report it to Security (Kuparuk X-7300 or 9-1-1 on a landline, WNS at X-4900 or 9-1-1 on a landline, Anchorage 907-265-6150). Under no circumstance should you:

- Touch it.
- Tamper with it.
- Move it in any way.

Signs of a suspicious package may include:

Signs of a Suspicious package		
No return address	Poorly handwritten, misspelled words, incorrect addressing or titles	Excessive or foreign postage.
Stains, discolorations on exterior packaging, protruding wires	Strange odor or foreign substances	Strange sounds
Unexpected delivery	Use of excessive tape, rigid, bulky or lopsided packaging	Restrictive notes e.g., personal

Suspicious Package Response Checklist

☐	**Suspicious Package is Opened**		
	☐	Is Package already opened?	1. Set it down gently. Do not shake or empty the contents. 2. Keep letter or package as far as possible from your face. 3. Wash hands with soap and water.
	☐	Has any substance spilled out?	Do not attempt to clean it up.
	☐	Have others been in contact with the package / letter?	Try to keep people in the area until decontamination requirements are known.
☐	**Contact Security**		
	☐	**Kuparuk -** X-7300 or 9-1-1 on a landline.	
	☐	**Western North Slope -** X-4900 or 9-1-1 on a landline.	
	☐	**Anchorage -** 907-265 -6150	
☐	**Provide information to Security**		
	Notify Security of the following calmly: • Identify yourself. • Your location. • Nature of the situation.		

12. Aircraft Incident / Accident Response

Aircraft incidents present complex challenges

An aircraft incident / accident presents complex challenges as several EAP requirements would be activated simultaneously including a mass casualty response.

Compounding emergencies could include activation of the following responses:

- Fire / Explosion.
- Hazardous Materials Release.
- Medical Emergency / Rescue Response.
- Spill Release.
- Major Facility Interruption.

Response process to an aviation incident

When an aviation accident occurs, the following process is followed:

☐	Security notifies: • NSB Police at 907-480-6911, local municipalities, or Ted Stevens Airport as needed. • Fire, Spill Response, Rescue and Medical are notified to respond given the complex nature of aircraft accidents. • If a Q400 is involved, HAZ-MAT activation is required due to the composite aircraft construction.
☐	Security or Weather Observer notifies; • Aviation Operations Support (AOS): 907-263-3515 & Aviation Manager.
☐	Response Teams will: • Safely remove all injured personnel, coordinating for medical air evacuation and mass casualty using EAP established protocols. • Ensure all spills and fire are controlled. • Secure the scene – Response Teams are not to move deceased personnel or aircraft parts unless it is necessary for lifesaving procedures.
☐	NTSB will release the scene after investigation.

Aircraft fuel leak response process	In the event of an aircraft leak / spill, or the potential for such an occurrence, the Pilot / Mechanic will initiate the following process:

Aircraft Fuel Leak Response Checklist

☐	**Pilot / Mechanic Notify Security**		
	☐	**Kuparuk -** X-7300 or 9-1-1 on a landline.	Report the following information: • Flow Rate. • Volume. • Severity of the spill.
	☐	**Western North Slope -** X-4900 or 9-1-1 on a landline.	
	☐	**ATAC** – 907-670-4005	
☐	**Pilot / Mechanic Response.**		
	☐	Attempt to contain spill with local containment if possible without putting themselves or aircraft at risk.	
	☐	Evacuate area and wait for Emergency Responders.	
☐	**Emergency Response Chief Response.**		
	☐	Security notifies Emergency Response Chief.	
	☐	Emergency Response Chief will advise Security of teams to activate.	
	Responders will collaborate with Aviation personnel to mitigate incident		
☐	**Pilot / Mechanic Notifies Management Teams**		
	Notification is made after initial incident is controlled and time allows.		
	☐	Anchorage Aviation Management.	
	☐	Supervisors.	
	☐	HSE Department.	

13. Armed Assailant

Armed assailant defined

An armed assailant is defined as:

"An individual actively engaged in killing or attempting to kill people in a confined or populated areas."

The scope of the term is broad and far reaching, including any event that causes immediate, life-threatening peril. In most cases armed assailants use firearms and there is no pattern or method to the selection of victims.

Law enforcement

When law enforcement is responding to an armed assailant incident, you should remember:

- Their priority is to engage assailant(s) and eliminate the threat. Do not expect the initial responding police officers to assist you.
- Initially, police officers see all personnel in the area as possible suspects. Keep your hands in full view of responding officers. Do not do anything that would be perceived as threatening or aggressive. Do not yell, scream or point.
- Do exactly what the police tell you to do.

Armed Assailant response checklist

In the event of an Armed Assailant situation arises the following checklist can be used. Remember it is important to try and remain calm and make a determination on what you feel is in your best interest for safety.

Armed Assailant Response Checklist

☐	**Reporter Contacts Security Immediately**	
	Provide the following to Security immediately.	
	☐	**Where -**Assailants location
	☐	**Who -** Name (if known)
	☐	**What -** Physical Description • Gender • Race • Features
	Provide the additional information to Security	
	☐	Number of people at your specific location
	☐	Number of injured persons, what types of injuries they have suffered
	☐	Any hostages?
☐	**Security Notifies Responders**	
	☐	Call 911 and identify as Security with ConocoPhillips, 700 G Street.
	☐	Provide the information obtained from the reporter of the armed assailant.
	☐	Provide instructions for safe access to the facility. • Garage entrance on 7th Avenue between G and H Street.
	☐	Meet responding LE Officers to allow access.
☐	**Assist Law Enforcement**	
	☐	Provide access to CCTV and elevator overrides.
	☐	Provide a Go-Bag containing access cards, keys, and floor plans.
	☐	Provide all information of situation as well as any information requested from Law Enforcement
	Law Enforcement will inform ConocoPhillips when situation is contained and over.	

14. Mass Casualty

Mass Casualty Response Plan	Refer to Mass Casualty Response Plan located on the AKBU CMER SharePoint Site.

15. Natural Disaster Response

Earthquake response Checklist	The State of Alaska is located in the most active seismic area in the United States. In the event of an Earthquake please use the following checklist:

Earthquake Response Checklist

☐

Shelter in Place	
1.	Move away from windows, shelves, cabinets, etc
2.	Take cover under a desk or table or drop to the floor with back to a wall.
3.	Protect your head with your hands and arms.

☐

Survey after the Earthquake	
1.	Locate any casualties.
2.	Identify Hazards after the earthquake.
3.	DO NOT evacuate unless instructed to do so.

☐

Report any Injuries Discovered	
Report any injuries at the following numbers.	
☐	**Kuparuk -** X-7300 or 9-1-1 on a landline.
☐	**WNS Security -** X-4900 or 9-1-1 on a landline.
☐	**Anchorage -** 9-1-1 then Security at 907-265-6150.

☐	**Report Damage to Security**
☐	Security will stage any evacuation.
☐	Roll Call is taken at muster point

Do not re-enter any buildings which have sustained damage until it is inspected and entry is authorized.

Eruption / Ash Fall

The Alaska Business unit is also located in an active volcano region known as the ring of fire. In the event of a volcanic eruption the following checklist should be used.

Eruption / Ash Fall Response Checklist

☐	**Anchorage Security makes Notification**	
	Anchorage Security makes initial notifications to:	
	☐	Affected Facility Supervisors or designee
	☐	Facility Management Team.
	☐	Global Alaska, Aviation facility.
☐	**Notifies Facility of Eruption / Ash Fall**	
	☐	Facility Supervisor notifies occupants of possible ash fall from eruption.
	☐	Anchorage Facility Management issues a general building evacuation.
☐	**Security Assists Evacuation**	
	☐	Post Security at Main G Street entrance.
	4.	Issue 1 dust mask to each occupant leaving the building.
	5.	Remind occupants to take all belongings with them.
☐	**Anchorage Facility Supervisor directs Securing of Building**	
	☐	Announce shutdown of fans and air handlers over the radio.
	☐	Fans, air handlers, are to be shutdown and air intakes to be covered.
☐	**Facility maintenance Secures Air Handling**	
	☐	Verify fans are set to off manually
	☐	Specific air intakes are covered with prescreen filters.

☐	**Floor Warden Secures devices**
☐	All multifunctional devices are shutdown. e.g. printers, fax machines, copiers.

16. Subsurface Loss of Containment

Subsurface loss of containment

The subsurface loss of containment response is as follows:

☐	The emergency observer contacts security to notify them of the incident: • Kuparuk X-7300; or 9-1-1; or 0 from a landline. • WNS X-4900; or 9-1-1; or 0 from a landline.
☐	Security notifies SRT team of the release e.g., emergency pagers, telephone or radio. They are given the location and nature of the emergency.
☐	Determine if the fluid is originating from a well bore or surface feature not located in close proximity to a well (fault, seep, crack, fracture, bubbling, etc). ☐ If so, ER Chief or Incident Commander should contact Subsurface and Wells Chiefs immediately. See emergency support contacts section 3.7
☐	Spill Response Team members are activated to respond and support the release by performing specialized duties outlined in the ACS tactical manual such as: • Containment • Cleanup • Monitoring
☐	Reference Subsurface Functional Support plan.

End of Subsurface Loss of Containment response.

5. Wells

1. Overview

Asset description	This Plan applies to COPA operations located within the regional area of the North Slope in the State of Alaska. Mobilization and deployment of well capping equipment and personnel to remote areas within the North Slope is challenging from a logistical standpoint should a well incident occur. The provisions of this plan are intended to mitigate those challenges to support an effective response.
Plan is supplemental to ODPCP	This plan is supplemental information to the field-specific Oil Discharge Prevention and Contingency Plans (ODPCP or C-Plan). As Level 2 and 3 incidents may result in an oil spill that requires both in and out of region resources, COPA will activate spill response resources on the North Slope through Alaska Clean Seas (ACS) and other contractors as necessary as per the applicable ODPCP. The following information is addressed in the applicable ODPCP: • Spill response • Control • Containment • Recovery • Clean up.
Exploration projects	For exploration projects, an emergency management plan will be in place and will aligned with the requirements of a producing field. A site-specific exploration plan must be in place and approved by the Wells Manager to address any exceptions to this plan.

Response levels

Response levels are determined by the Well Control Event Severity Levels as follows:

Well Control Event Level	Description and criteria
1	Level 1 Well Control events are managed using on-site personnel and equipment following industry procedures. They do not require significant assistance from Anchorage and are handled under the normal chain of command. These events meet the following criteria: • The integrity of the well is not jeopardized. • The event does not pose a significant risk e.g., to personnel, equipment or the environment. • There is no release / release is contained on the location and is effectively managed by Wells personnel on-site.
2	Level 2 Well Control events require emergency response resources support to ensure protections e.g., personnel, property and / or the environment. These events may be handled under the normal chain of command protocols or may be handled under ICS if circumstances warrant. These events meet the following criteria: • The integrity of the well is jeopardized. • The event poses significant risk e.g., to personnel, equipment and / or the environment. • There is a release that is not entirely contained on location for which outside resources are needed. • The potential for escalation of the event is high. • Support from COPA IMT may be required.
3	Level 3 Well Control events are defined as serious well-related incident that require out of region assistance to ensure protections e.g., personnel, property and / or the environment. These events will be handled under the ICS. These events meet 1 of the following criteria: • Loss of primary and secondary well control e.g., surface blow out (fire or no fire), sustained underground blowout (broached or not), shearing pipe with gas / oil under shear rams. • The event poses significant risk e.g., to personnel, equipment and / or the environment. • Oil spill greater than 100 bbls to land or facility only, or any oil release to water* or hazardous material spill greater than 5,000 pounds* - *requires immediate notification to COP Corporate Crisis Hotline.

2. Well Control and Blow Out Response Process

Security is notified

Security is notified as follows:

☐	Security is notified of a well incident.
☐	Security notifies the Wells On-site Supervisor of the incident and that Emergency Responders have been notified to respond.

Safety of personnel

The Wells On-site Supervisor (On-scene Commander) priority is to ensure the safety of personnel. He/she will:

☐	Determine if evacuation is required. If required to evacuate, the following is completed: • Copies of key documents and communication equipment needed to perform initial notifications and checklist duties are taken to the evacuation location. • Security is contacted to provide a bus if personnel are exposed to adverse weather.
☐	Verify Headcount. If applicable, rescue possibilities are evaluated.
☐	The following are established: • Hot zone area. • No entry zones.
☐	More resources are requested from Security for site safety. Access to the pad is blocked and traffic is re-routed as necessary.
☐	Fire and explosion contingencies are evaluated.

Determine the scope of the emergency

The On-scene Commander determines the scope of the emergency as follows:

☐	Debriefs on-scene crew with assistance of Tool pusher to obtain incident understanding.
☐	Sources the control and spill equipment locations and mobilization instructions. Refer to 7.1.2 COPA Source Control Functional Support Team Resources.
☐	Notifies the Wells Supervisor. With Wells Supervisor, determines support resources required and prepares recommendations e.g., third party Well Control Specialists, source control equipment, COPA, Hilcorp and key drilling contractors.
☐	Reviews SDS for chemicals on location to evaluate hazardous release potential.
☐	Sends a Drilling Representative to the Kuparuk or Alpine IMT Emergency Operation Center (incident command post).

Establish and verify communication channels

Communication channels are established and verified as follows:

☐	On-scene Commander will: • Verify with Security that notification of the emergency was made to applicable production facility operations personnel to initiate shut down of drill site Pad. • Attempt to make radio contact with enroute emergency responders to provide situation status e.g., location of personnel, type and estimated volumes of hazardous release, condition of rig/unit. • Establish a safe meeting location for responding teams.
☐	Wells Superintendent will: • Verify Security has initiated Emergency Services on Slope. • Communicate situational status to the Wells Operations Manager, Wells HSE Director and COPA Well Control SME. • Ensure Wells Operation Manager has notified AOGCC North Slope inspector of the incident.
☐	Wells Operations Manager will: • Check in with Wells On-Site Supervisor to obtain a detailed debrief of incident. • Confirm with Wells On-site Supervisor primary and alternate communication links and ensure phone line is clear for incoming calls from the field. • Ensure appropriate notification of organization of the Anchorage-based response team is implemented. • Maintain communication link with the field for accurate information flow.
☐	Wells Operations Manager establishes communication with the appropriate OIM to confirm activation of the Alaska BU IMT or contact Anchorage Security to initiate on the On-call Crisis Management Notification Process (detailed in the Carry-all).

Continued on next page …

	☐ Wells Operation Manager notifies: • AOGCC Emergency Notification Inspection Supervisor • Wells Manager, AOGCC (Anchorage) • BLM (Anchorage). Wells Operation Manager ensures the Anchorage-based Source Control Branch Functional Support Team is adequately staffed following the ConocoPhillips Global Alert System (CGAS) Callout.
Document actions	The On-scene Commander will assign rig/unit personnel responsibility for documenting the following: • Documentation log (ICS Form 214) • Phone (notification) log • Recording of all well control related data e.g., pressure, shut in volumes, fluid bled / flowed back, etc. • Continuous monitoring of phone to receive communication from response support groups.
Communicate critical actions, information and requests to IMT	Critical actions, information and requests to IMT are communicated as follows: ☐ On-scene Commander will communicate information to the IMT in charge of the incident and office-based Wells support including: • Last Morning Report or last IADC Report • Kill Sheet • Wellbore diagram • Resource Requests (manpower and equipment). ☐ On-Scene Commander will communicate Initial Incident briefing (ICS 201 form) to Alaska BU IMT within 2 hours of a Level 2 or Level 3 incident.

Transfer of On-scene Command

The transfer of On-scene Command is conducted as follows:

☐	Well On-site Supervisor (On-Scene Commander) will meet face to face with the Tactical Team responders and a transfer of command is completed as appropriate. The Well On-site Supervisor assumes an assigned role in the Source Control Section (IMT assignment).
☐	The Well On-site Supervisor assists the Tactical teams in filling out the following tactical worksheets: • ICS Forms 234, 215 and 204 • Initial Incident Briefing (ICS 201 forms).

3. Response Effort

Stand up of IMT	Wells Manager (Anchorage) upon notification of the incident, reviews the resources deployed and assigns IMT positions. Wells Manager will: • Ensure appropriate notifications and incident determinations have been made within the organization. • Determine the incident severity and appropriate response level. • Review and approves initial response options and strategies. • Notify North Slope VP and/or Exploration Manager, Global wells, other Operators. • Assign a source control Operations Section Chief. • Verify Wells IMT Position Assignments are filled e.g., Source Control Deputy Operations Section Chief (Field), Source Control Branch Director (Field), Source Control Functional Support Team Lead (Anchorage), adequate Sub-group Support (Anchorage). • Delegate authority to a Wells Leadership Team Member not involved in the response effort for all other COPA Wells Operations.
Mobilize Source Control and spill equipment	Wells Operations manager will mobilize source control and equipment as follows: • Provides approval to mobilize well control vendor and spill containment equipment. • Establishes appropriate work groups to develop response plans. • Locates all necessary Emergency Response Plans and Manuals.

