



**NORTH DAKOTA  
INCIDENT  
MANAGEMENT PLAN**

Version 2.5

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**TABLE OF CONTENTS**


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<b>SECTION 1: INTRODUCTION</b> .....	5
Purpose .....	5
Scope .....	5
Objectives.....	5
Policy Statement.....	5
Response Plan Relationships .....	6
Acronym List.....	7
<b>SECTION 2: PLAN MAINTENANCE &amp; REVIEW</b> .....	8
Plan Administration.....	8
Plan Review.....	8
Revisions to Plan .....	9
Record of Revision .....	10
<b>SECTION 3: FACILITY INFORMATION</b> .....	11
Facility Information .....	11
Facility Facts: North Dakota Operations .....	11
<b>SECTION 4: NOTIFICATION AND COMMUNICATIONS</b> .....	16
Notification Procedure .....	16
North Dakota Incident Notification Procedure / Escalation Process ..	17
Escalation Matrix .....	18
North Dakota IMT Activation Procedures.....	19
Reporting Procedures .....	22
<b>North Dakota: Drilling, Completions, and Operations Regulatory     Required Notifications</b> .....	23
Categorizing of Events .....	24
IST Activation Protocol.....	25
<b>SECTION 5: RESPONSE PROCEDURES</b> .....	26

Response Procedures .....	26
Level 1 Incidents.....	26
Level 2 Incidents.....	27
Level 3&4 Incidents .....	28
Response Checklists .....	29
<b>Mass Casualty / Medical Evacuation .....</b>	<b>30</b>
<b>Fire / Explosion .....</b>	<b>31</b>
<b>FIRE/EXPLOSION GENERAL INFORMATION .....</b>	<b>32</b>
<b>Hydrocarbon / Chemical Release .....</b>	<b>35</b>
Crude Oil / Produced Water Spill General Information.....	36
OIL SPILL MANAGEMENT PLAN .....	38
Hydrogen Sulfide (H2S) General Information.....	50
<b>Well Control.....</b>	<b>51</b>
<b>BLOWOUT MANAGEMENT PROCEDURE .....</b>	<b>52</b>
<b>Decontamination Plan .....</b>	<b>54</b>
<b>Natural Disaster .....</b>	<b>58</b>
<b>FATALITY .....</b>	<b>59</b>
<b>Security / Country Evacuation .....</b>	<b>60</b>
<b>Response Termination .....</b>	<b>61</b>
<b>SECTION 6: RESPONSE ORGANIZATION MANAGEMENT.....</b>	<b>63</b>
<b>Purpose .....</b>	<b>63</b>
<b>Emergency Response Organization Hierarchy.....</b>	<b>63</b>
<b>Incident Command System .....</b>	<b>65</b>
<b>Incident Management Team (IMT) .....</b>	<b>65</b>
IMT Concept of Operations .....	68
IMT Roles & Responsibilities Checklist.....	70
North Dakota Emergency Operations Center .....	71

IMT Roles & Responsibilities Checklist.....	71
EOC Set-Up Checklist.....	71
<b>SECTION 7: EMERGENCY COMMUNICATIONS SUPPORT.....</b>	<b>74</b>
<b>Media and External Communications.....</b>	<b>74</b>
<b>SECTION 8: PERSONNEL TRAINING AND EXERCISES.....</b>	<b>76</b>
<b>Training .....</b>	<b>76</b>
Emergency Response Team Training & Exercise Requirements ....	77
Incident Management Team Training & Exercise Requirements ...	77
Training Documentation .....	79
<b>Exercise/Drills .....</b>	<b>80</b>
<b>APPENDIX A: LIST OF CONTACTS .....</b>	<b>82</b>
Agency Notifications.....	82
Incident Management Team.....	88
Emergency Response Team.....	91
Houston Incident Support Team (IST) .....	93
Contractors, Vendors and Service Providers.....	94
North Dakota Operations Service Providers .....	94
Emergency Contacts .....	99
<b>APPENDIX B: TEAM MEMBERS ROLES AND CHECKLISTS .....</b>	<b>103</b>
Emergency Response Team .....	103
Incident Management Team .....	105
All Positions Checklist .....	106
Incident Commander Checklist.....	108
Safety Officer Checklist .....	109
Public Information Officer Checklist.....	110
Liaison Officer Checklist .....	111
Legal Officer Checklist.....	112

**Human Resources Officer ..... 113**

**Operations Section Chief Checklist ..... 114**

**Source Control Branch Director..... 115**

**Planning Section Chief Checklist ..... 116**

**Planning Section Chief Checklist ..... 117**

**Logistics Section Chief Checklist ..... 118**

**Finance / Administration Section Chief Checklist..... 119**

**GIS Checklist ..... 120**

**Access to Incident Action Plan (IAP)..... 121**

**ICS Forms ..... 122**

**APPENDIX D: MAPS..... 139**

**APPENDIX E: Hess Response Trailers..... 142**

**APPENDIX F: SASR Response Trailers ..... 144**

**SASR ER Trailer Contact List ..... 145**

**SASR Equipment Activation Procedure ..... 146**

## SECTION 1: INTRODUCTION

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### 1. Purpose

This Incident Management Plan (IMP) is designed to provide the members of the Hess North Dakota Operations Incident Management Team (IMT) with the information needed to respond to incidents in a safe, rapid, effective, and efficient manner.

For purposes of this plan, incidents are defined as events that happen within the geographic boundaries of North Dakota Operations which create unacceptable impacts on people, the environment or property, and require the execution of emergency response operations.

Emergency response operations involve actions taken at, or in close proximity to, the site of an incident and are designed to directly mitigate the consequences and impacts of the incident. Emergency response operations must establish command and control over the incident scene, ensure the safety of responders, develop plans of action, and facilitate communications. These operations also include actions to support on-scene response operations, facilitate planning, address the concerns of external parties, and manage the financial aspects of response operations.

#### 1.1. Scope

This plan applies to emergency response operations carried out by the North Dakota Operations IMT, regardless of incident type and size. This plan contains procedures for personnel to follow in the event of an incident.

#### 1.2. Objectives

The objectives of this plan are to:

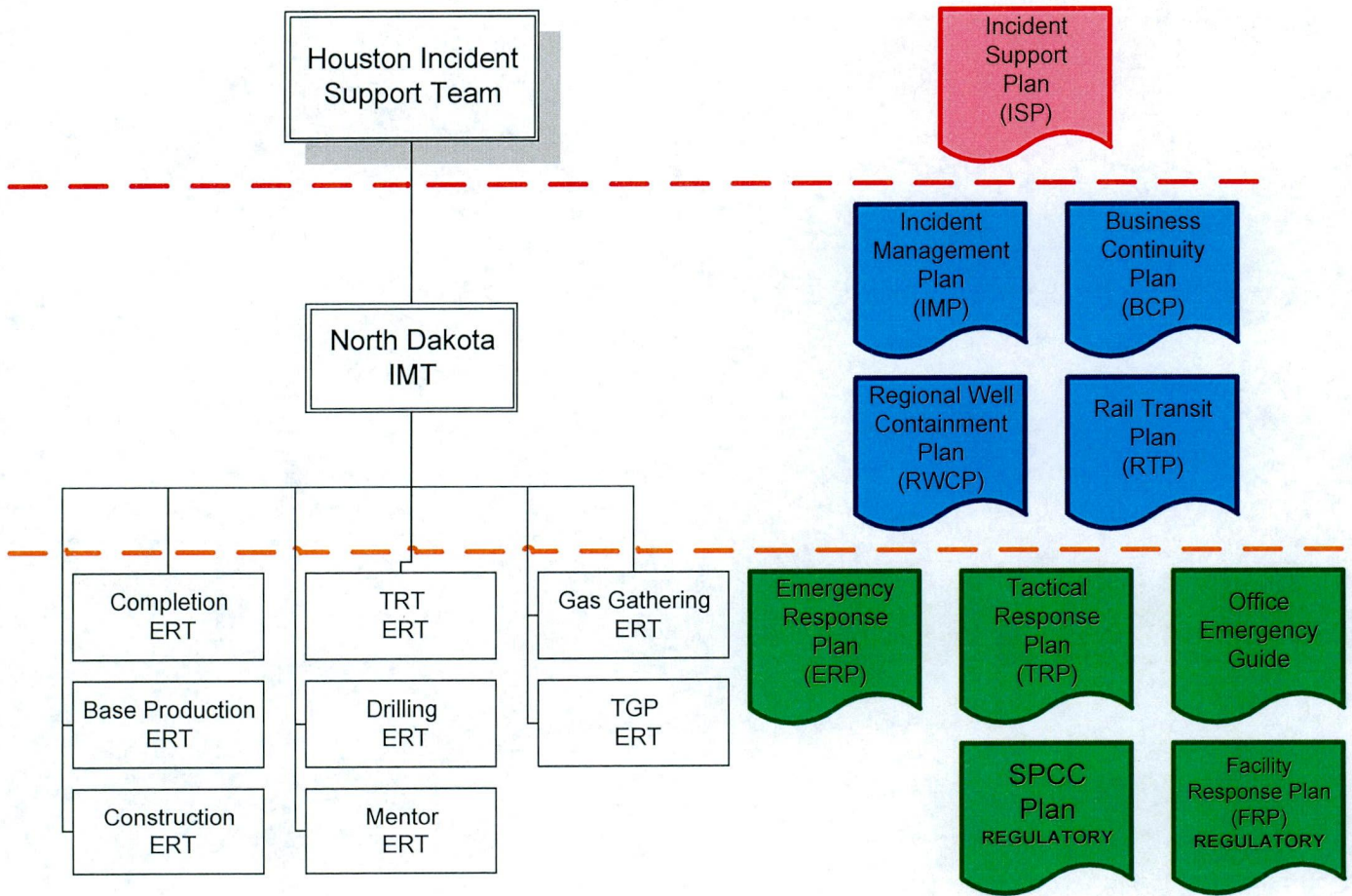
- Describe the Hess North Dakota Operations IMT
- Define the roles and responsibilities of IMT members
- Detail IMT notification and activation procedures
- Describe the Incident Management System (IMS) used to organize and manage emergency response operations
- Provide IMT members with rapid access to the tools needed to carry out emergency response operations

#### 1.3. Policy Statement

Hess Corporation is committed to being prepared to manage a potential or an actual incident, emergency or crisis in order to protect the health and safety of its employees, contractors, and the public, to minimize impact to the environment, to minimize business disruptions and to protect the asset and reputation of the company.

### 1.4. Response Plan Relationships

The IMP is integrated into the following response plans:



## 1.5. Acronym List

ACP	Area Contingency Plan
BLM	Bureau of Land Management
CERCLA	Comprehensive Environmental Response, Compensation, and Liability Act
CMP	Crisis Management Plan
CMT	Crisis Management Team
EMT	Emergency Management Team
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
ERP	Emergency Response Plan
ERT	Emergency Response Team
FOSC	Federal On-Scene Coordinator
FOSCR	Federal On-Scene Coordinator's Representative
FSC	Finance Section Chief
HAZMAT	Hazardous Material
IAP	Incident Action Plan
IC	Incident Commander
ICP	Integrated Contingency Plan (or) Incident Command Post
ICS	Incident Command System
IMP	Incident Management Plan
IST	Incident Support Team
LEPC	Local Emergency Planning Committee
LNO	Liaison Officer
LSC	Logistics Section Chief
NRC	National Response Center
OEPA	Ohio Environmental Protection Agency
OSC	On-Scene Coordinator (or) Operations Section Chief
OSHA	Occupational safety and Health Administration
OSRO	Oil Spill Response Organization
PHMSA	Pipeline and Hazardous Materials Safety Administration
PIO	Public Information Officer
PSC	Planning Section Chief
RESL	Resource Unit Leader
RQ	Reportable Quantity
SASR	Sakakawea Area Spill Response
SERC	State Emergency Response Commission
SOFR	Safety Officer
USCG	U. S. Coast Guard
USEPA	United States Environmental Protection Agency
USFS	United States Forest Service

## SECTION 2: PLAN MAINTENANCE & REVIEW

### 2.1. Plan Administration

The Hess ND Base Production EHS Manager is the Plan Administrator and is accountable for the overall administration of the Hess North Dakota Operations Incident Management Plan (IMP). Overall administration shall include ensuring that this IMP contains the necessary information to effectively support an incident or event response.

### 2.2. Plan Review

This IMP shall undergo an annual review and update by the Plan Administrator with input as appropriate from the Hess Management and EH&S Department. Every three (3) years, the IMP will undergo a full review. Lessons learned from training, exercises and/or event critiques shall be taken into consideration in the review process and as such provide input in the review process. Any revisions made to the IMP will be listed on the Record of Revisions table in Section 2.4.

<b>Primary Contact</b>	<b>Name:</b> ND Base Production EHS Manager Minot Office <b>Office:</b> 701-420-6900
<b>Annual Updates</b>	This Incident Management Plan will be updated at least annually to ensure the plan is current regarding personnel changes, contact information, contractor and available equipment changes, and other relevant information as required.
<b>Significant Updates</b>	Plan revisions should be made in the event of: a) Changes that will impact response capabilities. b) Changes to primary response personnel listed on the response team. c) A change occurs with regard to the name or capabilities of the primary response contractors. d) Changes in company name or significant facility updates due to mergers and acquisition, or developments.
<b>Plan Review</b>	Plan modifications will be made at least annually and follow the Revisions to Plan procedure listed in Section 2.3. A full review will be undertaken every three (3) years.
<b>Documentation</b>	Any revisions made to the IMP will be listed on the Record of Revisions table in Section 2.4.

## 2.3 Revisions to Plan

This section describes the revisions to the IMP procedure that is followed to make changes to this plan. All recommended changes must be submitted to the Plan Administrator and include the following information:

- Name of person submitting the change(s) and position.
- The recommended change(s).
- The reason for the change(s).

The Plan Administrator is responsible for distributing information on the proposed change(s) to appropriate members of Hess management for review and comment. That person will also assure all hard copies of the IMP have been updated with the approved revisions.

Strategic changes are defined as those resulting in a change to:

- Hess Corporate policy as it relates to emergency management operations
- Structure of response organizations
- Incident Management System
- Training and exercise programs or requirements



## SECTION 3: FACILITY INFORMATION

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### 3.1. Facility Information

Address: 3015 16th St. S.W.  
Suite 20  
Minot, ND 58701

Contact: ND Base Production EHS Manager Minot Office

Office: 701-420-6900

See **Appendix E** for overview map(s) of operations.

### 3.2. Facility Facts: North Dakota Operations

The Hess North Dakota Operations consists of four types of operations: the Tioga Gas Plant, the Ramberg Truck facility and Tioga Rail Terminal, the gathering systems, and the oil and gas production facilities.

**Infrastructure** is composed of Construction. Construction is divided in two areas: Pad Construction, and Pipeline Construction.

**Production and Plant** is composed of: Tioga Gas Plant, Ramberg Truck Facility, Tioga Rail Terminal, Gathering Systems, Oil & Gas Production Facilities, and Mentor (Solar Gas).

The Tioga Gas Plant is located one mile east of Tioga, North Dakota (see Appendix E for location map). The plant processes, stores and handles various hazardous substances including raw natural gas from area oil/gas wells to produce propane, butane, natural gasoline, sulfur, and clean natural gas for industrial/residential use. Some of the potential hazards associated with gas processing include flammable gases and liquids, extreme high pressures, extreme high and low temperatures, high voltage electricity, toxic gases, hazardous chemicals, and heavy moving equipment and machinery. This facility also serves as a central location for loading of product after it has been accumulated and processed. There is also a warehouse associated with the Gas Plant. Refer to the Tioga Gas Plant Emergency Response Plans for additional details.

The Tioga Rail Terminal is located at 10515 67th Street NW Tioga, ND 58852. The terminal is a crude oil storage and transfer facility. Crude is received via

pipeline and truck, metered and transferred to storage tanks. The crude oil is then loaded via loading rack into rail cars for transport. An automated system monitored by TRT Personnel is utilized to control the amount of product each rail car receives. The facility operates 24 hours a day, 7 days a week and is manned by Hess or contracted personnel when in operation. Two 70,000 bbl and one 100,000 bbl field constructed aboveground storage tanks are located at the facility.

The Ramberg Truck Facility (RTF) is located at 10384 68th Street NW, Tioga, ND 58852. Physical Address: SWSW-Sec. 32-T156N-R95W, Northeast Corner of 104th Ave NW and 60th St NW, Approximately 8 miles south of city of Tioga, ND and 4 miles south of US Hwy 2 in the County of Williams.

LATITUDE: North 48° 17' 11" LONGITUDE: West 102° 55' 00"

The Hess Corporation (Hess) Ramberg Truck Facility (RTF) is a crude oil storage and transfer facility. Crude oil is received via pipeline or truck, metered and transferred to onsite storage tanks or transferred offsite via pipeline. The container on-site is a 10,000 barrels (crude oil) tank. Total on-site storage capacity is 36,000 barrels (crude oil).

The production operations is located within 8 counties and are divided into the following production areas; Keene Area, Tioga Area, Fryburg Area, Killdeer Area, Gas Gathering Stations and Mentor MN Solar Gas. (See Appendix E for overview map) These areas consist of oil and gas wells, tank batteries and compressor stations. Also associated with the production operations are the Tioga Office Complex and the main office in Minot, North Dakota. Refer to the Local Emergency Response Plans for more details about emergency response procedures for each Production Area.

**For information concerning Hess ND regulated pipelines reference the Hess ND Operations & Maintenance Manual for Hazardous Liquid Pipelines found at:**

<http://hessconnect.ihess.com/sites/unconventionals/ubuehs/DOT%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Funconventionals%2Fubuehs%2FDOT%20Documents%2F11%20Documents%20and%20Data%20Control%2FSWP%2F01%20HESS%20%2D%20OM%20Books%20in%20PDF%2FHAZ%20LIQ%20PL%2FO%2F5FM%20Manual&InitialTabId=Ribbon%2EDocument&VisibilityContext=WSSTabPersistence>

The following chart lists the Hess ND jurisdictionally regulated pipeline systems/segments. Bakken Maps showing these various pipeline segments can be found at: <\\minssfs001\data\TBNHD00\Bakken\Maps\FieldMaps>

8/14/2014

Sys.No.	Seg.No.	Segment Name	From	To
<b>1</b>		<b>Red Sky Mainline: Oil flows from 75th Ave valve set to RTF</b>		
	3	78th Ave to 75th Ave	75th Ave Valve Set	78th Ave Valve Set
	12	87th Ave to 78th Ave	78th Ave Valve Set	87th Ave Valve Set
	19	95th Ave to 87th Ave	87th Ave	95th Ave Valve Set
	31	95th Ave to 99th Ave	99th Ave Valve Set	95th Ave Valve Set
	34	99th Ave to RTF	99th Ave Valve Set	Ramberg 60-104
<b>2</b>		<b>Palermo Lateral: Oil transports to Red Sky Mainline by the following pipelines</b>		
	1	75th Ave to Palermo HP	75th Ave Valve Set	Palermo HP
	2	Palermo HP to State A	Palermo HP	RS-State A63-75
<b>3</b>		<b>Stanley Lateral: Oil transports to Red Sky Mainline by the following pipelines</b>		
	4	Red Crown to 78th Ave	RS-Red Crown 62-70	78th Ave Valve Set
	5	78th Ave to Stanley HP	78th Ave Valve Set	Stanley HP
	6	Stanley HP to Sec. 33 Valve Set	Stanley HP	Section 33 Valve Set
	7	Sec. 33 Valve Set to Harstad	Section 33 Valve set	RS-Harstad 69-77
	8	Nelson-Vedaa to Vedaa	Nelson-Vedaa Valve Set	RS-Vedaa 65-81
	11	Stanley-Vedaa to Nelson-Vedaa	Stanley-Vedaa Valve Set	Nelson-Vedaa Valve Set
<b>4</b>		<b>Ross Lateral: Oil transports to Red Sky Mainline by the following pipelines</b>		
	13	84th Ave to State 60-84	84th Ave Valve Set	RS-State 60-84
	14	87th Ave to Ross HP (RS Lateral)	87th Ave Valve Set	Ross HP
	15	Ross HP to AAA	Ross HP	AAA Valve Set
	16	AAA to State F (Ross Lat. 1)	AAA Valve Set	RS-State F
	17	AAA to Armour	AAA Valve Set	RS-Armour 65-81
	18	Armour to RS Aadness	RS-Armour 65-81	RS-Aadness 68-81

<b>5</b>		<b>South Hoist Lateral: Oil transports to Red Sky Mainline by the following pipelines</b>		
	20	87th Ave RS Anderson	87th Ave Valve Set	RS-Anderson60-88
	21	RS Anderson to Hynek	RS-Anderson60-88	EN-Hynek 60-90
	22	Hynek to Cvancara	EN-Hynek 60-90	EN-Cvancara 58-93
	23	Cvancara to Horst	EN-Cvancara 58-93	EN-Horst 54-92
	24	Horst to south Horst	EN-Horst 54-92	EN-South Horst 50-93
	25	EN Frethem to EN-Weyraunch a 52-94	EN-Frethem	EN-Weyraunch a 52-94
	26	EN-Weyraunch a 52-94 to Horst South	EN-Weyraunch a 52-94	J-Horst 50-93
<b>6</b>		<b>White Earth Lateral: Oil transports to Red Sky Mainline by the following pipelines</b>		
	27	95th Ave to 64th Valve Set	95th Ave Valve Set	64th Ave Valve Set
	28	64th Valve to Davenport	64th Ave Valve Set	EN-Davenport 64-98
	29	64th Valve set to Hein	64th Ave Valve Set	EN-Hein 66-94
	30	Hein to EN Bakke	EN-Hein 66-94	EN-Bakke 70-93
<b>7</b>		<b>Johnson Lateral: Oil transports to Red Sky Mainline by the following pipelines</b>		
	32	Neset to Hegland	EN-Neset 64-101	EN-Hegland 60-100
	33	Hegland to EN-Johnson	EN-Hegland 60-100	EN-Johnson 56-101
<b>8</b>		<b>Tioga Lateral or P20 Lateral: Oil is transported to the Tioga Rail Terminal via a 14 inches pipeline from RTF</b>		
	35	Pederson to Will Trust (EWT-101st)	101st Ave Valve Set	EN-Ed Will Trust 68-98
	36	Pederson to Will Trust (Ped-101st)	101st Ave Valve Set	TI-Pederson 69-103
	37	TI-G135 TMU 74-103 to TI-I 129 72-102	TI-G135 TMU 74-103 Facility	TI-I 129 72-102 Facility
	38	TRT to 66th St Valve Set	Tioga Rail Terminal	66th St Valve Set
	39	TGP to TRT (8" Propane)	Tioga Gas Plan	Tioga Rail Terminal
	40	TGP to TRT (6" Butane)	Tioga Gas Plan	Tioga Rail Terminal
	41	TGP to TRT (6" NGL)	Tioga Gas Plan	Tioga Rail Terminal
	42	RTF to 101st Ave Valve Set (P-20)	Ramberg Truck Facility (RTF)	101st Ave Valve Set
	43	RTF to P-20 Facility	Ramberg Truck Facility (RTF)	P-20 Facility

Facility Information

	44	RTF to TRT (14' Refurbished)	Ramberg Truck Facility (RTF)	Tioga Rail Terminal
	45	RTF to G11 60-108 Bakken	Ramberg Truck Facility (RTF)	G11 60-108 Bakken
	46	G11 60-108 Bakken to BL-E7 58-106 Bakken Facility	G11 60-108 Bakken	BL-E7 58-106 Bakken Facility
	47	RTF to Tesoro	Ramberg Truck Facility (RTF)	Tesoro Facility
<b>9</b>	<b>Satellite 6 Lateral: Oil transports to Red Sky Mainline by the following pipelines</b>			
	48	CAPA Sat.6 to RTF	CAPA Sat. 6	Ramberg Truck Facility (RTF)
	48	CA E Burdic to Sat.6	CA-E Burdick	CAPA Sat. 6
	49	CA Halverson to CA-E Burdick	CA Halverson	CA-E Burdick
<b>10</b>	<b>Keene Area</b>			
	50	Hawkeye Central to CA Halerson	HA-40-107-Hawkeye Central	CA Halerson 54-103
	51	HA-Hepper 36-107 to Tesoro Keene Loading Facility	HA-Hepper 36-107	Tesoro Keene Loading Facility
	52	Tesoro Keene Loading Facility to BB-State 33-106	Tesoro Keene Loading Facility	BB-State 33-106 Facility

## SECTION 4: NOTIFICATION AND COMMUNICATIONS

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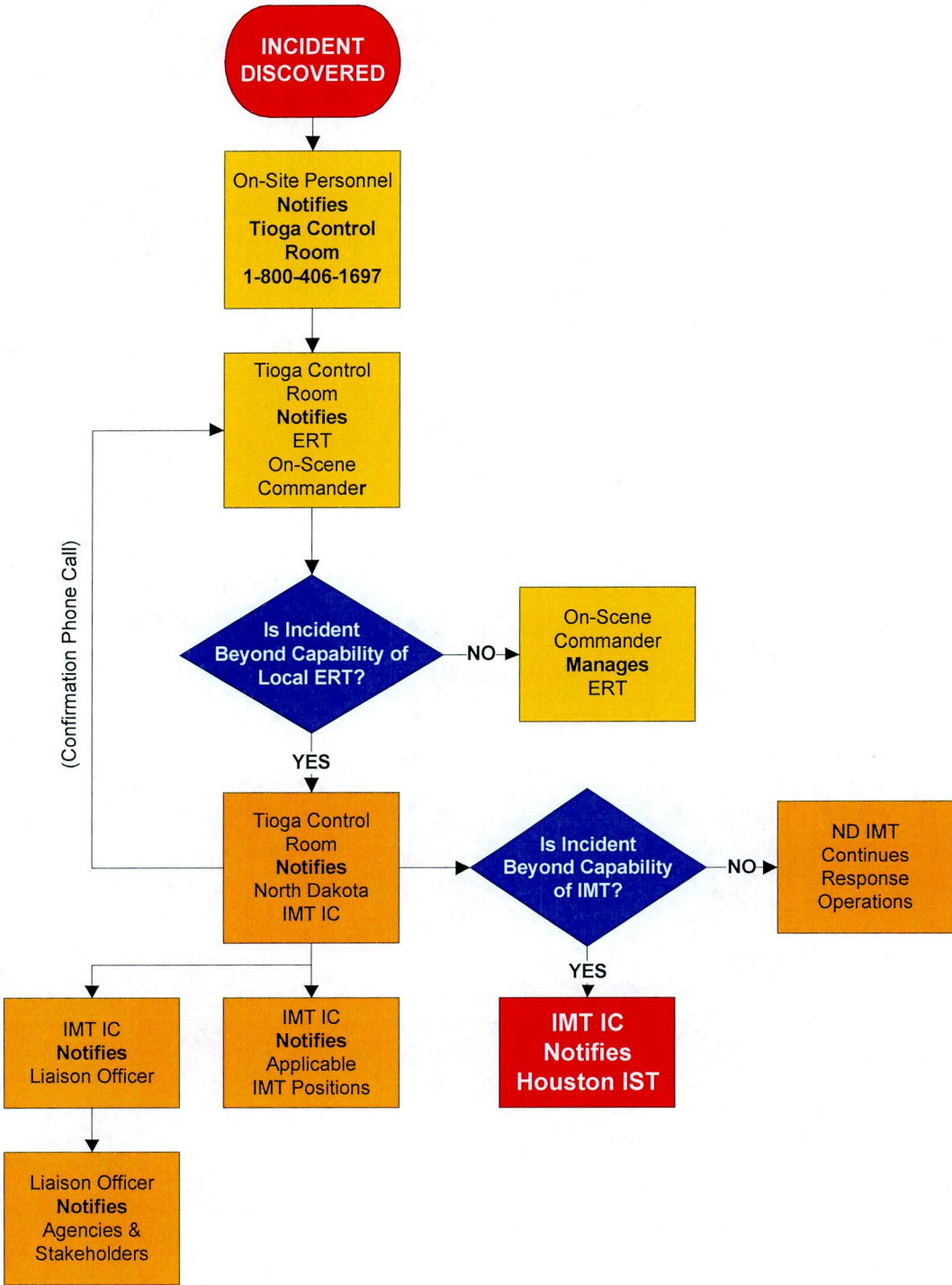
### 4.1 Notification Procedure

The emergency notification system should provide timely notice to the emergency response organizations, site and facility personnel, and offsite agencies for all emergencies under the most limiting set of conditions.

Prompt and accurate notifications are essential during emergencies to:

- Mitigate consequences
- Activate emergency response organizations and facilities (e.g. emergency operations centers)
- Recall essential personnel
- Inform agencies / authorities responsible for protecting the health and safety of the public

4.1.1 Incident Notification Procedure / Escalation Process



Escalation Matrix

	People	Environment	Asset	Reputation	Action
<b>Response Escalation Categories</b>	<b>3 Incident Support Team</b> <ul style="list-style-type: none"> <li>Major injury/illness or fatality</li> <li>Permanent partial disability or lost time injury (&gt;4 days)</li> <li>Person missing &gt;6 hrs</li> <li>Local civil unrest</li> </ul>	<ul style="list-style-type: none"> <li>Local effect or greater</li> <li>Significant scale (&gt; 1 sq mile)</li> <li>Major term impact (months)</li> </ul>	<ul style="list-style-type: none"> <li>Damage to asset is greater than 1 million USD</li> </ul>	<ul style="list-style-type: none"> <li>Minor impact</li> <li>Short-term local concern</li> <li>Some impact on asset level non-production activities</li> <li>National and local media inquiries/coverage</li> <li>Follow-up questions &amp; articles</li> <li>Small/Single social media campaign</li> </ul>	<b>ERT Activated</b> IMT Activated IST Activated ExCom Notified
	<b>2 Incident Management Team</b> <ul style="list-style-type: none"> <li>Major injury/illness</li> <li>Permanent partial disability or lost time injury (&gt;4 days)</li> <li>Persons missing (0-6 hrs)</li> <li>Threat of local civil unrest</li> </ul>	<ul style="list-style-type: none"> <li>Minor effect</li> <li>Localized scale (&lt;1 sq mile)</li> <li>Medium term impact (weeks)</li> </ul>	<ul style="list-style-type: none"> <li>Reasonable threat of a loss of the asset</li> </ul>	<ul style="list-style-type: none"> <li>Slight impact</li> <li>Local mention only</li> <li>Quickly forgotten</li> <li>Freedom to operate unaffected</li> <li>Local media inquiries/mention only</li> <li>No follow up questions/articles</li> <li>Factual social media only</li> </ul>	
	<b>1 Emergency Response Team</b> <ul style="list-style-type: none"> <li>First aid or medical treatment case</li> <li>Restricted duties or lost time injury (&lt;4 days)</li> </ul>	<ul style="list-style-type: none"> <li>Slight effect</li> <li>Localized scale (immediate area)</li> <li>Temporary impact (days)</li> </ul>	<ul style="list-style-type: none"> <li>Activated by incident</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	

## 4.2 North Dakota IMT Activation Procedures

The following document details the notification process for the activation of the North Dakota (ND) Incident Management Team (IMT). It also provides the Incident Command System (ICS) organizational structure for the ND IMT and details the roles and responsibilities of each position.