Wells Administrative Support

The Wells Administrative Support works with the Source Control Functional Support Team Lead until given an assignment to the IMT in Anchorage. Initial actions include:

Documentation – The Wells Administrative Support begins documenting actions by:

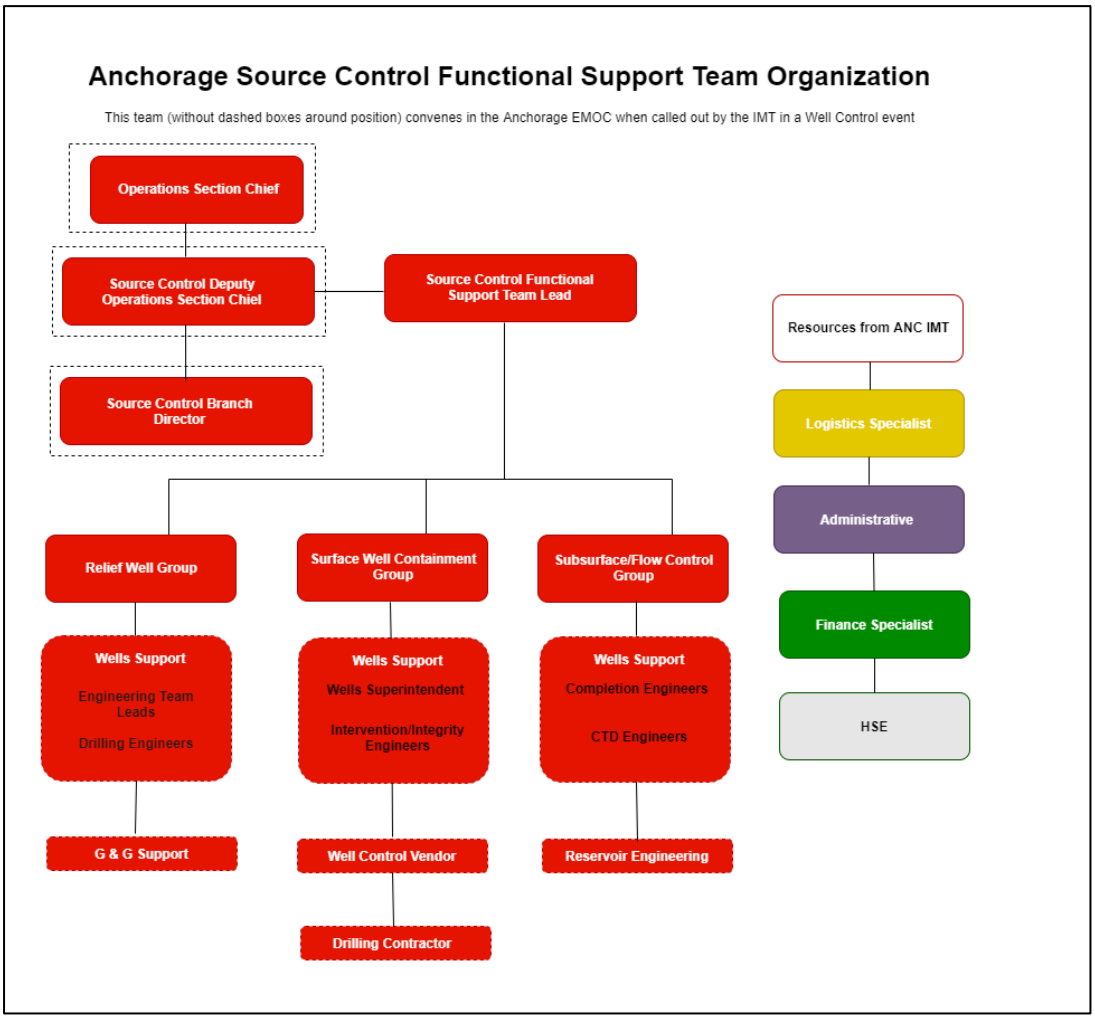
- Providing a sign-in log for each group.
- Instruct teams to provide activity log information (ICS Form 214a).
- Initiate computer activity log including team's phone numbers for workstations and activities for each team. ICS-214 is used to document major actions.

Continuous Operations Plan – The Wells Administrative Support will assist the Source Control Functional Support Team Lead in creation of 24-hour continuous operations plan by tabulating the positions filled by Wells and alternates to obtain 24-hour coverage.

4. Mobilize Source Control Branch Functional Support Team Subgroups

COPA Source Control organization chart

The chart below identifies the COPA Source Control Functional Support Team Organization:



Surface Well Containment Group

The Surface Well Containment Group will:

- Plan, organize and conduct surface well capping and containment operations.
- Complete operational work assignments and monitors efforts to cap and contain the well.
- Work jointly with the Well Control Contractors to achieve these objectives.
- Ensure the Relief Well Group is updated with current activities and timelines.

Initial tasks for Surface Well Containment Group

The following initial tasks are completed by the Surface Well Containment Group:

☐	Make appropriate Emergency Contacts as follows: • Depending on the incident, verify or begin mobilization of primary well control vendor and source control equipment. • Confirm primary and alternate communication links with field personnel. • Ensure phone lines are clear for incoming calls from field and personnel are available to man the phone continuously. • Arrange transportation for Well Control Contractors, as necessary from Anchorage to site.
☐	Engage with Drilling Contractor – gather information on rig e.g., drawings, BOP stack, etc.
☐	Assist in developing initial response options and strategies by: • Locating well files, pad maps, aerial photographs of involved well and site. • Acquire pad drawings, well spacing issues, define affected surface system details and reg layout drawings • Identify integrity status of well on pad.
☐	Document actions as follows: • Ensure a documentation log (ICS Form 214) is initiated identifying phone calls/faxes/emails made and received as well as actions taken. • Ensure all verbal procedures to field are followed up with a written plan.

Subsurface / Flow Control Group	The Subsurface / Flow Control Group will: • Plan, organize and conduct flow, processing and disposal of the produced fluids until control of the source has been re-established. • Coordinate and oversee activities associated with flow assurance, reservoir monitoring, capture and processing and offloading of produced fluids.

Initial tasks for Subsurface / Flow Control Group

The following initial tasks are completed by the Subsurface / Flow Control Group Containment Group:

☐	Notify ConocoPhillips UT-Houston Functional Support Planning Team to provide incident information.
☐	Assist in developing initial response options and strategies by: • Acquiring directional plot of well, well bore schematics and tubulars in well. • Identifying relevant geological and geophysical details. • Reviewing subsurface offset wells strata with the area of review.
☐	Document actions are as follows: • Ensure a documentation log (ICS Form 214) is initiated identifying phone calls/faxes/emails made and received as well as actions taken. • Ensure all verbal procedures to field are followed up with a written plan.

Relief Well Group	The Relief Well Group, part of the Source Control Branch will manage and coordinate the relief well design and operations. The Relief Well Group will: • Coordinate development of the drilling plan and drilling procedures. • Secure resources. • Manage relief well operations. • Obtain all required agency permits and / or approvals for drilling. • Coordinates SIMOPS with containment and debris removal operations.
Initial tasks for Relief Well Group	The following initial tasks are completed by the Relief Well Group:

☐	Make appropriate emergency contacts as follows: **Rig Contractors** – to identify available relief well rig. **Communications** – Alert Communications Systems to prepare for outfitting additional resources with communications.
☐	Assist in developing initial response options and strategies as follows: • Identify available rigs • Obtain direction survey from existing well • Identify potential drill site • Identify relief well and directional plan for well • Engage the Environmental Unit and/or Environmental Functional Support Team to obtain necessary land-use and/or resource regulatory permits and authorizations.
☐	Document actions as follows: • Ensure a documentation log (ICS Form 214) is initiated identifying phone calls/faxes/emails made and received as well as actions taken. • Ensure all verbal procedures to field are followed up with a written plan.

5. Emergency Roles and Responsibilities

Wells Superintendent	The Wells Superintendent will: • Obtain as much information about the well control event as possible to identify and develop proper response options and strategies. • Provide support and assistance to the On-Site Wells Supervisor. • Make notifications as per Notification Flow Chart.
Wells On-site Supervisor	The Wells On-site Supervisor (On-scene Commander) will: • Ensure the Safety of Personnel onsite as a first priority. • Establish response priorities prior to the arrival of the tactical response teams. • Ensure the Wells Superintendent is updated frequently until the IMT is fully in place documenting, recording and communicating all well control data and actions. • Transfer command to a tactical responder who is best to assume the role of On-scene Commander.
Wells Operation Manager	The Wells Operation Manager will: • Ensure the appropriate notifications to and organization of the Anchorage-based response teams. • Obtain as much information about the incident as possible. • Identify and develop response options and strategies. • Maintain communication link with the field for accurate communication flow.
Wells Manager (Anchorage)	The Wells Manager will: • Determine incident severity and response level. • Ensure appropriate response actions and notifications have been initiated. • Review resources deployed and assign IMT positions.
Wells Administrative Support	The Wells Administrative Support will: • Provide team sign-in logs and instruct teams to provide activity logs. • Assist Source Control Functional Support Team Lead to develop at 24-hour continuous operations plan.

Surface Well Containment group	The Surface Well Containment group will: • Make appropriate emergency contacts. • Engage with Drilling contractor. • Assist in developing initial response options and strategies. • Document all actions including verbal field procedures.
Subsurface / Flow Control Group	Subsurface / Flow control group will: • Plan, organize and conduct flow, processing and disposal of the produced fluids until control of the source has been re-established. • Coordinate and oversee activities related to flow assurance, reservoir monitoring, capture and processing and offloading of produced fluids.
Relief Well Group	The Relief Well Group as part of the Source Control Branch will: • Manage and coordinate relief well design and operations e.g., provide drilling plan, drilling procedures, secure resources, manage operations. • Obtain all required agency permits and / or approvals for drilling. • Coordinate SIMOPs with containment and debris removal operations.

6. DOT / SPCS Regulated Pipelines and Facilities EAP

1. Overview

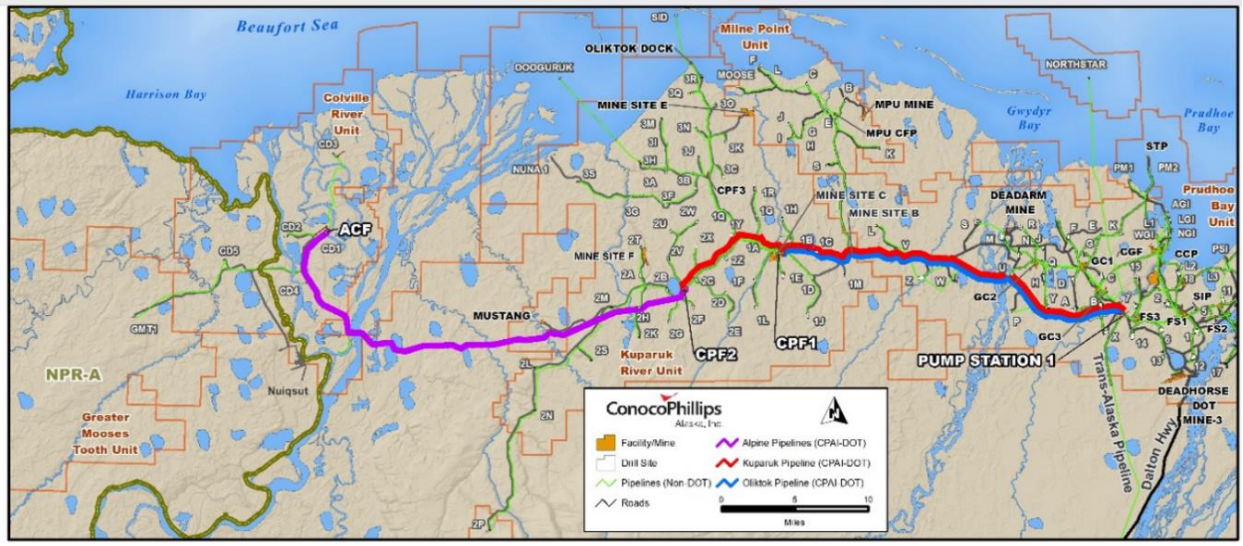
DOT/SPCS regulated pipeline and facility network	COPA operates, for itself and on behalf of others, over 165 miles of transportation pipelines on the North Slope. Of these pipelines, approximately 135 miles are governed by the DOT pipeline safety regulations. These pipelines extend between various connection and tie-in points from the Alpine Development to the Trans Alaska Pipeline System.
Asset description	The Emergency Action Plan (EAP) provides the necessary responses for emergency situations for operational facilities and pipelines with the ConocoPhillips Alaska Inc. Kuparuk Areas. It covers: • All operating areas and drill sites e.g., Greater Kuparuk Area (GKA), Kuparuk Construction Services (KCS), Kuparuk Industrial Camp (KIC), Kuparuk Operations and Construction Camps (KOC / KCC) • Right-of-ways within Kuparuk and Oliktok pipelines. Refer to Plot Plans Addendum for site-specific asset information.
Detailed overview SOPs	Refer to the following table for the detailed overview Standard Operating Procedures (SOPs) for each Pipeline System or facility.

Pipeline System / Facility	Commodity	Diameter	Detailed Overview SOP
Alpine Oil Pipeline	Crude Oil	14”	APLM-0000-CO-0001
Alpine AHF Pipeline	Products: • Diesel • Mineral Oil	2.375”	APLM-0000-SD-0001
Alpine Seawater Pipeline*	Seawater	12”	APLM-0000-SW-0001
Kuparuk Pipeline	Crude Oil	18”, 24”	KPLM-0000-SD-0001
Oliktok Pipeline	Natural Gas	12”, 16”	OPLM-0000-SD-0001
CPF2 Divert Tank / T1-201A	Crude Oil	100’	CPF2-3400-SD-0001

*- Only regulated by the State Pipeline Coordinator’s Section (SPCS)

DOT / SPCS regulated pipeline and facility

The following map shows the DOT / SPCS regulated pipeline and facility network:



For additional detailed maps refer to the COPA Maps and Plot Plans Addendum to this document - DOT Pipelines Section

2. Initial Response – Notification

Notification process

The following table details the notifications based on the type of incident and location of the event:

Pipeline / Facilities	Incident / Notify
Alpine Pipelines (ACF to / from CPF2)	Refer to Emergency Support Contacts
Kuparuk and Oliktok Pipelines, and CPF2 Divert Tank T1-201A	Refer to Initial Reporting, Alaska Initial Notification Flow Chart

External reporting

Refer to NSPL-0000-PL-5103 Accident / Incident Reporting for further external reporting details.

Emergency phone contacts

Refer to the following documents for a list of emergency phone contacts:

- Chapter 3.6 Emergency Support Contacts
- NSPL-0000-PL-5110 Key Contacts

Emergency roles

Emergency response roles and responsibilities are identified in the tables below and the SOPs listed.

3. Pipeline Emergency Response Procedures

Pipeline service defined

The following pipelines are defined by service:

Pipelines	Pipeline Service
Alpine (APLM)	• Crude Oil (CO) • Seawater (SW) • AHF (SD)
Kuparuk (KPLM)	Crude Oil (SD)
Oliktok (OPLM)	Gas (SD)
Common (NSPL)	Pipeline (PL)

Pipeline Leak or Rupture

The following table identifies the decision notification structure and response documents to follow for a pipeline leak or rupture:

Abnormal Condition	Operator	Lead	Ops Supv	Ops Supt	NSK Fieldwide Ops Supt	Response
Pipelines						
Leak or Rupture*	D	D		N	N	APLM-0000-CO-0032
	D	D		N	N	APLM-0000-SD-0032
	D	D		D/N	N	APLM-0000-SW-0032
	D	D	N	N	N	KPLM-0000-SD-0032
	D	D	N	N	N	OPLM-0000-SD-0032

Legend: D = Authorized to make a decision

N = Notify immediately

* = Notify Environmental as appropriate

Explosion or Fire

The following table identifies the decision notification structure and response documents to follow for an explosion or fire:

Abnormal Condition	Operator	Lead	Ops Supv	Ops Supt	NSK Fieldwide Ops Supt	Response
Pipelines						
Explosion or Fire	D	D		N	N	APLM-0000-CO-0033
	D	D		D/N	N	APLM-0000-SW-0033
	D	D		N	N	APLM-0000-SD-0033
	D	D	N	N	N	KPLM-0000-SD-0033
	D	D	N	N	N	OPLM-0000-SD-0033

Legend: D = Authorized to make a decision N = Notify immediately

Field Damage

The following table identifies the decision notification structure and response documents to follow for an event involving field damage:

Abnormal Condition	Operator	Lead	Ops Supv	Ops Supt	NSK Fieldwide Ops Supt	Response
Pipelines						
Field Damage	D	D		N	N	APLM-0000-CO-0034
	D	D		N	N	APLM-0000-SW-0034
	D	D		D/N	N	APLM-0000-SD-0034
	D	D	N	N	N	KPLM-0000-SD-0034
	D	D	N	N	N	OPLM-0000-SD-0034

Legend: D = Authorized to make a decision N = Notify immediately

Natural Disasters

The following table identifies the EAP decision structure and response document to follow for natural disaster events:

Abnormal Condition	Operator	Lead	Ops Supv	Ops Supt	NSK Fieldwide Ops Supt	Response
Pipelines						
Natural Disasters	D	D		N	N	NSPL-0000-PL-6104

Legend: D = Authorized to make a decision N = Notify immediately

PL Controller Evacuation from Control Room

The following table identifies the EAP decision structure and response documents to follow in the event an emergency evacuation is required from the Control Room / backup Control Room activation is required:

Abnormal Condition	Operator	Lead	Ops Supv	Ops Supt	NSK Fieldwide Ops Supt	Response
Pipelines						
PL Controller Evacuation from Control Room: Evaluate Activating Backup Control Room	D	D		N	N	APLM-0000-CO-0023
	D	D		N	N	APLM-0000-SD-0023
	D	D		D/N	N	APLM-0000-SW-0023
	D	D	D/N	D/N	N	KPLM-0000-SD-0023
	D	D	D/N	D/N	N	OPLM-0000-SD-0023

Legend: D = Authorized to make a decision N = Notify immediately

4. Breakout Tank (CPF2 Divert Tank "A" T1-P201A) Emergency Response

Event response

The following table identifies the decision notification structure and response document for each of the following break out tank emergencies:

- A leak.
- Explosion or fire to tank or component.
- Physical damage to tank.
- Malfunction of tank.

Abnormal Condition	Operator	Lead	CPF3 Control Room	Ops Supv	Ops Supt	NSK Fieldwide Ops Supt	Response
Breakout Tank – CPF2 Divert Tank "A" T1-P201A							
Leak - Tank*	D	D	D/N	N	N	N	1. Make notifications. 2. Isolate tank
Explosion or Fire - Tank or Component	D	D	D/N	N	N	N	1. Make notifications. 2. Isolate tank
Physical Damage - Tank	D	D	D/N	N	N	N	• Make notifications
Malfunction - Tank	D	D	D/N	N	N	N	1. Make notifications. 2. Isolate tank

Legend: D = Authorized to make a decision as appropriate N = Notify immediately * = Notify Environmental

7. Cybersecurity Responses

1. Response to Cyber Threats

Process to respond to cybersecurity activities

Any suspicious cybersecurity activities must be immediately reported. The following process occurs:

☐	Stop what you are doing. Notify the Operations Superintendent of the situation where applicable and IT/OT Regional Director.
☐	Tell the IT Service Desk immediately. Tell Automation if the event is process controls related.
☐	Cybersecurity team will provide guidance. Do not power off your PC
☐	Provide assistance as requested.

Cybersecurity response Plans

Placeholder: Link to section in document

8. Aviation

1. Overview

Asset Description	ConocoPhillips Global Aviation Alaska operates 3 - Q-400 aircrafts based in Anchorage which provide support between the North Slope and Anchorage. Each Q-400 aircraft has a capacity of 70 passengers (includes 4 crew members). A Twin Otter and a CASA 212 are based in Alpine. Both aircrafts support North Slope operating units. The Twin Otter can carry 15 passengers (includes 2 crew members) and the CASA 212 can carry 18 passengers (includes 2 crew members) in an all-passenger configuration.
Aviation Operations support	Aviation Operations Support (AOS) initiates a full response whenever an incident occurs with a flight or aircraft operating on behalf of ConocoPhillips Aviation regardless of aircraft ownership, contract or lease status. COPA Management makes the final decision regarding the continuation of a full response.
Aviation SOP's	Additional aviation standard operating procedures can be found on CMER SharePoint Page located under the Alaska BU IMT Folder/ Aviation Subfolder.

2. Incident Observation

Incident Observation	The ATAC Weather Observer (WO) and/or the Helicopter Logistics Coordinator (HLC) will in most instances witness an airstrip event or identify the incident / accident and activate this protocol. If ATAC is not staffed, then Security Dispatch will activate this protocol when notified e.g., receives a call from someone witnessing the event.

Incident Information sheet

AOS completes an incident information sheet for:

- Overdue aircraft
- Aircraft incident
- Accident reporting.

An Example AOS information sheet is shown below:

OVERDUE AIRCRAFT, AIRCRAFT INCIDENT, ACCIDENT REPORTING

AGENCY REPORTING INCIDENT? FAA ATC RCC COP SECURITY OTHER:

NAME OF REPORTER: _____ **PHONE NUMBER(S):** _____

TIME OF NOTIFICATION: _____ **FLIGHT NUMBER:** _____

LOCATION OF AIRCRAFT: _____

AIRCRAFT MISSING?	YES	NO
AIRCRAFT INTACT?	YES	NO
POST-CRASH FIRE?	YES	NO
KNOWN INJURIES?	YES	NO
KNOWN FATALITIES?	YES	NO

ADDITIONAL DETAILS:

Notification of First Responders

The notification of first responders for airport / off-airport incident are as follows:

Airport incident / accident – If an aircraft incident / accident occurs at a controlled airport, the FAA control tower activates First Responders e.g., Fire, rescue, EMS.

Off-Airport incident / accident – If an aircraft / accident occurs off-airport or at an uncontrolled airport, eye witnesses will call the local emergency service number 9-1-1 (US only). The 9-1-1 Operator will dispatch the local Fire/Rescue and EMS services to the scene.

Flight crew and media response	After receiving medical attention, flight crews should expect to be insulated from the media, including statements to the NTSB and FAA. The flight crew should not: • Make statements. • Provide diagrams or drawings. • Speak with anyone as to the possible cause of the aircraft incident.
Emergency Support Contacts	Upon notification of an incident, contact the following COP Travel Representatives to request deployment and activation of the ConocoPhillips Travel Desk.

Position	Location	Phone
Business Travel Counselor	Anchorage	907-265-1551
Travel and Operations Supervisor	Bartlesville	918-661-1007
Director of Corporate Travel	Bartlesville	918-661-3662

3. Accounting for Passengers

Manifest and maintenance records lockdown	The ticket counter agents immediately lock down the flight manifest and secure any printed manifest information, including from recycle bins and wastebaskets. The boarding agent should attend the Manifest Reconciliation meeting on MS Teams. The Director of Maintenance is contacted to secure the maintenance records for the flight (FAA requirement).

Manifest Approval Process

The confirmed manifest should be approved for distribution as soon as possible, typically within 1 hour. PSC is the primary point of contact to walk through the approval. The following process occurs:

AOS Agent will guide the process of reconciling the passenger manifest and inform the Operations Section Chief as to when the list has been confirmed. The following steps should be carefully followed for the entire manifest list:

1.	Read and spell all names on the manifest.
2.	Record any changes in spelling.
3.	Make passenger additions/deletions as needed to reconcile the manifest.

Upon completion of this process, the manifest is considered confirmed by the COP Family Support branch Director and FEI:

4.	AOS sends a Confirmed Manifest to the PSC.
5.	The PSC sets up a private face to face meetings with the IC or DIC for expediency.
6.	Once approved, the PSC provides the approved manifest to: • Aviation Director of Operations for distribution to the NTSB and FAA. • Aviation Deputy Operations Section Chief for distribution to FEI Director and Family Assistance Branch Director.

NOTE: The passenger manifest must always be protected, and privacy ensured at every step of the response.

9. WNS

1. Overview

Asset description

The Alpine field consists of:

- Alpine Central Facility (ACF)
- CD1 Drill site
- Remote Drill sites
- Drilling Rigs
- AOC Main Camp
- Area Shops
- Remote Offices.

Willow field – During the construction phase, the Willow field will rely on the established EAPs of the Alpine field for incident response. Where on-site resources are available, these are detailed in the appropriate sections of this document.

NOTE: Please refer to the Temporary Projects Section 1.2 for specific details regarding Willow location plans

2. Initial Response – Notifications

Non-Facility / Camp / Field Infrastructure Notification process

For Non-Facility / Camp / Field Infrastructure emergencies, the following process occurs:

1. Person discovering the emergency will:
   1. **Contact** Alpine Security using the quickest means available:
      - Telephone – Alpine landline (4900 or 9-1-1)
      - Cell phone – Call 1-907-670-4900
      - Radio – Talk Group: ALP NET
      - If needed: Kuparuk (X-7300 or 9-1-1*)

      NOTE: Do not call 9-1-1 with a cell phone.
   2. **Identify:**
      - Who you are.
      - The location and nature of the emergency speaking with a clear and calm voice.

      Describe the situation after confirming the location and nature of the emergency. Say the emergency is real and not a drill.

      Tell them to mobilize support groups for assistance if you know what support is needed e.g., Fire Team, Spill Response Team, HAZMAT Team, MERT.
   3. **Remain in contact** with Security to provide any additional information. Allow Security to terminate the conversation.

      If you must evacuate the area, re-establish communications from another location as soon as possible.
2. Security will:
   - Activate emergency alarm(s) if not already activated.
   - Make an all-channel announcement to notify personnel around the affected area of the emergency.
   - Contact the WNS Emergency Response Chief who will determine the appropriate emergency response teams to page out. Depending on the type / level of incident, if it affects the facility, Board Operator(s) are notified at (907)670-4221/4222.
   - Notify Alpine Forward Operating Base (FOB) Incident Commander (OIM) to stand up the local IMT if required and confirm who the Incident Commander is.

Continued on next page … on next page …

… Continued on next page … .

3. OIM will:
   - Notify WNS Operations Manager and provide periodic updates.
   - Notify WNS Emergency Response and stand up local IMT, if necessary.
   - Notify Anchorage (ATO) security to standup the Alaska BU IMT, if necessary.
   - Confirm the ATO Security Officer knows to notify Senior Leadership (CMT) of the emergency.

> **NOTE:** For corporate notification thresholds, refer to the Incident Notification and Investigation Procedure located on the HSE portal.

Facility / Drill site / Pipelines Response notification process

For facility / drill site / pipelines emergencies, the following response process occurs:

1. Person discovering the emergency will:
   1. **Contact** Facility Board Operator and/or Area Operator at 907-670-4221 / 4222.
   2. **Identify:**
      - Who you are.
      - The location and nature of the emergency speaking with a clear and calm voice.

      Describe the situation after confirming the location and nature of the emergency. Say the emergency is real and not a drill.

      Tell them to mobilize support groups for assistance if you know what support is needed e.g., Fire Team, Spill Response Team, HAZMAT Team, MERT.
   3. **Remain in contact** with Facility Board Operator/Area Operator to provide any additional information. Allow the Board Operator/Area Operator to terminate the conversation.

      If you must evacuate the area, re-establish communications from another location as soon as possible.

Continued on next page … on next page …

2. Facility Board Operator (or designee) contacts Security as follows:

   1. **Use** the quickest means available to contact Security:
      - Telephone – Alpine landline (4900 or 9-1-1)
      - Cell phone – Call 1-907-670-4900
      - Radio – Talk Group: ALPNET

      NOTE: Do not call 9-1-1 with a cell phone.

   2. **Identify:**
      - Who you are.
      - The location and nature of the emergency.

      Describe the situation after confirming the location and nature of the emergency. Say the emergency is real and not a drill.

      Tell them to mobilize support groups for assistance if you know what support is needed e.g., Fire Team, Spill Response Team, HAZMAT Team, MERT.

   3. **Remain in contact** with Security to provide any additional information. Allow Security to terminate the conversation.

      If you must evacuate the area, re-establish communications as soon as possible.

3. Board Operator notifies personnel working in the affected area by activating the emergency evacuation alarms / horns if necessary.

4. The Facility Board Operator contacts the following:

Position	Contact info
Lead Operator / Drill site Lead	• Phone – 907-670-4220 / 907-670-4017 • Cell phone – Refer to key contact list • Radio CD1 ALP OPS • (907)670-4021 or pager 6605
WNS Operations Superintendent	If the WNS Operations Superintendent is not on site, then WNS Maintenance Superintendent or OIM is contacted.
Facility / Drill site Operators	• Radio • Phone
NS DOT Compliance Specialist	• 907-659-7574 or 907-659-0512 For emergencies involving Sales Oil pipeline to CPF2 / Diesel / Seawater pipelines from CPF2.

… Continued on next page … .

5.	Security will: • Page out the appropriate Emergency Response Team(s) as needed. Should the situation require IMT, Security will page out the IMT and confirm who the Incident Commander is. • Dispatch roving Security to barricade / control area, if directed to do so. • Notify ATAC to close runway (any ACF evacuation).
6.	The following notification cascade occurs: **Facility Lead Operator** - Facility Lead Operator notifies: • Operations Supervisor - Status updates and requirements for additional support resources are provided. • Nuiqsut - Initial notification **Operations Supervisor** – Operations Supervisor notifies: • Nuiqsut - Communicates with Nuiqsut to provide periodic updates and advise if a gas delivery interruption is possible. • Environmental – Communicates with Environmental any pertinent environmental impacts to ensure proper notifications are made to agencies. **WNS Operations Superintendent** - WNS Operations Superintendent (WNS Maintenance Superintendent or OIM) contacts: • WNS Operations Manager to give an appraisal of the emergency. • Alpine FOB Incident Commander to stand up local IMT, if needed. **WNS Operations Manager** - WNS Operations Manager contacts VP, North Slope Operations to give an appraisal of the emergency. **Alpine FOB Incident Commander** - Alpine FOB Incident Commander will: • Notify Anchorage (ATO) Security to stand up Anchorage ATO. • Confirm ATO Security Officer knows to notify Senior Leadership (CMT). • Provides periodic updates to WNS Operations Manager.

Key personnel

WNS key personnel phone list is as follows:

Title	Phone	Pager (4 digit ext. only works via landline)
Alpine Security	907-670-4900 / *911	-
WNS Emergency Response Chief	907-670-4752	x4930-6601
WNS Operations Coordinator	907-265-6376	-
WNS Operations Superintendent	907-670-4021	x4930-6605
WNS Operations Supervisor	907-670-4031	-
WNS Operations Manager	907-265-4774 (Anchorage) or cell:304-886-2798	-
WNS Maintenance Superintendent	907-670-4949	x4930-610
Alpine Facility Lead Operator	907-670-4220	-
Alpine Drill site Lead Operator	907-670-4017	-
Alpine Safety Specialist	907-670-4756 907-670-4201	x4930-6606 / 6657
NSK Fieldwide Ops Supt (DOT Pipelines)	907-659-7042	659-7000-189-604
NS DOT Compliance Supervisor	907-659-7574	-
NS DOT Compliance Specialist	907-659-7574 or 907-659-0512 907-263-4033	-
WNS ER Tech	907-670-4753	X4930-6687
GKA Operations Manager	907-659-7219 (Slope / Anchorage) cell: 907-205-8079	-
Alpine Control Room	907-670-4221 907-670-4222	-

Continued on next page …

… continued from previous page.

Title	Phone	Pager (4 digit ext. only works via landline)
WNS / OIM	907-670-4048 (Alpine) 907-659-7042 (Kuparuk)	x4930-6603
WNS Operations Superintendent	907-670-4021	x4930-6605
WNS Operations Supervisor	907-670-4031	-
WNS Fieldwide Operations Supervisor	907-670-4526	-
GKA Emergency Response Chief	907-659-7494	659-7000-400
VP, North Slope Operations	907-265-1632	-
Alpine Ice Road Supervisor	907-670-4535	-
Ice Road Supervisor	907-670-4050	-

NOTE: *Do not call 9-1-1 from your cell phone. Call 1-907-670-4900. Refer to the "Carry-All" for the most up-to-date contact information.

3. Alarms Types

Alarm systems

Automatic alarm systems rely on numerous sensors including:

- Smoke
- IR3 (fire detectors)
- Gas detectors.

Alarm system types

Alarms system descriptions are as follows:

System Type	Description
Fire Detection	Most fire zones are equipped with IR3 and smoke detectors throughout facilities and enclosed areas.
Gas Detection	Gas detectors detect the concentration of combustible gases in most modules and REIMs. Module C3 also has fixed detectors to detect H2S gas. In the facilities, gas detection heads are monitored automatically in the main control room.
Oxygen Deficiency	Oxygen monitors are typically installed in modules with frequent N2 use or nitrogen generation equipment.