The following protocol will be utilized for the notification and activation of the ND IMT:

1. During an incident the On-Scene Commander or caller will notify the Tioga Control Room (TCR) Operator (**1-800-406-1697**). The TCR Operator will record the incident information using the North Dakota Incident Report (Figure 4B).
2. The TCR Operator will then contact the On-Call Incident Commander directly to inform them of the incident. This notification will be followed with an email that includes the completed North Dakota Incident Report (Figure 4B).
3. The On-Call IC will then contact the On Scene Commander directly. Based on information received the IC will determine if the Incident Management Team will be activated.
4. The Incident Commander (IC) will contact the Planning Section Chief. Working together, the IC and Planning Section Chief will determine which positions on the ND IMT will be activated.  
NOTE: The Incident Commander (IC) has the option to activate the functional IC if needed.
5. The Planning Section Chief will be responsible for contacting the identified IMT members.

NOTE - Figure 4A on the next page depicts this notification process.

Figure 4A - IMT Activation Procedure

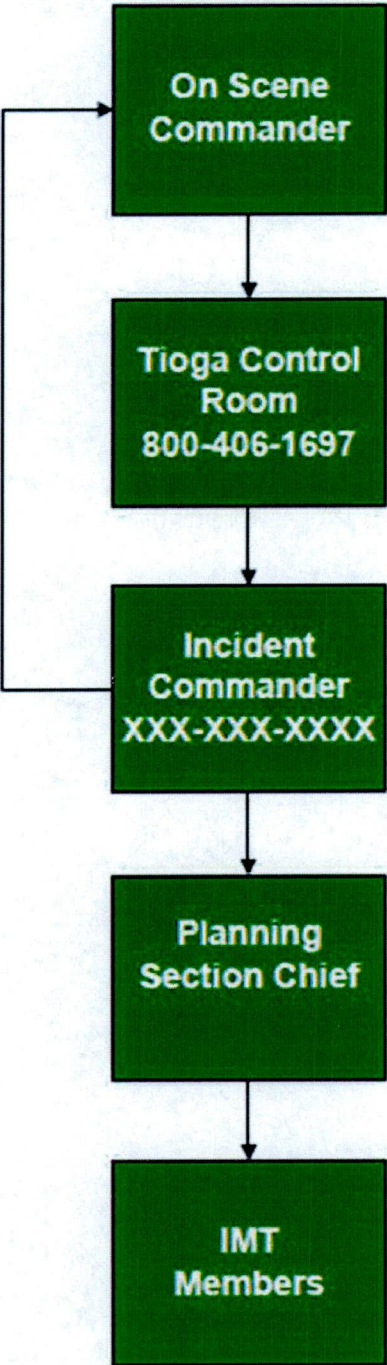


Figure 4B - North Dakota Incident Report

North Dakota Incident Report		
Date:	Time:	
TCR Operator Name:		
Is this a drill? <input type="checkbox"/> YES <input type="checkbox"/> NO		
Caller Details	Name:	
	Phone #:	
	Current Location:	
Incident Details	Incident Location:	
	LAT	LON
	Time Incident Occurred:	
	Any Injuries or Fatalities?	
	#of Injured	#of Fatalities
What occurred? (Incident Description)		
What actions have been taken?		
Any immediate requests for support?		
Incident Commander Notification		
Name	Time Called	Comments / Email Address
<b>NOTE:</b> A copy of this report must be emailed to the Incident Commander.		
<div style="display: flex; justify-content: space-between;"> <span>V 1.2</span> <span>Form Password: TCRREPORT</span> </div>		

### 4.3 Reporting Procedures

It is the responsibility of Hess North Dakota Operations Management to ensure incidents are reported to the governmental agencies. Initial environmental agency notifications will be undertaken by Hess EHS personnel. When the North Dakota IMT is activated, then all subsequent notifications or agency updates will be performed by the Liaison Officer.

When an incident is reported, as many details as possible of the event should be communicated.

The preliminary report should include the following:

- Location of the incident
- Type and size of incident
- Date and time of incident
- Other relevant information


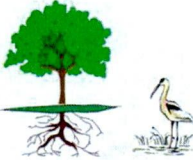
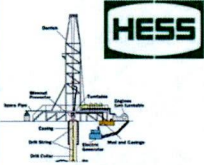

North Dakota: Drilling, Completions, and Operations Regulatory Required Notifications

Environmental Incident Conditions Requiring Regulatory Notification	Regulatory Limits / Reportable Quantity (IES)	National Response Center (CERCLA)	Bureau of Land Management	LEPC/SERC (EPCRA)	NDDOH Department of Health	NDIC Industrial Commission	County Sheriff	ND Highway Patrol	Land Owner	AHC Contact
<b>Upsets / Malfunctions</b>										
(1) Venting (Non-Flare Gas Releases)	(1a) Hydrogen Sulfide From Venting Produced Gas	No	No	Yes If >100 Lbs	Yes If >100 Lbs	Yes If >100 Lbs	Notes 2 & 3	Note 4	No	*
	(1b) Hydrogen Sulfide From Venting Other Process Sources	Yes If >100 Lbs	No	Yes If >100 Lbs	Yes If >100 Lbs	Yes If >100 Lbs	Notes 2 & 3	Note 4	No	*
	(1c) Venting Produced Gas	No	Note 5	No	Note 2	Note 2	Notes 2 & 3	Note 4	No	*
	(1d) BETX (Benzene) From Venting Produced Gas	No	No	Yes If > 10 Lbs	Yes If > 10 Lbs	Yes If > 10 Lbs	Notes 2 & 3	Note 4	No	*
	(1e) BETX (Benzene) From Venting Process Sources	Yes If > 10 Lbs	No	Yes If > 10 Lbs	Yes If > 10 Lbs	Yes If > 10 Lbs	Notes 2 & 3	Note 4	No	*
(2) Emergency Flare	(2a) 60% Opacity for 6 min./hr. > 20% Opacity after 6 min.	No	No	No	Yes	No	No	No	No	*
	(2b) Sulfur Dioxide Emissions	No	No	Yes If > 500 Lbs	Yes If > 500 Lbs	Note 1	Notes 2 & 3	Note 4	No	*
<b>Maintenance / Scheduled - Unscheduled Activities</b>										
(1) Planned Maintenance of Pollution Control	(1a) Twenty-four (24) hours prior telephone notice	No	Yes	No	Yes	Yes	No	No	No	No
<b>Spills / Releases</b>										
(1) Triethylene	(1a) Any quantity on site	No	Note 5	No	**	Yes	Note 2	No	No	*
	(1b) Any quantity on site	No	Note 5	No	**	Yes	Note 2	Note 4	Note 6	*
(2) Methanol	(2a) > 5000 lbs. on site	Yes	Note 5	Yes	**	Yes	Note 2	No	No	*
	(2b) > 5000 lbs. off site	Yes	Note 5	Yes	**	Yes	Note 2	Note 4	Note 6	*
(3) Crude Oil/Petroleum	(3a) Any quantity in water	Yes	Note 5	Yes	Yes	Yes	Note 2	No	No	*
	(3b) 1 BBL or more, OR any off site	No	Note 5	No	**	Yes	Note 2	Note 4	Note 6	*
(4) Produced/Salt Water	(4a) Any quantity in water.	No	Note 5	No	Yes	Yes	Note 2	No	No	*
	(4b) 1 BBL or more, OR any off site	No	Note 5	No	**	Yes	Note 2	Note 4	Note 6	*
(5) Miscellaneous Production Chemicals	Miscellaneous production and other proprietary chemicals that are stored at sites, whether in drums or in bulk, may require Regulatory Agency notification if accidentally spilled / released. Consult each chemical's MSDS for reportable quantities of CERCLA or SARA substances, and contact the Environmental Department for assistance in determining if a Regulatory Agency should be notified.									
<p>NOTES: 1) If flaring for an extended period of time.                  2) Immediate telephonic notice of any release that may be hazardous to the public.                  3) Sheriff will contact local fire department if necessary.                  4) Notify if release may require control of state highway.                  5) If on BLM lands (BLM is surface management agency)                  a. As soon as practical within 24 hours for &gt; 100 bbls. Of oil, saltwater, or toxic liquid, or any combination, and venting &gt; 500 MCF gas.                  b. Written notification within 15 days if at least 10 bbls. but &lt;100 bbls.</p> <p>6) Notify landowner if spill/release migrates off-site                  *) Notification to E &amp; P Environmental Department Required as soon as possible after incident discovery.                  **) No notification required unless spill/release has or is "likely" to impact waters (ground and surface) of the state.                  NDAC 33-16-02.1-11.</p>										

### 4.4 Categorizing of Events

The process of categorizing events was created to ensure rapid recognition of emergency conditions and timely response. The emergency categorization/classification system represents a set of pre-approved decisions that allows onsite personnel to make rapid decisions affecting personnel, facilities, and resources in response to an emergency.

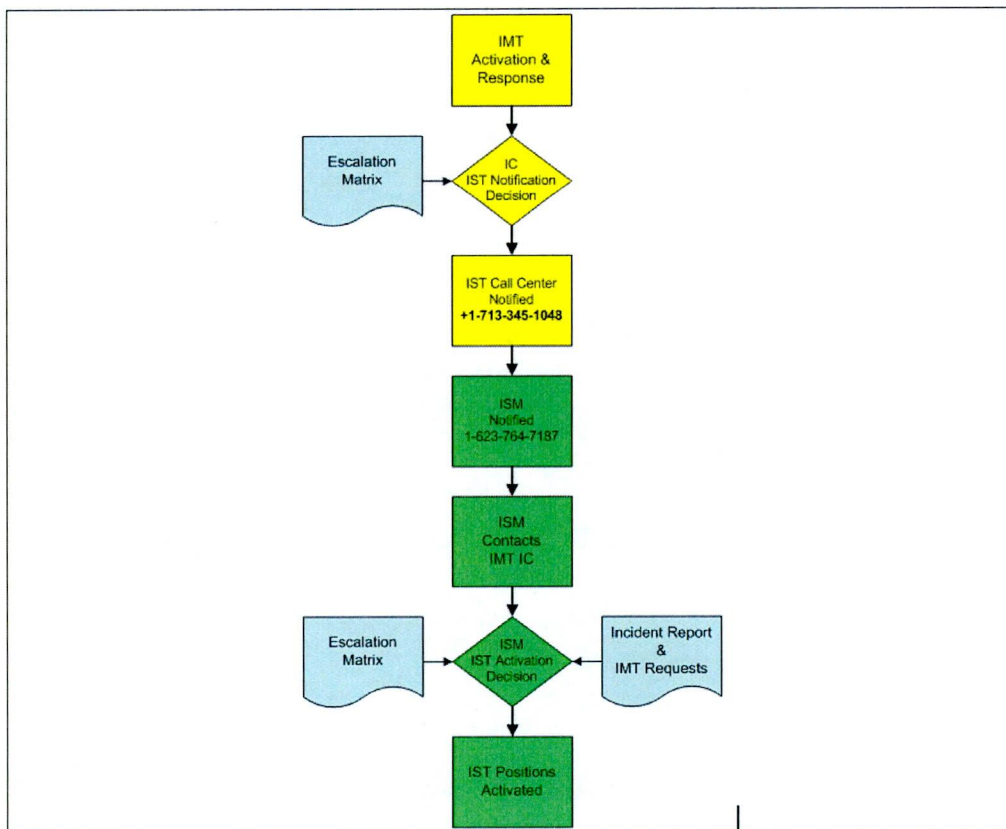
It is the responsibility of the Incident Commander to activate the Incident Management (IMT) Team during an incident. Once the IMT is in place, they will make all notifications as assigned to their position and as the need is defined by the incident type.

<b>Four Consequential Elements of an Incident</b>	
	<b>People</b>
	<b>Environment</b>
	<b>Assets / Production</b>
	<b>Reputation</b>

### 4.6 IST Activation Protocol

The following document details the process in which the Houston Incident Support Team (IST) is activated and the matrix that governs its escalation.

1. At the beginning of a response and subsequently during incident operations the Incident Management Team (IMT) Incident Commander (IC) will assess the size, scope, and severity of the incident utilizing the parameters found in the Escalation Matrix.
2. If conditions warrant, meaning additional support is needed above and beyond what the IMT are able to provide, the IMT IC will contact the IST Call Center (+1-713-345-1048). The IMT IC will provide the IST Call Center Watch Stander with the Incident Report, any action plans developed, and any support needed for the response.
3. The IST Call Center Watch Stander will contact the on-call Incident Support Manager (ISM) and provide him with a brief of the incident and the requests from the IMT IC.
4. The ISM will contact the IMT IC (through the contact information provided) to verify all incident details and discuss any response support activities.
5. The ISM will refer to the escalation matrix, discuss response options with the on-call IST Planning Specialist and determine which IST positions need to be activated. The IST Planning Specialist will contact the necessary IST personnel on behalf of the ISM.



## SECTION 5: RESPONSE PROCEDURES

### 5.1 Response Procedures

The purpose of this section is to quickly identify the response checklist/procedures to follow based on the type of incident that could occur at a North Dakota Operations location.

#### Determining Response Level

North Dakota Operations classifies emergency incidents either as Level 1-3, according to the degree of hazard the incident represents to the production operations, general public, or the environment.

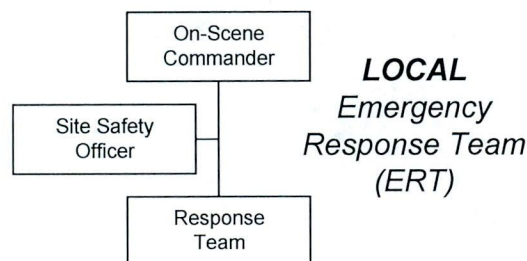
The On-Scene Commander is responsible for determining the significance of the incident and the level of response required for mitigating or resolving the situation. The On-Scene Commander role is filled by the superintendent or supervisor of the business function. If this person is not available this position would be filled by the on-duty supervisor.

The Incident Command System will be utilized for all incidents (See Section 6, Emergency Response Organization).

#### Level 1 Incidents

Incidents/situations which can be effectively handled by the on-site business function personnel both Hess and contractor, are considered "Level 1" incidents for North Dakota Operations. Examples might include spills/releases of hazardous materials, which can be quickly controlled and contained, incipient-stage fires, which are quickly controlled and extinguished, medical emergencies, vehicle accidents, etc. The local Emergency Response Team will be activated for all Level 1 incidents.

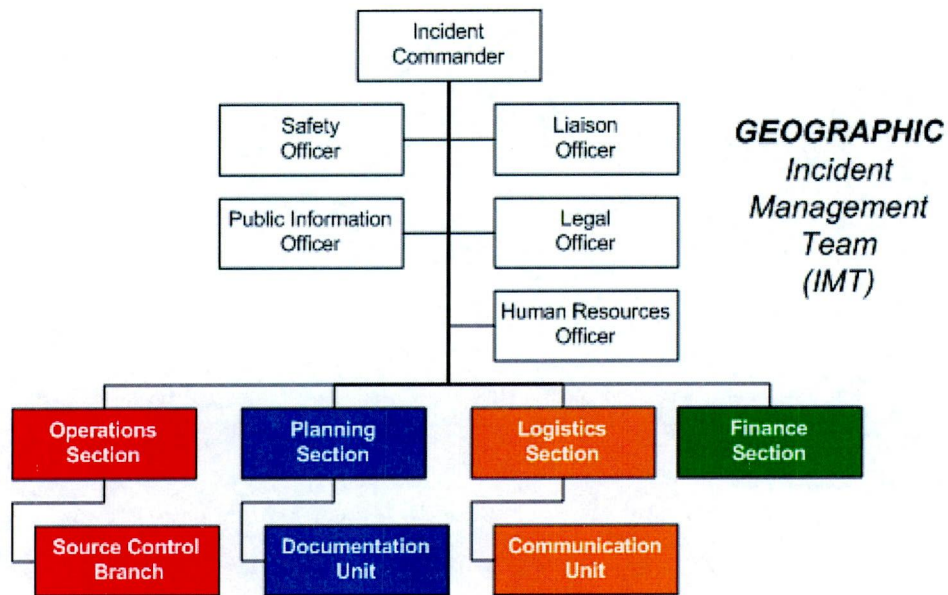
Notification/reporting are carried out in accordance with current Hess Corporation procedures.



## Level 2 Incidents

Emergency incidents which cannot be quickly resolved and which require an organized, cooperative response effort by the location and possibly outside resources are considered "Level 2" incidents. Examples include fires beyond the incipient stage or hazardous material releases, which threaten the location or public safety.

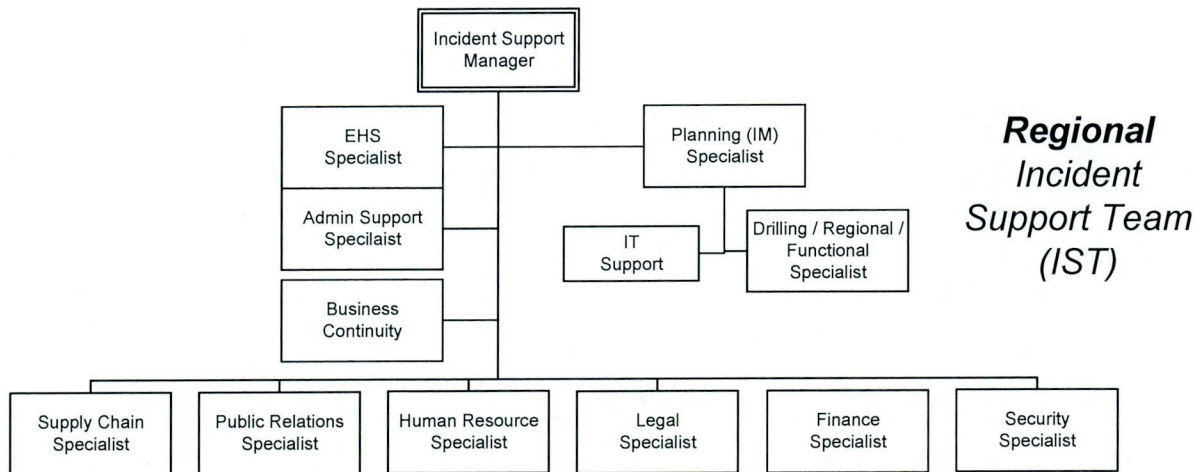
Level 2 incidents require activation of the Incident Management Team.



### Level 3 Incidents

Emergency incidents which cannot be quickly resolved and which require an organized, cooperative response effort by the location and outside resources and have an estimated damage cost greater than \$1 are considered "Level 3" incidents (see section 4.5).

Level 3 incidents require activation of the Houston Incident Support Team.



IST Position	Phone Number Country Code: +1	Push-To-Talk Number
IST Call Center	713-345-1048	N/A
Incident Support Manger	623-764-7187	128*1038*2
Planning (Incident Management) Specialist	623-385-2184	128*1038*62
Houston Emergency Operations Center	713-496-5200	N/A

## 5.2 Response Checklists

The checklists below are developed to allow the ERT/IMT the ability to make sound decisions during the initial response of an incident. The checklists are not meant to substitute for emergency response knowledge, training, or sound judgment and does not account for all circumstances.

<b>Response Procedures/Checklist Table of Contents</b>	
	<b>TYPE OF INCIDENT</b>
<b>5.3</b>	Mass Casualty / Medical Evacuation
<b>5.4</b>	Fire / Explosion
<b>5.5</b>	Hydrocarbon / Chemical Release
<b>5.6</b>	Well Control
<b>5.7</b>	Decontamination Plan
<b>5.8</b>	Natural Disaster
<b>5.9</b>	Fatality
<b>5.10</b>	Security / Bomb Threat / Terrorism
<b>5.11</b>	Response Termination Procedures

### 5.3 Mass Casualty / Medical Evacuation

OBJECTIVES

- Victim Identification
- Medical Evacuation Arrangements – Road or Air
- Casualty Reception
- Hospital Reception including payment guarantees
- Next of Kin Management and support
- Contagious disease
- Media response
- Investigation
- Legal and liability issues
- Company Image
- Return to Normal Operations
- Security of Incident Site

Tasks to Be Completed

Initial Actions	Incident Commander (IC) to be notified by their contact number using On-Call List.	<input type="checkbox"/>
	Incident Commander to assess situation and request call out of Incident Management Team (IMT) members.	<input type="checkbox"/>
	Upon arrival the IMT are to set up the Emergency Operations Center (EOC) and receive a brief from the IC.	<input type="checkbox"/>
	Notify the Hess Incident Support Team (IST) once IMT is activated and mobilized.	<input type="checkbox"/>
	Establish the location of the incident & consider consequences; identify whether there is/are casualties - mobilize medical support.	<input type="checkbox"/>
	Confirm availability of secured and reliable communication lines with site/facility.	<input type="checkbox"/>
	Request advice from the Medical Services Provider if required and / or local government hospitals.	<input type="checkbox"/>
	Ensure availability of medical trained personnel and availability of appropriate & adequate medical emergency handling & rescue materials, equipment & supplies for medical evacuation purposes.	<input type="checkbox"/>
	Identify any further support needed and request for specialists to be activated.	<input type="checkbox"/>
	Fully appraise situation - rescue or separate unaffected persons, identify source.	<input type="checkbox"/>
	Ensure primary triage of all known casualties is carried out and initial triage category assigned accordingly	<input type="checkbox"/>
Consider sending Hess representative to the hospital for reception of evacuated personnel.	<input type="checkbox"/>	
Ongoing Actions	Liaise with local hospital and establish up-to-date picture of the emergency / incident relating to the people involved.	<input type="checkbox"/>
	Consider worst case scenario and deploy support elements and aid when available.	<input type="checkbox"/>
	Request the HR Representative to start assembling a HR support team and to prepare all Next-of-Kin information.	<input type="checkbox"/>
	Ensure that impacted members of employees' families will be notified appropriately in the event of fatalities or serious injuries. Ensure that no public notifications are carried out until the families are correctly notified.	<input type="checkbox"/>
	Make documentation available for medical evacuation if required.	<input type="checkbox"/>
	Ensures that all medical responders understand the hazards and are appropriately dressed & equipped to enter incident site if required	<input type="checkbox"/>
	Support and assist with equipment mobilization to the site and determine the resource requirements at the incident scene	<input type="checkbox"/>
Complete periodic <b>SitRep</b> and distribute to IMT and IST.	<input type="checkbox"/>	
Additional Info	Ensure that the HR teams are managing all personnel issues associated with the incident.	<input type="checkbox"/>
	Ensure that regular updates are being given to the IST.	<input type="checkbox"/>
	Consider dispatching additional Liaison/HR support to potential receiving centers.	<input type="checkbox"/>
	Ensure that the IST and the IMT are managing any reputation related issues.	<input type="checkbox"/>
	Ensure that all information received by the IMT is logged and can be used during any future investigations.	<input type="checkbox"/>
	Stand down relevant team members as the incident is brought under control.	<input type="checkbox"/>

<b>5.4 Fire / Explosion</b>		
OBJECTIVES		
<ul style="list-style-type: none"> <li>• Safety of Personnel</li> <li>• Next of Kin Management and Support</li> <li>• Down Manning/ Evacuation Reception</li> <li>• Exclusion Zones– Impact on neighboring communities – Evacuation</li> <li>• Liaison with Local Emergency Teams (Fire brigade)</li> <li>• Local/National Government Liaison</li> <li>• Financial Impact</li> <li>• Media Management</li> <li>• License to Operate</li> <li>• Investigation</li> <li>• Return to Normal Operations</li> </ul>		
Tasks to Be Completed		
<b>Initial Actions</b>	Incident Commander (IC) to be notified by their contact number using Duty Roster sheet.	<input type="checkbox"/>
	Incident Commander to assess situation and request call out of IMT members.	<input type="checkbox"/>
	Confirm availability of secure communication lines with affected site through Hess On-Scene Commander (OSC).	<input type="checkbox"/>
	Upon arrival the IMT are to set up the Emergency Operations Center (EOC) and receive a brief from the IC.	<input type="checkbox"/>
	Notify the Hess Incident Support Team (IST) once IMT is activated and mobilized.	<input type="checkbox"/>
	Notify local and national government agencies and emergency response services of the incident .	<input type="checkbox"/>
	Support the OIM / CSR actions & prepare for potential evacuation of personnel from the installation/site	<input type="checkbox"/>
	Ensure that all personnel at the affected site are accounted for and evacuated safely	<input type="checkbox"/>
	Establish objectives for the IMT for the next 12 to 24 hours for potential long-term assistance on scene if required.	<input type="checkbox"/>
	Co-ordinate extra resources to provide diagnostic and modeling information	<input type="checkbox"/>
	Notify the other neighboring field operational sites accordingly.	<input type="checkbox"/>
<b>Ongoing Actions</b>	Establish the best method of communication and means of contact.	<input type="checkbox"/>
	Plan for future communications; define and maintain a communication protocol between the IMT & OSC.	<input type="checkbox"/>
	Ensure all hazards have been identified, reduced as much as possible and mitigation / contingency measures are in place.	<input type="checkbox"/>
	Consider establishment of a technical team in the Planning Section to plan and be proactive with solving problems. (This team should report back to the IMT at agreed times during the incident life-cycle).	<input type="checkbox"/>
	Ensure POB list is obtained timely and kept up-to-date throughout the evacuation / abandonment	<input type="checkbox"/>
	Confirm the press statement development, approval and distribution process with IST and IMT Incident Commander prior to general release.	<input type="checkbox"/>
	Complete periodic <b>SitRep</b> and distribute to IMT and IST and update on the status of external support if any.	<input type="checkbox"/>
<b>Additional Info</b>	Ensure that the HR teams are managing the personnel welfare and issues as well as liaising with Contract Companies for affected contractors of the on-going situation.	<input type="checkbox"/>
	Consider dispatching liaison support to potential receiving centers.	<input type="checkbox"/>
	Ensure that the IST and the IMT are managing the reputation issues and pressure groups.	<input type="checkbox"/>
	Ensure that all information received by the IMT has been logged and can be used during any post investigations.	<input type="checkbox"/>
	Stand down relevant team members as the incident is brought under control.	<input type="checkbox"/>

## FIRE/EXPLOSION GENERAL INFORMATION

The following checklist identifies key items and actions to consider during an event which a fire or explosion occurs in or near a production unit.

### FIRE RESPONSE INFORMATION

#### Definitions

INCIPIENT FIRE FIGHTING - "Incipient stage fire" is a fire in the initial or beginning stage which can be controlled and extinguished by portable (hand portable or wheeled) fire extinguishers or small hose systems (1 1/2" hose or smaller), without the need for protective clothing or respiratory protection equipment.

STRUCTURAL FIREFIGHTING - Interior or exterior firefighting beyond the incipient stage, requiring properly trained and equipped firefighters using firefighter protective clothing, respiratory protection equipment, and more advanced firefighting equipment (2-4" hose systems, foam cannon, etc.) and tactics.

MINOR INCIDENT- An incipient stage fire, minor explosion, or minor gas release which can be controlled by available personnel and equipment at the scene and which does not pose an unusual health or fire risk to employees or the public.

EMERGENCY INCIDENT - A fire, explosion, or gas release which:

- Presents an unusual fire or health risk to employees or the public.
- Cannot be controlled by personnel and equipment at the scene.
- Requires an emergency response by trained/equipped employees and/or outside (non-Hess) resources.

#### Priorities

UNDER NO CIRCUMSTANCES SHOULD PERSONNEL RISK DEATH OR SERIOUS INJURY IN ORDER TO PROTECT HESS PROPERTY OR OPERATIONS.

Personnel responding to minor or emergency incidents involving fires, explosions, or gas release will adhere to the following priorities:

LifeSafety (Employees, Contractors, Public). First priority is the safety of all personnel in the area.

Minimize Property Damage (Hess, Contractors, and Public). Second priority is to minimize property damage.

Restore Operations. Third priority is to resume production operations, once the emergency has been resolved.

**LEVEL 2 - MAJOR FIRE/EXPLOSION & GAS RELEASE PROCEDURES**

<input type="checkbox"/>	Personnel who recognizes the emergency situation will immediately notify Hess Supervisor and fellow employees in the area, using radio and voice communication.
<input type="checkbox"/>	If reported by non-Hess employee, Supervisor/Area Operations Manager may elect to dispatch one or more Hess employees to verify.
<input type="checkbox"/>	Personnel already at the scene or responding to verify the incident should protect themselves at all times. Maintain a safe distance while assessing the situation. Do not enter a known or potentially hazardous atmosphere for rescue, gas monitoring or measurement, shutting a valve or otherwise stopping/isolating a leak or spill unless you have back-up personnel on-site and are wearing appropriate personal protective equipment.
<input type="checkbox"/>	<b>Whatto Report:</b> <ul style="list-style-type: none"> <li>• Nature of emergency situation?</li> <li>• Equipment involved?</li> <li>• Potential for fire or explosion?</li> <li>• Injuries?</li> <li>• Threat to public safety?</li> </ul>
<input type="checkbox"/>	Secure the scene and await emergency responders. Move to a safe location (upwind or uphill, if possible).
<input type="checkbox"/>	Outside resources for fire response support, including local municipal fire departments and contractors, are listed in the Local Emergency Response Plans.

**LEVEL 2 - ACTIVATION PROCEDURES****IMT INCIDENT COMMANDER:**

<input type="checkbox"/>	Initiate the call-out of necessary Hess personnel and outside mutual aid resources to respond to the situation, and will assign task group leaders to carry out critical activities: When the alarm is sounded, secure the source if safe to do so.
--------------------------	---

**OPERATIONS SECTION CHIEF:**

<input type="checkbox"/>	<u>For fires beyond the incipient stage</u> , keep all personnel at a safe distance and request local Fire Department. If Fire Department personnel are not available, let the fire burn out.
<input type="checkbox"/>	<u>Check for injured personnel</u> . Move injured to a safe location, provide basic life support, and request local ambulance service.
<input type="checkbox"/>	<u>Advise and assist responding emergency personnel</u> . Advise responding firefighters regarding facility operations, shut-in procedures, etc. Assist Law Enforcement with crowd or traffic control, if requested. Provide SDS sheets to Emergency Response personnel as requested.
<input type="checkbox"/>	<u>Do NOT</u> attempt to approach a leaking valve, ruptured line, etc. to isolate or control a gas release unless you are wearing SCBA and back-up personnel are on-site.
<input type="checkbox"/>	<u>Initiate or assist evacuation</u> of affected residences or businesses.

**LEVEL 2 - ACTIVATION PROCEDURES (Cont'd)**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | <p><u>Well or Field Shut-in:</u> If necessary, personnel designated by the Incident Commander will perform the following:</p> <ol style="list-style-type: none"> <li>a. Shut-in wells and wellhead valves</li> <li>b. Shut-in satellite stations, emulsion lines, and LACT units</li> <li>c. Shut-in compressor stations, fuel gas, and suction lines</li> <li>d. Shut-in electrical power</li> </ol> |
|--------------------------|---|

**LIAISON OFFICER:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Maintain direct radio communication with on-site operations personnel.                                      |
| <input type="checkbox"/> | Call out Area Response personnel.   |
| <input type="checkbox"/> | Call out required Fire Departments, Law Enforcement or Ambulance Services.                                  |
| <input type="checkbox"/> | Call out required contract support services.  |
| <input type="checkbox"/> | Notify Operation Manager. If unable to reach Operation Manager, notify Houston IST.                         |
| <input type="checkbox"/> | Establish contact point for media inquiries. Refer media inquiries to Corporate Communications – Section 7. |

**SAFETY OFFICER:**

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | Provide safety advice and assistance to on-site Operations personnel.   |
| <input type="checkbox"/> | Calculate radius of exposure; release rates; etc.   |
| <input type="checkbox"/> | Assist in identifying site hazards and determining protective equipment needs.  |
| <input type="checkbox"/> | Advise regarding facility, well, or field shut-in or isolation.   |
| <input type="checkbox"/> | Assist in the rapid acquisition and distribution of safety equipment and other supplies/material needs, identified by Operations Section Chief. |

**SITE SECURITY**

In the event of any emergency involving fires, explosions or gas release, it shall be the responsibility of the On Scene Incident Commander to maintain security. This shall be accomplished through the use of Hess personnel, contract personnel, and Law Enforcement, if needed. All roads to site shall be blocked and monitored to prevent public access to site of emergency. These roadblocks shall be far enough from the incident to ensure public safety.