4. Visual and Audible Alarms

Evacuation Alarms	**Evacuation Alarm Activation –** Evacuation Alarms are automatically activated by gas alarms, fire detection or release of Novec1230 or the release of Fine Water Mist (FWM). Alarms can also be activated manually from the E3 Control Room or push buttons located throughout facility and drill sites. Drill site I/O connection – At each drill site there is an I/O connection that allows a drilling rig on location to connect to and interface with IP21. If a situation on the drilling rig initiates an evacuation alarm, the audible alarms at the drill site will also become active. Conversely, if the drill site evacuation alarms are activated, they will be heard on the rig. **Evacuation Alarm Visual / Audible Cues -** The red strobe light will be activated directly outside the affected zone. The amber beacons will flash throughout the area and the horns will give intermittent blasts. A white strobe will be activated in the module to signal a FWM release. **Action to take –** All personnel upon hearing an evacuation alarm must immediately follow their Evacuation Plan.
Red Strobe Flashers	**Red Strobe Flasher Activation –** Red Strobe flashers are located at all entrances to each fire zone and **cannot** be seen from inside the affected zone. They indicate fire, gas , Novec release, or FWM release in that zone exclusively. **Red Strobe Visual / Audible Cues -** A flashing red strobe is activated. **Action to take –** All personnel upon seeing a red strobe must immediately follow their Site Evacuation Plan. Do not enter a zone that has an activated flashing red strobe.
White Strobe Flashers	**White Strobe flasher Activation –** White Strobe Flashers are located throughout the inside of plant modules and indicate a fire has been detected in that module. FWM automatically dumps on fire detection but does not inert the atmosphere. The Novec 1230 system automatically releases the chemical on a fire detection and will temporarily inert the module atmosphere. **White Strobe flasher Visual / Audible Cues –** A flashing white strobe is activated. **Action to take –** All personnel upon seeing a white strobe must immediately follow the appropriate Site Evacuation Plan. Do not enter a zone that has an activated flashing white strobe.

Amber Rotating Beacons	**Amber Rotating Beacon Activation –** Amber Rotating beacons are located in all fire zones to signal when: • Fire / gas are detected. • Novec is released anywhere in the area. • FWM is released anywhere in the area. **Amber Rotating Beacon Visual / Audible Cues –** Amber beacons will flash throughout the area when activated. **Action to take –** All personnel upon seeing an active amber rotating beacon must immediately follow the appropriate Evacuation Plan.
Facility Alarm Horns	**Facility Alarm Horn Activation –** Alarm horns are located in each fire zone to signal when: • Fire/gas are detected • Novec is released anywhere in the area. • FWM is released anywhere in the area. The alarm can also be activated manually from buttons located throughout the plant and in the control room. **Facility Alarm Horn Visual / Audible Cues –** Alarm horns will give an intermittent slow whoop sound. **Action to take –** All personnel upon hearing an alarm horn must immediately follow the appropriate Evacuation Plan.
Flare Alarm Horns	**Flare Alarm Horn Activation –** This horn goes off when there is a flaring event. **Flare Alarm Horn Visual / Audible Cues –** When flashing these lights provide visual warning that emergency conditions exist on the rig. **Action to take –** All personnel working around the flares should evacuate the area to a safe location (either West of the pipe rack or north of the D1 module).

Mobile Alarms	**Mobile Alarm Activation –** A mobile alarm is provided by Security staff. A vehicle equipped with lights and sirens is dispatched to the emergency site. **Mobile Alarm Visual / Audible Cues –** The vehicle will travel on the pad to alert outside working groups of an evacuation. The truck mounted lights / siren and PA system will aid in communicating an evacuation should workers not be able to hear the plant alarms or see plant lights. **Action to take –** All personnel upon seeing a white strobe must immediately follow the appropriate Site Evacuation Plan. Do not enter a zone that has an activated flashing white strobe.

5. CD1 pad Evacuation and Muster Points

Evacuation and muster events for CD1	Types of evacuations and muster events on the CD1 pad are: • Alpine Central Facility (ACF) Evacuation • Facility Control Room Evacuation • Area Shops / Remote Offices Muster and Evacuation • CD1 Area Shops Under Non-Operational Control • AOC/Sharks Tooth Camp Muster and Evacuation • CD1 Drill site Evacuation **CD1 All-Pad Muster or Evacuation** – An all pad muster or evacuation is managed by the Alpine IMT and is initiated by an escalation event to ensure accountability of all personnel on-pad.
ACF Evacuation Muster zones	ACF evacuation will always require all personnel within the ACF Mustering zone to muster immediately. This includes: • CD1 Drill site • Surrounding area shops • Remote offices on the CD1 pad.
Exceptions to the evacuation	Exceptions to the evacuation include: • AOC Main Camp. • Water Treatment Plant. • J8 Equipment Shop. • Aviation Hangar. • ATAC.

Groups remaining in the facility

Groups remaining in the facility must remain in the facility, unless directed by the Facility Board Operator / Lead Operator to evacuate to a designated safe muster area:

- Facility and Drill site Operators
- Operations / Maintenance Superintendent(s)
- Other Facility Control Room assigned personnel e.g., Automation, Production Engineer, Ops Compliance Specialist, Process Development Lead.

If	Then
Facility Lead requests assistance from the following: • Maintenance Technician. • HSE • Emergency Response Team Member.	Individual must sign out of the muster location and sign into the control room:

Safe muster areas

Safe Muster Areas are as follows:

Safe Muster Area	Location	Site SPOC
Primary #1	**Day Shift:** J1 Warehouse Complex. **Night Shift:** AOC Main Camp (night shift)	• Materials Supervisor or designee. • Security Officer or designee
Primary #2	South CD1 Pad – Bulk Cement Plan	**Day Shift:** Waste Injection Facility IFE or designate. **Night Shift:** WIF Lead.
Secondary	AOC Main Camp (main entry)	Security Officer or designee

Refer to the ACF Evacuation Plot Plans in Appendix 1

ACF evacuation announcement

Operations will make an all-channel radio announcement to alert personnel and Security. Security will control vehicle access to ACF and the CD1 pad.

The ACF evacuation is controlled by the muster zones and list of exceptions to the evacuation

ACF evacuation procedure

The ACF evacuation procedure is as follows:

Step	Action
1.	**Stop** all work. Eliminate all sources of ignition, secure hot work.
2.	**Proceed** to the closest, safest, designated muster area.
3.	**Check** wind direction (windsocks if available) after exiting the facility or drill site to avoid areas downwind from potential danger e.g., smoke, H_2S or other gases.
4.	**Remain** at the designated muster site until "ALL CLEAR" or other instructions are given

If	Then
Primary muster point is downwind.	proceed to the secondary muster point.

Personnel are in the muster area and can determine evacuation process

Determine ACF evacuation process

Evacuation process is determined by the following conditions:

If you are:	Then
Workers in the facility modules	Evacuate through the nearest, safest exit and close the doors tightly behind you. **WARNING:** Do not enter module that displays flashing red lights outside an entrance door.
Not in the ACF Mustering Zone	Remain in place and await further instructions.
COP Maintenance Crafts	Evacuate immediately to the appropriate muster area unless specifically requested to report to the control room to assist.
In a vehicle	Drive out of evacuation zone to the muster area if it is safe to do so.
Personnel at an off-pad work location	Do not return to the CD1 Pad until an all-clear is announced.

Evacuation process is determined.

All Clear process for muster site	Personnel must remain at the designated muster site until “ALL CLEAR” or other instructions are given. A headcount will be conducted to account for all evacuated personnel. Refer to Accounting for personnel process. Depending on the emergency event, Operations or the Alpine IMT will provide any further announcements required throughout the evacuation event. Operations will make an all-channel “ALL CLEAR” announcement when event is under control and one of the following has given approval: • Operations Superintendent or designee. • ERT Chief. • IMT Incident Commander.
Control Room evacuation process (CD1 all Pad Muster)	A facility control room evacuation may be initiated concurrently or after an ACF Evacuation. If it is determined the control room needs to be evacuated, the Operations Superintendent (or designee) will notify Security to stand up the IMT. The event will be handed over to the Alpine IMT and On-scene Incident Commander. The Control Room evacuation process is as follows:

1.	**All channel announcement**. Operations initiate a CD1 all Pad Muster by making an all-channel announcement. This is to ensure: • Accountability of personnel on-pad. • Preparation for an event escalation.
2.	**Relocation of personnel.** With support of Security, the J1 Warehouse Complex muster SPOC will relocate personnel to the AOC Main Camp muster area. Personnel mustered at the South CD1 Pad Bulk Cement Plant will remain in place and await further direction from the On-Scene Commander.
3.	**Activation of Back-up Control Room**. All remaining Operations personnel in ACF and E3 Control Room module are to muster to the AOC Main Camp. The Facility Board Operators and Lead Operators will report to back-up control room which is equipped for off-site facility / drill site control and process monitoring.
4.	**Await “ALL CLEAR” instructions.** The Alpine IMT will instruct on any further announcements required throughout the evacuation event. Workers will not be permitted back into the E3 Control Room module without the approval of the On-Scene Commander or Operations Section Chief. Individuals must remain at the designated muster area until Operations announces an “ALL CLEAR” or other instructions are given.

CD1 Drill site-safe muster areas

Due to the proximity of the surrounding area shops and remote offices on the CD1 Drill site, an evacuation will always require all personnel within the CD1 Drill site Muster Zone to muster immediately. This mustering zone includes personnel working in:

- CD1 well row, manifold buildings, and REIMS
- Area shops and offices
- Outside areas
- Vehicles and loaders, etc.

Refer to the Alpine Evacuation Plot Plans in Section x of Addendum Plot Plans Manual for locations.

CD1 Drill site evacuation procedure

Operations will make an all-channel radio announcement to alert personnel and Security. Security will prevent and control vehicle access to the CD1 Drill site.

CD1 Drill site evacuation procedure is as follows:

Step	Action
1.	**Stop** all work. Eliminate all sources of ignition, secure hot work. Well work units must stop well work and coordinate with the Drill site Operator to secure the well.
2.	**Proceed** to the closest, safest, designated muster area. This mustering zone includes the following personnel: • CD1 well row, manifold buildings, and REIMS • Personnel working in area shops and offices • Outside areas • Vehicles • Loaders, etc.

Continued on next page … on next page …

… Continued on next page … .

3.	**Evacuate** based on the following:

If you are:	Then
Workers in the drill site module	Evacuate through the nearest, and most direct safe route. Close the doors tightly behind you. Do not enter a module that displays flashing red lights outside an entrance door.
Not in the CD1 Mustering zone	Remain in place and await further instructions.
COP Maintenance Crafts	Evacuate immediately to the appropriate muster area unless specifically requested to report to the control room to assist.
In a vehicle	Drive out of evacuation zone to the muster area if it is safe to do so.
Personnel at an off-pad work location	Do not return to the CD1 Pad until an all-clear is announced.

4.	**Check** wind direction (windsocks if available) after exiting the facility or drill site to avoid areas downwind from potential danger e.g., smoke, H_2S or other gases. If the primary muster point is downwind proceed to the secondary muster point.
5.	**Remain** at the designated muster site until "ALL CLEAR" or other instructions are given. A headcount will be conducted to account for all evacuated personnel. Refer to Accounting for personnel. Depending on the emergency event, Operations or the Alpine IMT will instruct any further announcements required throughout the evacuation event.

End of Evacuation Procedure.

CD1 Area shops/remote offices evacuation and muster

CD1 Area shops / remote offices evacuation and muster process is as follows:

1.	**Stop** work. **Eliminate** any source of ignition**. Secure** hot work.
2.	**All channel announcement**. Security will make an all-channel radio announcement to alert personnel of the muster and evacuation.
3.	**Evacuation of personnel.** Personnel proceed to the designated safe muster area at the Main Entry of the AOC camp. Ensure doors are closed tightly as you exit.
4.	**Control access to evacuated area.** Security may be asked to prevent or control personnel access to the Area Shop / Remote office.
5.	**Await "ALL CLEAR" instructions.** Individuals must remain at the designated muster area until Operations announces an "ALL CLEAR" or other instructions are given. Depending on the emergency event, the Emergency Response Chief or Alpine IMT will instruct Security on any further announcements required throughout the evacuation event.

CD1 Area Shops under non-operational control

The following facilities are on the CD1 Pad and are not under ConocoPhillips Operational control and use their own muster and evacuation plan:

- Halliburton Truck Dump & Grind Facility
- Schlumberger Bulk Cement Plant
- MI Swaco Waste Injection Facility

The facility will contact the Alpine Board Operator to initiate any further actions if the emergency requires evacuation of surrounding areas including the CD1 Drill site or ACF.

A full ACF or CD1 drill site evacuation will still require the bulk cement plant to be the Primary #2 muster area.

AOC / Sharks Tooth Camp muster areas

The AOC / Sharks Tooth camp safe muster areas are as follows:

Evacuation Area	Location
AOC Primary (depending on work group)	AOC Main Entrance or AOC Dining Hall
Sharks Tooth Primary (depending on work group)	Sharks Tooth Dining Hall or Hallway
AOC and Sharks Tooth – Secondary	J1 Warehouse complex

Refer to the Alpine Evacuation Plot Plans in Appendix 1.

AOC / Sharks Tooth evacuation procedure

Evacuation – AOC / Sharks Tooth Camp evacuation procedure is as follows:

Step	Action
1.	**Stop** all work.
2.	**Listen** for an announcement. Security will make an all-channel radio announcement to alert personnel of the muster event.
3.	**Leave** your location (room or office) and proceed directly to your designated safe muster area. Take only necessary items with you e.g., outside clothing, medication, government ID, etc. If you are in the interconnecting hallway or smoke shack, report to the muster area in the portion of the camp you are billeted in.
4.	**Check** wind direction (windsocks if available) after exiting the facility or drill site to avoid areas downwind from potential danger e.g., smoke, H_2S or other gases. If the primary muster point is downwind proceed to the secondary muster point.
5.	**Close** all doors as you leave

End of evacuation procedure.

6. WNS Field Evacuation and Muster Plans

Evacuation and muster plans within the remainder of the field

The following are the evacuation and muster plans used for the remainder of the Alpine field:

- Remote drill sites evacuation
- Drill site rig evacuation.

Remote drill site evacuations

Remote drill sites follow the general evacuation procedure to their safe muster area. Security will be asked to prevent and control vehicles access to the drill site. Remote drill sites and safe muster areas are as follows:

Remote drill site	Safe Muster Area	Site SPOC
CD2	Pad entrance	Drill site Operator or designee
CD3	Emergency living quarters	
CD4	Pad entrance	
CD5	Pad entrance	
MT6	Pad entrance	
MT7	Pad entrance	

Refer to the Alpine Evacuation Plot Plans in Appendix 1.

Evacuated personnel are to monitor radio Talk Group: ALP OPS and remain in the designated safe muster area.

Drilling rig evacuation

Drilling Rigs and Rig camps use their own evacuation plan. A representative from the rig will contact the Drill site Operator (radio Talk Group: ALP OPS) or Drill site Lead / SIMOPS Coordinator (radio Talk Group: ALP OPS) to inform them of the emergency on the rig prior to initiating a drill site evacuation.

Willow evacuation and safe muster sites

Emergency responders will ensure the affected area is clear of personnel upon their initial response.

As soon as the emergency situation will safely allow, Security may be requested to conduct a sweep of adjacent areas to ensure there has been a complete evacuation e.g., sleeping quarters, offices and recreation areas.

7. Accounting for Personnel / Contacts for Safe Evacuation Sites

Designated muster area SPOCs

Designated muster area SPOCs will ensure people are signed out of the facility and complete a list of all personnel that muster in their respective areas.

The muster roster will be sent to Security.

Day Shift and Night Shift Accounting

Day Shift Evacuation Accounting:

1.	SPOC directs personnel to first use the FVM system to sign out of the facility / area and a roster is created of all workers at the muster location.
2.	Security receives the completed roster.

Night Shift Evacuation Accounting:

A security Officer or designee acts as the SPOC to coordinate the headcount of personnel. The SPOC completes the following:

- Distributes rosters and accounts for individuals present.
- Sends completed rosters to the CR SPOC.
- CR SPOC removes mustered workers from the FVM System and determines if any workers are unaccounted for.
- Completed rosters are sent to Security.

Accounting process for ACF or CD1 Drill site evacuation

Facility Lead or designee who is typically the Ops Compliance Specialist on days is the Control Room muster SPOC and coordinates the headcount of personnel remaining in the facility or responding to the situation. The Control Room Muster SPOC completes the following:

1.	The CR SPOC coordinates with the other SPOC to ensure all employees signed into the FVM system and working in the facility are accounted for.
2.	Facility Operators who are not in the control room will call in to the Board Operator / Lead.
3.	If any personnel are missing an attempt to determine their last known location via the FVM system and permits is conducted. The CR SPOC and the On-Scene Incident Commander will direct Operators and Emergency Response personnel to look for missing persons, depending on the situation.
4.	A roster is created to include all personnel remaining in the ACF or CD1 drill site including all workers present. The Facility Lead Operator (or designee) will provide Security a list of personnel remaining at the ACF and CD1 Drill site. This roster is updated and communicated to Security if additional assistance enters the facility e.g., off-shift / off pad Operators, Technicians.

Remote drill site accounting	The Drill site Operator or designee makes contact and performs a headcount. The DSO notifies Security once all personnel are accounted for.
What does "All-Clear" mean?	An ALL CLEAR announcement after an evacuation means the situation is under control. It **does not** authorize personnel to immediately return to their work areas. Do not resume any work until authorized by the Area Operator or Board Operator. Personnel must return to the ACF Control Room to sign-in on the FVM system and revalidate permits.
Contacts for safe evacuation sites and personnel	The following table provides contact information for safe evacuation sites and key personnel:

Contact	Phone	Email
J1 Muster Area SPOC (Materials Counter)	907-670-4132	ALP1166@conocophillips.com
J1 Materials Fax Line	907-670-4136	-
J1 Mechanic's Fax Line (Back-up #)	907-670-4137	-
Bulk Cement Plant Muster Area contact	907-670-4314	WNS.GTD@conocophillips.com
Mud Plant / WIF Fax line	907-670-4315	mi-alpineis-aka@slb.com
Truck Dump & Grind Facility	907-670-4670	-
Control Room Evacuation Contact	907-670-4220 907-670-4210	-
WNS Ops Compliance Specialist	907-670-4210	ALP1594@conocophillips.com
Control Room Phone Near FVM	907-670-4801	-
Facility Lead Operator	907-670-4220	ALP1006@conocophillips.com
Alpine Board Operators	907-670-4222 /4221	-
Control Room Fax Line	907-670-4123	-
Security Dispatch	907-670-4002 Fax: 9-1-907-670-4553	ALP1204@conocophillips.com

8. Flood Response

Flood Matrix description

Colville Delta area for high water events each spring. It is a matrix which describes operational considerations at a

- 10 year event.
- 50 year event.
- 200 year event.

Predicted Water Surface Elevations for Respective Recurrence Interval Flood

Location	10 year	50 year	200 year
Long/Short Swale Bridge	9.4	11.5	13.5
CD4 Culverts North	10.9	13.5	15.7
CD4 Culverts South	12.0	14.7	16.7
MT6 Tinmiaqsiugvik Bridge	10.7	10.9	11.0
MT6 Crea Bridge	Insufficient Data		

10 Year Event with 9.4BPMSL water depth at staff gauge

A 10 year event will require the following response:

Communications – Hydrologist Contractor (if available) should give daily briefings to Alpine Operations with depth readings in the Colville Delta and give guidance as to local break up water conditions.

- Drilling will be advised that they may need to shut down operations if water threatens support roads.
- Telecom will be notified to ensure wireless control system are in place for all pads.
- Satellite Phones should be tested for functionality.

Roads and Pads - All roads and pads will be monitored to ensure water level is not causing gravel to slough.

- Revetment and rig mats should be located and staged for road protection.
- Consider staging gravel at drill sites to minimize transportation time.
- Alpine Unit Remote wells may be inspected to ensure they are secure.

Transportation Prep –

- Boats will be made ready for possible use.
- Helicopters (if available) will be made ready for possible use to support isolated pads.

50-Year Event with 11.5 BPMSL water depth at staff gauge	A 50 Year Event will require consultation with the Alpine Field Drilling Supervisor that: • Drilling work may be stopped. • Rig Camp evacuation plans will be discussed. The Native Relations group may be notified to consult with the local communities. **Operations** will consider plans to shut-in and appropriately secure pipelines that may be threatened. • IMT may be activated to support field needs. • Shore power to the rig will be assessed if the road is breached or power threatened. • Local diesel inventory will be evaluated to support the rig and rig camp in the event shore power is lost. • Telecom will inspect the fiber for possible compromise and consider alternate communications plans for the drill sites. **Roads and Pads -** Rate of water rise will be determined to assess when and if the road may be breached. Consideration will be given to protecting the road in the most likely breached areas by using revetment mats, rig mats, snow piles, and/or additional gravel or a gravel berm. • If the road is breeched a notification to the appropriate agencies and ConocoPhillips management. External affairs will be made aware that this notification is forthcoming. **Transportation Prep –** • Consider preparing boats to support a loss of road to flood waters. • A helicopter landing location will be identified to support the rig and or isolated pads for personnel evacuation or emergency support.
200 Year Event with 13.5BPMSL water depth at staff gauge	200 Year flood event will be managed by the IMT. **Secure Sites –** • Affected drill sites may be shut in and pipelines appropriately secure. • When the road is breeched or pipelines threatened, shore power to the rig may be turned off. **Medical / Evacuation planning -** A medical response plan for the drilling rig and construction camps will be discussed if they are isolated from the main camp. Consideration will be given to have an orderly evacuation of the Rig/Rig Camp to the main Alpine camp, or construction seasonal camp **Road Repair -** Road repair and gravel recovery plans will be made to expedite the repair of road damage from water erosion. When the water recedes, the bridge and bridge foundations will be inspected for erosion damage.

9. Emergency Roles and Responsibilities

Operations Roles

Operations role in an emergency	Operations role during an emergency is to bring abnormal conditions within the facility and pipelines to a safe and stable mode of operation. Through contacting Security, the Emergency Response Chief will be made available to assist with sizing up the situation. Operations personnel assigned in the facilities, drill sites and pipelines include: • WNS Operations Superintendent. • Alpine Operations Supervisor. • Facility / Drill site Operators
Operations Manager	The NS Operations Manager is associated with the facility but is not normally on-site. If available, the NS Operations Manager may be required to assist in addressing the emergency. If necessary, the NS Operations Manager coordinates with the WNS Onshore Installation Manager to decide on a plan of action using the Operations team and support groups.
Alpine Operations Supervisor	The Alpine Operations Supervisor works with the Emergency Response Chief to provide: • Support and direction during an emergency – gives direction to all Operators. • Coordinates other support groups such as the response teams in addressing the emergency. If the Operations Supervisor is not at site, the Onshore Installation Manager will fill this role.
Operators	Operators are the initial emergency responders and are assigned as: • Senior Operator. • Board Operator. • Facility Operator. • Drill Site Operator.

Continued on next page … on next page …

… Continued on next page … .

Senior Operator	**Senior Operator** or designee will: • Coordinate headcount for accountability of personnel in the facility. • Release for response team duties on-shift Operators who are members of an Emergency Response Team.
Board Operator	**Board Operator** – Board Operator directs the Operators in their response to the emergency. The Board Operator will: • Coordinate the emergency activities from the E3 Control Room. • Initiate the notification process.
Facility / Drill site Engineer	The Facility / Drill site Engineer supports the Operations team with their technical knowledge of the facility, as required by the emergency.
Safety Specialist	The Safety Specialist supports the Operations team with the knowledge of safety issues as required.
Facilities Maintenance	The role of Maintenance personnel during an emergency is to assist Operations in stabilizing the facility or drill site. Facility Maintenance actively responds to emergencies only at the request of Operations and will standby for instructions from the Operations Supervisor. Maintenance positions include: • Electrician Techs. • Instrumentation Techs. • Mechanical Techs. • Automation Techs.

Security Roles

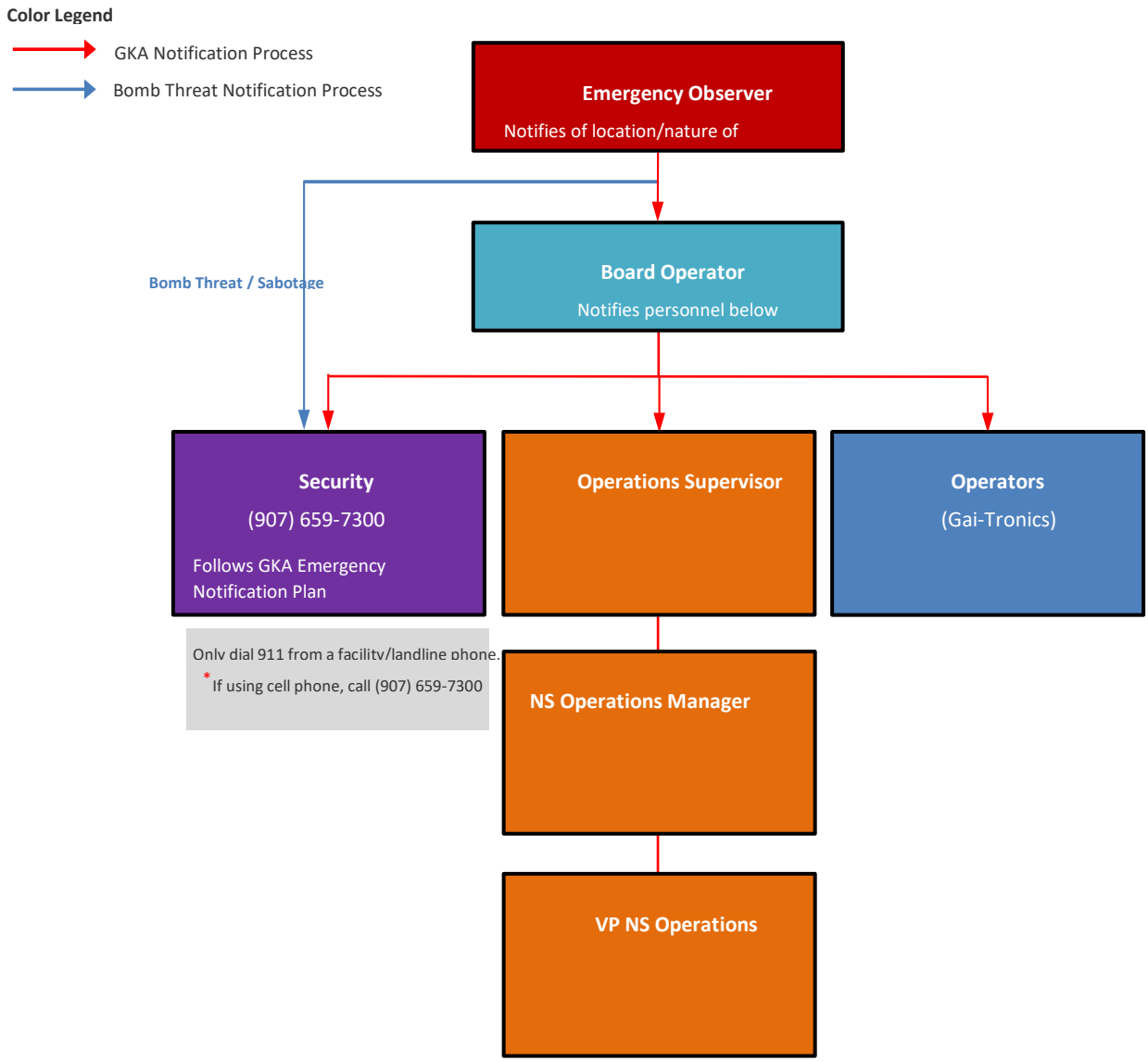
Facilitate a pad evacuation	Security will facilitate a pad evacuation. Upon evacuation notification, Security will use a vehicle equipped with a siren / light bar and public address system to alert workers who are not in the plant of a pad evacuation. The primary function of Security will be to support traffic control outside the response area.
Assist with communications	Security will assist the plant emergency response with communications and provide Security support to secure the response area, when needed. Security staff will assist with medical response as appropriate.

10. Kuparuk

1. Notification process for CPF 1, CPF 2, CPF3

Emergency Response Flow chart for facilities

The following flowchart describes the emergency response for facilities (CPF 1, 2, 3 only):



Emergency Reporting process for CPF1, CPF2, CPF3

The Emergency Reporting Process for CPF1, CPF2 and CPF3 is as follows:

- ☐ The Emergency Observer (person discovering emergency) completes the following:
  - ☐ **Contact** the Control Room Board Operator or if the emergency is a Bomb Threat / Sabotage, Contact Security (X-7300 or 9-1-1 from a landline) and follow the Chapter 4.1 Sabotage / Bomb Threat Response ERP.
  - ☐ **Report** the following speaking with a calm and clear voice:
    - Identify yourself.
    - State the location and nature of the emergency.

  The Emergency Observer remains in contact with the Board Operator to provide any additional information requested. If immediate evacuation is required, the Emergency Observer re-establishes communications from another location as soon as possible.
- ☐ Board Operator confirms the location and nature of the emergency by looking at the board for a possible abnormal condition and dispatches a responsible Operator to investigate.
- ☐ Board Operator will:
  - ☐ **Contact** Security (X-7300 or 9-1-1 from a landline) and provide the following with a calm and clear voice
- ☐ The following reporting cascade occurs to provide an appraisal of the emergency event:
  - ☐ Operations Supervisor contacts the Onshore Installation Manager
  - ☐ Onshore Installation Manager contacts the NS Operations Manager
  - ☐ NS Operations Manager contacts the VP NS Operations

End of emergency reporting procedure for CPF1, CPF2 and CPF3.

Key Personnel contacts

Refer to Chapter 3.6 for key personnel contacts.

Emergency Reporting Response Checklist / CPF1, CPF2, CPF3

☐ **Emergency Observer reports emergency.**

1.	Emergency Observer contacts Control Room Board Operator.

If	Then
Bomb Threat / Sabotage	• Contact Security (X-7300 or 9-1-1 from a landline). • Follow the Chapter 4.1 Sabotage / Bomb Threat Response ERP.

2.	Emergency Observer will: • Identify themselves. • State the location and nature of the emergency.
3.	Emergency Observer will provide any information requested.

If	Then
☐ Immediate evacuation required	Establish communications from another location as soon as possible.

☐ **Board Operator confirms nature of emergency.**

1.	Location and nature of emergency is confirmed by looking at abnormal conditions board.
2.	Operator is dispatched to investigate.

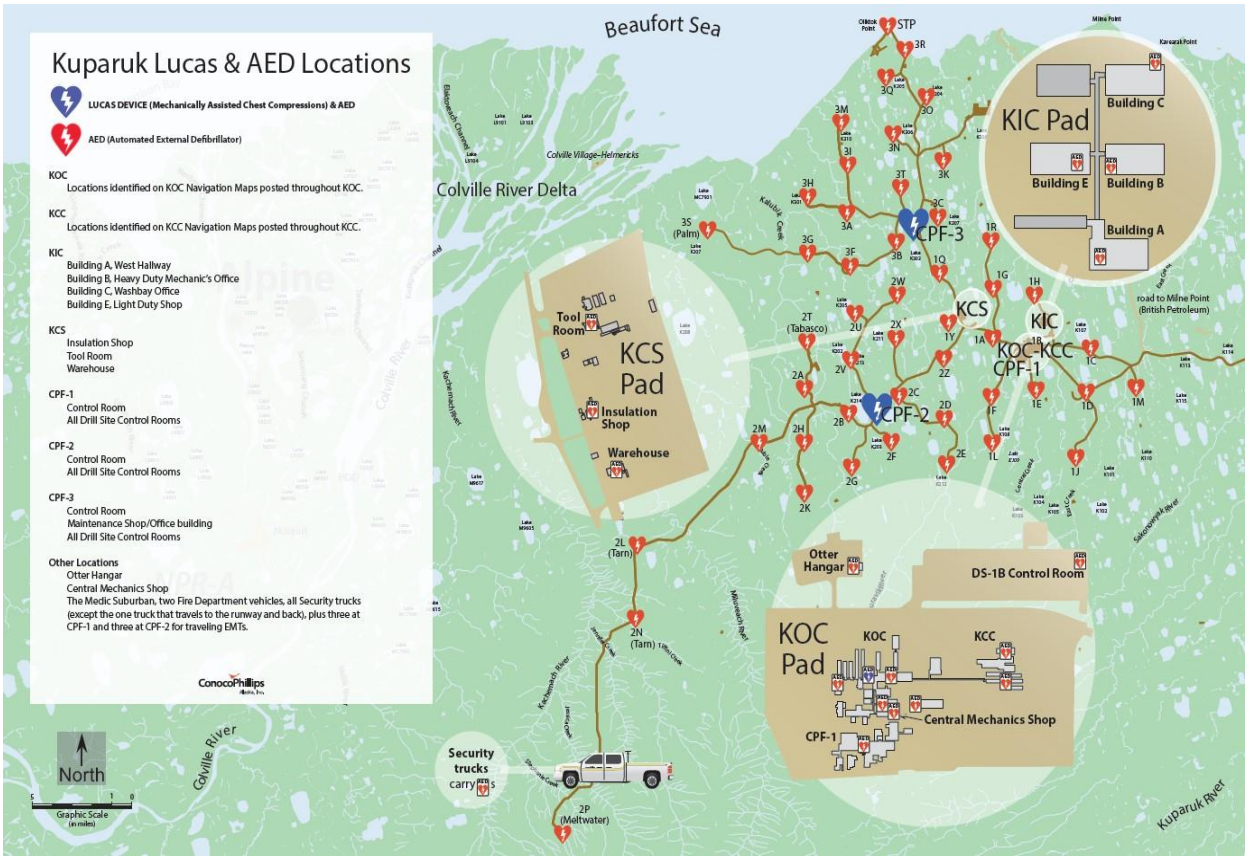
If	Then
☐ Emergency is confirmed	**Contact** Security (X-7300 or 9-1-1 from a landline) and provide the following with a calm and clear voice: • Identify yourself. • State the location and nature of the emergency.