At no time shall unauthorized personnel be allowed on the site of an emergency and any visitors who are on the site at the time of occurrence shall be removed immediately to a safe area. Media representatives will be referred to that area until a "Designated Spokesperson" is appointed by Corporate Management.

5.5 Hydrocarbon / Chemical Release		
OBJECTIVES		
	<ul style="list-style-type: none"> <li>Security of all Personnel</li> <li>Welfare of Local Communities</li> <li>Deployment of spill response and site clean-up</li> <li>Relationship with Local Response Agencies</li> </ul>	<ul style="list-style-type: none"> <li>Possibility of Prosecution</li> <li>Corporate Image, Reputation and 'License to Operate'</li> <li>Financial Impact – Clean-up and claims</li> <li>Business Interruption</li> </ul>
Tasks to Be Completed		
Initial Actions	Incident Commander (IC) to be notified by their contact number using Duty Roster sheet.	<input type="checkbox"/>
	Incident Commander to assess situation and request call out of Incident Management Team (IMT) members.	<input type="checkbox"/>
	Confirm availability of secure communication lines with affected site through Hess On-Scene Commander (OSC).	<input type="checkbox"/>
	Upon arrival the IMT are to set up the Emergency Operations Center (EOC) and receive a brief from the IC.	<input type="checkbox"/>
	Notify the Hess Incident Support Team (IST) once IMT is activated and mobilized.	<input type="checkbox"/>
	Notify local and national government agencies of the incident.	<input type="checkbox"/>
	Mobilize Oil Spill Response Organizations (See Appendix A for contact information).	<input type="checkbox"/>
	Request additional environmental and oil spill response support via the IST (if required).	<input type="checkbox"/>
	Obtain briefings from the Site or knowledgeable local operation personnel on type and size of release, present distribution and anticipated fate, past and on-going counter measures.	<input type="checkbox"/>
	Obtain detailed maps, charts and aerial photos to include information on location of the source, subsequent plumes, public receptors, environmentally sensitive areas, commercial and economical sensitivities, resources, as well as their uses.	<input type="checkbox"/>
	Ensure that all personnel at the site/installation/rig are accounted for and evacuated safely.	<input type="checkbox"/>
	Establish communications with and determine adequacy of oil spill response organization.	<input type="checkbox"/>
Ongoing Actions	Establish a procedure for environmental assessment and establishment of environmental priorities and protocols as a result of the oil spill.	<input type="checkbox"/>
	Support and assist with equipment mobilization to the site and determine the resource requirements at the incident scene.	<input type="checkbox"/>
	Request regular updates from the contractor company.	<input type="checkbox"/>
	Disseminate and provide pertinent environmental information obtained during field assessment by the site to IST and IMT and other groups as necessary (utilize field form(s), maps or aerial photos).	<input type="checkbox"/>
	Provide recommendations on specific response and clean-up protocols, such as the use of dispersants, in-situ burning, bioremediation and shoreline removal methods. Utilize recognized environmental standards, such as U.S. EPA, API & other established references. <b>Refer to ND Waste Management Plan.</b>	<input type="checkbox"/>
	Prioritize spill areas for field assessment through the review of situation maps and co-ordination with the Site.	<input type="checkbox"/>
	Establish a technical team in the Planning Section to plan and be proactive with solving problems (this team should report back to the IMT at agreed times during the incident life-cycle).	<input type="checkbox"/>
	Confirm all press statement development, approval and distribution process with the IST and the IMT Incident Commander.	<input type="checkbox"/>
Complete periodic <b>SitRep</b> and distribute to IMT and IST.	<input type="checkbox"/>	
Additional Info	Ensure that the IST and the IMT are managing the reputation issues and pressure groups.	<input type="checkbox"/>
	Identify and plan for the necessary in-coming resources / team members for the Next Operational Period (NOP)	<input type="checkbox"/>
	Ensure that all information received by the IMT is logged and can be used during any future investigations.	<input type="checkbox"/>
	Stand down relevant team members as the incident is being brought under control.	<input type="checkbox"/>

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## Crude Oil / Produced Water Spill General Information

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For any spill event, Hess personnel should adhere to the following:

### 1. Priorities

- a. Maintain health and safety of all personnel as the top priority. UNDER NO CIRCUMSTANCES SHOULD EMPLOYEES RISK DEATH OR SERIOUS INJURY IN ORDER TO PROTECT HESS PROPERTY OR OPERATIONS.
- b. Minimize Property Damage (Hess, Contractors, Public)
- c. Protect the environment
- d. Restore Operations

### 2. Actions

- a. Control the spill. Stop the flow if possible.
- b. Report the spill to Hess Supervision and Management
  - i. What to Report:
    1. Location of Spill.
    2. Hazardous material spilled and estimated volume?
    3. Injuries?
    4. Equipment involved?
    5. Threat to public safety?
    6. Potential for fire or explosion?
- c. Notify local/state/federal regulatory agencies.
- d. Shut off ignition sources.
- e. Contain and clean-up utilizing Hess personnel or contract resources.
- f. Dispose of spilled material according to local, state, and federal regulations.
- g. Post Emergency Review.

**Site Security** - Establishing initial site security and controlling access to hazardous areas is a primary responsibility of Hess on-site personnel. All roads to site shall be blocked and monitored to prevent public access to site of the emergency. These roadblocks shall be far enough from the incident to ensure public safety.

**Potential Sources** - The following is a list of potential sources of an oil spill: Storage tank, Vessel, Gathering Line, Flow Line, LACT Unit, Truck Loading Station

**LEVEL 2 - CRUDE OIL/PRODUCED WATER SPILL PROCEDURES**

<input type="checkbox"/>	Person who recognizes the emergency situation will immediately notify Hess Supervisor and fellow employees in the area, using radio and/ or voice communication. If reported by non-Hess employee, Supervisor/Area Operations Manager may elect to dispatch one or more Hess employees to verify.
<input type="checkbox"/>	Personnel already at the scene or responding to verify the incident should protect themselves at all times. Maintain a safe distance while assessing the situation. <u>Do not</u> enter a known or potentially hazardous atmosphere for rescue, gas monitoring or measurement, shutting a valve or otherwise stopping/isolating a leak or spill unless you have back-up personnel on-site and are wearing appropriate personal protective equipment.
<input type="checkbox"/>	<p><u>What to Report:</u></p> <ul style="list-style-type: none"> <li>• Location of Spill</li> <li>• Hazardous material spilled and estimated volume?</li> <li>• Injuries?</li> <li>• Equipment involved?</li> <li>• Threat to public safety?</li> <li>• Potential for fire or explosion?</li> </ul>
<input type="checkbox"/>	<u>Secure the scene</u> and await emergency responders. Move to a safe location (upwind or uphill, if possible).
<input type="checkbox"/>	<p>For spill incidents involving Hess ND jurisdictionally regulated (PHMSA) pipeline systems/segments reference the Hess ND Operations &amp; Maintenance Manual for Hazardous Liquid Pipelines found at:</p> <p><a href="http://hessconnect.ihess.com/sites/unconventionals/ubuehs/DOT%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Funconventionals%2Fubuehs%2FDOT%20Documents%2F11%20Documents%20and%20Data%20Control%2FSWP%2F01%20HESS%20%2D%20OM%20Books%20in%20PDF%2FHAZ%20LIQ%20PL%2FO%5FM%20Manual&amp;InitialTabId=Ribbon%2EDocument&amp;VisibilityContext=WSSTabPersistence">http://hessconnect.ihess.com/sites/unconventionals/ubuehs/DOT%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Funconventionals%2Fubuehs%2FDOT%20Documents%2F11%20Documents%20and%20Data%20Control%2FSWP%2F01%20HESS%20%2D%20OM%20Books%20in%20PDF%2FHAZ%20LIQ%20PL%2FO%5FM%20Manual&amp;InitialTabId=Ribbon%2EDocument&amp;VisibilityContext=WSSTabPersistence</a></p>
<input type="checkbox"/>	Reference the Hess ND Waste Management Plan
<input type="checkbox"/>	Reference the Hess Spill Notification Requirements under the Oil Spill Management Plan – next page.

## OIL SPILL MANAGEMENT PLAN

### INTRODUCTION

The purpose of this Oil Spill Management Plan is to establish procedures for efficiently handling oil or other hazardous material spill, should one occur. If a spill occurs, it will require the immediate coordination of several Company departments and possibly assistance from outside agencies and contractors.

The objectives of these procedures are to protect employee, contractor, and public safety, to minimize environmental damage, and to restore normal operations in the fastest and most economical fashion.

This plan establishes guidelines, furnishes information on available assistance, and indicates organizations that must be notified if a disaster occurs. Some procedures are mandatory and are noted. Others are suggestions, as their use depends on actual circumstances.

For any spill event, Hess personnel should adhere to the following procedures:

1. Report the spill to Hess Supervision and Management.
2. Control the spill. Stop the flow if possible.
3. Contain and clean-up utilizing Hess personnel or contract resources.
4. Dispose of spilled material according to local, state, and federal regulations.
5. Notify local/state/federal regulatory agencies.
6. Post Emergency Review.
7. Prepare Site Safety Plan.

### DEFINITIONS AND PRIORITIES

#### Definitions

- A. Level I Incident - A spill or release of a hazardous material which can be contained and controlled by employees on-site or area maintenance personnel.
- B. Level II Incident - A spill or release of a hazardous material which:
- Presents an unusual fire or health risk to employees or the public.
  - Cannot be contained or controlled by employees on-site or area maintenance personnel.

Requires emergency response by trained/equipped employees who do not usually work in the area and/or outside (non-Hess) resources

## OIL SPILL MANAGEMENT PLAN (Cont'd)

- C. Level II Incident “Emergency Response” is the initial portion of response to the incident. During this phase, responders attempt to control and contain the release.
- Defensive Emergency Response - Actions taken without entering the spill area to control and contain the release.
  - Offensive Emergency Response - Actions taken within the spill area to control and contain the release.
- D. “Post-Emergency Response” is generally the clean-up portion of the response. In this phase, conditions are stable. There is no threat of further hazardous substance releases or other emergencies (e.g., fire or explosion) developing. The start of the post-emergency phase may also be denoted by when the government agency (e.g., U.S. Coast Guard or OSHA) pronounces the emergency to be over.
- E. “HAZWOPER” is OSHA 1910.120 “Hazardous Waste Operations and Emergency Response”. Section (q) - “Emergency Response to Hazardous Substance Releases” provides mandatory minimum standards for employee and contractor response to hazardous material spills.

### Priorities

- A. UNDER NO CIRCUMSTANCES SHOULD PERSONNEL RISK DEATH OR SERIOUS INJURY IN ORDER TO PROTECT HESS PROPERTY OR OPERATIONS.
- B. Personnel responding to minor or emergency spill incidents will adhere to the following priorities:
1. Life Safety (Employees, Contractors, Public). First priority is the safety of all personnel in the area.
  2. Minimize Property Damage (Hess, Contractors, and Public). Second priority is to minimize property damage.
  3. Restore Operations. Third priority is to resume production operations once the emergency has been resolved.

### RESPONSE ORGANIZATION

Appendix B describes general roles/responsibilities of the IMT personnel in the event of any emergency incident, including hazardous material or oil spill emergencies.

In a spill emergency the Area Operations Manager (or Alternate) will function as IMT Incident Commander, and will activate the Incident Management Plan.

“Emergency Response” phase roles and responsibilities of Operations personnel are described in Local Emergency Response Plans.

Minimum OSHA safety and health standards established in 1910.120 (q) "Emergency Response to Hazardous Substance Releases" must be adhered to for all Hess and contract personnel involved in Emergency Response.

Documentation of HAZWOPER training provided to North Dakota Operations response personnel is available at North Dakota Operations offices.

### INITIAL RESPONSE PROCEDURES

#### RESPONSE PROCEDURES - LEVEL I INCIDENTS

- Person who discovers the spill will immediately notify Hess Supervisor and fellow employees in the area.
- Personnel will utilize available tools, materials, and other equipment to attempt to control minor spills. (If the spill cannot be controlled and/or presents an unusual fire or health risk, employees should immediately move to a safe location and report the emergency to Supervisor or Area Management).
- Contact Hess Supervisor for instructions regarding spill clean-up, equipment repair, or resuming normal operations.
- Refer to Hess Spill Notification Requirements.

#### RESPONSE PROCEDURES - LEVEL II INCIDENTS

##### Emergency Incident Notification and Assessment:

- A. Person who recognizes the emergency situation will immediately notify Hess Supervisor and fellow employees in the area, using radio and/or voice communication. If reported by non-Hess employee, Supervisor/Area Operations Manager may elect to dispatch one or more Hess Personnel to verify.
- B. Personnel already at the scene or responding to verify the incident should protect themselves at all times. Maintain a safe distance while assessing the situation. Do not enter a known or potentially hazardous atmosphere for rescue, gas monitoring or measurement, shutting a valve or otherwise stopping/isolating a leak or spill unless you have back-up personnel on-site and are wearing appropriate personal protective equipment.

## C. What to Report:

- Location of Spill.
- Hazardous material spilled and estimated volume?
- Injuries?
- Equipment involved?
- Threat to public safety?
- Potential for fire or explosion?

D. Secure the scene and await emergency responders. Move to a safe location (upwind or uphill, if possible).

Emergency Response Activation

A. The Regional Production Manager will activate the Level II IMT.

B. Personnel Alert/Organization - The IMT Incident Commander will call out necessary personnel and outside mutual aid resources to the situation, and will assign IMT staff to carry out critical activities.

1. **Operations** - This group will respond to the scene to establish site security, establish a site command center, and initiate control and containment efforts to stop the release and limit the spread of spilled material.

Only "HAZWOPER 24-Hour Trained" (Technician-Level) personnel will engage in offensive control or containment activities at the site. These specially trained personnel may utilize gas detection/measurement equipment to identify and analyze the hazardous substances, and will have the knowledge to select and use proper personal protective equipment (PPE) to handle the emergency.

NOTE: Operations group leader will function as Incident Commander until relieved by Area Operations Manager or other designated person. Operations Group Leader will determine Contractor needs and make recommendations to Area Operations Manager for contract labor, backhoes, vacuum trucks, etc., necessary for spill control, containment, clean-up and disposal.

Well or Field Shut-In: If necessary, personnel designated by Operations Group Leader will perform the following:

- Shut-in wells and wellhead valves.
- Shut-in satellite stations, emulsion lines, and LACT units.
- Shut-in compressor stations, fuel gas, and suction lines.
- Shut-in electrical power.

## 2. Liaison Officer

- Maintain direct communication with on-site Operations personnel.
- Call out Area Response personnel.
- Call out required Fire Departments, Law Enforcement, or Ambulance Services.
- Call out required contract support services.
- Notify Regional Management.
- Establish contact point for media inquiries.
- Refer media inquiries to Public Information Officer (PIO).

## 3. Safety Officer

- Provide engineering/technical advice and assistance to on-site operations personnel.
- Calculate radius of exposure; release rates, etc.
- Assist in identifying site hazards and determining protective equipment needs.
- Advise regarding facility, well, or field shut-in or isolation.
- Assist in the rapid acquisition and distribution of safety equipment and other supplies/material needs identified by Operations Group Leader.

B. Site Security - Establishing initial site security and controlling access to hazardous areas is a primary responsibility of on-site personnel. All roads to site shall be blocked and monitored to prevent public access to site of the emergency. These roadblocks shall be far enough from the incident to ensure public safety.

C. Establishing Site Command Center - Upon arrival at the scene, the Response Team Leader will assume the role of On-Scene Commander, and is responsible for:

1. Maintaining site security
2. Conducting a Site Hazard Assessment (see "D" below)
3. Establishing a command center for coordination and control of all on-site activities. The command center can be a truck, sedan, van or other vehicle equipped with:
  - Two-way radio and/or cellular phone for direct communication with on-site workers and Area Management.
  - First-Aid kit for treating minor injuries on-site.
  - Two fire extinguishers (unless extinguishers are already available on-site).
4. Communicating incident status and progress to the IMT IC.

- D. Site Hazard Assessment - Upon arrival at the spill site, Emergency Response Team members will assess fire, health, and physical hazards using direct observation and detection/monitoring equipment.

Site hazard assessment, including measurement of atmospheric hazards, will be used to identify health and safety risks to workers involved in control, containment, or clean-up activities. (See "Guidelines for Atmospheric Hazards").

Determination of health and safety risks should also take into consideration physical hazards, potential equipment failure or rupture, confined spaces, and other factors that could affect the health and safety of workers.

Access into known or potentially hazardous areas ("hot zones") should be strictly controlled to ensure that persons who enter utilize protective clothing and equipment appropriate to the hazards identified. Hazardous or "hot" zones should be physically identified whenever possible by barricade tape or other visible markers.

- E. Contractor Briefing - Contractor personnel who are skilled in the use of earth movers, cranes, vacuum trucks, and similar equipment that is needed for support work must be briefed at the site prior to participation in the emergency. This briefing is the responsibility of the onsite Safety Officer, and shall, as a minimum, include the use of PPE (as required); chemical hazards present and exact duties to be performed.
- F. Personal Protective Equipment (PPE) Selection - PPE selection for on-site responders will be determined by site Hazard Assessment findings, using the Hess "PPE Selection Matrix". The Safety Officer will determine the appropriate levels of protection and associated equipment needs.
- G. Decontamination - Decontamination procedures are also included in the "PPE Selection Matrix", and should be adhered to in order to minimize health and safety risks. The Operations Section Chief is responsible for ensuring that adequate decontamination facilities and support personnel are available on-site to assist in necessary decontamination procedures.

## **LEAK OR SPILL FROM OIL STORAGE TANK**

Reference Hess ND Spill Prevention, Control & Countermeasures Plans (SPCC) for specific information relating to the affected location.

In the event of a leak or rupture in an oil storage tank, the tank should be isolated immediately. If necessary all wells producing into the battery will be shut-in. If the tank is diked, dike drains should be checked and valves closed, if necessary.

- Eliminate ignition sources if vapors could reach fired vessels, running vehicles, welding activity, etc.
- Be alert for respiratory hazards. Stay upwind. Wear respiratory protection (supplied air) equipment for protection from H2S hazards.

For un-diked tanks or breached/overrun dikes, use hand tools and available earth moving equipment to construct containment dikes/dams to divert the spill and trap liquids where possible. Recoverable liquids will be collected by vacuum truck and will be pumped into another storage tank or vessel. Oil contaminated soil and debris will be cleaned up by a contract crew with the necessary equipment and disposed of in an approved manner.

## **LEAK OR SPILL FROM VESSEL OR FLOW LINE**

The vessel/flowline will be isolated immediately. If necessary, all wells producing into the battery will be shut-in.

- Eliminate ignition sources
- Be alert for respiratory hazards

Use hand tools or available earth moving equipment to construct containment dikes/dams to divert the spill and trap liquids where possible. Recoverable liquids will be collected by vacuum truck. Oil contaminated soil and debris will be cleaned up by a contract crew with the necessary equipment and disposed of in an approved manner.

## **GATHERING LINE LEAK OR RUPTURE**

Leak or release point will be isolated. If necessary, the well producing into the line will be shut-in.

- Eliminate ignition sources
- Be alert for respiratory hazards

Use hand tools or available earth moving equipment to construct containment dikes/dams to divert the spill and trap liquids where possible. Recoverable liquids will be collected by vacuum truck. Oil contaminated soil and debris will be cleaned up by a contract crew with necessary equipment and disposed of in an approved manner.

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**LACT UNIT/TRUCK LOADING STATION - LINE RUPTURE OR EQUIPMENT FAILURE**

All valves between the release point and oil source will be closed immediately.

- Eliminate ignition sources
- Be alert for respiratory hazards
- Shut down tanker truck immediately

Hand tools should be used to contain/retain any spilled liquids. Recoverable pooled liquids will be collected by vacuum truck where possible. Oil contaminated soil and debris will be cleaned up by a contract crew with necessary equipment and disposed of in an approved manner.

**SPILL ON NAVIGABLE WATERS**

In the event that a spill should reach navigable waters, take whatever steps are necessary to reduce the spill flow rate. Check road crossings and bridges to determine possible attachment locations. At the nearest accessible position downstream of the spill, a boom will be spread across the water to trap and contain spilled oil. If a boom is not available, other materials must be utilized to attempt to contain the oil. As an example, chicken wire can be strung across the water and hay can be spread upstream of the wire to trap the oil. Contaminated hay could then be picked up for disposal in an approved manner.

Hess facilities with the potential for spills reaching navigable waters should identify professional spill contractors or clean-up services in their area before a spill occurs and plan for rapid deployment of manpower/equipment necessary to minimize a “worst case” spill scenario.

**SPIILLS IN OR THREATENING ENVIRONMENTALLY SENSITIVE HABITATS**

If a spill occurs in or threatens an environmentally sensitive habitat, it is imperative that containment activities be initiated promptly. These spills can be very harmful and costly if prompt action is not taken. The initial containment response must be made by those closest to the spill site and a contract clean up organization will be called as soon as possible. Those on the scene will start containment activities and continue until the contractor arrives.

Several factors to be considered when planning spill containment and cleanup activities in an environmentally sensitive habitat are as follows:

1. Location of the spill: Is it accessible by equipment?
2. Does the spill threaten concentrations of wildlife, valuable man-made facilities or areas where clean-up would be difficult?
3. Is the spill limited or is it discharging?

Boom deployment should be prompt. The first effort should be to contain the spill. If containment of the spill cannot be accomplished, the next effort should be to prevent the spill from entering areas where clean-up would be difficult and costly, such as marsh grass or nesting areas.

### **SPILLS CAUSED BY NON HESS SOURCES PROXIMATE TO A HESS FACILITY**

Hess personnel shall not initiate nor be responsible for clean-up activities for a spill originating from a source not operated by Hess. Any spill sighted near a Hess facility should be reported immediately to the Production Control Room.

#### **Clean-up**

Post-emergency clean-up of contaminated soil, equipment, etc., may still involve hazards to personnel, due to skin contact, inhalation, ingestion of hazardous materials, or fire hazards.

- A. Clean-up activities should NOT be initiated until on-site monitoring has determined that air contaminant levels are within permissible exposure limits, unless appropriate respiratory protection equipment is utilized.
- B. On-site monitoring of hazards should continue throughout the operation, to detect changing conditions and to assure that clean-up workers are utilizing proper equipment and procedures.
- C. Contractor management must inform their workers of potential hazards.

#### **Spill Response Contractors**

North Dakota Operations contractors and other outside resources for manpower/equipment needs are listed in Appendix A.

#### **Post-Emergency Review**

Upon completion of emergency and clean-up, a post-emergency critique will be performed by the North Dakota EHS Supervisor, Area Operations Manager and supervisors involved in the incident.

#### **DISPOSAL PROCEDURES**

Handling, storage, transportation and disposal of waste resulting from spills must be carried out in accordance with applicable local/state/federal rules and regulations. Reference the Hess ND Waste Management Plan for minimum waste management procedures.

Consult with the Environmental Coordinator and, if necessary, the EHS Environment & Regulatory Services Advisor if there are any questions concerning post-emergency waste disposal.

The following general guidelines are consistent with API's "Environmental Guidance Document on Onshore Solid Waste Management in Exploration and Production Operations" (published January 1989), and should be considered if there are no conflicts with established local or state rules and regulations.

A. Oily Soil

1. Spills of crude oil, condensate, produced water, chemicals or solvents used on the lease often contaminate soil around facilities. This contaminated soil is considered a waste in itself.
2. If the soil is contaminated with produced oil or other Exempt Waste, and the extent and volume of the contaminated soil is relatively small, the following is preferred:
  - Disk or rototill into soil in the vicinity of the spill, allowing for accelerated weathering and biodegradation; and
  - Check after a period of time to determine if re-disking is necessary.
  - Application of fertilizer can be very helpful in oily soil bioremediation.
3. The preferred alternate disposal method is road spreading or land farming, with the landowner's permission, and the appropriate state permit, if the volume exceeds the soil's natural capacity for bioremediation.
4. If the volume of soil contaminated by produced oil or water is excessively large and the soil is shallow, removal and disposal at a commercial disposer may be required. Removal of oily soil from the lease site is prohibited without prior approval.
5. If the soil is contaminated with a Non-Exempt Waste, check with the EHS Environment & Regulatory Services Advisor for clean-up and disposal options. Soil contaminated with Non-Exempt Waste such as solvents or methanol may have to be disposed at a site approved for hazardous waste. If such a spill occurs and soil is cleaned up and disposed of, keep all records associated with the clean-up.

Describing the clean-up procedure performed after a spill is usually sufficient recordkeeping for clean-up of most contaminated soil. For contaminated soil taken off location for disposal, keep the manifest or records of the removal job for at least three years, including:

- Procedure and criteria required by agency for removal/disposal of soil
- Date of shipment
- Hauler's name and approval number

- Disposer's name and approval number
- Soil's source/location
- Volume of load
- Characterization of soil

B. Oil-soaked Debris and Refuse - This guidance should be used in conjunction with the North Dakota Waste Management Plan.

1. Oil-soaked debris and refuse is trash and inert solid wastes which have become contaminated with crude oil. It does not include trash contaminated with refined products or chemicals.
2. Large amounts of oil soaked debris and refuse should be allowed to weather. If weathering of the material reduces the oil to tar-like asphaltines, it may be treated like uncontaminated rubbish.
3. If weathering does not remove the oil, the rubbish is a non-hazardous industrial waste. It may still be taken to a landfill, but must have a manifest.
4. If a small amount of oil trash is mixed with a much larger quantity of non-oily trash, i.e., a few oily rags in a barrel of trash, it may all be treated as if it is non-oiled.
5. Collection, handling, storage, processing or disposal of refuse must not create a health hazard, cause a threat to surface or groundwater, or result in the creation of a public nuisance.
6. Preferred Storage and Handling: Use bulk loading bin in centralized location on lease or facility. It is advisable to segregate oily wastes to allow them to weather prior to placing them in a trash bin.
7. Acceptable Storage and Handling: Use empty 55 gallon drum, which has been rinsed clean and has had its top removed.
8. All storage containers must be leak-proof and must not be unsightly.
9. Preferred Disposal: Use of local, approved refuse disposer for hauling and disposal of trash to local or county landfill.
10. Maintain records of off-site disposal activities, including transporter identity, date of shipment description or process generating waste.

C. Chemical Spills

1. Chemical spills pose one of the greatest potential liabilities to Hess from both a financial and regulatory standpoint. Oil field chemicals are generally exempt when used in oil field processes. It is critical that spills and drips of chemicals into the soil be minimized.
2. Chemical contaminated soil may never be placed in any landfill without first consulting the EHS Environment & Regulatory Services Advisor.
3. Testing the soil by the Toxicity Characteristic Leaching Procedure (TCLP) may be required to prove if the soil is a hazardous or non- hazardous waste.

## Hydrogen Sulfide (H<sub>2</sub>S) General Information

**Physical Description:** H<sub>2</sub>S is a colorless gas with an odor resembling rotten eggs at low concentrations. At high concentrations (150 to 500ppm), olfactory fatigue (loss of the sense of smell) can occur. Most people can smell H<sub>2</sub>S at concentrations ranging from 0.1 ppm to 2 ppm. H<sub>2</sub>S can deaden the sense of smell in a few minutes. At higher concentrations, respiratory paralysis and death may occur

**Primary hazards:** Toxic, flammable gas. Respiratory hazard. Moderately irritating to eyes, mucous membranes.

**Exposure limits:**

- 10 ppm, 8-Hour TWA-TLV (ACGIH)
- 15 ppm, 15-Minute STEL-TLV (ACGIH)
- 20 ppm, Ceiling-PEL (OSHA)
- 50 ppm, 10-Minute Maximum (OSHA)
- 100 ppm, NIOSH IDLH

A potentially hazardous volume of hydrogen sulfide is defined as one which could result in a ground level concentration of 100 ppm or higher where people are known or expected to be located. Concentrations of 100 ppm are immediately dangerous to life or health.

Personnel may not be exposed to a concentration of H<sub>2</sub>S in excess of 20 ppm, unless it is a onetime exposure during an 8-hour period, and it does not exceed 10 minutes. Personnel may not be exposed to a concentration of H<sub>2</sub>S that exceeds 50 ppm, regardless of the length of time.

**Fire hazards/special firefighting considerations:** Flammable gas. (4% - 40% flammable range) Note: H<sub>2</sub>S concentration will be lethal at lower explosive limit, as 4% = 40,000 ppm. Gives off sulfur dioxide when burning. Wear positive pressure respiratory protection during firefighting efforts involving H<sub>2</sub>S.

**Spill/release considerations:** H<sub>2</sub>S tends to be heavier than air and can accumulate in low-lying areas such as sewers, pits, bottoms of tanks, tank dike areas, etc. H<sub>2</sub>S is corrosive to many materials in the presence of water or water vapor and is reactive with oxidizing agents. H<sub>2</sub>S is converted to SO<sub>2</sub> when burned with excess air and can be converted to elemental sulfur when burned in an oxygen deficient environment.

<b>5.6 Well Control</b>		
OBJECTIVES		
<ul style="list-style-type: none"> <li>• Safety of Personnel</li> <li>• Next of Kin Management and Support</li> <li>• Exclusion Zones – Impact on neighboring communities – Evacuation</li> <li>• Secure the source</li> <li>• Down Manning/ Evacuation Reception</li> <li>• Local/National Government Liaison</li> <li>• Management of Environmental Impacts – Clean-up</li> <li>• Financial Impact</li> <li>• Media Management</li> <li>• License to Operate</li> <li>• Investigation</li> <li>• Return to Normal Operations</li> </ul>		
Tasks to Be Completed		
<b>Initial Actions</b>	Incident Commander (IC) to be notified by their contact number using Duty Roster sheet.	<input type="checkbox"/>
	Incident Commander to assess situation and request call out of IMT members and Source Control Branch.	<input type="checkbox"/>
	Confirm availability of secure communication lines with affected site through Hess On-Scene Commander (OSC).	<input type="checkbox"/>
	Upon arrival the IMT are to set up the Emergency Operations Center (EOC) and receive a brief from the IC.	<input type="checkbox"/>
	Notify the Hess Incident Support Team (IST) once IMT is activated and mobilized.	<input type="checkbox"/>
	Liaison officer or Incident Commander to notify local and national government agencies of the incident.	<input type="checkbox"/>
	Refer to the North Dakota Regional Well Containment Plan (RWCP) for this incident	<input type="checkbox"/>
	Support the site actions & prepare for potential evacuation of personnel from the installation/rig area.	<input type="checkbox"/>
	Ensure that all personnel at the well / rig / installation / site are accounted for and evacuated safely.	<input type="checkbox"/>
	If liquid release is a possibility, IMT to activate support from spill response contractors / cooperatives (see Appendix A for contact information).	<input type="checkbox"/>
	Establish objectives for IMT for the next 12 to 24 Hours, considering possibility of long term assistance on scene.	<input type="checkbox"/>
	Gather & collect as much data & information from the site e.g. confirm well location & directional drilling coordinate system, relevant rig structure drawings, surface maps showing rig (blowout site), debris, pipelines, structures & other surface hazards.	<input type="checkbox"/>
Co-ordinate extra resources to provide diagnostic and modeling info as required.	<input type="checkbox"/>	
<b>Ongoing Actions</b>	Support and assist with equipment mobilization to the site & determine the resource requirements at the site.	<input type="checkbox"/>
	<b>OPERATIONS SECTION CHIEF AND SOURCE CONTROL BRANCH DIRECTOR - ESTABLISH</b> the best method of communication and means of contact. Plan for future communications; Define a communication protocol.	<input type="checkbox"/>
	Ensure all hazards have been identified, reduced as much as possible and mitigation / contingency measures are in place.	<input type="checkbox"/>
	Consider establishment of a technical team in the Planning Section to plan and be proactive with solving problems. (This team should report back to the IMT at agreed times during the incident life-cycle).	<input type="checkbox"/>
	If necessary, work with Well / Rig Specialist for preparing relief well drilling program.	<input type="checkbox"/>
	Confirm the press statement development, approval and distribution process with IST and Incident Commander prior to release.	<input type="checkbox"/>
	Complete periodic <b>SitRep</b> and distribute to IMT and IST.	<input type="checkbox"/>
<b>Additional Info</b>	Ensure that the HR teams are managing any personnel issues associated with the incident.	<input type="checkbox"/>
	Ensure that the IST and the IMT are managing any reputation related issues.	<input type="checkbox"/>
	Ensure that all information received by the IMT is logged and can be used during any future investigations.	<input type="checkbox"/>
	Stand down relevant team members as the incident is brought under control.	<input type="checkbox"/>

## **BLOWOUT MANAGEMENT PROCEDURE**

Any uncontrolled flow of fluids from the wellbore is classified as a blowout. An underground blowout (UGBO) may not appear to be as serious as a surface blowout. Regardless of the perceived severity of the problem, an UGBO is a serious situation that usually requires well control expertise and equipment to resolve. An UGBO can lead to high surface pressure, broaching, communication between casing strings and other situations that may eventually result in a surface blowout or severe environmental damage. These situations can be potentially dangerous and very costly.