☐ **Reporting Cascade will appraise the emergency event**

☐	Operations Supervisor contacts the Onshore Installation Manager.
☐	Onshore Installation Manager contacts the NS Operations Manager.
☐	NS Operations Manager contacts the VP NS Operations.

2. Kuparuk Medical Support

Emergency room/clinic	Kuparuk maintains a state-of-the-art emergency room / clinic in the main camp. The clinic is staffed full-time by 2 Physician Assistants (PA-C) and assisted by Emergency Medical Technicians (EMTs) when needed.
Location of LUCAS and AEDs for the Kuparuk area	Within the Kuparuk area there are strategic placements of LUCAS Devices (Mechanical Assisted Chest Compressions) and Automated External Defibrillators (AEDs) to allow personnel to respond to a medical emergency. The area map below shows these placements:



3. Kuparuk Alarms, Escape / Evacuation

Kuparuk alarm systems

Kuparuk alarm systems include:

Alarm system	Sensors
Fire Detection	Most fire zones are equipped with the following detectors: • Thermal • Ionization • UV / IR
Gas Detection	Detectors sense concentrations of combustible gases and H_2S. In the facilities, gas detection heads are monitored automatically in the main control room.

Kuparuk evacuation alarms

Evacuation Alarms at Kuparuk are described as follows:

Activation – Evacuation Alarms are automatically activated by gas alarms, fire detection or release of Halon. Alarms can also be activated manually from the Main Control Room or pushbuttons located throughout the facility and drill sites.

Visual Audible cue – The red strobe light will be activated directly outside the affected zone. The amber beacons will flash throughout the area and the horns will give intermittent blasts.

Action to take - All personnel upon hearing an evacuation alarm must immediately follow the Facility / Drill Site Evacuation Plan.

Kuparuk red strobe flashers

Red strobe flashers at Kuparuk are described as follows:

Activation – Red Strobe flashers are located at all entrances to each fire zone and cannot be seen from inside the affected zone. They indicate fire, gas or a Halon release in that zone exclusively.

Visual Audible cue – A flashing red strobe is activated.

Action to take - All personnel upon seeing a red strobe must immediately follow the Facility / Drill Site Evacuation Plan. Do not enter a zone that has an activated flashing red strobe.

Kuparuk Amber rotating beacons

Amber rotating beacons at Kuparuk are described as follows:

Activation – Amber Rotating beacons are located in all fire zones to signal when fire / gas is detected, or Halon is released anywhere in the area.

In the facilities, the beacons can also be activated manually from the control room.

Visual Audible cue – Amber beacons will flash throughout the area when activated.

Action to take - All personnel upon seeing an active amber rotating beacon must immediately follow the Facility / Drill Site Evacuation Plan.

Kuparuk alarm horns

Alarm horns at Kuparuk are described as follows:

Activation – Alarm horns are located in each fire zone to signal when fire/gas are detected or Halon is released anywhere in the area.

The alarm can also be activated manually from buttons located throughout the area.

Visual Audible cue – Alarm horns will give an intermittent slow whoop sound.

Action to take - All personnel upon hearing an alarm horn must immediately follow the Facility / Drill Site Evacuation Plan.

Kuparuk drilling rig warning lights

Drilling rig warning lights at Kuparuk are described as follows:

Activation – Lights have been mounted on two sides of the drilling rigs and are visible to personnel working on the pad on either side of the rig.

Visual Audible cue – When flashing these lights provide visual warning that emergency conditions exist on the rig.

Action to take - All personnel upon seeing these flashing lights must immediately follow the Drill Site Evacuation Plan. Contact the Rig Forklift Operator on the radio to receive further information or be given the “all clear” to return.

Kuparuk hazardous condition alert

Hazardous condition alert at Kuparuk is described as follows:

Activation – A Hazardous Condition Alert Alarm is activated in the event of a hazardous condition on site e.g., gas release.

Visual Audible cue – The alert alarm is an air raid siren that can be heard outside of the facility along with flashing red strobe lights.

Action to take - All personnel upon hearing the siren and seeing these flashing lights must evacuate to their Primary Evacuation site / Safe Area.

People located outside of the "Restricted Operational Area" of the facility will stay outside this area as long as the alarm lights are flashing. The Restricted Operational Area is a 50 ft. radius around all process operating modules, structures and tanks.

Nonessential versus Essential personnel during evacuation

During a Facility evacuation, actions of non-essential personnel and essential personnel are as follows:

Non-essential personnel – Non-essential personnel are to exit the facility /drill site and report to the primary evacuation point for the facility / drill site. Evacuated personnel must remain in the Primary Evacuation Point until given further instructions or an "all-clear" is announced.

Essential personnel – Essential personnel must report to the Control Room and check-in with the Control Room Operator to be included in the headcount. Operators may be assigned to assist in a safe and orderly evacuation of personnel not normally assigned to the facility and to support the Control Room Operator to bring the emergency under control. Maintenance, Fire Department and Security personnel may be assigned to assist in areas of discipline expertise.

The Control Room Operator will report to the Primary Evacuation Point after assuring all personnel have evacuated and completed their assigned duties.

Evacuation Procedure

When an Evacuation Alarm sounds and / or the Flashing Red or Yellow Lights are activated, the evacuation procedure is followed:

Step	Action
1.	**Stop** work and eliminate any source of ignition.
2.	**Exit** the area and close all doors tightly as you leave. If you are in a zone that is flooded with Halon, immediately evacuate the area. **WARNING:** Do not go into a module which has flashing red lights outside an entrance door.
3.	**Check** wind direction (windsocks if available) after exiting the facility or drill site to avoid areas downwind from potential danger e.g., smoke, H_2S or other gases. If the primary muster point is downwind proceed to the secondary muster point.
4.	**Leave** the Facility or Drill site through the nearest exit or most direct safe route. All exits from the facility are clearly marked. If the nearest exit is through the Facility Main Control Room, sign out. Ensure facility doors are closed behind you.
5.	**Move to** the designated Safe Area / Primary Evacuation Point. Evacuated personnel must: • Remain in the Primary Evacuation Point until given further instructions or an "all-clear" is announced. • Ensure they are accounted for. See *Accounting for Personnel*.

End of Evacuation Procedure.

Primary and Secondary evacuation locations

When an Evacuation Alarm sounds and /or the flashing red or yellow lights are activated, the facility is evacuated to the following primary/secondary evacuation locations:

Area Being Evacuated	Primary Evacuation Location
CPF1 Facility	Primary – Kuparuk Spill Response Center (KSRC) Warehouse Secondary – KCC Gym
CPF2 Facility	Primary – Maintenance Shop Secondary – Ground Shop
CPF3 Facility	Primary – Maintenance Shop Secondary – Southeast edge of the pad
Seawater Treatment Plant	

Evacuation process to secondary location

If it is necessary to evacuate the Primary evacuation location the following directions will be given:

Area Being Evacuated	Provides direction
CPF1	Security will instruct personnel to evacuate to the KCC gym.
CPF2 and CPF3	Board Operator will instruct personnel to go to the secondary evacuation point via the GAI-Tronics paging system or via the radio.

Personnel must go to the designated secondary evacuation point or enter vehicles and drive to the upwind side of pad and monitor the local radio channel for further instructions.

Drill site evacuation

All Drill site personnel are to evacuate the drill site as follows:

Area Being Evacuated	Primary Evacuation Location
Drill site	Primary – Entrance to the pad Secondary – See Drill site Plot Plans
Drilling rig on the drill site	Contact the Rig Company Man to receive further information.

Personnel must:

- Remain in the “Safe Zone” until further instructions are given or an “all clear” is announced.
- Contact the Drill site Operator or Board Operator on the radio to receive further information or be given the “all clear” to return.

Drill Site Operators access

Drill site Operators can only re-enter the affected area using the “Buddy System” with proper protective equipment to:

- Assist in the safe and orderly evacuation of personnel not normally assigned to the Drill site.
- Bring the emergency situation under control.

Plot plans identifying evacuation sites

Refer to Kuparuk Plot Plans in Appendix 1for a listing of plot plans identifying primary and secondary evacuation sites / safe areas for all Kuparuk operating areas.

Accounting for personnel	The Control Room sign-in / sign out and Drill site check-in / sign out is strictly enforced to enable the Facility Board Operator or Drill Site Operator to accurately account for personnel at the time of an evacuation. **Facility Personnel Headcount** – In the event of a Facility evacuation alarm, personnel leaving the facility through the nearest exit may sign out using the electronic sign-in / sign out board. The Board Operator or designate will: • Determine the location of personnel in the facility. • Direct regularly assigned Operators to verify non-operations personnel have vacated the facility. Operators will check-in with the Board Operator during a facility evacuation. The names of all persons in the area including contractors, guests and visitors will be given to the Board Operator by one person calling the control room. **Drill site Personnel Headcount** – In the event of a Drill site evacuation alarm, personnel exit to the primary evacuation point (Safe Area) and report to the Drill site Operator. The Drill site Operator or designate determines the location of all personnel as follows: • Accounts for personnel at the Safe area. • Direct Operations to verify non-operations personnel have vacated the area.

4. Kuparuk Emergency Roles and Responsibilities

Level of training in an emergency	When critical or emergency operations are in progress, only qualified Operations personnel must respond, unless support is specifically requested by Operations. No personnel should respond to an emergency in a capacity in which they are not: • Trained. • Qualified. • Properly equipped.

Operations roles

Operation's role during an emergency is to bring abnormal conditions with the facility or pipelines back to a safe and stable mode of operation. Operations personnel and their role in an emergency are as follows:

Operations Personnel	Responsible for
NS Operations Manager	• May be required to assist in addressing emergency
Onshore Installation Manager	• Coordinates with Operations Supervisor and decides on a plan of action utilizing the Facility Operators and support groups.
Operations Supervisor	• Provides support and direction during an emergency and coordinates other support groups such as the Fire Department and Spill Response Team in addressing the emergency. • Evaluates how to best utilize on-site personnel who are members of the Fire Department, Spill Response Team, and Emergency Trauma Technicians.
Emergency Response Chief	• Directs the response of HAZ-MAT Technicians for emergencies involving hazardous materials.
Control Room Operator	• Directs Operators in their response to the emergency to bring abnormal conditions with the Facility/ Drill site back to a safe and stable mode of operation. • Coordinates emergency activities from the Main Control Room • Initiates the notification process and accounts for personnel in the Facility (headcount). • Directs ETT's who are working in their plant or drill sites to respond to a medical incident. • Directs the retrieval of emergency medical equipment cached at their facility and delivery to the medical incident scene.
Operators (Senior Operator, Control Room Operator, Facility Operator, Drill site Operator)	• Initial emergency responders. • On-duty Operators who are Fire Department responders and/or HAZ-MAT Technicians will respond to an emergency, situation permitting. Note: Operators must notify their supervisor or Senior Operator to be released to respond.

Facility Engineer	The Facility Engineer supports the Onshore Installation Manager with their technical knowledge of the facility as required by the situation.
HSE Specialist	The HSE Specialist supports Onshore Installation Manager with their knowledge of safety issues as may be required.
Facilities Maintenance personnel	During an emergency, maintenance personnel will assist operations in stabilizing the facility or drill site. Facility maintenance actively responds to the emergency only at the request of operations. Maintenance responds as follows: • Reports to Primary Evacuation Point or Safe Area and stands by for instructions from the Onshore Installation Manager. • Personnel who are members of the Fire Department, Spill Response Team, EMTs or HAZ-MAT within their level of expertise may be called upon to assist emergency efforts. They should be prepared for this possibility by locating the appropriate safety equipment. Mechanics, Electricians and Instrument Technicians may be called upon to perform duties within their skill group.

KCS Asset Specific

5. KCS Overview

Asset description	KCS Pad supports the Kuparuk region with construction / fabrication assets including: **Shops:** • KCS Insulation. • E&I Shop. • Tool Room. • Fab Shop and Fab Shop offices. • Drilling Offices. • KCS Warehouses (BR01 & BR02). • Drilling office complex. • NE Building (Well House, E&I, and Wire Line Shop) • KCS Office Complex.

KCS Pad Key Personnel

The following table provides contacts for KCS Pad Key Personnel:

Title	Phone	Pager	Mobile
AES Project Services Superintendent	659-7703	-	-
AES Maintenance General Foreman	659-7225	-	-
AES Drilling Support Foreman	659-1480	-	659-0468
AES KCS Warehouse Foreman	659-7106	-	-
AES E&I Foreman	659-7470	-	-

Refer to Kuparuk Field Emergency Support Contacts for field emergency response.

6. KCS Alarms

Emergency alarms on site

KCS buildings are not production facilities and not all have emergency alarms / beacons or fire / gas detection network. Emergency lighting and exit signs are in place in the following:

- KCS Insulation
- E&I Shop
- Tool Room
- Fab Shop
- Drilling Offices.

Emergency alarms/beacons and a fire detection network linked to the KOC security alarm system are in place for:

- KCS Warehouses (BR01 & BR02)
- Drilling office complex
- Fab Shop offices
- NE Building (Well House, E&I, and Wire Line Shop)
- KCS Office Complex.

KCS pad Plot Plans

Refer to the Addendum Kuparuk Plot Plans – Section 2 KCS for plot plans of KCS for:

- Designated Safe Evacuation Areas.
- Building exits.

7. KCS Roles and Responsibilities

Contractor Project Services Superintendent	The Contractor Project Services Superintendent is kept appraised of the emergency situation and provides: • Support as needed. • Communicates the emergency situation to the ConocoPhillips NSK Maintenance Superintendent. The NSK Maintenance Superintendent keeps the Operations Superintendent informed.
Maintenance General Foreman	Maintenance General Foreman will keep Project Services Superintendent informed of personnel accounting status.
Craft personnel	Craft personnel will: • Assist in bringing the abnormal conditions back to a safe and stable mode of operation. • Actively respond to the emergency only at the request of Operations. Craft Personnel positions normally present on the KCS Pad include: • Electrician / Instrumentation Techs • Equipment Operators • Tool Room • Drilling Support • Scaffold Builders • Rig Prep • Welders • Insulators • Projects • Maintenance Techs • Safety Representatives • Red Line Coordinator • Warehouse Techs • Civil • Projects Coordinator • Expeditor • Below Grade • Wire Line tool • Materials Coordinators • Line Lift • Rig Prep

KIC Asset Specific

8. KIC Overview and Key Personnel

Asset description and Key Personnel

KIC Pad supports normal oilfield activities.

Building / Area	CPAI Contact phone / pager	Contractor Contact phone / pager
Building A		
Office Complex	Onshore Installation Manager 7727 / -	AES Field Support Svc. Supt. 7066 / -
Building B		
AES Equip. Shop All Bays and Offices	Onshore Installation Manager 7727 / -	AES Field Support Svc. Supt. 7066 / -
Building C		
Bay 17 AES Equip. Shop	Onshore Installation Manager 7727 / -	AES Field Support Svc. Supt. 7066 / -
Bays 18-22 Halliburton Equip. Shop	Wells Superintendent 7235 / 189-903	Halliburton Service Supervisor 3907 / 775-4457-1282
Bays 23-24 SLB Equip. Shop	Wells Superintendent 7235 / 189-903	SLB E-Line Supervisor 7139 / 943-5045 / 355-5607
Bays 25-27 Little Red Service Equip. Shop	Wells Superintendent 7235 / 189-903	Hot Oil Supervisor 7173 / 943-11122
Bay 29-31 AES Wash Bay	Onshore Installation Manager 7727 / -	AES Project Svc. Supt. 7703 / -
Building D		
AES Valve Tech's Valve / Halon Shop	Onshore Installation Manager 7727 / -	AES Project Svc. Supt. 7703 / -
KIC WWTP	Utility Lead Operator 7288 / 189-604	AES Project Svc. Supt. 7703 / -

Refer to Kuparuk Field Emergency Support Contacts for field emergency response.

Continued on next page …

… continued from previous page.

Building / Area	CPAI Contact phone/pager	Contractor Contact Phone / pager
Building E		
AES Equip. Shop All Work Bays	Onshore Installation Manager 7727 / -	AES Field Support Svc. Supt. 7066 / -
Wells Support Offices	Onshore Installation Manager 7727 / -	AES Wells Support Supt. 7439 / -
Building F		
Camp / Housing Complex	Onshore Installation Manager 7727 / -	AES KIC Elect. / Maint. Lead 7982/ -
Pad / Storage Areas		
Wells Grp Lg. Tent, Tank Farm, Fuel Dock, Chem. Shed / Blue Bldgs. Vac Truck Line Up	Onshore Installation Manager 7727 / -	AES Wells Support Supt. 7439 / -
CPO Office Complex	Construction Superintendent	-
Drilling Staging Area North East Pad	Wells Superintendent 7235 / 189-903	AES Wells Support Supt. 7439 / -
Support Equip. Sm. Tent, Delta Shop All Gravel Pad Areas (except: Drilling Staging Area North East Pad and Conam Staging Area South East Pad	Onshore Installation Manager 7727 / -	AES Field Support Svc. Supt. 7066 / -
All Pad Shared Utilities (heat, water, electricity, sewage	Onshore Installation Manager 7727 / -	AES KIC Elect. / Maint. Lead 7982/-

Refer to Kuparuk Field Emergency Support Contacts for field emergency response.

9. KIC Alarms, Escape / Evacuation

Emergency alarms on site

The following are emergency alarms on site:

Buildings - KIC buildings are not production facilities and do not all have emergency fire / gas detection network. Emergency lighting and exit signs are in place in KIC buildings. All offices have local smoke detectors.

Detection Network – The KIC does have emergency alarms / beacons and a fire detection network that is linked to the KOC security alarm system.

Red strobes on the outsides of building indicate an alarm is going off. Do not enter a building with a red strobe in operation.

Primary and secondary safe areas

The primary safe area is located in Building A Conference room. If Building A is to be evacuated, the secondary safe area is Building B Bay 5.

Check wind direction (windsocks if available) after exiting the facility or drill site to avoid areas downwind from potential danger e.g., smoke, H_2S or other gases. If the primary muster point is downwind proceed to the secondary muster point.

KIC pad Plot Plans

Refer to the Kuparuk Plot Plans Appendix 1 – Section 3 KIC for 14 plot plans of KIC for:

- Designated Safe Evacuation Areas.
- Building exits.

Accounting for personnel process

The following will be used to account for all assigned and non-assigned personnel on-site at the time of evacuation:

- Meeting rosters
- Contact lists
- Housekeeping / billeting list.

The accounting process in an emergency is as follows:

1.	The first person arriving on scene will start a list of those present at the safe evacuation area.
2.	The list will be turned over to the first level of supervision arriving at the assembly area. The Supervisor will notify the Foreman for any personnel who have not been located. This process continues until everyone has been accounted for.
3.	The Foreman will notify the Master Mechanic of the accounting status.

10. KIC Roles and Responsibilities

NSK Fieldwide Operations Superintendent	The OIMwill: • Be kept informed of the emergency situation. • Provide support as needed. • Keep the GKA Operations Manager informed.
Contractor Field Support Superintendent	The Contractor Field Support Superintendent will keep the GKA Field Services Supervisor informed of the emergency situation.
Master Mechanic	The Master Mechanic will: • Be kept informed of the emergency situation to ensure proper implementation of the emergency response by supervision personnel reporting to the Master Mechanic. • Coordinate with all other Supervisors on the pad. • Decide on a plan of action that utilizes the on-site craft personnel and off-site emergency support groups. • Provide support and direction during an emergency. • Coordinate with the Superintendent and other support groups e.g., Fire Department, Spill Response Team and HAZ-MAT Technicians
Supervisor	Supervisor will also evaluate the utilization of: • On-site personnel • Fire Department • Spill Response Team • EMTs.
Foreman	The Foreman will: • Coordinate with the Master Mechanic. • Implement the action plan utilizing the on-site craft personnel. • Assist the emergency response support groups.

Craft personnel

Craft personnel will:

- Assist in bringing abnormal conditions back to a safe and stable mode of operation.
- Actively respond to the emergency only at the request of Operations.

Craft Personnel positions normally present on the KIC Pad include:

- Welders
- Roustabouts
- Parts Man
- Expeditor (non-mobile)
- Equipment Operators (Loader)
- Maintenance Electricians (Days)
- Mechanics L/D & H/D
- Wash Bay Operator
- Valve Techs
- Well Service Techs

KOC and KCC Asset Specific

11. KOC & KCC Overview

Asset description

KOC and KCC support everyday oilfield activities.

KOC / KCC Pad Key Personnel

The following table provides contacts for KOC/KCC Pad Key Personnel:

Building / Area	CPAI Contact phone/pager	Contractor Contact Phone / pager
A/B – C/D Warehouses	NS Materials Supervisor 7327 / 189-329	Materials Foreman 7583 / 189-369
Communications Center	Network Lead Technician 7800/189-104	-
Waste Water Treatment Plant	Utilities Area Leads 7288 / 189-273	-
Firehouse / KSRC	NS Emergency Response Chief 7494 / 189-400	-
Kuparuk Laboratory	Corrosion / Lab Supervisor 7214 / 189-733	-

Refer to Kuparuk Field Emergency Support Contacts for field emergency response.

12. Alarms, Escape / Evacuation

Kuparuk Camp fire protection system

The Kuparuk Camp fire protection system consists of a network of independent fire panels networked to two central control-monitoring consoles. The Graphic Control Consoles (GCCs) are located in:

- KOC security control room (continuously manned).
- GKA Emergency Operations Center.

The system uses smart sensing devices for locating and monitoring field located sensors and horns. The system can be controlled from the GCCs or at each of the independent panels located throughout the camp.

Remote Panels and other alarms – Remote panels are located in the following:

- KOC
- KCC
- KIC
- Telecommunications module
- A / B Warehouse
- C / D Warehouse
- CPF1 Shop
- Aircraft Hanger
- Firewater Pumphouse.

The Kuparuk Lab has a fire and gas detection system and a water fire suppression system.

Fire alarms are also brought in from other fire panels located in WWTP and KCS.

Detectors and horns

Detectors and horns are located in:

- Each sleeper room.
- All common areas of the camps.

Audible alert – The horns in the sleeper rooms will buzz as an audible alert and horns in the common areas will produce a slow whoop sound.

Gas Detectors – Several areas also have gas detectors and/or Halon fire suppression. Gas detectors that alarm are located:

- KIC fuel gas skid
- KOC D warehouse – Gas detectors alarm and will turn on additional ventilation.

Voice annunciation system	The system includes a voice annunciation system which will direct evacuation of the camps automatically or will allow override from Security. Security can choose to evacuate specific sections of the camp through this selective zone system if needed for better emergency evacuation.
KOC/KCC pad Plot Plan	Refer to the Addendum Kuparuk Plot Plans – Section 4 KOC / KCC for the plot plan of KOC / KCC showing the Designated Safe Evacuation Areas.
Primary and secondary evacuation locations	Refer to the following table for KOC / KCC primary/secondary evacuation locations: **Check** wind direction (windsocks if available) after exiting the facility or drill site to avoid areas downwind from potential danger e.g., smoke, H_2S or other gases. If the primary muster point is downwind proceed to the secondary muster point.

Area Being Evacuated	Evacuation Location
West Camp – B&C sleeping wings, Pax Shack, D, E, F, O Wing Office Areas, Al Lockers, conference room, ET Shop, Coupon and Chem. Dept, Office Areas	Primary – Kuparuk Spill Response Center (KSRC) Secondary – KCC Gym
KOC Office Complex, A/B Warehouse, C/D Warehouse, Central Shops, WWTP	
KOC East Camp – (Old North Wing, North and South Wings, New North Wing (W1 / E1 off of Main Lobby)	
Lab 2	
Telecom	
KCC	
KSRC & EMOC	Primary – KCC Gym Secondary – n/a

Accounting for personnel process

A listing of personnel billeted at KOC / KCC can be provided by Billeting if necessary. The following process occurs:

☐	Emergency Responders will ensure the affected area is clear of personnel upon their initial response.
☐	As soon as the emergency situation will safely allow, Security may be requested to conduct a sweep of adjacent sleeping quarters, offices and recreation areas to ensure that there has been a complete evacuation.

The accounting process in an emergency is as follows:

☐	The first person arriving on scene will start a list of those present at the safe evacuation area.
☐	The list will be turned over to the first level of supervision arriving at the assembly area. The Supervisor will notify the Foreman for any personnel who have not been located. This process continues until everyone has been accounted for.
☐	The Foreman will notify the OIM of the accounting status.

Personnel Accounting Response Checklist – KOC/KCC

☐	**Emergency personnel respond**	
	☐	Ensure personnel are clear of affected area
	☐	Area is safe for Security sweep
☐	**Security sweep**	
	Security sweep to ensure complete evacuation:	
	☐	Adjacent sleeping quarters.
	☐	Offices and recreation areas.
☐	**Responders on scene**	
	☐	List of personnel at safe evacuation area created.
	☐	List provided to first level of supervision arriving on scene.
	☐	**If**: Personnel not located. **Then**: 1. The Supervisor will notify the Foreman for any personnel who have not been located. 2. This process continues until everyone has been accounted for.
	☐	OIM notified of accounting status by Foreman.

13. Roles and Responsibilities

GKA Onshore Installation Manager	The OIM is kept informed of the emergency and will keep the NS Operations Manager informed of the emergency.

11. Anchorage Tower

1. Anchorage Office Complex (AOC)

Overview of AOC

AOC is managed by Real Estate and Facilities Services (REFS.). ConocoPhillips is a tenant in both the ATO and ANO towers. The COPA tower office consists of one main office complex. The facility currently covers 489,009 square feet with approximately 500 occupants.

Anchorage Off site Facilities – COPA has 2 offsite support locations in the Anchorage area:

- Anchorage Hanger Area which is a maintenance hanger and an office location.
- Anchorage Distribution Center Warehouse (AMW) which is a material handling / storage area.

After hours security monitoring is provided for the Anchorage Distribution Centre Warehouse only.

AOC Security and access

Physical access to ConocoPhillips facilities is managed through electronic access control locks operated by identification badges. A security kiosk is located in the center lobby area. The company provides 24-hour security service.

In the event of a security concern, the security staff can be reached by dialing:

- 907-265-6150 for emergencies.
- 907-265-6237 for non-emergencies.

2. Emergency Situations

Emergency Situations

In most cases, the first call is 9-1-1 to dispatch Anchorage emergency responders followed by a call to Security at 907-265-6150. Refer to site-specific EAPs for details of the emergency responses at AOC and Anchorage Warehouse Facilities.

3. Alarms and Safety Systems

Fire extinguishers	Fire extinguishers are located throughout the floors of the AOC and ANO.
First aid kits	First aid kits are located on each floor of the AOC. These kits include protective equipment such as: • Latex gloves • Face shields • Gowns • CPR rescue breathers.
Fire Alarm Systems	The Anchorage Tower Office Facility (ATO/ANO) Fire Alarm System is a stand-alone system, that is not connected to the Anchorage 9-1-1 System if a Fire Alarm is activated. A phone call by the Control Room Operator to the Anchorage 9-1-1 System is required for the Anchorage Fire Department or Anchorage Police Department to respond. Facility security or maintenance will contact 9-1-1 only after the alarm condition is verified. **EST-3 multiplex fire alarm network** - The facility alarm system and intercom are controlled by the EST-3 multiplex fire alarm network. The main panel is in the Security Control Room with another panel located in the pillar by the main entrance. The EST-3 Fire system controls the following: • Alarm system resets • Alarm information messages • Evacuation message • Intercom • Fire fighter's telephone • Elevator capture • Fire door control • Facility stairwell pressurization fans associated with the fire alarm system. **Manual Alarms** - Fire Alarm systems for AOC are automated and can also be manually placed into alarm. The Control Room Operator can manually put the facility into General Alarm by placing EST-3 directly into DRILL MODE.

EST-3 alarm types	The alarm types received over the EST-3 System include: **Smoke Detector Alarm** – A detector head sensor in the system has detected heat or smoke. **Sprinkler Flow Alarm** – The alarm alerts the Control Room Operator that water is moving through the fire sprinkler system and will cause the facility to go into alarm. **Pull Station Alarm** – This alarm alerts the Control Room Operator that one of the wall mounted pull stations has been manually activated by an occupant in the facility. If a pull station or sprinkler flow alarm is received, the facility is placed into Fire mode regardless of alarm status.

4. Evacuation and Muster Points

Facility evacuation conditions	The following conditions require a facility evacuation: • Earthquake • Fire • Bomb threats (IED /explosions) • Chemical/Biological • Imminent threats to physical structure or to the safety of employees or building occupants.
Evacuation order initiation	The evacuation order is initiated by: • Facility Supervisor or designee. • JL Properties. • Automated alarm system. After hours, the Security Shift Leader is the Facility Supervisor's designee.
Partial and controlled evacuations	Partial and controlled evacuations may be used to expedite evacuations at AOC. For example: • A partial evacuation could occur during a fire, where floors are evacuated above / below the hazard condition. • Controlled evacuations may occur after an earthquake / bomb threat or chemical / biological threat. Floors are evacuated over a pre-selected route to bypass areas that have sustained damage / been identified as a potential unsafe area.

Security duties for evacuation

The following table details the security deployment and duties for evacuation at AOC:

Security	Location and Duties
Control Room Operator (2x2)	• Maintain operational control in the Facility control room. • On order, evacuate through the Loading Dock to the General Parking Lot.
Shift Lead (2x2)	• Move to Control Room to assist the Control Room Operator with Evacuation Control duties and Floor Warden Radio Net. • On order, evacuate through the Loading Dock to the General Parking Lot.
Rover 1 (2x2)	• Provide a controlled crossing point at the 7th Avenue and H Street intersection to assist personnel crossing to the General Lot Assembly area. • This intersection is a 4-way stop.
Rover 2 (2x2)	• Establish a protected crossing point at the corner of 7th Avenue and G Street to allow evacuees from the building (Slot Emergency Exit) to cross directing to the MOA Park Garage side of 7th Avenue.
Kiosk / 50-hour post	• Run Visitor Report. Remain in place to assist the fire-fighting command with communications and facility support. • On order, evacuate out the Loading Dock doors and assemble with the ATO-2 Floor Warden.
Mailroom 1	• Establish a controlled crossing point at 7th Avenue directly out from Stairwell 3 to allow evacuees from the building to cross directly to the MOA Parking Garage side of 7th Avenue. Evacuees proceed to the General Parking Lot assembly area.
Cardkey (when manned)	• Evacuate the facility to the General Parking lot and link up with the ATO-2 Floor Warden for accountability. • Take the Evacuation Bag with you.

Evacuation procedure

Upon hearing a fire alarm, an automated system will direct you to evacuate or standby for more information. If you are asked to evacuate, follow this evacuation procedure:

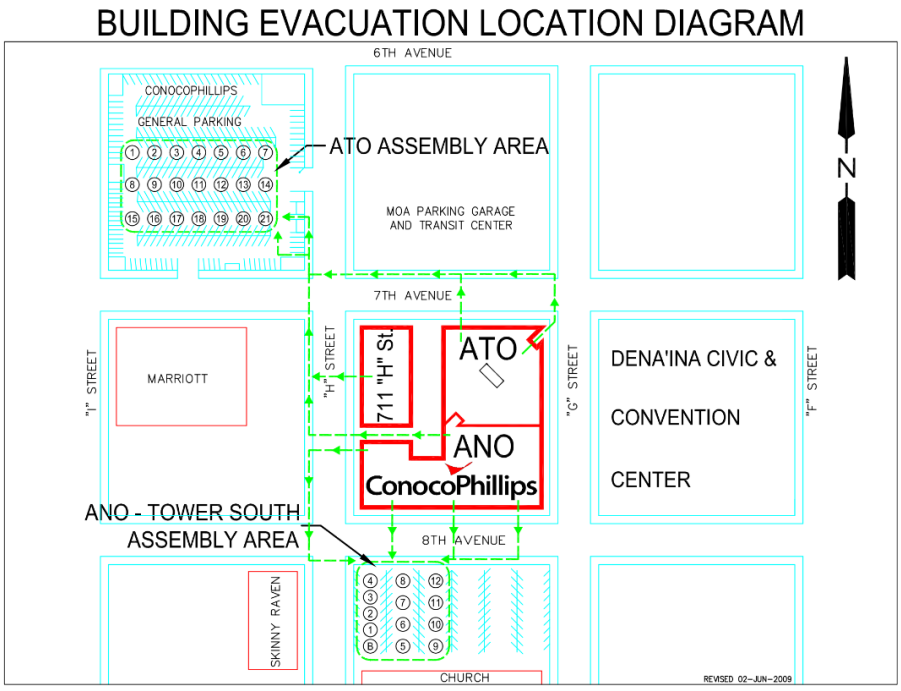
Step	Action
1.	**Stop** working and go to the closest EXIT door, closing office doors behind you. Evacuate with the floor that you are on at the time of the emergency and check in with the floor you evacuated from. **NOTE:** A map with muster points are located at each exit or contact your Floor Warden.
2.	**Wait** for further instructions from the fire automated message. Proceed based on the following:
3.	**Remain** at the muster point. Your Floor warden will take a head count of all personnel at the muster point. An "all-clear" will be given by the Fire department and Security will grant permission to leave the area when it is safe to return to work. Need to add wind direction

If	Then
Directed or in harm's way	1. EXIT the building. 2. Cross the road at Security controlled/protected crossing points and go to your muster point.
A muster point is affected by the emergency	1. EXIT the building to an alternate muster point identified by your Leadership.
Special assistance is required to exit	1. Seek help from a Floor Warden or your supervisor.