If, at any, time a well blowout occurs, it is imperative that the primary concern be directed toward the safety of personnel as well as the public. After the safety of all personnel is assured, the supervisor shall contact the Area Superintendent and Control Room and report the situation. If a blowout has resulted in loss of life or injury to personnel, the Emergency Response Plan will be implemented.

After contacting the Superintendent, the Well Supervisor may commence operations to control the blowout. These actions may include:

- Call 9-1-1 to inform local authorities of the incident and take steps to protect local population.
- Notify Production Control Room.
- Gather data regarding the nature of the event. See Kill Plan Worksheet in the Local Emergency Response Plan.
- Compile a list of all possible personnel, equipment and materials that may be needed to resolve the event.
- Contact blowout control specialists.
- Exercise site security and control.

## **RESIDENTIAL OPERATIONS**

Residential operations present a special concern. Response time for evacuation and securing of the site are greatly reduced and therefore require additional planning.

### **Preliminary Notification**

When drilling in populated areas, an evacuation plan should be formulated and made available to the local emergency management officials. This evacuation plan will be prioritized according to the following:

- Proximity to Location
- Wind Direction
- Potential Ignition Sources
- Flow Direction
- Traffic Flow

During evacuation, affected traffic corridors should be blocked and all potential sources of ignition should be eliminated. Fire department and utility personnel should be notified to ensure all possible sources of ignition are eliminated. Monitoring should immediately be established around the location perimeter to assess hydrocarbon concentration and modify the evacuation perimeter as necessary. It is important to note that local officials normally have the authority to order an evacuation, and should therefore be made aware of the need to evacuate as soon as possible.

### **Gas Dispersion Modeling**

Gas dispersion modeling may be utilized as needed to determine the evacuation perimeter and road closure requirements. Radiant heat calculations can also be done in conjunction with dispersion modeling to determine heat impact on nearby structures.

### **Voluntary Ignition**

Voluntary ignition of blowout wells is not recommended on pad locations with multiple existing wellheads or in areas of high residential occupancy. The consequences of voluntary ignition need to be seriously considered before any act to ignite the blowout is conducted.

## **CLEAN-UP/DISPOSAL OF WASTE**

Clean-up and disposal of spilled crude oil, salt water, contaminated earth, and other waste resulting from well control emergencies should be carried out in accordance with guidelines described in the "Spill Management" section.

Consult with the Environmental Coordinator and, if necessary, EHS Environment & Regulatory Services Advisor if there are any questions concerning post-emergency waste disposal.

## **PREVENTION OF WELL CONTROL PROBLEMS**

In all cases where tubing flanges or wellheads are removed, a hydraulic blowout preventer equipped with proper pipe and blind rams will be installed. The BOP will be tested for proper operation prior to starting well work.

## 5.7 Decontamination Plan

### A. REVIEW OF BASIC DECONTAMINATION INFORMATION

**Definition:** Decontamination is defined as the systematic removal of residual chemicals from personnel and equipment after exposure to toxic, flammable, hazardous products.

**Benefits of decontamination:** Enhances the safety of responders and other personnel. Decreases the hazard of environmental contamination. Restricts contamination to the immediate area and minimizes the potential for injury to others.

#### Safety

- Decontamination is a critical function and must be given a high priority because responders may be accidentally exposed to toxic materials.
- The operations chief in charge of the hazardous material response is responsible for initial decontamination procedures. Residual decontamination may be assigned to the environmental section
- It must be accomplished:
  - Safely
  - In accordance with proper techniques and procedures.
  - In a timely fashion (immediately after exposure).

Decontamination must be established and operational prior to entry team operations.

Contamination can be in the form of:

- Liquids
- Dusts
- Mists
- Solids
- PH extremes

### B. CONTAMINATION PREVENTION:

1. One of the simplest ways to assist the decontamination process is to avoid contamination altogether, or reduce the amount of contamination you are exposed to.
2. Adhering to the following guidelines will assist in preventing or reducing contamination.
  - Stay out of the contaminated area when possible.
  - Limit exposure time if you must enter.
  - Minimize contact with the product.
  - Wear disposable outer garments if possible.
  - Protect detection/monitoring equipment by placing them in bags or wrapping with plastic.

NOTE: Sensor tip must be exposed for proper operation.

3. Eating or drinking near the scene is not allowed inside or near the decontamination area.

### C. NON-EMERGENCY OR ROUTINE DECONTAMINATION:

**Definition:** The process of removing contaminants from personal protective clothing or equipment in sequential order, starting in the area of highest contamination to those of lower contamination

Each step in the process reduces the amount of residual product on the clothing until safe and acceptable levels are achieved. NOTE: Routine decontamination is significantly different from emergency decontamination.

Emergency decontamination is designed to remove the injured person (IP) from the hazardous area, remove contaminated clothing and flush the product off the IP. This will be accomplished taking into account any medical considerations. Water should be used to perform the emergency decontamination of the patient. There is less regard for runoff retention, and the emphasis is to expedite emergency medical treatment.

### D. METHODS OF DECONTAMINATION

There are numerous methods of conducting decontamination operations; however the proper method will be determined by the specifics of the incident and the compatibility of decontamination materials.

- a. Dilution: The application of water to reduce the concentration of product to a point that it no longer presents a hazard.
- b. Absorption: Mechanically pulled in or soaked up by the sorbent.
- c. Chemical Degradation: Altering the chemical composition of the material to the point that it is less hazardous or easier to remove. For example, emulsifying a gasoline spill.
- d. Disposal: Easiest form of “decontamination”.

NOTE: Contaminated products require proper disposal - incineration, burial, etc.

### E. DECONTAMINATION PROCEDURES AND CONSIDERATIONS:

#### 1. Site Selection

- Close enough to the scene to allow for easy access yet far enough removed as to not pose a hazard to decontamination team.
- Slope uphill from release.
- Upwind from release site.
- Availability of decontamination materials, water, absorbents, etc.

## 2. Methodology

### a. Determining factors

The type and method of decontamination will be different and specific for each incident. Factors which influence this decision include:

- Product(s) involved.
- Hazards of the product(s).
- Degree or extent of contamination.
- Physical and chemical properties of the product(s).

### b. Sequence

1. The decontamination process begins at the hot/warm zone interface, and passes through various contamination reduction steps until it terminates at the cold zone.
2. The number of steps necessary to properly decontaminate the “dirty or contaminate” will vary.
3. Non-emergency decontamination procedure:
  - Rinse off personal protective equipment.
  - Remove all personal protective equipment.
  - Remove personal clothing.
  - Take a shower.
  - Redress.
  - Collect and dispose of all non-reusable items.
  - Clean and service all reusable PPE.

### c. Nine Step Procedure -

1. Personnel enter decontamination area and drop tools on contaminated side of hot zone divider. Move to step 2.
2. Remove as much contamination as possible. Dilution is conducted inside diked area. Move to step 3.
3. Remove respirator and move to step 4.
4. Remove protective clothing. Move to step 5 or transport personnel to shower facility.
5. Remove all personal clothing and isolate items. Bag personal items. Move to step 6.
6. Personal shower using soap and sponges. Move to step 7.
7. Personnel dry off. Put on clean clothing. Move to step 8.
8. Personnel receive medical evaluation and treatment as necessary. Move to step 9.
9. Identify personnel. Complete field records.

**d. Equipment and Resources**

1. Utility water and/or fire water is available for decontamination.
2. Portable dikes are maintained on the hazardous material trailer.
3. Recovery drums are maintained on the hazardous material trailer.
4. All PPE will be considered disposable.
5. Decontamination products, water, sorbent, etc. can be checked for PH and contaminants by the laboratory. Disposal will be in accordance with production operations procedures.
6. Additional information may be obtained from the Personal Protective Equipment Selection Matrix.

<b>5.8 Natural Disaster</b>		
OBJECTIVES		
<ul style="list-style-type: none"> <li>• Safety of Personnel</li> <li>• Next of Kin Management and Support</li> <li>• Precautionary Down Manning/ Evacuation Reception</li> <li>• Liaison with Local Emergency Services</li> <li>• Manage Environmental Impacts</li> <li>• Employee Disaster Assistance / Support to Local Community</li> <li>• Management of Environmental Impacts – Clean-up</li> <li>• Financial Impact</li> <li>• Return to Normal Operations</li> </ul>		
Tasks to Be Completed		
<b>Initial Actions</b>	Incident Commander to be notified by their contact number using Duty Roster sheet.	<input type="checkbox"/>
	Incident Commander to assess situation and request call out of IMT members	<input type="checkbox"/>
	In out-of-hours identify an appropriate safe location to establish the Emergency Operations Center (EOC).	<input type="checkbox"/>
	Establish the circumstances, location size and severity of the incident and number of people affected.	<input type="checkbox"/>
	Notify the Hess Incident Support Team (IST) once IMT is activated and mobilized.	<input type="checkbox"/>
	Assess impact on operations activities, personnel, visitors - develop plan with available information; consider stopping/suspending operations if need to.	<input type="checkbox"/>
	Carry out a review of communications; assess likely impact on the operations.	<input type="checkbox"/>
	Make every effort to account for all personnel who may be caught up in the incident.	<input type="checkbox"/>
	Notify Hess E&P Malaysia operations of the nature, severity and location of the incident.	<input type="checkbox"/>
	Select Tasks and Priorities - to Save and Protect Life & set up a secure location or safe haven if required.	<input type="checkbox"/>
<b>Ongoing Actions</b>	Co-ordinate all available resources and attempt to source more. IST can assist with this.	<input type="checkbox"/>
	Liaise with Embassies / Consulates and the Country Government bodies and local emergency response services.	<input type="checkbox"/>
	In the event of a Hess individual(s) being involved in a natural disaster, the IMT must provide immediate support to the personnel.	<input type="checkbox"/>
	Confirm safe access routes are available as well as confirm infrastructure and facilities status.	<input type="checkbox"/>
	Manage Casualty Issues - integrating with the Medical Services Provider (International SOS).	<input type="checkbox"/>
	Request the local HR team to account for all personnel and ensure that they are safe and identify opportunities for assistance.	<input type="checkbox"/>
	Confirm the press statement development, approval and distribution process with IST and Incident Commander prior to release.	<input type="checkbox"/>
<b>Additional Info</b>	If communications are affected utilize satellite communications.	<input type="checkbox"/>
	Continue to provide information to all Hess Malaysia operations.	<input type="checkbox"/>
	Ensure that regular updates are being provided to the IST.	<input type="checkbox"/>
	Consider cessation of all operations and prepare to evacuate all personnel if required.	<input type="checkbox"/>
	If required distribute money and food from a predetermined location to all staff affected by the natural disaster.	<input type="checkbox"/>
	Ensure that the longer term Business Continuity issues are being considered by the IMT and/or IST.	<input type="checkbox"/>
	Ensure that the local HR team is supported by the IST to manage all HR issues associated with the incident.	<input type="checkbox"/>
	Stand down relevant team members as the incident is brought under control.	<input type="checkbox"/>

<b>5.9 FATALITY</b>		
OBJECTIVES		
<ul style="list-style-type: none"> <li>• Identify the victim(s)</li> <li>• Establish and ensure site security</li> <li>• Management of the remains</li> <li>• Support for Employees</li> <li>• Next of Kin Management and support</li> <li>• Media response</li> <li>• Legal and liability issues</li> <li>• Company image</li> <li>• Business Continuity</li> </ul>		
Tasks to Be Completed		
Initial Actions	Incident Commander (IC) to be notified by their contact number using Duty Roster sheet.	<input type="checkbox"/>
	Incident Commander to assess situation and request call out of IMT members.	<input type="checkbox"/>
	Establish the location of the incident and consider consequences.	<input type="checkbox"/>
	Upon arrival, the IMT are to set up the Emergency Operations Center (EOC) and receive a brief from the IC.	<input type="checkbox"/>
	Notify the Hess Incident Support Team (IST) once IMT is activated and mobilized.	<input type="checkbox"/>
	Identify whether there is / are other non-fatal casualties - mobilize medical support as required.	<input type="checkbox"/>
	Provide guidance to the incident scene concerning preservation of evidence and treatment of the remains – seek advice from local/national authorities if necessary.	<input type="checkbox"/>
	Ensure notifications to applicable government agencies are being completed within specified timeframes.	<input type="checkbox"/>
Ongoing Actions	Fully appraise situation - rescue or separate unaffected persons, identify source.	<input type="checkbox"/>
	Plan and implement actions as appropriate.	<input type="checkbox"/>
	Request the HR Officer to start assembling a HR support team and to prepare all Next-of-Kin information.	<input type="checkbox"/>
	If the fatality is a Contractor with a Contract Company, ensure that appropriate notification to Next-of-Kin is handled at Contract Company.	<input type="checkbox"/>
	Determine the level of Humanitarian Assistance to be provided to the Next-of-Kin.	<input type="checkbox"/>
	Work with the local authorities to ensure that notification of Next-of-Kin is done in a timely and sensitive manner.	<input type="checkbox"/>
Additional Info	Complete periodic <b>SitRep</b> and distribute to IMT and IST accordingly.	<input type="checkbox"/>
	Ensure that the HR teams are managing all personnel issues associated with the incident.	<input type="checkbox"/>
	Ensure that regular updates are being given to the IST.	<input type="checkbox"/>
	Consider dispatching additional Liaison/HR support to potential receiving centers.	<input type="checkbox"/>
	Ensure that the IST and IMT are managing any reputation related issues, including generation of press releases.	<input type="checkbox"/>
	Consider need for psychological support for other Hess staff and have HR support team activate resources as necessary (to both the incident scene and other Hess offices/sites).	<input type="checkbox"/>
	Ensure that all information received by the IMT is logged and can be used during any future investigations.	<input type="checkbox"/>
Stand down relevant team members as the incident is brought under control.	<input type="checkbox"/>	

## 5.10 Security / Bomb Threat

### OBJECTIVES

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Safety of Personnel</li> <li>• Secure Site – Make Well Safe – Suspend Operations</li> <li>• Impact on Local Community</li> <li>• Liaison with Local Security Force</li> <li>• Local/National Government Liaison</li> </ul> | <ul style="list-style-type: none"> <li>• Evacuation / Shelter-in-Place Actions</li> <li>• Shareholder/Investor confidence</li> <li>• Financial Impact</li> <li>• Media Management</li> <li>• License to Operate</li> <li>• Return to Normal Operations</li> </ul> |
|---|---|

### Tasks to Be Completed

Initial Actions	Incident Commander (IC) to be notified by their contact number using Duty Roster sheet.	<input type="checkbox"/>
	Incident Commander to assess situation and request call out of IMT members – mobilize to the Emergency Operations Center (EOC) if safe to do so.	<input type="checkbox"/>
	Upon arrival the IMT are to set up the Emergency Management Center (EMC) and receive a brief from the IC	<input type="checkbox"/>
	Notify the Hess Incident Support Team (IST) once IMT is activated and mobilized.	<input type="checkbox"/>
	Request support from Hess Security Manager and establish the location, scale and severity of the incident.	<input type="checkbox"/>
	If Bomb Threat event, review contents and refer to "Bomb Threat Checklist" and complete the checklist/form as much info as possible.	<input type="checkbox"/>
	Confirm if Threat is credible – liaise with Security at IST and CMT levels (if required) to obtain advice on credibility of Threat.	<input type="checkbox"/>
	Make immediate contact with the Police and National security services.	<input type="checkbox"/>
	Ensure that all Hess Operations are informed of the ongoing situation.	<input type="checkbox"/>
	Compile all identification and travel documentation for affected personnel and Next of Kin as necessary.	<input type="checkbox"/>
	If situation deteriorates, consider temporary cessation of operations during the incident.	<input type="checkbox"/>
	Identify any further support needed and request for specialists to be activated, IST can source this support.	<input type="checkbox"/>
	Fully appraise situation - Plan safe recovery, rescue and accounting for all personnel potentially involved.	<input type="checkbox"/>
Assess selected external muster location for ground disturbance and suspicious objects before evacuation is initiated if possible.	<input type="checkbox"/>	
Ongoing Actions	Plan and implement actions as appropriate considering worst case scenario.	<input type="checkbox"/>
	Identify Human Resource needs of evacuees and plan for accordingly. IST can assist.	<input type="checkbox"/>
	Ensure that security operations with government security agencies are managed and co-ordinated accordingly.	<input type="checkbox"/>
	Continue to develop links and obtain external sources of information and support from Police, Embassies, local government, ISOS, etc.	<input type="checkbox"/>
	Prepare and maintain Security Plan if need to; issue Security Bulletins as necessary. <b>Refer to Security Plan / Evacuation Plan if required.</b>	<input type="checkbox"/>
	Identify further security support and assistance if needed and request for security specialists via IST to be activated if necessary.	<input type="checkbox"/>
	Consider alternative locations to meet / work / live.	<input type="checkbox"/>
Notify and obtain advice from the local and national government response agencies.	<input type="checkbox"/>	
Additional Info	Consider potential evacuation of expat/local staff and make documentation available for evacuation if required.	<input type="checkbox"/>
	Ensure that the IST & IMT are managing the reputation issues and pressure groups.	<input type="checkbox"/>
	Request specialist support (HR and informing Next-of-Kin). To be organized locally but supported by the IST.	<input type="checkbox"/>
	Ensure that all information received by the IMT is logged and can be used during any future investigations.	<input type="checkbox"/>
	Stand down relevant team members as the incident is brought under control.	<input type="checkbox"/>

## 5.11 Response Termination

Termination activities are divided into three phases: debriefing the incident, post-incident analysis, and critiquing the incident. The extent to which these phases are undertaken depends on the nature and magnitude of the spill or release. Even a small product release could elicit very detailed termination activities. For example, a release of H<sub>2</sub>S with subsequent personnel or public negative impact. Additionally, some spills or releases trigger outside agency reporting. These events would trigger the formal termination procedures outlined in this section.

### A. DEBRIEFING THE INCIDENT

Debriefings should begin as soon as the “emergency” phase of the operation is completed. Ideally, this should be before first responders leave the scene, and it should include the hazmat response team, sector officers, and other key players such as public information officers and agency representatives who the Incident Commander determines would benefit from being involved.

An effective debriefing should:

1. Inform responders exactly what hazardous materials they were (possibly) exposed to and the signs and symptoms.
2. Identify equipment damage and unsafe conditions requiring immediate attention or isolation for further evaluation.
3. Assign information-gathering responsibilities for a Post-Incident Analysis and critique.
4. Summarize the activities performed by each sector, including topics for follow-up.
5. Reinforce the positive aspects of the response.

Safety meeting attendance forms and or memoranda may be utilized to document the debriefing.

### B. POST-INCIDENT ANALYSIS

Post-Incident Analysis (PIA) is the detailed, step-by-step review of the incident to establish a clear picture of the events that took place during the incident. It is conducted to establish a clear picture of the emergency response for further study.

The PIA is not the same as investigations conducted to establish the probable cause of the accident for administrative, civil, or criminal proceedings. Those are usually conducted utilizing root cause or HAZOP methodologies. One person or (or office) should be designated to collect information about the response during the debriefing. Additional data may be obtained from Command post logs, incident reports and eyewitness interpretations.

Once all available data has been assembled and a rough draft report developed, the entire package should be reviewed by key responders to verify the available facts are arranged properly and actually occurred.

The PIA should focus on four key topics:

1. Command and Control - Was command established and sectors organized? Did information flow from operations personnel through Sector Officers to the Incident Commander? Were response objectives communicated to the personnel expected to carry them out?
2. Tactical Operations - Were the tactical options ordered by the IC and implemented by emergency response personnel effective? What worked? What did not?
3. Resources - Were the resources adequate for the job? Are improvements needed to apparatus and/or equipment? Were personnel trained to do the job effectively?
4. Support Services - Were the support services received from other organizations adequate? What is required to bring support to the desired level?

### C. CRITIQUING THE INCIDENT

A commitment to critique a response will improve the Incident Management Plan (IMP) by improving efficiency and pinpointing weaknesses. Never use a critique to assign blame (public meetings are the worst time to discipline personnel). Use the tool as a valuable learning experience (everyone came to the incident with good intentions).

A good critique promotes:

- Trust in the response system as being self-correcting.
- Willingness to cooperate through teamwork.
- Continuing training of skills and techniques.
- Pre-planning for significant incidents.
- Sharing information between response agencies.

**CRITIQUE FORMAT:** A critique leader is assigned. This can be anyone who is comfortable and effective working in front of a group. The critique leader should:

- Control the critique. Introduce the players and procedures, keep it moving and end on schedule.
- Ensure that specific questions receive detailed answers.
- Ensure that all participants follow the critique rules.
- Ensure that each operational group presents their observations.
- Keep notes of important points.
- Sum up the lessons learned.
- Follow up.

## **SECTION 6: RESPONSE ORGANIZATION MANAGEMENT**

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### **6.1 Purpose**

The purpose of this section is to provide background information on the Incident Management Team (IMT) concept of operations for responding to incidents, regardless of nature, severity, or location. Although it is flexible in nature, acceptance and application of the concept is viewed as a critical success factor in the ability of the IMT to organize and manage emergency response operations.

The vast majority of incidents occur without warning. As a result, members of the IMT usually must begin their work in a reactive mode. The first priority is to move from a reactive to a proactive mode of operations, as safely and quickly as possible. This is done by engaging in a fully integrated Concept of Operations whose primary objective is the establishment and maintenance of command and control over the incident and emergency response operations to minimize impact to: People, Environment and Assets.

### **6.2 Emergency Response Organization Hierarchy**

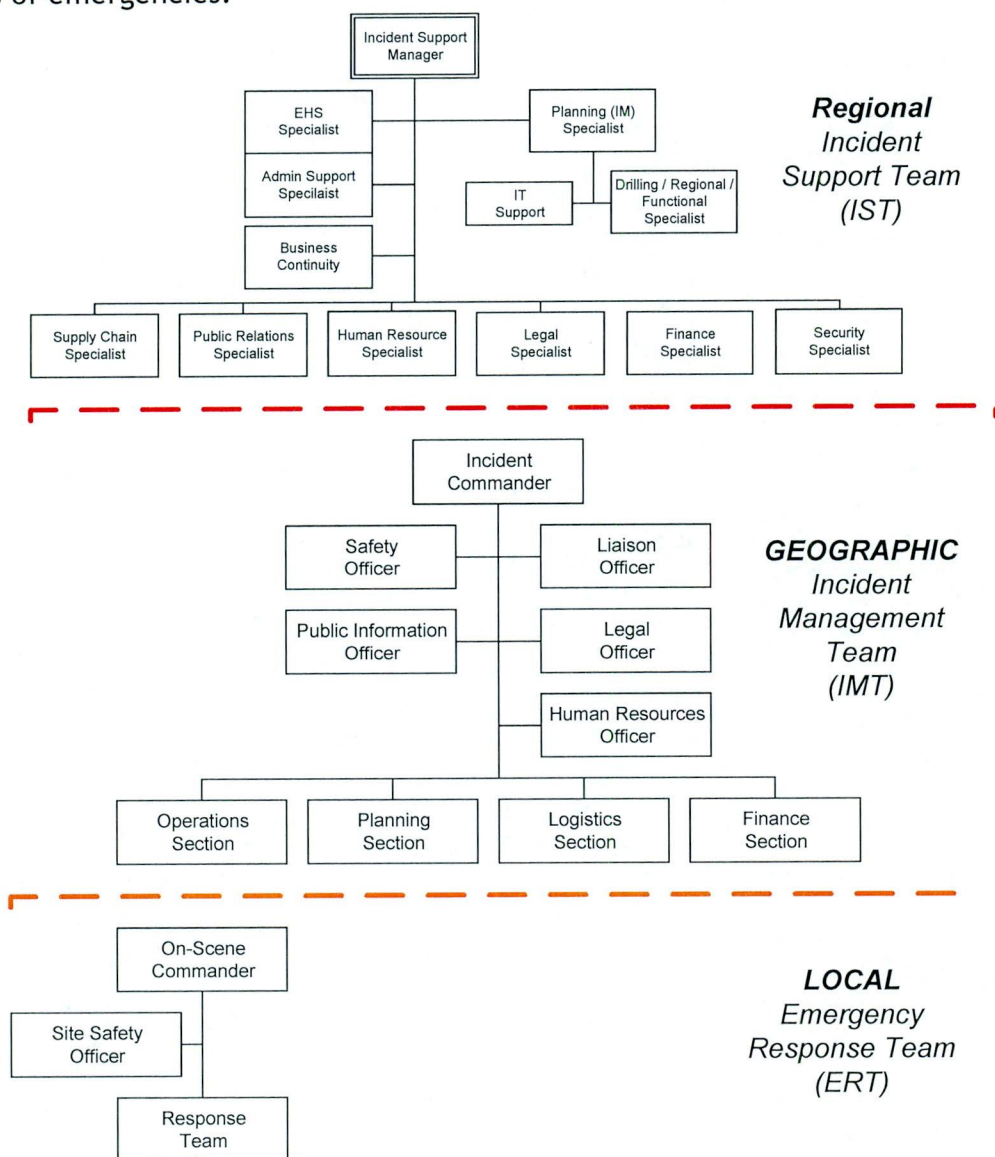
A consistent emergency escalation and organizational structure helps with communication and provides the ability to have a measured escalation response. The structure of the response organization hierarchy needs to allow for open and rapid communication for coordination of resources and efficient escalation. This is achieved by the following:

- Having formal communication protocols between regional centers to improve global communication.
- Having geographic locations and regional centers aligned to the closest time zones.
- Providing regional centers with decision making autonomy to escalate communication to the corporate level when necessary.
- Clarifying and formalizing the role and communication channels of corporate in an incident management response.

Having the same hierarchical structure between incident management and the Hess business organization is not necessary, but it does eliminate the potential for confusion and avoid reporting conflicts impacting emergency management.

For emergencies involving Hess operations in North Dakota Operations, the following organization hierarchy will be used to manage the response.

The Hess Emergency Preparedness and Response Program is a four-tiered organizational approach to forming an integrated Emergency Response Organization (ERO) structure. Responsibility begins at the facility or event scene level Emergency Response Team (ERT) and rises through the Geographic Level Incident Management Team (IMT) to the Incident Support Team (IST) in Houston, Texas. At each tier there is a designated ERO responsible for responding to and minimizing or mitigating the effects of emergencies.



### 6.3 Incident Command System

Hess Incident Management Program utilizes the Incident Command System or ICS as the tool that facilitates the entire process of tiered response. It would be difficult for the three- tiered organizational approach to work effectively without the standardization of response titles and terminology afforded by the ICS.

The ICS is designed to deal with command, control, and coordination issues in Advance. Some of these issues are: command on-scene, transfer of command, authority to call for offsite aid, authority to declare the situation under control, integration of field response functions, and assignment of response activities.

The basic attributes of an ICS are:

- Common Terminology
- Consolidated Action Plans for Onsite and Offsite
- Modular Organization
- Manageable Span of Control
- Integrated Communications
- Pre-designated Control and Support Facilities
- Incident Commander
- Unified Command Structure

### 6.4 Incident Management Team (IMT)

An IMT should have the capacity to deal with major incidents that:

- Disrupt or interrupt normal operations over an extended period of time.
- Generate active interest at the geographic level, within government agencies, and among the public.
- Necessitate repetitive short and/or long-term planning.
- Require the acquisition of response resources beyond those immediately available to the affected Asset.
- Place unusual demands on services, facilities, and communications/IT equipment.
- Create complex social, environmental, and/or economic impacts that must be assessed and remediated over an extended period of time.
- Result in complex financial transactions.

Incidents that take on any or all of the dimensions cited above trigger the activation of all or a portion of the Incident Management Team (IMT). The IMT is led by an Incident Commander (IC) who operates out of the IMT Emergency Operations Center (EOC). The IMT is organized to carry out the following major functions: command, operations, planning, logistics, and finance.

The **Command** function is strategic in nature. It generates strategic objectives, determines response priorities and ensures that emergency response operations are carried out in a safe fashion. The command function may also interact with government agencies and the public, and handle legal matters.

The **Operations** function encompasses and provides strategic direction to the work of the ERT as it relates to at-the-site tactical response operations. The operations function is responsible for keeping the balance of the Geographic IMT informed about the nature and status of ERT response operations, and the needs of the ERT. The operations function may be called on to work or provide guidance on tactical response matters better handled in the IMT Emergency Operations Center (EOC) versus the ERT Incident Command Post (IMP).

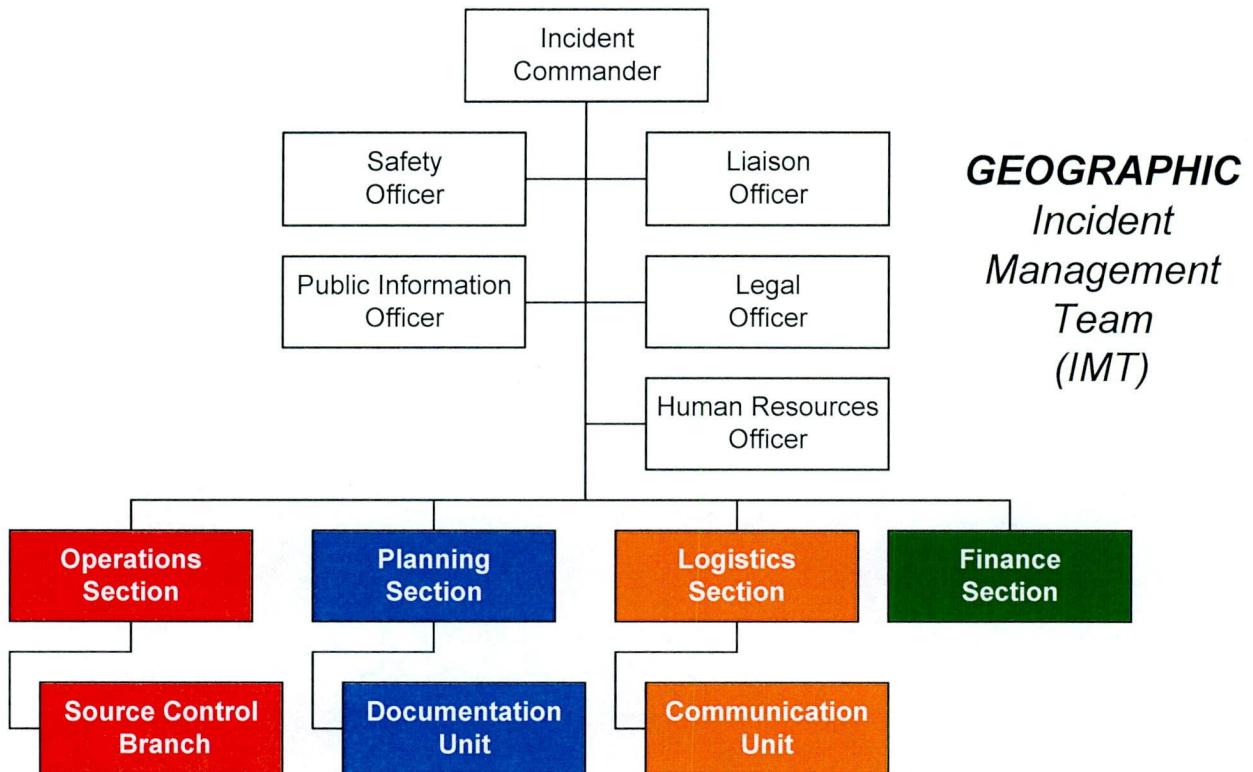
The **Planning** function takes the lead in the conduct of short-term (e.g., preparation of Incident Action Plans) and long-term (e.g., preparation of a General Plan) planning. In addition, the planning function manages information associated with emergency response operations by establishing and maintaining the Information Center, and collecting and preserving documentation. When incidents result in environmental impacts, and/or emergency response operations are influenced by environmental considerations, the planning function also provides the necessary environmental expertise.

The **Logistics** function has two key responsibilities. First, it supports emergency response operations by requisitioning or procuring the personnel, equipment, materials, and supplies needed to carry out the operations. Second, it arranges for the services necessary to sustain emergency response operations, including: food, water, housing, clothing, transportation, security, fuel, spare parts, and anything else needed to keep people and equipment working in a safe and productive fashion.

The **Finance** function manages all financial transactions associated with emergency response operations. This responsibility includes the compilation of documentation needed to support requests for reimbursement from insurance carriers, and the receipt and processing of third party claims. The finance function also is responsible for attending to all human resources issues that arise during the conduct of emergency response operations.

Roles and responsibilities for the Incident Management Team are described in this section.

The North Dakota Operations IMT Organization Chart is presented in figure below.



## 6.5 IMT Concept of Operations

### Incident Management Team Activities

#### Getting Organized

- Establish Emergency Operations Center.
- Develop ICS Organization.
- Establish Communications Link with On-Scene Commander.
- Assess Incident Potential.
- Develop Strategic Objectives.
- Initial ICS 201 Developed.
- Identify Areas of Operation.
- Determine Strategies & Tactics.
- Initiate Preparation of Incident Specific Plans.
- Implement Applicable Management Plans.
- Determine ER Operational Periods & Duration of Response.
- Establish Planning Cycle Process.
- Establish Information Center.
- Identify Personnel Needs for Next Shift.

#### Unified Command Establishing

- Overall Management Direction Identified (Develop Objectives; Identify Priorities).
- Plans reviewed and approved.
- Resources integrated.
- Conflicts resolved.
- Focus maintained on overall strategy.
- Objectives should be SMART (Smart, Measurable, Attainable, Relevant, Timely).

#### Information Center Established

- Location of Information Center Identified.
- Personnel for Maintaining Information Center Identified.
- Situation Map Available for Measuring Progress and Identifying Resources.
- Status Boards Defining Incident Identified.
- Status Boards Defining Incident Response Identified.

### **Assessment Meetings**

- Incident Response Briefings Held.
- ICS Organization Focused on Objectives.
- Focused on Progress of Achieving Incident Objectives.
- Held Near Information Center.
- Strategic Responders Focused on the Problem.
- Strategic Responders Informed About the Nature and Status of Tactical Response Operations.
- Problems that are Impeding Acceptable Progress.
- Operations Continuing to Move Forward as Rapidly as Possible.

### **Incident Management Team - Planning Phase**

#### **Incident Action Plan Preparation**

- Objectives Established for Next Operational Period (ICS 202).
- Develop Strategies and Tactics for Next Operational Period.
- Draft Field Assignments Prepared for Next Operational Period (ICS 215 & 204).
- Resources Procured and Support Services Arranged for Next Operational Period.
- Safety and Environmental Considerations Evaluated.
- IAP Compiled, Approved and Distributed for Implementation.
- Core Components of the IAP may include:
  - 202 - Response Objectives
  - Incident Map
  - Weather Forecast
  - 203/207 - Organization Chart
  - 204 - Assignment
  - 205 - Communications Plan
  - 206 - Medical Plan
  - 208 - Site Safety Plan
  - 209 - Incident Status Summary
  - 230 - Meeting Schedule
  - 232 - Resources at Risks

### **Consequences to Community**

- Safety of Community
- Public Information
- Assisting and Cooperating with Agencies
- Political Impact
- Economic Impact
- Evacuation Issues
- Prompt Response to Claims / Compensation

### **Consequences to Environment**

- Protection of Environment
- Natural Resource Damage Assessment
- Alternate Response Technologies
- Disposal Issues
- Wildlife Management

### **Consequences to Business**

- Business Interruption
- Minimize Stakeholder Impact
- Keep Stakeholders Informed
- Positive Media Coverage
- Positive Public Perception
- Assist with Investigations (Internal & External)

## **6.6 IMT Roles & Responsibilities Checklist**

Roles and responsibilities for additional members of the Incident Management Team can be located in the Hess E&P Incident Management Handbook. Additionally, Appendix B includes a series of checklists for each of the IMT positions. These checklists are designed to highlight the initial actions which should be undertaken by the individuals filling those positions.

## 6.7 North Dakota Emergency Operations Center

### 6.7.1 EOC Set-Up Checklist

Actions to be taken by the first team member arriving at the Emergency Operations Center (EOC) include:

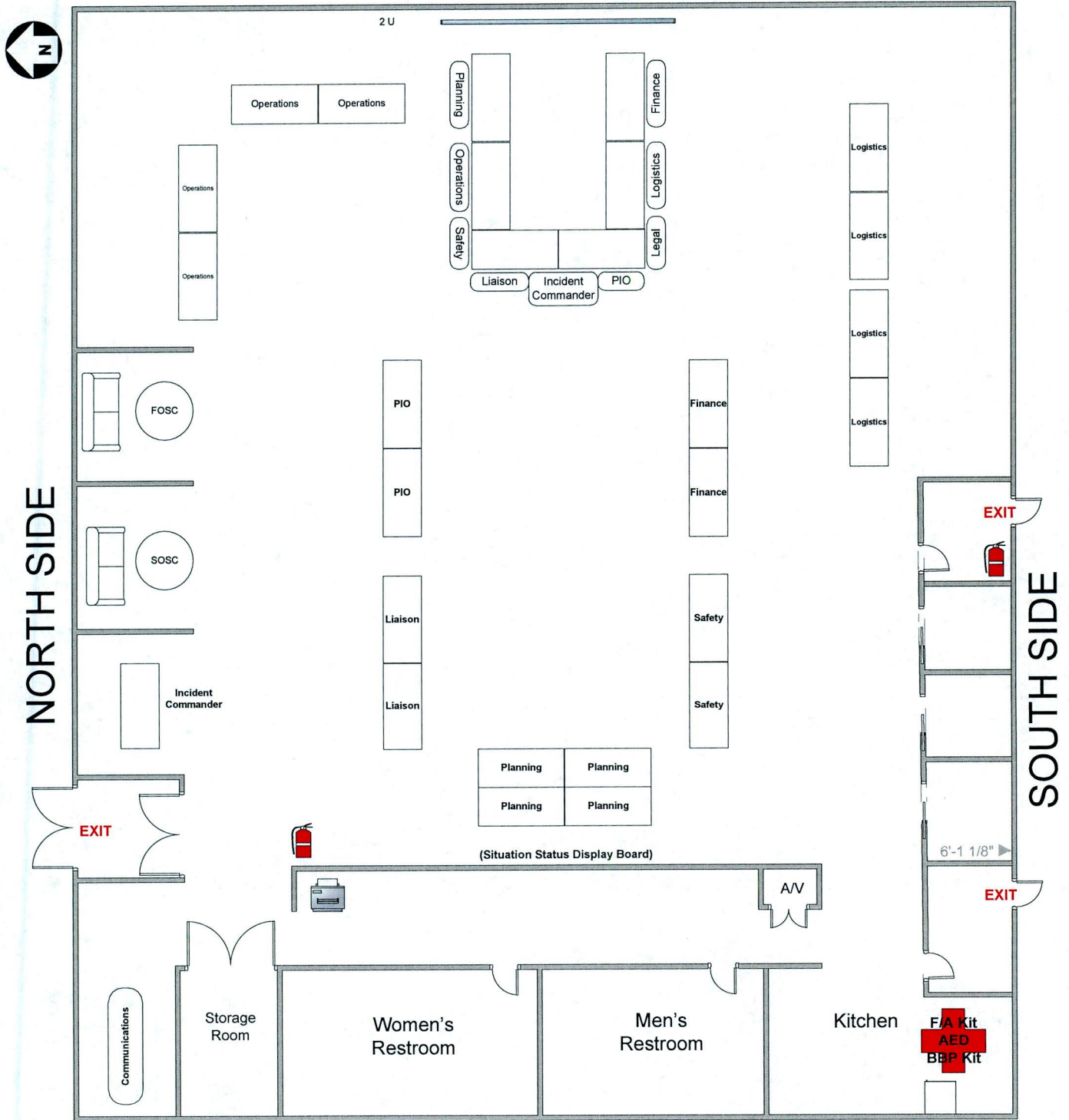
FIRST IN ROOM ACTIONS	CHECK
1. Remove the IMT position tubs from the EOC storage closet.	<input type="checkbox"/>
2. Move the tables and chairs in the EOC to match the layout diagram (see next page).	<input type="checkbox"/>
3. Ensure the IMT Check-in List (ICS 211 form) is out and ready for signatures. <i>NOTE</i> - This form is in the blue accordion box in the Planning Section Tub.	<input type="checkbox"/>
4. Ensure that the contents of the IMT position tubs are put on the relevant team member tables.	<input type="checkbox"/>
5. Ensure that all printers and televisions are switched on.	<input type="checkbox"/>
6. Ensure status boards (ICS 201 form) are available and put up on the back wall, as well as adding any known information. <i>NOTE</i> - This form is a total of 4 laminated poster size pages. These forms are in the EOC Storage Room.	<input type="checkbox"/>
7. If emergency or incident event type and location is known, obtain relevant Response Plans. The plans can also be found on the EHS ER SharePoint site: <a href="http://houshare.ihess.com/sites/emergencycontacts/default.aspx">http://houshare.ihess.com/sites/emergencycontacts/default.aspx</a>	<input type="checkbox"/>
8. On arrival of the Duty Incident Commander, brief on the situation and wait for further instructions from the Duty Incident Commander.	<input type="checkbox"/>
9. Resume own duties when able to.	<input type="checkbox"/>

For assistance or questions concerning the actions identified above please contact the following personnel:

NAME	PHONE	EMAIL
Todd Sayler	701-500-1053	tsayler@hess.com
Rachael Henry	432-209-1077	rhenry@hess.com

6.7.2 EOC Layout Diagram

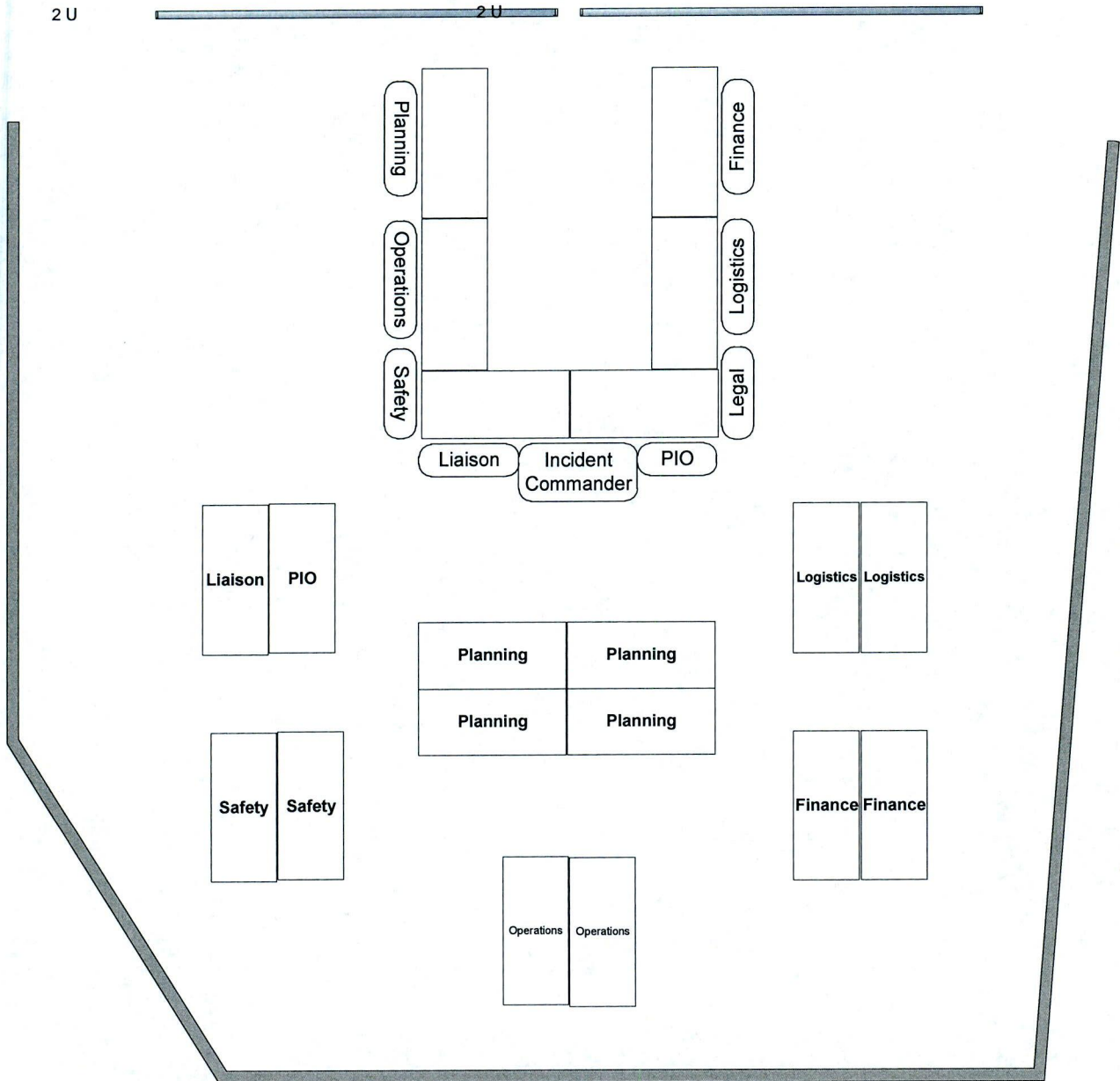
Minot Office EOC - Goliath Townhall



Tioga Office EOC - Cafeteria

2 U

2 U



Temporary Partition Walls

## SECTION 7: EMERGENCY COMMUNICATIONS SUPPORT

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### 7.1 Media and External Communications

#### HESSCORPORATESPOKESPERSON

In the event of an incident, Corporate Communications and incident command may appoint an on-scene “designated spokesperson”. A Hess Midstream Partner spokesperson will be designated for midstream assets in the MLP.

Only designated spokespersons may speak with the media. This policy covers both routine press inquiries regarding company operations and activities and incidents. Company-approved media training will be provided for selected individuals who may have to act as a spokesperson for a specialized area of the business, or during the early stages of a crisis incident. Only persons who receive this training will be authorized to speak on behalf of the company and provide information to outside representatives, including the media.

Any Hess personnel who may be contacted by the media should immediately refer the individual to local management and/or communications department representative. This should be done without offering any information. A statement saying “Thank you for calling but I am not the person you need to speak with. Let me transfer you to \_\_\_\_\_.” No one should release any verbal or written information except the communication department or the designated spokesperson.

**ACTION TO BE TAKEN INITIALLY:**

<b>Company employees at the scene of an emergency should:</b>	
•	Contact immediate supervisor or next higher level of management.
•	Maintain site security. Do not allow anyone into Hess facilities except those personnel and equipment required to handle the emergency.
•	Under <u>NO</u> circumstances should the following information be released: <ul style="list-style-type: none"> <li>▪ Cause of emergency.</li> <li>▪ Speculation regarding cause.</li> <li>▪ Dollar estimate of physical damage.</li> <li>▪ Names of injured or dead, prior to notification of Next-of-Kin.</li> <li>▪ Pictures of the incident.</li> </ul>
•	Refer media inquiries to Incident Commander until "Designated Spokesperson/Public Information Officer" is appointed.

**STATEMENTS, PRESSRELEASES, EMPLOYEEEMAILS**

Official statements and/or press releases will not be issued until clearance and approvals are received from the incident commander and legal department. Release of information concerning emergency conditions at Company facilities or operations will be provided in accordance with Corporate Procedures.

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## SECTION 8: PERSONNEL TRAINING AND EXERCISES

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### 8.1 Training

#### Personnel Training

Experienced, well-trained personnel are essential for successful implementation of an Emergency Response Plan. An ongoing training program will be carried out in conjunction with exercises to check the effectiveness of the training and to test the plan.

In addition to maintaining maximum familiarity with all aspects of the plan, the training and exercise program is intended to provide members of the spill response team with the basic knowledge, skills and practical experience necessary to perform safe and effective spill response operations in accordance with the plan. Whenever possible, hands-on training should be stressed.

Personnel assigned specific duties in the ICS will have annual job-specific ICS training, as well as overall ICS training.

Hess is committed to train its personnel to act proactively and have proper training to respond to all clean-up and source control activities. Cleanup activities will be performed by outside contractors trained to the proper level. Additional outside contractors that are properly trained may be utilized to assist the Emergency Response Team (ERT). These contractors and agencies are listed in the Appendix A.

During periodic safety meetings, oral examinations can be given to verify effectiveness of training. If training is found to be lacking in any areas, the training will be revised to cover noted areas.

#### Incident Management Team

The function of the team is to assist or relieve the company's IC in the actual response to a hazardous substance spill or gas release. The team staffs the organizational structure the company has identified to manage response plan implementation. The management team may also provide the operational oversight of field response personnel.

A well-structured response organization will be able to accommodate changes in the size of the Incident Management Team and rapidly integrate additional members.

If the company desires greater flexibility in use of their personnel knowledge in case key personnel are unavailable, it may choose to add to the training requirements presented to team members. The goal is to train these personnel so that the team can function as a coordinated unit and direct the activities of the cleanup and mitigation procedures in an efficient and timely manner. All ERT and IMT personnel will be indoctrinated in their

responsibilities listed in the response plan. Included in this training are procedures for contacting the Incident Commander on a 24-hour basis.

The following provides elements that will be incorporated into the training modules for emergency response personnel. The material should not be considered as mandatory training nor should it be considered all-inclusive. Team members receiving this training will have an excellent educational foundation to help them play a highly pro-active role in the incident.

### 8.1.1 Emergency Response Team Training & Exercise Requirements

ERT Position	ICS 100	Hess Media Training	40 Hour HAZWOPR	Annual Drill	Annual Functional Exercise
On-Scene Incident Commander	•	•	•	•	•
Safety Officer	•		•	•	•
Response Team	•		•	•	•

### 8.1.2 Incident Management Team Training & Exercise Requirements

IMT Position	ICS 100	ICS 200	IAP Software Training	Hess Media Training	8 Hour HAZWOPR	Annual Functional Exercise
Incident Commander	•	•		•	•	•
Safety Officer	•	•			•	•
Liaison Officer	•	•			•	•
Public Information Officer	•	•		•	•	•
Legal Officer	•	•			•	•
Human Resources Officer	•	•			•	•
Operations Chief	•	•			•	•
Planning Chief	•	•	•		•	•
Logistics Chief	•	•			•	•
Finance / Admin Chief	•	•			•	•

**Response Training elements for Facility Personnel, Incident Commanders, Emergency Response Team, and Incident Management Team Members include:**

•	Notification procedures/requirements for facility owner/operator, internal response organization, federal and state agencies, local contractors, and the information required for those organizations.
•	Communication system used for the notifications.
•	Information on the products stored, used, or transferred by the facility including familiarity with the material safety data sheets, special handling procedures, health and safety hazards, spill and firefighting procedures.
•	Facility personnel responsibilities and procedures for use of facility equipment that may be available to mitigate or utilize during an incident.
•	Specific procedures to shut down affected operations.
•	Procedures to take in the event discharge, potential discharge, or emergency involving the following: <ul style="list-style-type: none"> <li>• Air Release (On-Site &amp; Offsite)</li> <li>• Explosion</li> <li>• Fire</li> <li>• Severe Weather (Tornado)</li> <li>• Tank Rupture/Overfill</li> <li>• Piping Leak/Rupture</li> <li>• Security Issue</li> <li>• Equipment Failure</li> </ul>
•	The operational capabilities of the contractors to respond to different types of incidents.
•	The Incident Management System that will be used to manage responses.
•	The drill and exercise program to meet the federal requirements.



## 8.2 Exercise/Drills

Periodic drills and exercises, either tabletop, functional or full-scale, should be conducted. The drills will improve the Incident Management Plan through critiques and practice. The impact on a community from an incident can be greatly reduced by having good communication between the company and all of the stakeholders (neighbors, emergency response personnel and local officials).

Exercises & Drills should be designed to:	
•	Test the ERT and IMT's ability to act as expected and required in response to emergencies that could occur within the production operations such as evacuation procedures, firefighting, shelter-in-place, etc.
•	Provide response personnel with an opportunity to apply their training and exercise/get comfortable with their roles & responsibilities and the Incident Management System.
•	Identify gaps, limitations, and areas of concern to address with the response team, plans, equipment, and response tools.
•	Build on lessons learned from previous experience, previous drills or actual spill response events.

All exercises and drills should be documented with after action reports and findings will be documented in Synergi for follow up.

Figure 8.2: Emergency Response Exercise Documentation Form


Emergency Response Exercise Documentation Form			
<b>Exercise Name:</b>	<b>Exercise Date:</b>		
<b>Exercise Location:</b>	<b>Exercise Duration:</b>		
<b>Type of Exercise:</b>	Announced Exercise	Unannounced Exercise	Actual Response
<b>Response plan scenario used:</b>			
Size of simulated release _____ Bbls / Gals			
<b>Objectives exercised during event:</b>			
Did the response team demonstrate knowledge of the response plan? Yes      No			
Were proper notifications made? Yes      No			
Were communications systems adequate? Yes      No			
Did the response team access contracted oil spill removal organizations? Yes      No			
Did response team coordinate response with applicable agencies? Yes      No			
Did response team access sensitive site and resource information from the Area Management Plan? Yes      No			
<b>Identify which of the 15 core components of the response plan were exercised during this event:</b>			
<input type="checkbox"/> Notification	<input type="checkbox"/> Staff Mobilization	<input type="checkbox"/> Ability to Operate Within the Mgt. System	
<input type="checkbox"/> Discharge Control	<input type="checkbox"/> Assessment	<input type="checkbox"/> Containment	
<input type="checkbox"/> Recovery	<input type="checkbox"/> Protection	<input type="checkbox"/> Disposal	
<input type="checkbox"/> Communications	<input type="checkbox"/> Transportation	<input type="checkbox"/> Personnel Support	
<input type="checkbox"/> Procurement	<input type="checkbox"/> Documentation	<input type="checkbox"/> Equipment Maintenance & Support	
Attach a description of lessons learned, procedures and schedule for implementation, and person(s) responsible for follow up of corrective measures.			
Certifying Signature: _____			

## APPENDIX A: LIST OF CONTACTS

### A.1 Agency Notifications

It is the responsibility of the Incident Commander to ensure incidents are reported to the National Response Center at 800-424-8802. The Incident Action Plan will be developed using the IAP Forms found in Appendix C. Contact phone numbers are located within this Section and the Local Emergency Response plans.

#### Federal Agencies

 <h2 style="margin: 0;">NRC 800-424-8802</h2>	
<p><b>National Response Center</b>  c/o United States Coast Guard (CG-3RPF-2)  2100 2<sup>nd</sup> Street Southwest – Room 2111-B  Washington, D.C. 20593-0001</p>	<p><b>Additional Information:</b>  Phone: 202-267-2180  Fax: 202-267-1322  Web Site <a href="http://www.nrc.uscg.mil">http://www.nrc.uscg.mil</a></p>
<p>The NRC is the <b>sole</b> federal point of contact for reporting oil and chemical spills which enter or threaten to enter the navigable waters of the United States. If you have a spill to report, contact the NRC via the toll-free number or visit the NRC Web Site (<a href="http://www.nrc.uscg.mil">http://www.nrc.uscg.mil</a>) for additional information on reporting requirements and procedures. For those without 800 access, please contact the NRC at 202-267-2675.</p>	
<h3>Reporting Requirements</h3>	
<p>Contact NRC immediately if any of the following conditions occur:</p> <ul style="list-style-type: none"> <li>• A sheen, slick, or spill is observed or discovered.</li> <li>• A reportable quantity or more of a hazardous substance is released. See Material Safety Data Sheet (MSDS), or reference the EPA's database of RQs at this internet website: <a href="http://web-services.gov/ol/">http://web-services.gov/ol/</a></li> <li>• A DOT gas pipeline release causes injury, death, fire, or damage of more than \$50,000, including the value of lost product, and the cost of cleanup and recovery.</li> <li>• A DOT oil or condensate pipeline spill exceeds 5 gals., or causes injury, death, fire, or damage of more than \$50,000, including the value of lost product, and the cost of cleanup and recovery.</li> </ul>	
<p>Be prepared to give the following information when reporting an incident:</p> <ul style="list-style-type: none"> <li>• Your name, location, organization, and telephone number</li> <li>• Name and address of the party responsible of the incident</li> <li>• Date and time of the incident</li> <li>• Location of the incident</li> <li>• Source and cause of the release or spill</li> </ul>	

## EPA

Region 1 / New England (ME, NH, VT, MA, RI, CT): 1-888-372-7341  
 Region 2 / NY and NJ: 1-212-637-4050  
 Region 3 / Mid-Atlantic (DE, MD, PA, VA, WV, DC): 1-800-438-2474  
 Region 4 / Southeast (MS, TN, AL, GA, FL, KY, SC, NC): 1-800-241-1754 or 1-404-562-9900  
 Region 5 / Upper Midwest (IL, IN, MI, MN, OH, WI): 1-312-353-2000  
 Region 6 / South Central (AR, LA, NM, OK, TX): 1-800-887-6063  
 Region 7 / Midwest (IA, KS, MO, NE): 1-800-223-0425  
 Region 8 / Mountains and Plains (CO, MT, ND, SD, UT, WY): 1-800-227-8917  
 Region 9 / Pacific Southwest (AZ, CA, HI, NV, Guam, American Samoa): 1-415-947-8713  
 Region 10 / Pacific Northwest (AK, ID, OR, WA): 1-800-424-4372 or 1-206-553-4973

### Environmental Emergencies

#### General Information:

Phone: 202-272-0167

Web Site: <http://www.epa.gov/>

### Reporting Requirements


<b>Type:</b>	<input type="checkbox"/> Oil discharges inland that are above the Reportable Quantity (RQ) of 14 gallons; <input type="checkbox"/> any amount of oil that has entered or threatened to enter any navigable waters; or <input type="checkbox"/> a release of as hazardous substance above the RQ according to Comprehensive Environmental Response, Compensation and Liability Act of 1980 (CERCLA) requirements
<b>Verbal:</b>	<input type="checkbox"/> Within 1 Hour
<b>Written:</b>	<input type="checkbox"/> Not required

**Note: Always request fax confirmation of report**

## North Dakota: Drilling, Completions And Operations Regulatory Required Notifications

Environmental Incident Conditions Requiring Regulatory Notification	Regulatory Limits / Reportable Quantity (IES)	National Response Center (CERCLA)	Bureau of Land Management	LEPC/SERC (EPCRA)	NDDOH Department of Health	NDIC Industrial Commission	County Sheriff	ND Highway Patrol	Land Owner	AHC Contact
<b>Upsets / Malfunctions</b>										
(1) Venting (Non-Flare Gas Releases)	(1a) Hydrogen Sulfide From Venting Produced Gas	No	No	Yes If >100 Lbs	Yes If >100 Lbs	Yes If >100 Lbs	Notes 2 & 3	Note 4	No	*
	(1b) Hydrogen Sulfide From Venting Other Process Sources	Yes If >100 Lbs	No	Yes If >100 Lbs	Yes If >100 Lbs	Yes If >100 Lbs	Notes 2 & 3	Note 4	No	*
	(1c) Venting Produced Gas	No	Note 5	No	Note 2	Note 2	Notes 2 & 3	Note 4	No	*
	(1d) BETX (Benzene) From Venting Produced Gas	No	No	Yes If > 10 Lbs	Yes If > 10 Lbs	Yes If > 10 Lbs	Notes 2 & 3	Note 4	No	*
	(1e) BETX (Benzene) From Venting Process Sources	Yes If > 10 Lbs	No	Yes If > 10 Lbs	Yes If > 10 Lbs	Yes If > 10 Lbs	Notes 2 & 3	Note 4	No	*
(2) Emergency Flare	(2a) 60% Opacity for 6 min./hr. > 20% Opacity after 6 min.	No	No	No	Yes	No	No	No	No	*
	(2b) Sulfur Dioxide Emissions	No	No	Yes If > 500 Lbs	Yes If > 500 Lbs	Note 1	Notes 2 & 3	Note 4	No	*
<b>Maintenance / Scheduled - Unscheduled Activities</b>										
(1) Planned Maintenance of Pollution Control	(1a) Twenty-four (24) hours prior telephone notice	No	Yes	No	Yes	Yes	No	No	No	No
<b>Spills / Releases</b>										
(1) Triethylene	(1a) Any quantity on site	No	Note 5	No	**	Yes	Note 2	No	No	*
	(1b) Any quantity on site	No	Note 5	No	**	Yes	Note 2	Note 4	Note 6	*
(2) Methanol	(2a) > 5000 lbs. on site	Yes	Note 5	Yes	**	Yes	Note 2	No	No	*
	(2b) > 5000 lbs. off site	Yes	Note 5	Yes	**	Yes	Note 2	Note 4	Note 6	*
(3) Crude Oil/Petroleum	(3a) Any quantity in water	Yes	Note 5	Yes	Yes	Yes	Note 2	No	No	*
	(3b) 1 BBL or more, OR any off site	No	Note 5	No	**	Yes	Note 2	Note 4	Note 6	*
(4) Produced/Salt Water	(4a) Any quantity in water.	No	Note 5	No	Yes	Yes	Note 2	No	No	*
	(4b) 1 BBL or more, OR any off site	No	Note 5	No	**	Yes	Note 2	Note 4	Note 6	*
(5) Miscellaneous Production Chemicals	Miscellaneous production and other proprietary chemicals that are stored at sites, whether in drums or in bulk, may require Regulatory Agency notification if accidentally spilled / released. Consult each chemical's MSDS for reportable quantities of CERCLA or SARA substances, and contact the Environmental Department for assistance in determining if a Regulatory Agency should be notified.									
<p>NOTES: 1) If flaring for an extended period of time.  2) Immediate telephonic notice of any release that may be hazardous to the public.  3) Sheriff will contact local fire department if necessary.  4) Notify if release may require control of state highway.  5) If on BLM lands (BLM is surface management agency)  a. As soon as practical within 24 hours for &gt; 100 bbls. Of oil, saltwater, or toxic liquid, or any combination, and venting &gt; 500 MCF gas.  b. Written notification within 15 days if at least 10 bbls. but &lt;100 bbls.</p> <p>6) Notify landowner if spill/release migrates off-site  *) Notification to E &amp; P Environmental Department Required as soon as possible after incident discovery.  **) No notification required unless spill/release has or is "likely" to impact waters (ground and surface) of the state.  NDAC 33-16-02.1-11.</p>										