End of evacuation procedure.

Location of muster points

A map with the locations of muster points (assembly areas) is shown below. Maps are also located at each floor exit and are available from your Floor Warden. ATO assembles at the NE parking area, and ANO – Tower South assembles at the church south parking area across 8th Avenue.



Accounting for personnel

Floor Wardens directing the evacuation will ensure:

- A headcount is completed of all workers and visitors assigned to their floor.
- This information is provided to Building Security.

Each worker must check-in with the Floor Wardens so a head count can be completed. An accurate head count is necessary for planning should it be necessary to conduct search and rescue operations.

Mobility assistance list

If mobility assistance is required to get to safety in the event of a fire / evacuation, inform your Floor Warden to have your name placed on the mobility assistance list. This list is also provided to Security.

It is the employee's responsibility to notify a Floor Warden team member to be placed on / taken off this list.

5. Site Specific Emergency Response

Medical Emergency

Medical Emergency response process

A medical injury is any injury or illness to an employee, contractor or visitor requiring prompt professional medical treatment. Although numerous AOC employees are medically trained and may be available to render aid; ambulance services must be summoned immediately.

Respond to medical emergencies in the Anchorage Tower as follows:

Medical Assistance Response Checklist

☐	**Report Medical Emergency**		
☐	Call 911. Do not move a potentially Serious injured person unless there is serious injury		
☐	The following is provided to 911:		
	☐	Your name and a call back number	
	☐	Your physical location: 700 G Street, Anchorage AK, Room or office #.	
☐	**Report Nature of Emergency**		
☐	Provide the following:	Name:	
		Gender:	
		Age of patient:	
☐	Answer the following questions:	Is the patient breathing?	
		Is the patient conscious?	
		Is the patient bleeding?	
	IF	**Then**	
	Patient is bleeding	Place a barrier between you and the blood.	
☐	Describe any unsafe conditions		
☐	Call Security at 907-265-6150 and notify the Floor Warden.		

Stay with the patient until medical help arrives.

Demonstration Response Plan

Response to demonstrations	COPA Security staff will immediately report demonstrations or other disturbances in or around the facility to JL Properties. JL Properties is responsible for responding to demonstrations. COPA Security staff will assist JL Security with the primary objective of protecting COPA employees and contractors.
Demonstration notification process	The Demonstration notification process is as follows:

Demonstration Notification Response Checklist

- ☐ **Notify Security**
  - ☐ Security staff has notified Security Captain of any demonstrators.
  - ☐ Security Captain will notify:
    - ☐ COPA Facility Management Staff.
    - ☐ COPA Security Manager.

- ☐ **Demonstration poses no threat to facility or occupant safety.**
  - ☐ Security staff observes demonstration
  - ☐ Security reports to the following:
    - ☐ COPA Facility Management Staff.
    - ☐ Anchorage Police Department.
  - ☐ Refer to below process if demonstration poses a threat.

- ☐ **Demonstration appears to threaten facility or occupant safety.**
  - ☐ Security staff has called 911 and Facility Manager
  - ☐ Facility Manager may direct Security to:
    - ☐ Instruct people wanting to leave the facility to use alternate exits.
    - ☐ Notify Anchorage Police Department.
    - ☐ Make an announcement to ATO occupants.
    - ☐ Contact COPA Public Affairs spokespersons.

Facility Ash Fall Response

Ashfall alert during normal business hours	If an ashfall alert occurs during normal business hours, the Facility Supervisor or designee will determine: • The announcement that will be made to occupants. • Whether evacuation is necessary.
Ashfall considerations	The following considerations must be made based on the expected ashfall to the area: • Employees will need to determine when to leave work based on where they live and their personal responsibilities e.g., picking up children, etc. • If ashfall begins, Maintenance will shut down fan systems and cover air intakes. This will necessitate the evacuation of the facility. • If the facility is evacuated, employees are asked to monitor the Facility Hotline at 263-4500, for updates on the building status.
Ashfall evacuation	Refer to Chapter 4.15 Natural Disaster Response.

After hours ashfall protection process

The following process occurs for an after-hours ashfall event:

☐	The Control Room Operator will make the initial notifications of the Ashfall alert to: • Facility Management Team – Contact Bartlesville Help Desk (1111). They will notify local IT Personnel. • Maintenance Supervisor – Maintenance Supervisor will determine additional personnel needed and notify. • Facility Manager and DUS Project Manager.
☐	The Control Room Operator upon direction from the Facility Manager will notify occupants of an ash fall evacuation. The Night Janitorial Supervisor is also notified to send janitorial services home immediately.
☐	Security will be posted at the Main G Street entrance to issue 1 dust mask to each occupant as they leave the facility. Occupants are reminded to take belongings when they leave as the building e.g., laptop, keys, purse, etc.
☐	Facility Supervisor will direct: • Security with the direction of the Maintenance Supervisor to take actions to shutdown all fans and air handling units and cover air intakes. e.g., Security officers will be sent to turn off fans in the ATO controlled by manual switches. • Facility Maintenance to manually verify the fan are set to off and cover specific air intakes with prescreen filters.
☐	Maintenance will perform a walk around the building every hour to check the serviceability of all filters and to verify fans are still off. Filters will be replaced immediately if required.

Offsite Patrol and Response

Key security response contacts

Primary after hours patrol responsibility is performed by Guardian Security.

Key Security Response contacts are as follows:

Contact	Phone number
COPA Security Coordinator Office	265-6033 Cell: 360-9654
Guardian Security Dispatcher	274-5275

General offsite responses

General Offsite responses are as follows:

Notification – The Security Coordinator and Facility Manager must be notified immediately if APD is called for a response to any Anchorage COP facility.

Security dispatched – A Security Officer from the Anchorage Security Team will be dispatched to respond to all alarms received from a COP offsite facility. Security Personnel will deploy with:

- Security Cell Phone 223-4262
- Radio
- Flashlight.

The Guardian Dispatcher will also be notified to send their roving patrol as backup. The dispatcher will be provided with the cell number and name of the DUS officer being dispatched. If a Guardian Security patrol officer cannot be contacted or if response time is greater than 15 minutes, 2 Security Officers are dispatched from the Towers Security Team.

Police involvement - If police assistance is required, provide the following to the APD dispatcher:

- Exact building address and the building location where the intrusion has occurred.
- Name and cell number of the DUS dispatched Security officer.

The DUS and Guardian patrol officers will standby and meet police officers when they arrive. The joint security patrol should not enter until the arrival of the police and then will assist them as they may request.

Warehouse alarm response process

In the event of a warehouse alarm, the following alarm response process occurs:

Warehouse Alarm Response Checklist

☐ **Notify Control Room Operator**

Guardian Dispatch Center will contact Control Room Operator (Post 4):

- ☐ COPA phone password provided to Guardian Dispatch Center.
- ☐ Alarm is verified by Control Room Operator.

☐ **Fire Response**

- ☐ Control Room calls 911.

☐ **Intrusion Alarm Response**

- ☐ Review cameras (Post 4) before sending officers.
- ☐

If	Then
Signs of forced entry.	Call 911 for police assistance.

- ☐ Walkaround is completed by GSPO and DUS Security Officers.
- ☐ DUS Security Officer reports back to Control of status.
- ☐ DUS Security Supervisor initiates incident report if break-in discovered.

☐ **Disabled / Reset Alarm response**

An email is received from alarm.com to announce the alarm has been disabled by a person entering the facility.

- ☐ Alarm is RESET upon exiting facility.
- ☐ Control Room is notified of Alarm RESET.

AHA facility alarm details	The following are the Aviation Hanger (AHA facility) alarm details: • Access to the Aviation offices is via a proximity access card reader. • The facility is protected by alarms for this system and requires special procedures for monitoring access and alarms. AHA Alarm System Monitoring and Operation are as follows: • Central Reservations operates at AHA from 06:00 am to 19:30 hours daily. • Between 19:30 and 06:00 the alarms for all doors are active. • There is no motion detection for the facility. The fire alarm system at AHA is maintained and operated by the building owner.

Emergency Elevator Operations

Turning an elevator to Fire Mode	When an elevator is placed into fire mode during a test / emergency the following occurs: • All elevators are called down to the ground floor with the doors open. • In-service lights will turn on at the Control Room Panel and the fireman's hat will be lit.
Operations under emergency power	The UPS maintains power to critical building functions including elevators, however only ATO Elevators 1 and 6 are designated to function on emergency power. Only the designated elevators can be use in any mode including fireman override during a power outage. The rest of the elevators will go to the 1st floor with the doors closed.

6. Key personnel at AIC

COPA Facility Management Team				
Title	**Name**	**Cell**	**Home**	**Work**
Facility Supervisor	Brock Jones	701-300-4112	-	265-6263
DUS Project Manager / Sec Cor.	Ed Sears	360-9654	227-7776	265-6033
DUS Facility Sup	Eric Wellman	302-0144	-	265-6789
COPA Security Manager	Jeff Laughlin	227-3330	-	263-4765
Laker Electric	Bryan Laker	360-6160	-	-
Criterion General	Tennes Tenneson	980-6226	-	-
COPA HSE				
Anchorage Safety Rep	Chris Wallstrum	315-6111	-	265-1377
Safety & Health Director	Peter Davenport	660-232-3544	-	265-6711
Crisis Mgmt & Emergency Response	Justin Mellen	346-287-5631	832-523-2367	265-3736
COPA AK IT Infrastructure				
AK IT Director	Jeff Harris	227-5836	-	263-4415
Radios	Michael Haney	575-200-7949	-	263-1553
Cameras	Jonathan Walton David Hingst	227-6250 230-1630	-	265-3633 263-3632
Computers	Matt Renken	223-7119	-	265-1313
COPA External Affairs				
Media and Advertising Director	Rebecca Boys	227-8749	-	263-4115
Communications Advisor	Alonna Brorson	229-9344	-	265-1539
DUS Leadership				
Security Director	Bernard Chastain	250-9128	-	263-6153
Operations Director	Kim Sanderson	350-8597	-	263-6117
HSE Director	Corey Parrent	240-7948	-	263-6137
HSE Generalist	John Engholm	205-6228	-	-
DUS President	Maria Bourne	342-7330	-	263-6125

Continued on next page …

… continued from previous page.

GEO Vault (basement) Central Files & Reprographics (ATO-3)				
Title	**Name**	**Cell**	**Home**	**Work**
Manager Support Services	Vanessa Harris	887-1974	-	265-1385
1st alternate	David Fison	947-8020	-	265-6924
2nd alternate	Lorna Collins	250-4690	-	265-6522
AHA – 6601 South Airpark Place				
Aviation Manager	Adam Skinner	907-268-9042	-	670-4604
Aviation Operations Support (AOS)	Anelis Comeau	227-8177		263-3526
Aviation Ground Support Coordinator	Mike Parker	382-0756	745-5913	263-3512
Property Manager	Ray Dahl	244-7611	-	244-7611
AMW – 551 Electron Ave, Anchorage, AK				
Property Manager	Tammy Krous	227-8431	-	277-2580

7. Roles and Responsibilities

Floor Wardens

The AOC is required to have at least 2 floor wardens on each floor. Floor wardens are trained in the details of the AOC emergency action plans. The floor wardens are responsible for:

- Immediate response to emergency situations.
- Providing emergency response instructions.
- Directing evacuation.
- Assembly and accounting for personnel.

Employees and contractors

Each employee or contractor is responsible for knowing how to respond in emergency situations including:

- Identifying the Floor Wardens on their floor
- Knowing emergency procedures
- Participating in emergency drills
- Immediately reporting any emergency
- Follow instructions received over the public address system or from the Floor Wardens.
- Informing your visitors of general emergency procedures upon their arrival and assisting visitors during emergencies or drills.

12. Management of EAP Document

1. Owners and Reviewers

Owners of the ERP

CMER is the owner of the Alaska BU One ERP. The ERP will be reviewed annually with subsections and EAPs being supported by relative functions and roles :

- Be the exclusive owner of the electronic files. All changes to the manual will be made through the PSM Project Engineer for updating the SkillsNOW system.
- Validate all change through the corresponding SMEs of the affected content e.g., Operations, Maintenance, HSE, Security, etc.
- Work with the submitter(s) on content updates and update footer sections to reflect new revision dates. No revisions to the EAP manual will be implemented which compromise compliance with Process Safety Management Regulation CFR 1910.119.
- Update files on the SkillsNow S: drive and send copies to the North Slope HSE portal owners for updating their site.
- Work with a service to get the manuals printed and distributed to all hardcopy holder.

Annual review and periodic revisions

The ERP is reviewed annually through the AK PRC (Procedure Review Committee) review process, with the AK CMER Coordinator facilitating the review as document owner. The annual review includes the following steps:

Step	Action
3.	**Introduce** ERP for annual review at monthly PRC meeting, per PRC schedule
4.	**Review** comments submitted via comment portal on the HSE MS Portal
5.	**Engage** personnel assigned to ERP areas/functions to review content and ensure accuracy
6.	**Present** ERP update(s) and receive approval from at monthly PRC meeting; **communicate** update to field per PRC discretion (email, bulletin, etc.)
7.	**Communicate** changes to the PSM Project Engineer to ensure applicable updates are made in SkillsNOW
8.	**Prepare** and **distribute** hard copies of revised ERP to positions listed in Appendix 2

The ERP may be revised outside of the annual review process by submitting a comment via comment portal on the COPA HSE Portal. The AK CMER Coordinator will engage the commenter and affected personnel to review the comment and update the ERP as needed, following Steps 2-6 above (Step 6 optional, at PRC discretion). Examples of periodic revisions:

- Updates to telephone numbers and personnel
- Temporary EAP inclusion or removal
- Addition of new drillsite/plot plan

ERP revision requests

Changes or recommendations should be made by submitting a comment via comment portal on the COPA HSE Portal. Contact your local HSE representative/CMER if you need assistance.

2. Revision Log

Rev #	Approved Revised Reviewed By	Approved Revised Reviewed DATE	Description (Initial Approval, Revision or Review along with further details of revision if needed)
0	HSE Manager Jason Charton	15 July 2025	Initial ERP One Plan
1	HSE Manager Jason Charton	20 November 2025	Update New Org Structure/ FOB Model, Alaska BU IMT, Notification Process.
2	HSE Manager Jason Charton	17 February 2026	Inserted Temporary Exploration EAP Section

Appendix 1: Asset Plot Plans Diagrams/Pictures

1. WNS Plot Plans:
    a. Alpine
    b. Willow
2. Kuparuk

Appendix 2: Controlled Hardcopy Distribution

Distribution

EAP manuals are placed at registered locations and should not be reproduced for use unless they are numbered and assigned by the PSM Project Engineer. Current registered locations are as per the following table:

EMERGENCY ACTION PLAN MANUAL DISTRIBUTION								
DISTRIBUTION LOCATION	**MANUAL TITLE & REGISTRATION NUMBER**							
	GKA CPF-1	GKA CPF-2	GKA CPF-3	GKA STP	KCS Pad	KIC Pad	KOC KCC	ALP
Control Room	1	2	3	4				5
J1 Warehouse								6
HSET Specialist	7	8	9	10			11	
Security	12				13	14	15 & 16	17
Fire Dept/SRT	18				19	20	21	22
AES Support Safety						23, 24, 25, 26, 27 & 28	29 & 30	
AES Project Safety					31,32, 33, 34, 35,36 & 37			
AES Alpine Safety Supervisor								38
Capital Projects / NPRA HSE Leads								39
WNS Operations Mgr.								40
ALP O&M Supt.								41
ALP Ops. Supp. Supt.								42
WNS Infrastructure Supervisor								43
Pipeline Backup Control Room								44