<b>OSHA 1-800-321-6742</b>	
<b>Bismarck Office 701-250-4521</b>	
General Information: Phone: 972-850-4145	
Web Site: <a href="http://www.osha.gov/">http://www.osha.gov/</a>	
<b>Reporting Requirements</b>	
<b>Type</b>	Fatality from a work related incident or the inpatient hospitalization of three or more employees or contractors as a result of a work related incident
<b>Verbal:</b>	As soon as possible
<b>Written:</b>	As requested by the agency

	
<b>Department of Transportation / NRC</b>	<b>1-800-424-8802</b>
<p><i>The Office of Pipeline Safety ("OPS") requires an accident report for each failure in a pipeline system in which there is a release of a hazardous liquid, including oil, which results in <u>any</u> of the following:</i></p>	
<p>(a) Explosion or fire not intentionally set by the operator.</p> <p>(b) Release of 5 gallons or more of hazardous liquid, except that no report is required for a release of less than 5 barrels resulting from a pipeline maintenance activity if the release is:</p> <ol style="list-style-type: none"> <li>(1) Not otherwise reportable under Part 195.50 (i.e. a release resulting in an explosion or fire, death of a person, personal injury necessitating hospitalization or estimated property damage in excess of \$50,000);</li> <li>(2) Not a release resulting in pollution of any stream, river, lake, reservoir, or other similar body of water that violated applicable water quality standards, caused a discoloration of the surface of the water or adjoining shoreline, or deposited a sludge or emulsion beneath the surface of the water or upon adjoining shorelines;</li> <li>(3) Confined to company property or pipeline right-of-way; and</li> <li>(4) Cleaned up promptly.</li> </ol> <p>(c) Death of any person</p> <p>(d) Personal injury necessitating hospitalization.</p> <p>(e) Estimated property damage, including cost of clean-up and recovery, value of lost product, and damage to the property of the operator or others, or both, exceeding \$50,000. See 49 C.F.R. § 195.50. For spill incidents involving Hess ND jurisdictionally regulated (PHMSA) pipeline systems/segments reference the Hess ND Operations &amp; Maintenance Manual for Hazardous Liquid Pipelines found at:</p> <p><a href="http://hessconnect.ihess.com/sites/unconventionals/ubuehs/DOT%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Funconventionals%2Fubuehs%2FDOT%20Documents%2F11%20Documents%20and%20Data%20Control%2FSWP%2F01%20HESS%20%2D%20OM%20Books%20in%20PDF%2FHAZ%20LIQ%20PL%2FO%5FM%20Manual&amp;InitialTabId=Ribbon%2EDocument&amp;VisibilityContext=WSSTabPersistence">http://hessconnect.ihess.com/sites/unconventionals/ubuehs/DOT%20Documents/Forms/AllItems.aspx?RootFolder=%2Fsites%2Funconventionals%2Fubuehs%2FDOT%20Documents%2F11%20Documents%20and%20Data%20Control%2FSWP%2F01%20HESS%20%2D%20OM%20Books%20in%20PDF%2FHAZ%20LIQ%20PL%2FO%5FM%20Manual&amp;InitialTabId=Ribbon%2EDocument&amp;VisibilityContext=WSSTabPersistence</a></p>	

FEDERAL AGENCY CONTACTS			
Agency / Entity	Phone	Alternate	Fax
National Response Center (USCG) c/o United States Coast Guard (CG-5335) - Stop 758 2100 2nd Street, SW Washington, DC 20593	800-424-8802	202-267-2675	202-267-1322
US Environmental Protection Agency EPA Region VIII 1595 Wynkoop Street Denver, CO 80202-1129	800-227-8914	303-312-6312	
OSHA Region VIII Area Office 220 East Rosser Ave. Bismarck, ND 58501	701-250-4521		701-250-4520
Department of Transportation, Region VIII 1471 Interstate Loop Bismarck, ND 58501	701-250-4324	701-250-4389	
US Forest Service 161 21st Street West Dickinson, ND 58601	701-225-5151		
US Army Corps of Engineers 2 12th Avenue E Williston, ND 58801	701-572-6494		
Bureau of Land Management 2933 Third Avenue West Dickinson, ND 58601	701-225-9148		

ND STATE AGENCY CONTACTS			
Agency / Entity	Phone	Alternate	Fax
North Dakota Division of Emergency Management 35 Fraire Barracks Lane Bismarck, ND 58504	701-328-8100		701-328-8181
ND Department of Transportation 608 East Boulevard Avenue Bismarck, ND 58505-0700	General Information 701-328-2500	1-855-637-6237	
ND DOT District Offices Dickinson Minot Williston	Operational Issues 701-227-6500 701-857-6925 701-774-2700	<b>District Addresses and Map</b>	
North Dakota Fish and Game 100 N. Bismarck Expressway Bismarck, ND 58501-5095	701-328-6300		
North Dakota Industrial Commission 600 East Boulevard Ave Bismarck, ND 58505	701-328-8020		701-328-8022
North Dakota State Dept. of Health- Water Quality P.O. Box 5520 Bismarck, ND 58506	701-328-5210		
North Dakota Highway Patrol 600 E Blvd Ave, Dept. 504 Bismarck, ND 58505	701-328-2455		701-328-1717

<b>COUNTY EMERGENCY MANAGEMENT CONTACTS</b>			
<a href="http://www.nd.gov/des/emergency/">http://www.nd.gov/des/emergency/</a>			
<b>Agency / Entity</b>	<b>Phone</b>	<b>Alternate</b>	<b>Fax</b>
Billings Co., ND, LEPC P.O. Box 247 Medora, ND	701-623-4876	EOC 701-623-4323	701-623-4152
Bottineau Co. ND, LEPC 314 5th St. West Bottineau, ND 58793	701-228-5916	EOC 701-228-2740 Cell 701-201-0715	701-228-2364
Burke Co. ND, LEPC P.O. Box 250 Bowbells, ND 58721	701-377-2311	EOC 701-377-2311	701-377-2177
Divide Co., ND, LEPC P.O. Box 275 Crosby, ND 58730	701-965-6361	Cell 701-339-8920	701-965-6481
Dunn Co., ND, LEPC P.O. Box 104 Manning, ND 58642	701-573-9959	EOC 701-573-9959 Cell 701-290-1769	701-573-4444
McKenzie Co. ND, LEPC P.O. Box 1036 Watford City, ND 58854	701-444-6853	EOC 701-444-6853 Cell 701-580-6936	701-444-4113
Mountrail Co., ND, LEPC P.O. Box 421 Stanley, ND 58784	701-628-2909	EOC 701-628-2975	
Stark Co. ND, LEPC P.O. Box 130 Dickinson, ND 58601	701-456-7911 701-456-7605	EOC 701-456-7600 Cell 701-290-5845	701-456-7602
Ward Co., ND, LEPC P.O. Box 5005 Minot, ND 58702	701-857-6534	EOC 701-857-4195 Cell 701-340-4314	701-857-6564
Williams Co. ND, LEPC LEC 512 - 4th Ave East Williston, ND 58801	701-577-7707	EOC 701-577-7707	701-577-7714

## A.2 Incident Management Team

2/12/2015

The Incident Management Team (IMT) contact list is a list of phone numbers and positions for the Hess North Dakota Operations members. During an incident, please refer to the most current phone lists, provided and updated daily in the Incident Command Post by Todd Sayler. NOTE: Contact Todd Sayler [tsayler@hess.com](mailto:tsayler@hess.com) if any number listed is incorrect.

<b>North Dakota IMT</b>			
<b>IMT Position</b>	<b>Name</b>	<b>Location</b>	<b>Contact</b>
Incident Commander	Ken Goebel	Tioga	701-641-8325
	Steve McNally	Minot	713-201-4084
	Warren Walhaug	Minot	701-240-6714
	Stacey Nachbaur	Minot	701-580-1658
	Michael Bast	Minot	713-569-8635
	Steve Fredrickson	Minot	701-570-2278
	Jim Wilson	Minot	701-509-5033
	Eric Corneliusen	Tioga	701-641-6160
	Johnny Lindsey	Tioga	701-421-1804
Safety Officer	Clint Young	Minot	713-264-2010
	Kevin McGlaughlin	Minot	701-389-8209
	Wes Frisco	Minot	701-641-2194
	Josh Blackaby	Minot	701-389-7040
	Todd Sayler	Minot	701-500-1053
	Rob Bates	Tioga	701-421-1692
Public Information Officer	Maria Effertz-Hanson	Minot	701-240-1722
	John Roper	Houston	713-853-5493
	Jennifer Walsh	Houston	713-496-6488 (C) 713-520-8651
Legal	Katie Baehl	Houston	713-496-6986
	Claire Hand	Houston	713-705-1778
	Lacey Carver	Houston	713-302-1296
Human Resources	Ben Davis	Minot	701-500-4136
	Terry Schmaltz	Minot	701-340-0979
	Tarsie Broussard	Tioga	281-799-9375

Appendix A: List of Contacts

IMT Position	Name	Location	Contact
Liaison Officer	Vicky Sund	Minot	701-570-5677
	Eric Burns	Minot	701-389-7536
	Kerry Bruns	Minot	701-240-5549
	Derek Klang	Keene	701-621-1228
	Joel Noyes	Houston	512- 520-6019
	Dale Weathersby	Tioga	701-664-6505
Documentation Unit Leader	Lauren Mitchell	Tioga	701-570-4752
	Cheryl Jorgenson	Minot	701-340-2731
	Courtney Wilhelm	Tioga	701-334-0176
	Sarah J Gieseke	Tioga	701-641-6613
	Carla Vigested	Minot	701-240-3346
Operations Chief	Cody Dukart	SOR Production	701-339-9000
	Dennis Jacobson	Tioga TGP	701-641-0551
	Curt Bugbee	Tioga GG/TGP	701-641-0058
	Larry Zimmiond	Hawkeye GG	701-641-2018
	Jody Schroeder	Tioga TRT	701-641-8317
	Gary Spooner	Tioga TGP	701-641-8345
	Joey Kitchens	SOR Production	701-641-0138
	Mike Butler	NOR Production	701-339-1831
	Caleb Eide	NOR Production	701-641-0759
Source Control	Ricky Graham	Minot Rotator	701-509-6401
	Will Slagle	Minot Rotator	701-641-6578
	Marvin Romkee	Minot Rotator	701-641-0777
	Russell McPhail	Minot Rotator	701-340-6480
	Don Parker	Minot Rotator	701-389-2194
	Lance Roness	Minot Rotator	701-648-9511
	Jim Stover	Minot Rotator	701-509-2042
	Bill Sem	Minot Rotator	701-509-3195
	Nathan Neiszner	Minot	701-509-4388
	Alfred Tischler	Minot/Houston	720-648-8599
Planning Chief	Logan Stoner	Minot	701-641-8858
	Tom Gustafson	Tioga	701-641-8346
	Jody Mills	Minot	701-240-1867
	Nate Hagerott	Minot	701-389-2322
	Darla Lodoen	Minot	701-509-6503
	Myles Dittus	Tioga	701-641-0565
	Graham Stafford	Minot	701-509-1769
	Thomas Dransfield	Minot	832-205-4760

Appendix A: List of Contacts

	Charles Junas	Tioga	701-339-9641
	Yusuf Omozegiele	Minot	701-334-6630
	Russell Gifford	Minot	701-340-1287
	Terry Madden	Minot	701-389-7952
	Eric Rolli	Minot	701-578-5919
	Nathan Neiszner	Minot	701-509-4388
Environmental Unit Leader	Victor Loose	Tioga	701-339-7686
	Kevin McGlaughlin	Minot	701-389-8209
	Jason Henry	Minot	701-389-1268
	Troy Brunsell	Minot	701-641-0450
	Alex Beach	Minot	701-389-0778
Finance Chief	Andrew Rendall	Minot	713-409-3569
	Layne Miller	Minot	701-420-6900
GIS Specialist	Richard Thompson	Houston	713-338-1354
	Tim Sandstrom	Minot	701-471-2399
Logistics Chief	Greg Tonini	Minot	832-689-3005 (S) 832-594-3005
	Joy Bickler	Tioga	701-641-8388 701-641-0412
	Andy Zimmer	Minot	713-539-3161
	Ronda Davidson	Tioga	701-664-6263
	Charles Columbus	Tioga	701-339-0742
	Steve Strahan	Minot	340-513-0170
	Brittney Pool	Minot	432-209-8719
	Todd Knutson	Minot	701-580-2387
	Eric Thorlaksen	Minot	701-509-2845
	Omar Barajas	Minot	832-489-0431
Communications IT	Randall Mitschke	Minot	713-471-2998
	Anthony Hall	Tioga	701-509-6666
Communication IS Unit	Jeff Fox	Minot	701-340-6496
	Anthony Brickner	Minot	701-389-2135
Communications Phones	Sue Odegaard	Tioga	701-570-7604
	Jonae Bauske	Tioga	701-641-0479
ICS Specialist	Rachael Henry	Minot	701-240-9244
	Brandon Herda	Minot	832-209-0178
	Clint Young	Minot	713-264-2010

### A.3 Emergency Response Team

The Emergency Response Team (ERT) contact list is a list of phone numbers and positions for the Hess North Dakota Operations members. During an incident, please refer to the most current phone lists, provided and updated daily in the Incident Command Post by Todd Saylor.

NOTE: Contact Todd Saylor [tsaylor@hess.com](mailto:tsaylor@hess.com) if any number listed is incorrect.

<b>North Dakota ERT</b>			
<b>ERT Position</b>	<b>Name</b>	<b>Location</b>	<b>Contact</b>
On-Scene Commander (Tioga Area)	Gary Larson	Tioga RTF TRT	701-641-8860
	Jody Schroeder	Tioga TRT RTF	701-641-8317
	Jim Grossman	Tioga TRT RTF	701-421-7163
	Dennis Jacobson	Tioga TGP	701-641-0551
	Curt Bugbee	Tioga GG/TGP	701-641-0058
	Gary Spooner	Tioga TGP	701-641-8345
	Jim McGinnity	Tioga TGP	701-664-6130
	Dan Wolla	Tioga TGP	701-664-6130
	Darren Lambrecht	Tioga TGP	701-664-6130
	Jack Weber	Tioga TGP	701-664-6130
	Tom Gustafson	Tioga TGP	701-641-8346
	Dave Geltel	Tioga TGP	701-641-0664
	Vince Herelle	Tioga TGP	701-641-1801
	Randy Jeannotte	Tioga TGP	701-664-6514
	Ryan Enget	Tioga Prod. NOR	
	Caleb Eide	Tioga Production	701-641-0759
	Marlon Harry	Tioga Prod. Maint.	701-334-6810
	Lance Williams	Tioga Prod. Maint.	701-898-1931
	Luis Sandoval	Tioga Prod. I & E	701-339-2153
	Mark Donnelly	Tioga Prod. NOR	701-339-7475
	Charles Columbus	Tioga Prod. Maint.	701-339-0742
	Mike Butler	Tioga Prod. Maint.	701-339-1831
	Doug Perdue	Tioga Prod. NOR	701-641-0085
Jubal Jarmin	Tioga Prod. NOR	701-648-9766	
On-Scene Commander (Keene Area)	Ward Simonton	Keene Prod.	701-421-8052
	Joey Kitchens	Keene Maint.	701-641-0138
	Cody Dukart	Keene Prod.	701-339-9000
	Robert April	Keene Maint.	701-641-8736
	Mark Deaver	Keene I & E	701-339-1340
	Brian Horob	Keene Prod.	701-570-2270

Appendix A: List of Contacts

ERT Position	Name	Location	Contact
On-Scene Commander (Killdeer Area)	Eric Lefor	Killdeer Prod.	701-421-0707
	Joey Kitchens	Keene Maint.	701-641-0138
	Cody Dukart	Keene Prod.	701-339-9000
	Brandon Dallman	Killdeer Prod.	701-361-3578
	Blake Seibel	Killdeer Prod.	701-421-6252
On-Scene Commander (Fryburg Area)	Curtis Fuchs	Fryburg Prod.	701-575-4226
	Joey Kitchens	Keene Maint.	701-641-0138
	Cody Dukart	Keene Prod.	701-339-9000
	Dave Adams	Fryburg Maint.	701-290-3525
	Mark Sloop	Fryburg Prod.	701-260-7635
On-Scene Commander (Completions)	Lance Roness	Minot	701-648-9511
	Don Parker	Minot	701-389-2194
	Marvin Romkee	Minot	701-641-0777
	Nathan Neiszner	Minot	701-509-4388
	Bill Sem	Minot	701-509-3195
On-Scene Commander (Construction)	Daryl Sutcliffe	Minot Rotator	701-340-8478
	Rick Cutrer	Minot Rotator	701-389-2387
	Marty Koopman	Minot Rotator	701-389-2519
On-Scene Commander (Drilling)	Ricky Graham	Minot Rotator	701-509-6401
	Will Slagle	Minot Rotator	307-921-1438
	Russell McPhail	Minot Rotator	701-340-6480
	Jim Stover	Minot Rotator	701-509-2042
On-Scene Commander (Gas Gathering)	Larry Zimmiond	Hawkeye	701-675-2212
	Adam Fedler	Tioga NGS	701-648-9709
	Doug Barkie	Hawkeye SGS	701-580-2894
On-Scene Commander (Solar Gas)	Shawn Romska	16545 US Hwy 2 Mentor, MN 56736	(O) 218-637-2255 (C) 732-425-9218
Safety Officer (Tioga)	Jeff Long	Tioga - NOR	701-840-3631
	Emily McKinney	Tioga - NOR	701-240-8563
	Shane Gillett	Tioga – TRT/RTF	701-500-4050
	Courtney Wilhelm	Tioga - NOR	701-334-0176
Safety Officer (Keene/Killdeer/ Fryburg Areas)	Jason Dalen	Dickinson	701-339-2732
	Andy Larsen	Keene	701-240-6877
Safety Officer (Completions)	Wes Frisco	Minot	701-641-2194
	Rob Bates	Tioga - WOR	701-421-1692

ERT Position	Name	Location	Contact
Safety Officer (Drilling)	Josh Blackaby	Minot	701-389-7040
	Eddie Beckham /James Pethtel	EHS Field Leads	701-580-1718
Safety Officer (Construction)	Clint Young	Minot	713-264-2010
Safety Officer (Tioga Gas Plant & Gas Gathering)	Chad Zubke	Tioga	701-648-9829
	Alberto Yates	Tioga/Hawkeye	701-641-1341

#### A.4 Houston Incident Support Team (IST)

The Houston Incident Support Team Contact List is a list of On-Call Duty Cell Phones that are assigned to the Houston IST. These phones are kept on at all times and personnel are required to answer them when called.

##### Houston Incident Support Team (IST)

IST Position	Phone Number
<b>IST Call Center</b>	<b>+1-713-345-1048</b>
Incident Support Manager	+1-623-764-7187
Planning Specialist	+1-623-385-2184
EHS Specialist	+1-623-385-2209
Corporate Communications Specialist	+1-623-223-2447
Legal Specialist	+1-623-385-2350
Human Resources Specialist	+1-623-606-4417
Global Supply Chain Specialist	+1-623-606-4104
Finance Specialist	+1-623-242-3341

## A.5 Contractors, Vendors and Service Providers

### North Dakota Operations Service Providers

North Dakota Contractors/Vendors		
Safety Equipment - Safety Consultants		
Entity	Phone	Fax
Oilfield Safety - Williston, ND 2523 2nd Street West Williston, ND 58801	701-774-3014	
Capabilities:		
Total Safety Inc. - Watford City, ND 313 12th Street Southeast Watford City, ND 58854	701-842-4206	
Capabilities:		
Safety Equipment - Fire Extinguishers		
Entity	Phone	Fax
Williston Fire & Safety Inc. - Williston, ND 3420 2nd Avenue Williston, ND 58801	701-572-8957	
Capabilities:		
Dakota Fire Extinguishers Inc. - Minot, ND 5100 S. Broadway Minot, ND 58701-7562	701-838-5337	
Capabilities:		
Western Fire & Safety Inc. - Dickinson, ND 2516 I-94 Business Loop Dickinson, ND 58601	701-227-1620	
Capabilities:		

Safety Equipment - PPE		
Entity	Phone	Fax
Border States Electric - Williston 113 26 <sup>th</sup> St East	701-572-1577	
Border States Electric - Minot 101 40 <sup>th</sup> Ave NW	701-837-1130	
Border States Electric - Dickinson 100 29 <sup>th</sup> St W	701-225-4466	
Oilfield Safety - Williston, ND 2523 2nd Street West Williston, ND 58801	701-774-3014	
Western Fire & Safety Inc. - Dickinson, ND 2516 I-94 Business Loop Dickinson, ND 58601	701-227-1620	
<b>Capabilities:</b>		
Hagemeyer North America - Bismarck, ND 410 South 22nd Street Bismarck, ND 58504	701-222-3005	

Safety Equipment - First Aid Supplies		
Entity	Phone	Fax
Respond First Aid Systems - Minot, ND 5100 Broadway Minot, ND 58701	800-246-3208	
Capabilities:		
Air Travel		
Entity	Phone	Fax
Minot International Airport, ND 25 Airport Road Minot, ND 58703	701-857-4724	
Sloulin Field International Airport, Williston, ND Highway 2 & Highway 85 North Williston, ND 58801	701-774-8594	
Air Monitoring		
Entity	Phone	Fax
TOTAL Safety	701.227.1620	
Capabilities:		

Contractors		
Entity	Phone	Fax
Steier Oil Field Service - Dickinson, ND 4637 West Villard Dickinson, ND 58601	701-483-8245	701-483-1313
<b>Capabilities:</b> General oilfield contractor		
Reiter Welding Inc. - Dickinson, ND 926 East Industrial Drive Dickinson, ND 58601-7506	701-225-8316	
<b>Capabilities:</b> Welding services		
Do All Metal Fabricating USA, Inc. - Glenburn, ND 502 County Road S Glenburn, ND 58740	701-362-7419	701-363-7562
<b>Capabilities:</b> Welding services		
Delmer Rink Construction - Keene, ND Keene, ND 58847	701-675-2385	
<b>Capabilities:</b> General oilfield contractor		
Construction Services Inc. - Watford City, ND 1100 4th Avenue Northeast Watford City, ND 58854	701-444-4083	701-444-4132
<b>Capabilities:</b> General oilfield contractor		
Mountrail-Williams Electric COOP - Williston, ND 6150 82nd Avenue Northwest Williston, ND 58801	701-572-3765	
<b>Capabilities:</b> Electrical services		
Venture Oilfield Service Inc. - Tioga, ND 10315 65th Street Northwest Tioga, ND 58852	701-664-2506	
<b>Capabilities:</b> General oilfield contractor		
Badlands Power Fuels - Tioga, ND 6565 Highway 40 Tioga, ND 58852	701-664-2594	
<b>Capabilities:</b> Fluid transportation, trucking		
Red's Welding and Backhoe Service - Tioga, ND 10396 66th Street Northwest Tioga, ND 58852	701-664-2520	
<b>Capabilities:</b> Welding and Backhoe services		
Wild Well Control 2202 Oil Center Court Houston, TX 77073	281-784-4700	281-784-4750
<b>Capabilities:</b> Well control services		

Non-Hazardous Materials Handling		
Entity	Phone	Fax
Ham's Well Service - Westhope, ND 10253 Highway 83 Westhope, ND 58793	701-245-6628	
<b>Capabilities:</b>		
Halliburton Services –Williston, ND 420 Halliburton Drive Williston, ND 58801	701-774-3963	
<b>Capabilities:</b>		
Schlumberger – Williston, ND 12 East Dakota Parkway Williston, ND 58801	701-572-8393	
<b>Capabilities:</b>		
Vacuum Trucks		
Entity	Phone	Fax
Missouri Basin Well Service Inc. - Belfield, ND Highway 85 North Belfield, ND 58622	701-575-8242	
Power Fuels - Watford City, ND 3711 4th Avenue Northeast Watford City, ND 58854	701-842-3618	
Hazmat/Spill Clean Up		
Entity	Phone	Fax
Clean Harbors 2541 132 <sup>nd</sup> C Ave Arnegard, ND 58835	Office: 970-433-5711 Primary: 1-800-645-8265	
<b>Capabilities:</b>		
Baranko Brothers Environmental 3048 Hwy 22 North PO BOX 820 Dickinson, ND 58601	Office: 701-483-5868 <b>Emergency Primary:</b> <b>701-264-5004</b> Secondary: 701-495-1189	
<b>Capabilities:</b> Spill Clean Up and Approved to transport NORM		
EarthMovers/Strata Inc. - Minot, ND 3401 7th Avenue Southeast Minot, ND 58701	800-373-5259	
<b>Capabilities:</b>		
SWAT Consulting Inc North Dakota	<b>Emergency Primary:</b> <b>866-610-7928</b> Secondary: 269-986-5499	
<b>Capabilities:</b> Oil Spill Containment & Recovery Winter & Summer Conditions		

## A.6 Emergency Contacts

### North Dakota Operations Emergency Contacts

<b>North Dakota Emergency Services</b>		
<b>Law Enforcement</b>		
<b>Entity</b>	<b>Phone</b>	<b>Fax</b>
Billings Co. ND Sheriff Office 495 4th Street Medora, ND 58645	<b>701-623-4323</b>	
Bottineau Co. ND Sheriff Office 314 5th Street Bottineau, ND 58318	<b>701-228-3101</b>	
Divide Co. ND Sheriff Office 300 2nd Avenue Northeast Crosby, ND 58730	<b>701-965-6461</b>	
Dunn Co. ND Sheriff Office 205 Owen Street Manning, ND 58642	<b>701-573-4449</b>	
McKenzie Co. ND Sheriff Office 201 5th Street Northwest Watford City, ND 58854-7103	<b>701-444-3654</b>	
Minot ND Police Department 515 2nd Ave SW Minot, ND 58701-3739	<b>701-852-0111</b>	<b>701-839-4804</b>
Mountrail Co. ND Sheriff Office 101 South Main Street Stanley, ND 58784-4003	<b>701-628-2975</b>	
Stark Co. ND Sheriff Office 66 West Museum Drive Dickinson, ND 58601-3864	<b>701-456-7610</b>	
Ward Co. ND Sheriff Office 315 3rd. Street Southeast Minot, ND 58701-3959	<b>701-857-6500</b>	
Williams Co. ND Sheriff Office 223 East Broadway #301 Williston, ND 58801-6167	<b>701-577-7700</b>	

Ambulance Services		
Entity	Phone	Fax
Ambulance Dickinson Area (Dickinson, ND) 851 1st Street East Dickinson, ND 58601-5309	701-225-1500	
<b>Capabilities:</b>		
Community Ambulance (Minot, ND) 305 11th Avenue Southwest Minot, ND 58701	701-852-2222	
<b>Capabilities:</b>		
Divide Co Ambulance (Crosby, ND) 107 Central Avenue West Crosby, ND 58730	701-339-2768	
<b>Capabilities:</b>		
Kenmare Ambulance (Kenmare, ND) 317 1st Avenue Northwest Kenmare ND 58746-7104	701-385-4296	
<b>Capabilities:</b>		
Medcenter One Aircare (Bismark, ND) P.O.Box 5525 Bismarck, ND 58502	701-323-6150	
<b>Capabilities:</b>		
Ray Ambulance (Ray, ND) 24 1st Street Ray, ND 58849	701-568-2294	
<b>Capabilities:</b>		
Souris Ambulance (Bottineau, ND) 505 Main Street Bottineau, ND 58318-1202	701-228-2255	
<b>Capabilities:</b>		
Tioga Ambulance (Tioga, ND) 810 North Welo Street Tioga, ND 58852	701-664-2200	
<b>Capabilities:</b>		

Air Medevac Services		
Entity	Fax	Phone
<p>Helicopter Services may be requested directly via <u>911</u> by Hess Medics or EMS.            On-Scene Commanders may call Helicopter Services directly using the following numbers:</p>		
(Minot) North Star Criticair		1-701-857-3000
(Williston) Valley Med Flight		1-800-828-0168
(Williston) Guardian Angel Flight		1-855-291-8989
(Bismarck & Fargo) Sanford Air Medical		1-800-437-6886
(Dickinson) Spirit Lifeline - Coordinates flights for 24 counties in western ND		1-701-328-9921

-

Hospital/Emergency		
Entity	Phone	Fax
Crosby Clinic (Crosby, ND) 112 1st Street Northwest Crosby, ND 58730	701-965-6349	
<b>Capabilities:</b>		
Kenmare Community Hospital (Kenmare) 317 1st Avenue Northwest Kenmare, ND 58746	701-385-4296	
<b>Capabilities:</b> Total number of beds is 25.		
McKenzie County Hospital (Watford City) 516 N Main St, Watford City, ND 58854	701-774-7400	
<b>Capabilities:</b> Level V Trauma Center		
Mercy Medical Center (Williston) 1301 15th Avenue West Williston, ND 58801-3896	701-774-7400	
<b>Capabilities:</b> General medicine		
Mountrail Co. Medical (Stanley) 615 6th Street Southeast Stanley, ND 58784-4444	701-628-2424	
St. Andrews Hospital (Bottineau) 316 Ohmer Street Bottineau, ND 58318	701-228-9300	701-228-9384
St. Joseph's Hospital (Dickinson, ND) 30 West Seventh Street Dickinson, ND 58601	701-456-4000	
St. Luke's Hospital (Crosby, ND) 702 1st Street South West Crosby, ND 58730	701-965-6384	
<b>Capabilities:</b> Total number of beds is 29.		
Tioga Medical Center (Tioga, ND) 810 Welo Street Tioga, ND 58852	701-664-3305	701-664-2240
Trinity Community Clinic (New Town) 604 1st Street North New Town, ND 58763	701-627-2990	
Trinity Medical Center (Minot) 1 Burdick Expressway West Minot, ND 58701	Ask for IC or Administrator On-Call: 701-857-5000	

## APPENDIX B: TEAM MEMBERS ROLES AND CHECKLISTS

### B.1 Emergency Response Team

The On-site Emergency Response Team (ERT) organization may expand due to the complexity of the incident and/or the arrival of additional resources. When it does, the On- Scene Commander delegates critical functions to subordinate personnel.

The On-Scene Commander is responsible for the direct management of tasks, unless the On- Scene Commander delegates this responsibility to Branch Directors and/or Division and Group Supervisors.

When the Incident Management Team (IMT) is activated, the ERT is assimilated into, and becomes the bulk of the Operations Section for the IMT.

The primary responsibilities of the Local ERT include but are not limited to:

- |   |   |
|---|---|
| • | Shutting down the affected facility or operation to isolate the source. |
| • | Ordering the evacuation of Muster and/or Shelter Areas.                 |
| • | Securing the incident scene.  |
| • | Assisting in the acquisition of additional response resources.          |
| • | Reporting the incident to Line Management.                              |
| • | Briefing and facilitating integration with the IMT, if activated.       |

## **Emergency Response Team Activities**

### **Establish Site Control**

- Identify Person-In-Charge (PIC) - “On Scene Commander”
- Isolate & Secure Area
- Evacuate Non-Responders
- Establish Personnel Accountability System
- Establish Isolation Zone(s)
- Identify Staging Areas & Check-In System

### **Establish Site Management**

- Assess Incident (Including Incident Potential)
- Notify Control Room
- Implement Appropriate Contingency Plan
- Establish Operational Objectives
- Identify Tactics
- Assign Resources (Personnel/Equipment)
- Monitor Operations & Weather

### **Establish Site Safety**

- Identify Chemical/Physical Hazards & Hazard Locations
- Define Hazard Control Zones
- Establish PPE Requirements
- Establish Decon Area prior to entering the Exclusion (Hot) Zone
- Establish First Aid Station(s)
- Conduct Pre-Entry Briefings
- Continuously Monitor Site for Hazard Changes

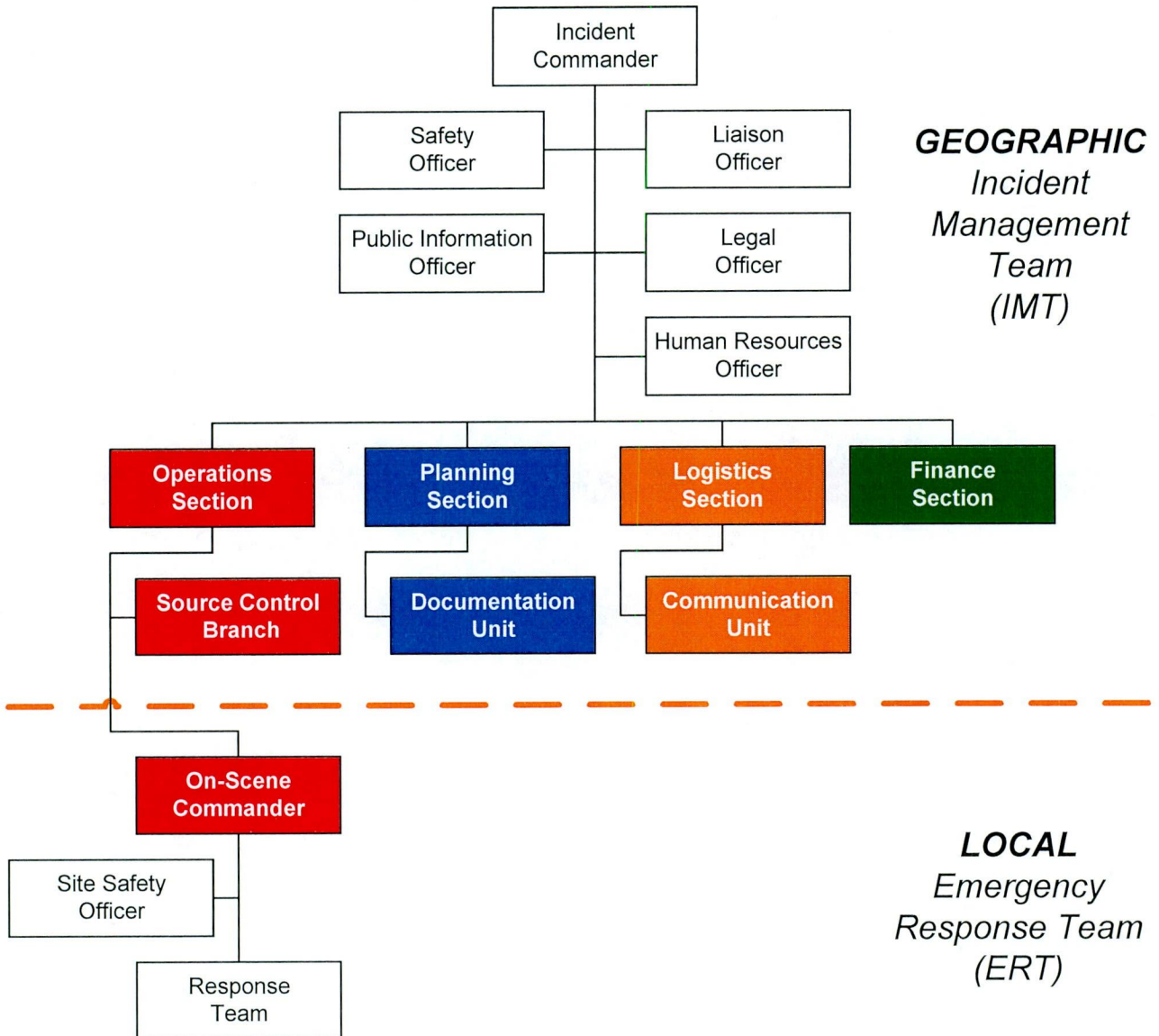
### **Establish Communications**

- Establish Communications Linking PIC/On Scene Commander Tactical Responders
- Establish Communications Linking Person-In-Charge to Staging Area(s)
- Establish Communications linking Staging Area to Logistics Support
- Establish Communications linking PIC/On Scene Commander to ER Support Team

## B.2 Incident Management Team

This section contains a job description for each member of the Local ERT and IMT.

Each job description in each part is broken down into two components - a role statement and a list of responsibilities. The role statement defines what the person performing the function is expected to do, and the list of responsibilities provides direction on how to perform the role.



## All Positions Checklist

<b>ALL POSITIONS</b>		
Common Responsibilities		
<b>Role</b>	All personnel filling a role in the IMT are to review these responsibilities to help ensure personal preparation and incident related needs are met.	
<b>Initial Assignment</b>	Ensure you know your job assignment (e.g. designation, position, etc.).	<input type="checkbox"/>
	If unfamiliar with the incident, get a brief overview of the type and magnitude.	<input type="checkbox"/>
	Follow any specific instructions and make appropriate travel arrangements.	<input type="checkbox"/>
	Make any necessary arrangements for personal domestic needs.	<input type="checkbox"/>
	Leave contact information with anyone who may need to reach you.	<input type="checkbox"/>
<b>Arrival</b>	Check in at designated location.	<input type="checkbox"/>
	Follow necessary established check-in procedures.	<input type="checkbox"/>
	Receive briefing from immediate supervisor.	<input type="checkbox"/>
	Obtain (or request) necessary work materials.	<input type="checkbox"/>
<b>Ongoing</b>	Participate in Incident Management Team (IMT) meetings and briefings as appropriate.	<input type="checkbox"/>
	Ensure compliance with safety practices/procedures. Report unsafe conditions to the Safety Officer.	<input type="checkbox"/>
	Report any signs/symptoms of extended incident stress, injury, fatigue or illness for yourself or coworkers to your supervisor.	<input type="checkbox"/>
	Supervisors shall maintain accountability of assigned personnel regarding exact location(s), personal safety, and welfare at all times, especially when working in or around the incident.	<input type="checkbox"/>
	Organize and brief subordinates.	<input type="checkbox"/>
	Know your assigned communication methods and procedures for your area of responsibility and ensure that communication equipment is operating properly.	<input type="checkbox"/>
	Use clear text and ICS terminology (no codes) in all radio communications.	<input type="checkbox"/>
	Complete forms and reports required of the assigned position and ensure proper disposition of incident documentation as directed by the Documentation Unit.	<input type="checkbox"/>
	Ensure all equipment is operational prior to each work period.	<input type="checkbox"/>
	Provide a brief to shift replacement when relieved at operational periods or rotating out.	<input type="checkbox"/>

All Positions Checklist (Cont'd)

ALL POSITIONS (CONT'D)		
Common Responsibilities		
<b>Demobilization</b>	Respond to demobilization orders and brief subordinates regarding demobilization.	<input type="checkbox"/>
	Prepare personal belongings for demobilization.	<input type="checkbox"/>
	Return all assigned equipment to appropriate location.	<input type="checkbox"/>
	Complete Demobilization Check-out process before returning home.	<input type="checkbox"/>
	Participate in After-Action activities as directed.	<input type="checkbox"/>
	Upon demobilization, notify Planning (or designated person) of your safe return.	<input type="checkbox"/>

## Incident Commander Checklist

<b>INCIDENT COMMANDER (IC)</b>		
COMMAND STAFF		
<b>Role</b>	The IC is responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations.	
The Incident Commander may have a Deputy.		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Obtain a briefing from the prior IC (201 Briefing).	<input type="checkbox"/>
	Determine Incident Objectives and general direction for managing the incident.	<input type="checkbox"/>
	Establish priorities.	<input type="checkbox"/>
	Establish an Incident Command Post (ICP).	<input type="checkbox"/>
	Brief Command Staff and Section Chiefs.	<input type="checkbox"/>
	Establish an appropriate organization.	<input type="checkbox"/>
	Ensure planning meetings are scheduled as required.	<input type="checkbox"/>
	Approve and authorize the implementation of an Incident Action Plan (IAP).	<input type="checkbox"/>
	Ensure that adequate safety measures are in place.	<input type="checkbox"/>
	Coordinate activity for all Command and General Staff.	<input type="checkbox"/>
	Coordinate with key people and officials.	<input type="checkbox"/>
	Approve requests for additional resources or for the release of resources.	<input type="checkbox"/>
	Keep agency administrator informed of incident status	<input type="checkbox"/>
	Approve the use of trainees, volunteers, and auxiliary personnel.	<input type="checkbox"/>
	Authorize release of information to the news media.	<input type="checkbox"/>
	Ensure Incident Status Summary (ICS 209) is completed and forwarded to appropriate higher authority.	<input type="checkbox"/>
	Order the demobilization of the incident when appropriate.	<input type="checkbox"/>
	Maintain Unit Log (ICS 214).	<input type="checkbox"/>

## Safety Officer Checklist

<b>SAFETY OFFICER (SOFR)</b>		
COMMAND STAFF		
<b>Role</b>	The Safety Officer is a member of the Command Staff and is responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures to ensure personnel safety.	
The Safety Officer may have Assistants.		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Participate in tactics and planning meetings, and other meetings and briefings as required.	<input type="checkbox"/>
	Identify hazardous situations associated with the incident.	<input type="checkbox"/>
	Review the IAP for safety implications.	<input type="checkbox"/>
	Provide safety advice in the IAP for assigned responders.	<input type="checkbox"/>
	Exercise emergency authority to stop and prevent unsafe acts.	<input type="checkbox"/>
	Investigate accidents that have occurred within the incident area.	<input type="checkbox"/>
	Assign assistants, as needed.	<input type="checkbox"/>
	Review and approve the Medical Plan (ICS 206).	<input type="checkbox"/>
	Develop the Site Safety Plan and publish Site Safety Plan Summary (ICS 208) as required.	<input type="checkbox"/>
	Develop the Work Safety Analysis Worksheet (ICS-215a) as required.	<input type="checkbox"/>
	Brief Command on safety issues and concerns.	<input type="checkbox"/>
	Have debriefing session with the IC prior to demobilization.	<input type="checkbox"/>
	Maintain Unit Log (ICS 214).	<input type="checkbox"/>

## Public Information Officer Checklist

<b>PUBLIC INFORMATION OFFICER (PIO)</b>		
<b>COMMAND STAFF</b>		
<b>Role</b>	The PIO is a member of the Command Staff and is responsible for providing incident-related information and interfacing with the media, public stakeholders, and government agency representatives.	
<b>The Public Information Officer may have Assistants.</b>		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Determine from the IC if there are any limits on information release.	<input type="checkbox"/>
	Develop holding statements and material for use in media briefings.	<input type="checkbox"/>
	Share/email holding statements and materials for review to IC, Senior management and General Manager.	<input type="checkbox"/>
	Obtain IC approval prior to releasing holding statements or material to the media	<input type="checkbox"/>
	Inform media and conduct media briefings.	<input type="checkbox"/>
	Arrange for tours and other interviews or briefings that may be required.	<input type="checkbox"/>
	Manage a Joint Information Center (JIC) if established.	<input type="checkbox"/>
	Obtain media information that may be useful to incident planning.	<input type="checkbox"/>
	Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.	<input type="checkbox"/>
	Brief Command on PIO issues and concerns.	<input type="checkbox"/>
	Have debriefing session with the IC prior to demobilization.	<input type="checkbox"/>
	Maintain Unit Log (ICS 214).	<input type="checkbox"/>

**Liaison Officer Checklist**

<b>LIAISON OFFICER (LNO)</b>		
COMMAND STAFF		
<b>Role</b>	The LNO is a member of the Command Staff and is responsible for coordinating with representatives of an assisting agency or one with direct interest in incident operations.	
The Liaison Officer may have Assistants.		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Be a contact point for Agency Representatives.	<input type="checkbox"/>
	Maintain a list of assisting and cooperating agencies and Agency Representatives, including name and contact information.	<input type="checkbox"/>
	Monitor check-in sheets daily to ensure that all Agency Representatives are identified.	<input type="checkbox"/>
	Assist in establishing and coordinating interagency contacts.	<input type="checkbox"/>
	Keep agencies supporting the incident aware of incident status.	<input type="checkbox"/>
	Monitor incident operations to identify current or potential inter-organizational problems.	<input type="checkbox"/>
	Participate in Planning meetings, providing limitations and capability of assisting agency resources.	<input type="checkbox"/>
	Coordinate activities of visiting dignitaries.	<input type="checkbox"/>
	Brief Command on agency issues and concerns.	<input type="checkbox"/>
	Have debriefing session with the IC prior to demobilization.	<input type="checkbox"/>
	Maintain Unit Log (ICS 214).	<input type="checkbox"/>

## Legal Officer Checklist

<b>LEGAL OFFICER</b>		
COMMAND STAFF		
<b>Role</b>	The Legal Officer is responsible for advising the Incident Commander, Command Staff, and General Staff on issues with possible legal implications. The Legal Officer also works closely with the Planning Section to ensure documentation is retained as required.	
The Legal Officer may have Assistants.		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Establish records retention protocol and assist the Planning Section Chief (with Documentation Unit Leader) with implementation.	<input type="checkbox"/>
	Monitor and advise the Command and General Staff on potential legal implications of response operations.	<input type="checkbox"/>
	Monitor and advise the Command and General Staff on investigation and/or enforcement actions related to the incident.	<input type="checkbox"/>
	Coordinate as appropriate with corporate legal team.	<input type="checkbox"/>
	Brief Command on agency issues and concerns.	<input type="checkbox"/>
	Have debriefing session with the IC prior to demobilization.	<input type="checkbox"/>
	Maintain Unit Log (ICS 214).	<input type="checkbox"/>

## Human Resources Officer

<b>HUMAN RESOURCES OFFICER</b>		
COMMAND STAFF		
<b>Role</b>	The Human Resources Officer is a member of the Command Staff and is provides advice and assistance on all personnel issues arising from the emergency, including: business interruption aspects of personnel dislocation; workman’s compensation claims and issues; concerned relatives and all other personnel tribulations.	
The Liaison Officer may have Assistants.		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Be a contact point for concerned relatives of affected employees.	<input type="checkbox"/>
	Maintain a list of affected Hess personnel and family members including name and contact information.	<input type="checkbox"/>
	Provide affected Hess personnel and family members with information concerning housing, insurance, and financial assistance programs.	<input type="checkbox"/>
	Establishing and coordinate local and federal government aid contacts.	<input type="checkbox"/>
	Keep family of the affected Hess personnel aware of incident status.	<input type="checkbox"/>
	Monitor incident operations to identify current or potential personnel problems.	<input type="checkbox"/>
	Participate in Planning meetings, providing limitations and capability of Hess and assisting agency resources.	<input type="checkbox"/>
	Coordinate assistance activities for Hess personnel and family.	<input type="checkbox"/>
	Brief Command on personnel issues and concerns.	<input type="checkbox"/>
	Have debriefing session with the IC prior to demobilization.	<input type="checkbox"/>
	Maintain Unit Log (ICS 214).	<input type="checkbox"/>

## Operations Section Chief Checklist

<b>OPERATIONS SECTION CHIEF (OSC)</b>		
<b>GENERAL STAFF</b>		
<b>Role</b>	The OSC is responsible for all tactical operations of the incident including Branches, Divisions and/or Groups, Task Forces, Strike Teams, Single Resources, and Staging Areas.	
<b>The Operations Section Chief may have a Deputy.</b>		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Obtain briefing from IC.	<input type="checkbox"/>
	Evaluate and request sufficient Section staffing for both operational and planning activities.	<input type="checkbox"/>
	Supervise Operations Section field personnel.	<input type="checkbox"/>
	Implement the Incident Action Plan (IAP) for the Operations Section.	<input type="checkbox"/>
	Evaluate on-scene operations and make adjustments to organization, strategies, tactics, and resources as necessary.	<input type="checkbox"/>
	Ensure Planning is advised of changes in the status of resources assigned to Ops.	<input type="checkbox"/>
	Ensure Operations Section personnel execute work plan following approved safety practices.	<input type="checkbox"/>
	Monitor need for and request additional resources to support operations as necessary.	<input type="checkbox"/>
	Assemble/disassemble task force/strike teams as appropriate.	<input type="checkbox"/>
	Identify/utilize staging areas.	<input type="checkbox"/>
	Evaluate and monitor current situation for use in next operational period planning.	<input type="checkbox"/>
	Convert operational incident objectives into strategic and tactical options. These options may be documented on a Work Analysis Matrix (ICS-234).	<input type="checkbox"/>
	Coordinate and consult with the PSC, SOFR, technical specialists, modeling scenarios, trajectories, etc., on selection of appropriate strategies and tactics to accomplish objectives.	<input type="checkbox"/>
	Identify kind and number of resources required to support selected strategies.	<input type="checkbox"/>
	Subdivide work areas into manageable units.	<input type="checkbox"/>
	Develop work assignments and allocate tactical resources based on strategic requirements (i.e. develop the ICS-215).	<input type="checkbox"/>
	Coordinate planned activities with SOFR to ensure compliance w/ safety practices.	<input type="checkbox"/>
	Participate in the planning process and the development of the tactical portions (ICS 204 and ICS 220) of the IAP.	<input type="checkbox"/>
	Assist with development of long-range strategic, contingency, and demobilization plans.	<input type="checkbox"/>
Develop recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.	<input type="checkbox"/>	
Participate in operational briefings to IMT members as well as briefings to media, and visiting dignitaries.	<input type="checkbox"/>	
Maintain Unit Log (ICS 214).	<input type="checkbox"/>	

Source Control Branch Director

<b>SOURCE CONTROL BRANCH DIRECTOR</b>		
GENERAL STAFF		
<b>Role</b>	Plans all operations and activities necessary to coordinate, organize, and conduct re-establishing control of the well source.	
The Source Control Branch Director may have Assistants.		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Obtain briefing from Incident Commander	<input type="checkbox"/>
	Establish Immediate Priorities and gain consensus with Incident Commander.	<input type="checkbox"/>
	Activate well control contractor.	<input type="checkbox"/>
	Activate other external assistance as necessary.	<input type="checkbox"/>
	Plan for and assist with long-range planning efforts (relief schedule/night ops).	<input type="checkbox"/>
	Interact and coordinate with Command staff i.e., Incident Command on achievements, issues, problems, significant changes, special activities, events and occurrences.	<input type="checkbox"/>
	Ensure risk management and EHS activities are addressed during planning phase and monitored throughout entire incident.	<input type="checkbox"/>
	Review well design and operational planning to ensure it is optimized in order to achieve a robust design and safe operation.	<input type="checkbox"/>
	Establish necessary advisory groups.	<input type="checkbox"/>
	Ensure activities, plans, and resources are being properly documented within the IMT structure.	<input type="checkbox"/>
	Be prepared to participate in IMT meetings including giving updates as necessary.	<input type="checkbox"/>
	Ensure the development of appropriate Incident Action Plan components, such as the Assignment List (ICS 204) and Operations Planning Worksheet (ICS 215).	<input type="checkbox"/>
	Have debriefing session with the IC prior to demobilization.	<input type="checkbox"/>
	Maintain Unit Log (ICS 214).	<input type="checkbox"/>

**Planning Section Chief Checklist**

<b>PLANNING SECTION CHIEF (PSC)</b>		
<b>GENERAL STAFF</b>		
<b>Role</b>	The PSC is responsible for the collection, evaluation, and dissemination of information related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP). The PSC also maintains information on the current and forecasted situation, and on the status of resources assigned to the incident. Responsibilities also include the Situation Unit, Resources Unit, Documentation Unit, and Demobilization Unit, as well as Technical Specialists.	
The Planning Section Chief may have a Deputy.		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Collect, process, and display incident information.	<input type="checkbox"/>
	Assist OSC in the development of response strategies.	<input type="checkbox"/>
	Supervise preparation of the IAP.	<input type="checkbox"/>
	Facilitate Planning meetings and briefings.	<input type="checkbox"/>
	Supervise the tracking of incident personnel and resources through the Resources Unit.	<input type="checkbox"/>
	Assign personnel already on-site to ICS organizational positions as appropriate.	<input type="checkbox"/>
	Establish information requirements and reporting schedules for Planning Section Units (e.g., Resources, Situation).	<input type="checkbox"/>
	Determine the need for any specialized resources in support of the incident.	<input type="checkbox"/>
	Establish special information collection activities as necessary (e.g., weather, environmental, toxics, etc.).	<input type="checkbox"/>
	Assemble information on alternative strategies.	<input type="checkbox"/>
	Provide periodic predictions on incident potential.	<input type="checkbox"/>
	Keep IMT apprised of any significant changes in incident status.	<input type="checkbox"/>
	Compile and display incident status information.	<input type="checkbox"/>
	Oversee preparation and implementation of the Incident Demobilization Plan.	<input type="checkbox"/>
	Incorporate plans (e.g., Traffic, Medical, Communications, and Site Safety) into the IAP.	<input type="checkbox"/>
Develop other incident supporting plans (e.g., salvage, transition, security).	<input type="checkbox"/>	
Maintain Unit Log (ICS 214).	<input type="checkbox"/>	

**Environmental Unit Leader Checklist**

<b>ENVIRONMENTAL UNIT LEADER (ENVL)</b>		
<b>GENERAL STAFF</b>		
<b>Role</b>	The ENVL is responsible for environmental matters associated with the response, including strategic assessment, modeling, surveillance, and environmental monitoring and permitting. The ENVL prepares environmental data for the Situation Unit.	
The Planning Section Chief may have a Deputy.		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Obtain a briefing and special instructions from the PSC.	<input type="checkbox"/>
	Identify sensitive areas and recommend response priorities.	<input type="checkbox"/>
	Following consultation with natural resource trustees, provide input on wildlife protection strategies.	<input type="checkbox"/>
	Determine the extent, fate, and effects of contamination.	<input type="checkbox"/>
	Acquire, distribute, and provide analysis of weather forecasts.	<input type="checkbox"/>
	Monitor the environmental consequences of response actions.	<input type="checkbox"/>
	Develop shoreline cleanup and assessment plans. Identify the need for, and prepare any special advisories or orders.	<input type="checkbox"/>
	Identify the need for, and obtain, permits, consultations, and other authorizations, including Endangered Species Act (ESA) provisions.	<input type="checkbox"/>
	Following consultation with the FOSC's Historical/Cultural Resources Technical Specialist identify and develop plans for protection of affected historical/cultural	<input type="checkbox"/>
	Evaluate the opportunities to use various response technologies.	<input type="checkbox"/>
	Develop disposal plans.	<input type="checkbox"/>
	Develop a plan for collecting, transporting, and analyzing samples.	<input type="checkbox"/>
	Maintain Unit Log (ICS 214).	<input type="checkbox"/>

## Logistics Section Chief Checklist

LOGISTICS SECTION CHIEF (LSC)		
GENERAL STAFF		
<b>Role</b>	The LSC is responsible for providing facilities, services, and materials for the incident.	
The Logistics Section Chief may have a Deputy.		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Plan the organization of the Logistics Section.	<input type="checkbox"/>
	Assign work locations and preliminary work tasks to Section personnel.	<input type="checkbox"/>
	Notify the Resources Unit of the Logistics Section Units activated, including names and locations of assigned personnel.	<input type="checkbox"/>
	Assemble and brief Logistics Branch Directors and Unit Leaders.	<input type="checkbox"/>
	Determine and supply immediate incident resource and facility needs.	<input type="checkbox"/>
	In conjunction with Command, develop and advise all Sections of the IMT resource approval and requesting process.	<input type="checkbox"/>
	Review proposed tactics for upcoming operational period for ability to provide resources and logistical support.	<input type="checkbox"/>
	Identify long-term service and support requirements for planned and expected operations.	<input type="checkbox"/>
	Advise Command and other Section Chiefs on resource availability to support incident needs.	<input type="checkbox"/>
	Provide input to and review the Communications Plan, Medical Plan and Traffic Plan.	<input type="checkbox"/>
	Identify resource needs for incident contingencies.	<input type="checkbox"/>
	Coordinate and process requests for additional resources.	<input type="checkbox"/>
	Track resource effectiveness and make necessary adjustments.	<input type="checkbox"/>
	Advise on current service and support capabilities.	<input type="checkbox"/>
	Request and/or set up expanded ordering processes as appropriate to support incident	<input type="checkbox"/>
	Develop recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.	<input type="checkbox"/>
	Receive and implement applicable portions of the incident Demobilization Plan.	<input type="checkbox"/>
Ensure the general welfare and safety of Logistics Section personnel.	<input type="checkbox"/>	
Maintain Unit Log (ICS 214).	<input type="checkbox"/>	

**Finance / Administration Section Chief Checklist**

<b>FINANCE / ADMINISTRATION SECTION CHIEF (FSC)</b>		
<b>GENERAL STAFF</b>		
<b>Role</b>	The FSC is responsible for financial, cost analysis, and administrative aspects of the incident.	
<b>The Finance / Administration Section Chief may have a Deputy.</b>		
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
	Participate in incident planning meetings and briefings as required.	<input type="checkbox"/>
	Review operational plans and provide alternatives where financially appropriate.	<input type="checkbox"/>
	Manage all financial aspects of an incident.	<input type="checkbox"/>
	Provide financial and cost analysis information as requested.	<input type="checkbox"/>
	Gather pertinent information from briefings with responsible agencies.	<input type="checkbox"/>
	Develop an operating plan for the Finance/ Admin Section; fill supply and support needs.	<input type="checkbox"/>
	Determine the need to set up and operate an incident commissary.	<input type="checkbox"/>
	Meet with Assisting and Cooperating Agency Representatives, as needed.	<input type="checkbox"/>
	Maintain daily contact with agency(s) administrative headquarters on Finance/Admin matters.	<input type="checkbox"/>
	Provide financial input to demobilization planning.	<input type="checkbox"/>
	Ensure that all obligation documents initiated at the incident are properly prepared and completed.	<input type="checkbox"/>
	Develop recommended list of Section resources to be demobilized and initial recommendation for release when appropriate.	<input type="checkbox"/>
	Receive and implement applicable portions of the incident Demobilization Plan.	<input type="checkbox"/>
	Maintain Unit Log (ICS 214).	<input type="checkbox"/>

## GIS Mapping Checklist

GIS MAPPING TEAM LEAD		
The GIS Team Lead may have an Assistant.		
<b>Role</b>	Assist the Incident Management Team in identifying the exact location of the incident, potential surrounding impacts and mitigation efforts as they are deployed.	
<b>Responsibilities</b>	Review Common Responsibilities.	<input type="checkbox"/>
<b>Responsibilities</b>	Participate in incident planning meetings and briefings as required.	<input type="checkbox"/>
<b>Responsibilities</b>	Graphically identify the Incident Area, control measures and adjacent/associated sensitive areas such as: <ol style="list-style-type: none"> <li>1. Highways, roads, boat launching locations and law enforcement control points</li> <li>2. Staging areas &amp; resources</li> <li>3. Placement of control measures (ie. berms, boom, collection tanks, disposal facilities, etc.)</li> <li>4. Underground and overhead utilities</li> <li>5. Water ways, water intakes &amp; sensitive wildlife habitat areas</li> <li>6. Cities, Schools, Hospitals</li> <li>7.</li> </ol>	<input type="checkbox"/>
<b>Responsibilities</b>	Review operational plans and provide additional information as directed.	<input type="checkbox"/>
<b>Responsibilities</b>	Maintain Unit Log (ICS 214).	<input type="checkbox"/>
<b>Responsibilities</b>		<input type="checkbox"/>
<b>Responsibilities</b>		<input type="checkbox"/>
<b>Responsibilities</b>		<input type="checkbox"/>
<b>Responsibilities</b>		<input type="checkbox"/>
<b>Responsibilities</b>		<input type="checkbox"/>

## C.1 Access to Incident Action Plan (IAP)

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To access the IAP software, follow the instructions below:

### Logging into WeblAP

1. Open Internet Explorer and type in [www.iapsoftware.com](http://www.iapsoftware.com).
2. If this is your first time to access WeblAP, click the **Install IAP Plug-in** link and follow the prompts to install the plug-in.
3. If you have already installed the WeblAP Plug-in, you have two options for logging into WeblAP:
  - a. If you are in the contiguous United States, click the **Launch IAP (SSL)** link.
  - b. If you are in Alaska, Hawaii, or an international location, click the **IAP International** link.

## C.2 ICS Forms

Incident Reporting Forms		
Form Name	Name	Page Number
General Incident Report	General Incident Report	117
Notification	Notification Status Report	120
Weather	Weather Report	121
ICS 201 (-1, -2, -3, -4)	Incident Briefing Forms	122
ICS 205	Communications Plan	125
ICS 206	Medical Plan	126
ICS 208	Site Safety Plan	127
ICS 209	Incident Status Summary	129
ICS 214	Unit Log	131
ICS 214a	Individual Log	132

### ICS Form Descriptions:

#### **General Incident Report**

The initial incident report provides the Incident Commander (and the Command and General Staff assuming command of the incident) with basic information regarding the incident situation and conditions from the field.

#### **Notifications**

The Notifications form documents all of the contacts made for the incident.

#### **Weather**

The Weather form documents the current and future weather.

#### **Incident Briefing Forms (ICS Forms 201-1 to 201-4)**

Incident Briefing forms are developed during the Reactive Phase of the incident as an initial status report to the Incident Commander and staff. The 201-4 report list all resources dedicated to the incident which includes the name of supplier providing the resource, resource type (e.g. fire truck, boom, skimmer, etc.), description (e.g. size, name, capacity), quantity or amount of resources, area of operation (e.g. staging area, division, group, task force), status of each resource (e.g. Stand-By, En-Route, At Staging, Assigned and Out-of-Service).

#### **Communications Plan (ICS Form 205)**

The Communications Plan provides, in one location, information on all phone and radio frequency assignments for each operational period.

#### **Medical Plan (ICS Form 206)**

The Medical Plan provides all of the Emergency Services in the incident area such as Hospitals, Ambulances, and First Aid Stations.

**IncidentStatusSummary(ICSForm209)**

The Incident Status Summary is used by the Situation Unit personnel for posting information on Status Boards. It provides other response personnel with basic information for use in planning for the next operational period. It provides information to the Liaison Officer for preparation of media releases. It summarizes incident information for local and off-site coordination centers.

**UnitLog(ICSForm214)**

The Unit Log documents all significant actions taken by the individual ICS Units during the incident.

**IndividualLog(ICSForm214a)**

The Individual Log documents all significant actions taken by an individual in the incident.

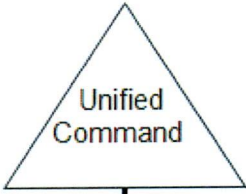
<b>General Incident Information (Platform)</b>	
INCIDENT NAME:	INCIDENT NUMBER:
DATE/TIME OF INCIDENT:	DATE/TIME PREPARED:
PERSON REPORTING INCIDENT:	PREPARED BY:
PLATFORM INFORMATION AND POINTS OF CONTACT	
PLATFORM NAME:	
TYPE OF PLATFORM:	
NUMBER OF PEOPLE AT PLATFORM:	
CONTACT:	PHONE:
OWNER:	PHONE:
OPERATOR:	PHONE:
PLATFORM SPECIFIC INFORMATION	
TYPE(S) OF PRODUCT:	
EQUIPMENT INVOLVED:	
MAX PRODUCTION RATE:	
MAX RATE OIL (BBL/DAY):	
MAX RATE GAS (MCF/DAY):	
INCIDENT INFORMATION	
INCIDENT LOCATION:	LATITUDE:                      LONGITUDE:
TYPE OF CASUALTY:	NUMBER OF TANKS ON PLATFORM:
NUMBER OF TANKS IMPACTED:	TOTAL CAPACITY OF COMMON CONTAINER:
MATERIAL(S) SPILLED:	API GRAVITY:
ESTIMATED QUANTITY SPILLED:	POTENTIAL FOR ADDITIONAL SPILLAGE:
SOURCE SECURED?	IF NOT, ESTIMATED SPILL RATE:
NOTES:	
INCIDENT STATUS	
INJURIES/CASUALTIES:	
FIRE:	FIRE STATUS:                      FIRE ASSISTANCE:
NOTES:	
GENERAL INCIDENT REPORT (PLATFORM)	© 2000-2011 dbSoft, Inc.

<b>General Incident Information (Pipeline)</b>		
INCIDENT NAME:		INCIDENT NUMBER:
DATE/TIME OF INCIDENT:		DATE/TIME PREPARED:
PERSON REPORTING INCIDENT:		PREPARED BY:
PIPELINE INFORMATION AND POINTS OF CONTACT		
PIPELINE NAME:		
CONTACT:	PHONE:	
OWNER:	PHONE:	
OPERATOR:	PHONE:	
PIPELINE SPECIFIC INFORMATION		
TYPE(S) OF PRODUCTS:		
EQUIPMENT INVOLVED:		
P/L MARKER OF RELEASE	NEAREST UPSTREAM BLOCK VALVE	NEAREST DOWNSTREAM BLOCK VALVE
INCIDENT INFORMATION		
INCIDENT LOCATION:	LATITUDE:	LONGITUDE:
TYPE OF CASUALTY:		
TOTAL CAPACITY OF COMMON CONTAINER:	POTENTIAL FOR ADDITIONAL SPILLAGE:	
MATERIAL(S) SPILLED:	API GRAVITY:	
ESTIMATED QUANTITY SPILLED:		
SOURCE SECURED?	IF NOT, ESTIMATED SPILL RATE:	
NOTES:		
INCIDENT STATUS		
INJURIES/CASUALTIES:		
FIRE:	FIRE STATUS:	FIRE ASSISTANCE:
HOLED:	HOLE LOCATION:	HOLE SIZE:
NOTES:		
GENERAL INCIDENT REPORT (PIPELINE)	© 2000-2011 dbSoft, Inc.	

Notification Status Report									
Incident:				Prepared By:					at:
Period:				Version Name:					
Organization Notified	Phone	Date /Time Notified	Person Contacted	Person Contacted Email	Case N	Follow Up	ETA On Site	Notified By	
	( ) -					<input type="radio"/> Y <input type="radio"/> N	HR		
Notes:									
	( ) -					<input type="radio"/> Y <input type="radio"/> N	HR		
Notes:									
	( ) -					<input type="radio"/> Y <input type="radio"/> N	HR		
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Notes:									
	( ) -					<input type="radio"/> Y <input type="radio"/> N	HR		
Notes:									
	( ) -					<input type="radio"/> Y <input type="radio"/> N	HR		
Notes:									
Notification Status Report							© 1997-2011 TRG/dbSoft, Inc.		

<b>WEATHER REPORT</b>			
<b>INCIDENT NAME:</b>		<b>DATE / TIME PREPARED:</b> /    /	
<b>OPERATIONAL PERIOD:</b>		<b>PREPARED BY:</b>	
<b>FROM</b> /    /    - <b>TO</b> /    /    -			
WIND SPEED (MPH / KNOTS):		WAVE HEIGHT (FEET):	
WIND DIRECTION FROM THE:		WAVE DIRECTION:	
AIR TEMPERATURE (F):		SWELL HEIGHT (FEET):	
BAROMETRIC PRESSURE:		SWELL INTERVAL:	
HUMIDITY:		CURRENT SPEED:	
VISIBILITY (MILES):		CURRENT DIRECTION TOWARD:	
CEILING (FEET):		WATER TEMPERATURE (F):	
NEXT HIGH TIDE (TIME):		NEXT LOW TIDE (TIME):	
NEXT HIGH TIDE (HEIGHT):		NEXT LOW TIDE (HEIGHT):	
24 HOUR FORECAST		48 HOUR FORECAST	
FIRST HIGH TIDE (TIME):		SECOND HIGH TIDE (TIME):	
FIRST HIGH TIDE (HEIGHT):		SECOND HIGH TIDE (HEIGHT):	
FIRST LOW TIDE (TIME):		SECOND LOW TIDE (TIME):	
FIRST LOW TIDE (HEIGHT):		SECOND LOW TIDE (HEIGHT):	
WEATHER REPORT		© 2000-2011 dbSoft, Inc.	

<b>INCIDENT BRIEFING</b>		
<b>INCIDENT NAME:</b>	<b>DATE / TIME PREPARED:</b> / /	
<b>OPERATIONAL PERIOD:</b> FROM   /   /   -        TO   /   /   -		<b>PREPARED BY:</b>
<b>MAP TITLE:</b>		
<b>ICS 201-1 INCIDENT BRIEFING</b>		© 2000-2011 dbSoft, Inc.

<b>ICS 201-3 Current Organization</b>			
<b>Incident:</b>	<b>Prepared By:</b>	<b>at:</b>	
<b>Period:</b>	<b>Version Name:</b>		
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Unified Command</p> </div> <div style="text-align: right;"> <p>Federal _____</p> <p>State _____</p> <p>Incident Commander _____</p> <p>_____</p> <p>_____</p> <p>Safety Officer _____</p> <p>Liaison Officer _____</p> <p>Information Officer _____</p> <p>_____</p> </div> </div>			
<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">OPS Section Chief</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Branch/Div./Grp./TE</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Branch/Div./Grp./TE</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Branch/Div./Grp./TE</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Branch/Div./Grp./TE</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Branch/Div./Grp./TE</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Branch/Div./Grp./TE</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Planning Section Chief</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Situation Unit Leader</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Resource Unit Leader</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Documentation Unit</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Environmental Unit</div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Logistics Section Chief</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"></div>	<div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;">Finance Section Chief</div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"></div> <div style="border: 1px solid black; padding: 5px; margin-bottom: 5px;"></div>
<b>ICS 201-3 – Current Organization</b>		© 1997-2011 TRG/dbSoft, Inc.	



ICS 205 – Communications Plan					
Incident:			Prepared By: _____ at: _____		
Period:			Version Name: _____		
Phone Listing					
Name	Main Phone	Fax	Other No. – Desc.	Other No. – Desc.	Radio
Radio Utilization					
System	Channel	Function	Frequency	Assignment	Notes
ICS 205 Communications Plan					© 1997-2011 TRG/dbSoft, Inc.

ICS 206 - Medical Plan					
Incident:			Prepared By:		at:
Period:			Version Name:		
First Aid Stations					
Name	Location	IMT (On-Site)	Phone	Radio	
Transportation (Ground and/or Ambulance Services)					
Name	Location	IMT	Phone	Radio	
Air Ambulances					
Name	Location	Doctor/Nurse IMT	Phone	Radio	
Hospitals					
Name	Location	Helipad	Burn Center	Phone	Radio
Special Medical Emergency Procedures					
ICS 206 Medical Plan				© 1997-2011 TRG/dbSoft, Inc.	

ICS 208 – Site Safety Plan		
<b>Incident:</b>	<b>Prepared by:</b>	<b>at:</b>
<b>Period:</b>	<b>Version Name:</b>	
<b>Revision:</b>		
<b>Applies To Site:</b>		
<b>Products:</b> (Attach <u>MSDS</u> )		
<b>SITE CHARACTERIZATION</b>		
Water:	_____	Wave Direction: _____
Wave Height:	_____	Current Direction: _____
Current Speed:	_____	Use: _____
Land:	_____	Temp: _____
Weather:	_____	Wind Direction: _____
Wind Speed:	_____	
<b>Pathways for Dispersion:</b>		
<b>Site Hazards</b>		
<input type="checkbox"/> Boat Safety	<input type="checkbox"/> Fire, explosion, in-situ burning	<input type="checkbox"/> Pump hose
<input type="checkbox"/> Chemical hazards	<input type="checkbox"/> Heat stress	<input type="checkbox"/> Slips, trips, and falls <input type="checkbox"/>
<input type="checkbox"/> Cold Stress	<input type="checkbox"/> Helicopter operations	<input type="checkbox"/> Steam and hot water
<input type="checkbox"/> Confined Spaces	<input type="checkbox"/> Lifting	<input type="checkbox"/> Trenching/Excavation
<input type="checkbox"/> Drum handling	<input type="checkbox"/> Motor vehicles	<input type="checkbox"/> UV Radiation
<input type="checkbox"/> Equipment operations	<input type="checkbox"/> Noise	<input type="checkbox"/> Visibility
<input type="checkbox"/> Electrical operations	<input type="checkbox"/> Overhead/buried utilities	<input type="checkbox"/> Weather
<input type="checkbox"/> Fatigue	<input type="checkbox"/> Plants/wildlife	<input type="checkbox"/> Work near water
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<b>Air Monitoring</b>		
%O <sub>2</sub> :	%LEL:	ppm Benzene:
ppm H <sub>2</sub> S:	<input type="checkbox"/> Other (Specify):	
<b>CONTROL MEASURES</b>		
<b>Engineering Controls</b>		
<input type="checkbox"/> Source of release secured	<input type="checkbox"/> Valve(s) closed	<input type="checkbox"/> Energy source locked/tagged out
<input type="checkbox"/> Site secured	<input type="checkbox"/> Facility shut down	<input type="checkbox"/> Other
<b>Personal Protective Equipment</b>		
<input type="checkbox"/> Impervious suit	<input type="checkbox"/> Respirators	
<input type="checkbox"/> Inner gloves	<input type="checkbox"/> Eye protection	
<input type="checkbox"/> Outer gloves	<input type="checkbox"/> Personal floatation	
<input type="checkbox"/> Flame resistance clothing	<input type="checkbox"/> Boots	
<input type="checkbox"/> Hard hats	<input type="checkbox"/> Other	
<b>Additional Control Measures</b>		
<input type="checkbox"/> Decontamination	<input type="checkbox"/> Stations established	
<input type="checkbox"/> Sanitation	<input type="checkbox"/> Facilities provided – OSHA 29 CFR 1910.120n	
<input type="checkbox"/> Illumination	<input type="checkbox"/> Facilities provided – OSHA 29 CFR 1910.120m	
<input type="checkbox"/> Medical Surveillance	<input type="checkbox"/> Provided – OSHA 29 CFR 1910.120fg	
<b>ICS 208 Site Safety Plan</b>		<b>© 1997-2011 TRG/dbSoft, Inc.</b>

<b>ICS 208 – Site Safety Plan</b>		
<b>Incident:</b>	<b>Prepared By:</b>	<b>at:</b>
<b>Period:</b>	<b>Version Name:</b>	
<b>WORK PLAN</b>		
<input type="checkbox"/> Booming	<input type="checkbox"/> Skimming	<input type="checkbox"/> Vac trucks
<input type="checkbox"/> Heavy equipment	<input type="checkbox"/> Sorbent pads	<input type="checkbox"/> Patching
<input type="checkbox"/> Other	<input type="checkbox"/> Pumping	<input type="checkbox"/> Excavation
	<input type="checkbox"/> Hot work	<input type="checkbox"/> Appropriate permits used
<b>TRAINING</b>		
<input type="checkbox"/> Verified site workers trained per OSHA 29 CFR 1920.120		
<b>ORGANIZATION</b>		
<u>Title</u>	<u>Name</u>	<u>Telephone/Radio</u>
Incident Commander:		
Deputy Incident Commander:		
Safety Officer:		
Public Affairs Officer:		
Other:		
<b>EMERGENCY PLAN</b>		
<input type="checkbox"/> Alarm system:		
<input type="checkbox"/> Evacuation plan:		
<input type="checkbox"/> First aid location		
<b>Notified</b>		
<input type="checkbox"/> Hospital		Phone: <input type="checkbox"/>
Ambulance		Phone: <input type="checkbox"/> Air
ambulance		Phone: <input type="checkbox"/> Fire
Phone: <input type="checkbox"/>	Law	enforcement
Phone:		
<input type="checkbox"/> Emergency response/rescue		Phone:
<b>PRE-ENTRY BRIEFING</b>		
<input type="checkbox"/> Initial briefing prepared for each site		
<b>INCLUDING ATTACHMENTS/APPENDICES</b>		
<u>Attachments</u>		<u>Appendices</u>
<input type="checkbox"/> Site Map		<input type="checkbox"/> Site Safety Program Evaluation Checklist
<input type="checkbox"/> Hazardous Substance Information Sheets		<input type="checkbox"/> Confined Space Entry Checklist
<input type="checkbox"/> Site Hazards		<input type="checkbox"/> Heat Stress Consideration
<input type="checkbox"/> Monitoring Program		<input type="checkbox"/> Cold Stress and Hypothermia Consideration
<input type="checkbox"/> Training Program		<input type="checkbox"/> First Aid for Bites, Stings, and Poisonous Plant Contact
<input type="checkbox"/> Confined Space Entry Procedure		<input type="checkbox"/> Safe Work Practice for Oily Bird Rehabilitation
<input type="checkbox"/> Safe Work Practices for Boats		<input type="checkbox"/> SIPI Site Pre-Entry Briefing <input type="checkbox"/>
PPE Description		<input type="checkbox"/> Personnel Tracking System <input type="checkbox"/>
Decontamination		
<input type="checkbox"/> Communication and Organization		
<input type="checkbox"/> Site Emergency Response Plan		
<b>ICS 208 – Site Safety Plan</b>		© 1997-2011 TRG/dbSoft, Inc.

ICS 209 - Incident Status Summary			
Incident:		Prepared By: at:	
Period:		Version Name:	
Type of Incident			
<input type="checkbox"/> Oil Spill	<input type="checkbox"/> HAZMAT	<input type="checkbox"/> AMIO	
<input type="checkbox"/> SAR/Major SART	<input type="checkbox"/> SI/Terrorism	<input type="checkbox"/> Natural Disaster <input type="checkbox"/>	
Marine Disaster	<input type="checkbox"/> Civil Disturbance	<input type="checkbox"/> Military Out load <input type="checkbox"/>	
Planned Event	<input type="checkbox"/> Maritime HLS/Prevention	<input type="checkbox"/> Other	
Situation Summary as of Time of Report			
Future Outlook/Goals/Needs/Issues			
Safety Status/Personnel Casualty Summary			
Casualty Type	Since Last Report	Adjustments to Previous Op. Period	Total
Responder Injury			
Responder Death			
Public Missing (Active Search)			
Public Missing (Presumed Lost)			
Public Uninjured			
Public Injured			
Public Dead			
Total Public Involved			
Property Damage Summary			
Property Type		Est. Damage Amount	
Vessel			
Cargo			
Facility			
Other			
ICS 209 Incident Status Summary		© 1997-2011 TRG/dbSoft, Inc.	

ICS 209 - Incident Status Summary						
Incident:		Prepared By:		at:		
Period:		Version Name:				
HAZMAT/Oil Spill Status (Estimated)						
Common Name(s):						
UN Number:		Source Status: <input type="checkbox"/> Secured <input type="checkbox"/> Unsecured				
CAS Number:		Remaining Potential:				
Rate of Spillage:						
All estimates are in:						
	Adjustments to Previous Operational Period	Since Last Report	Total			
Volume Spilled/Released						
Mass Balance – HAZMAT/Oil Budget						
Recovered HAZMAT/Oil						
Evaporation/Airborne						
Natural Dispersion						
Chemical Dispersion						
Burned						
Floating, Contained						
Floating, Uncontained						
Onshore						
Total HAZMAT/Oil Accounted for:						
Comments:						
HAZMAT/Oil Waste Management (est., since last report)						
Waste Type		Recovered	Disposed	Stored		
Oil						
Oily Liquid						
Liquid						
Oily Solid						
Solid						
Comments:						
HAZMAT/Oil Shoreline Impacts (Estimated)						
Degree of Impact		Affected	Cleaned	To be Cleaned		
Very Light						
Light						
Medium						
Heavy						
Total:						
Comments:						
HAZMAT/Oil Wildlife Impacts (Since last report)						
Wildlife Type	Captured	Cleaned	Released	DOA	Died in Facility	
					Euthanized	Other
Bird						
Mammal						
Reptile						
Fish						
Total:						
ICS 209 Incident Status Summary				© 1997-2011 TRG/dbSoft, Inc.		





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**APPENDIX D: MAPS**

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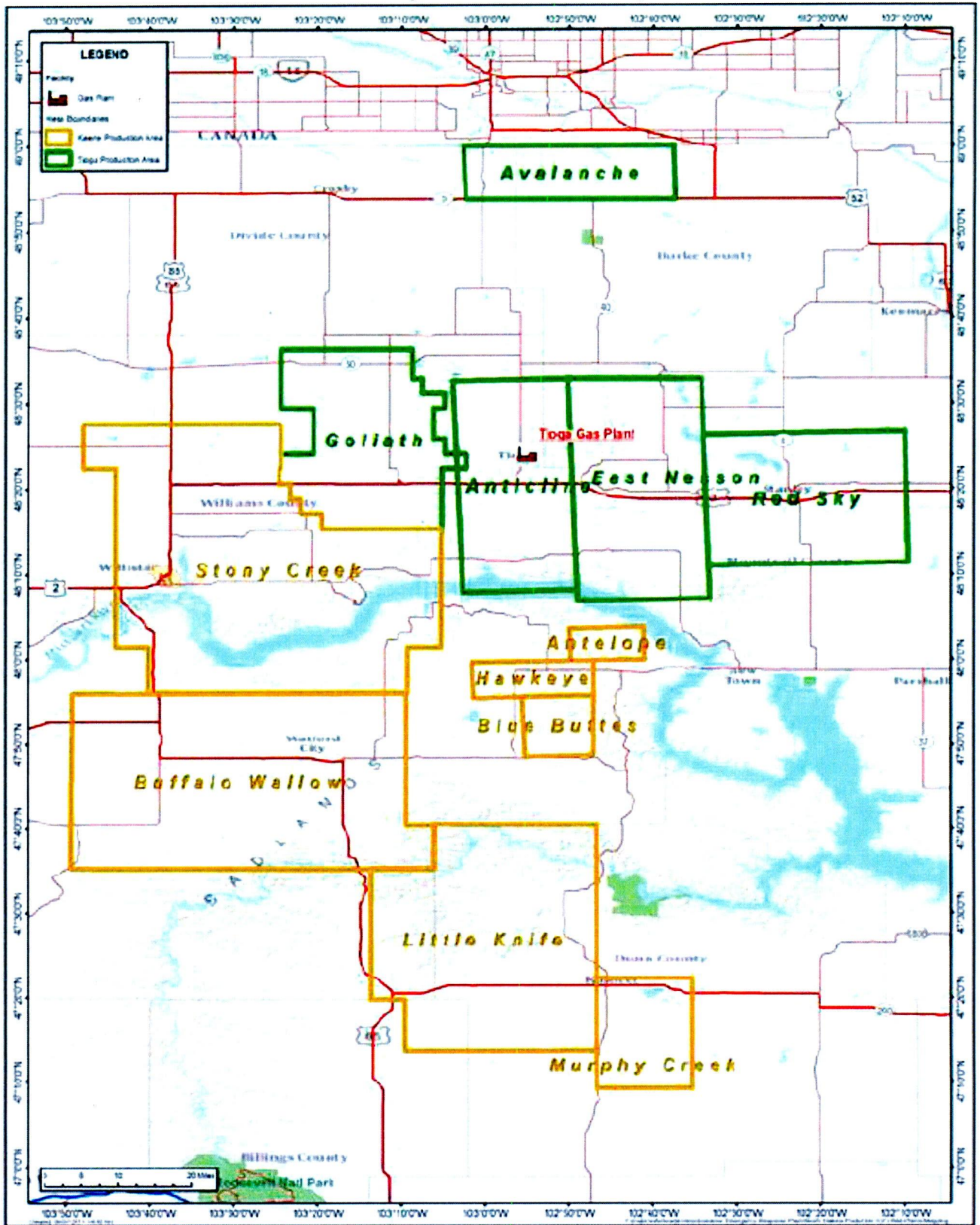
<b>Overview Maps Table of Contents</b>	
	<b>NAME</b>
<b>1</b>	<b>North Dakota Operations Overview Map</b>
<b>2</b>	<b>Tioga Gas Plant Location</b>
<b>3</b>	<b>Hess &amp; Sakakawea Area Spill Response LLC (SASR) Response Trailer Locations</b>
<b>4</b>	<b>Lake Sakakawea Boat Access Points</b>

Use Hess ND GIS <http://maps.ihess.com/northdakota/>

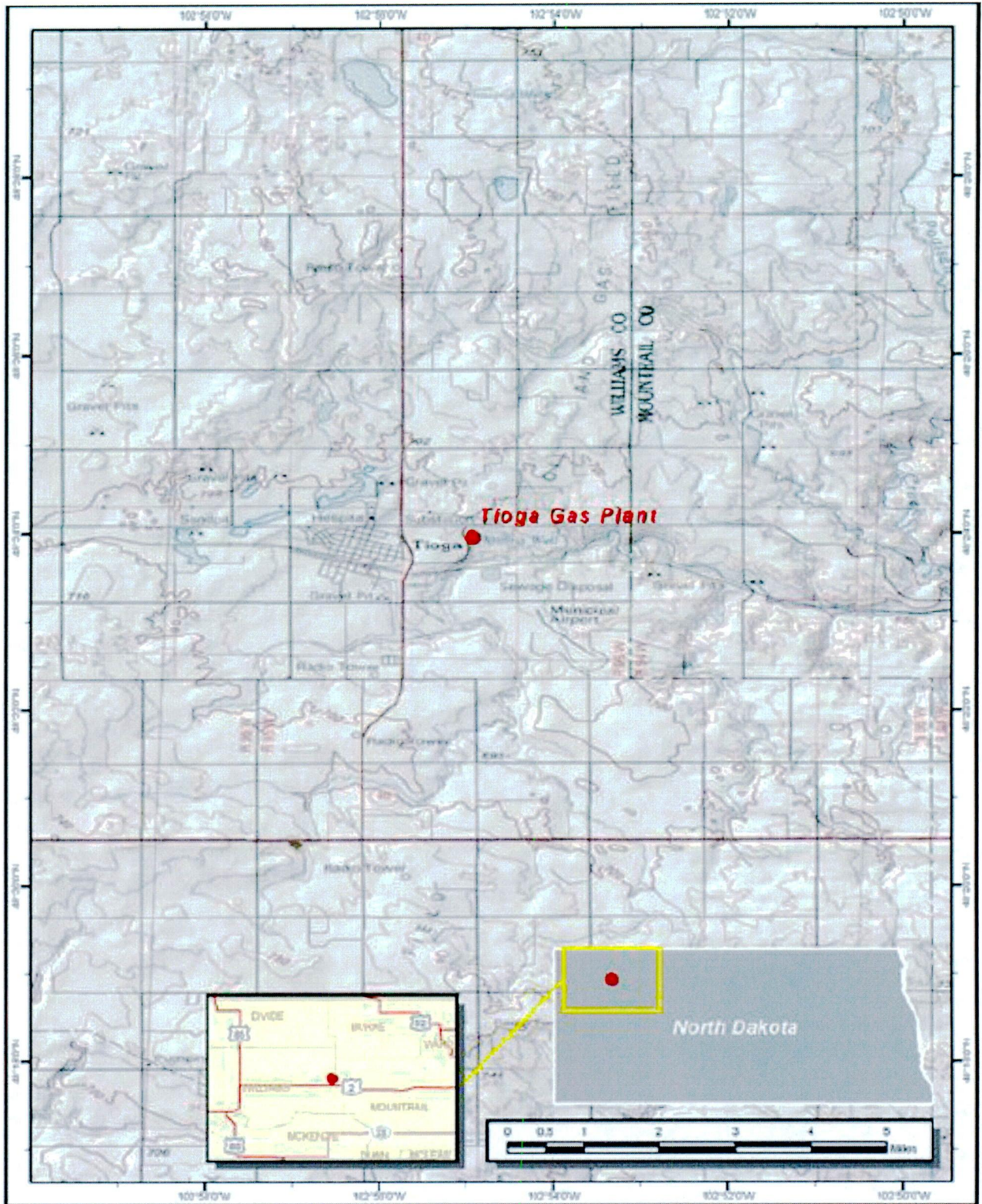
and/or Bakken Maps located at:

<\\minssfs001\data\TBNHD00\Bakken\Maps\FieldMaps>

### North Dakota Operations Overview Map



### Tioga Gas Plant Location



## APPENDIX E: Hess Response Trailers

Hess North Dakota has 3 Emergency Response Trailers and 1 Boom Trailer containing the items listed in the table below. The code for the trailer locks is 1804. The locations of the Boom and Emergency Response Trailers are as follows:

1. Tioga Office Complex 10384 68th St NW Tioga, ND 58852
2. Keene Office 10892 Hwy 23 Keene, ND 58763
3. Tioga Rail Terminal 10515 67<sup>th</sup> Street NW Tioga, ND 58852 (**Boom & ER Trailer**)

Emergency Spill Response Trailer(s)		
Item	Product Description	QtyPer Trailer
1	Nortech N551DC-NED 55 Gal. Drum Vacuum Unit	1
2	55 Gal Wet/Dry Vac Drum Top	1
3	115V Water Transfer Pump	2
4	115V Electric Air Compressor Ingersoll Rand IRTP1.5IU-A9	1
5	Honda Gas Generator (3-5k Watt) EB6500 w/ wheels	1
6	Manta Ray Skimmer	1
7	TDS118 - Drum Skimmer -Elastec	1
8	Floating Alpha Skimmer	1
9	Monarch Self Priming Engine Driven Pump 3.5 HP Honda	1
10	Honda WT30XK3A - 319 GPM (3") Heavy Duty Trash Pump	1
11	Pump: E-1 Double Diaphragm 1" pneumatic pump	1
12	OTS 2" GR Grey Iron Submersible Pump	1
13	Pump Hoses 2 of 3" and 2 of 4" (Suction)	4
14	Gas Pressure Washer w/wheels (3000 PSI)	1
15	Drum Dolley (Bottom Fitting)	1
16	Steel Drum Dolly (Standing)	1
17	Extension Cords (50' x 12 gauge)	6
18	Flood Lights - Try-Pod w/ Stand (3 lights)	1
19	Work Lights	2
20	14 Gallon Portable Gas Pump	1
21	Chest Waders - plain toe -one each size 10, 11, 12	3
22	Traffic Cones 28" with reflective collars	6
23	Hi-Visibility Traffic Vest - FR - Adjustable to 5X	5
24	Life Floation Vest, Type V Dipped, Mustang	4
25	Barricade Tape, Red "Danger Hazardous Area 1,000'	2
26	Barricade Tape, Yellow "Danger Do Not Enter" 1,000'	2
27	Flashlights, Super Sabrelite Laser Spot Xenon/Yellow	5
28	Radio, 2 Way, hand held MD200TPR	4
29	Roll/Sheet of Poly (4 mil)	1
30	Roll of 3 mil Trash Bags	1
31	Bales (40') of 5" Sorbent Boom = 200 Feet	5

<b>Emergency Spill Response Trailer(s) Continued</b>		
<b>Item</b>	<b>Product Description</b>	<b>QtyPer Trailer</b>
32	Bags of loose Absorbents (Oil Gator)	4
33	Tyvek Suits - 1 Case	1
34	Nitrile Inner Gloves, box	1
35	Chicken Boots	20
36	Chemical Gloves - Outers	6
37	Rain Suits - Case	1
38	Spade Shovels	2
39	Flat Shovels	2
40	Pitch Fork	2
41	Rake	2
42	Squeegees	2
43	Trailer Hitch with 2 5/16 <sup>th</sup> inch ball & Hitch Pin	1
44	Portable Radios & Batteries	4

<b>TRT Boom Trailer</b> <b>(This Equipment Should Not Leave the Tioga Rail Terminal)</b>		
<b>Item</b>	<b>Product Description</b>	<b>QtyPer Trailer</b>
1	1800' of 18" Containment Boom	1
2	Manta Ray Skimmer	1
3	Trailer Hitch w 2-5/16 <sup>th</sup> Inch Ball	1
4	Chest Waders - plain toe -one each size 10, 11, 12	3
5	Life Flootation Vest, Type V Dipped, Mustang	4
6	Hi-Visibility Traffic Vest - FR - Adjustable to 5X	5

## APPENDIX F: SASR Response Trailers

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### Sakakawea Area Spill Response LLC (SASR)

April 2014

A group of oil, gas and pipeline companies that work near the upper Missouri River and Lake Sakakawea regions has formed a limited liability company whose purpose is to provide resources to assist the company's members to respond quickly and comprehensively to an open water spill as a way to minimize impacts and protect residents and the environment.

The function of the **Sakakawea Area Spill Response LLC (SASR)** is twofold. Members have identified and mutually agreed to share and deploy existing emergency-response and spill-containment equipment and other resources in the event of a spill.

Since organizing in December 2011, SASR has purchased 2-28' spill response trailers stocked with boom, skimmers, generators, absorbent and other additional response equipment and 3 response boats that are available to member companies during an open water incident response in the Williston Basin area of eastern Montana and western North Dakota, including the Lake Sakakawea region and its tributaries. SASR also owns a third spill trailer which stores winter spill response equipment. SASR continues to provide training opportunities for its members with the commonly-owned equipment.

While companies that operate in the area have their own spill response plans and spill response capabilities, the aim of SASR is to increase preparedness and, in the event of a spill, coordinate and expand those capabilities. SASR is not meant to replace a company's long-term spill response resources nor to act as a spill responder.

To date, the following eleven companies are active SASR members: Slawson Exploration Co., **HESS Corp.**, Whiting Oil and Gas Corp., Marathon Oil Co., Bridger Pipeline LLC, Enbridge Pipelines (North Dakota) LLC, WPX Energy Williston, LLC, Continental Resources, Inc., Enerplus Resources USA Corp., Bakken Link Pipeline LLC and Halcon Resources Operating, Inc.

Members have elected three officers to three-year terms to oversee the SASR's activities. For more information about SASR, please contact:

Jason Tuhy

701.456.5415 (Office)

701.290.3562 (Cellular)

[Jason.Tuhy@whiting.com](mailto:Jason.Tuhy@whiting.com)

Bob Dundas

307-266-0411 (Office)

307-247-3702 (Cellular)

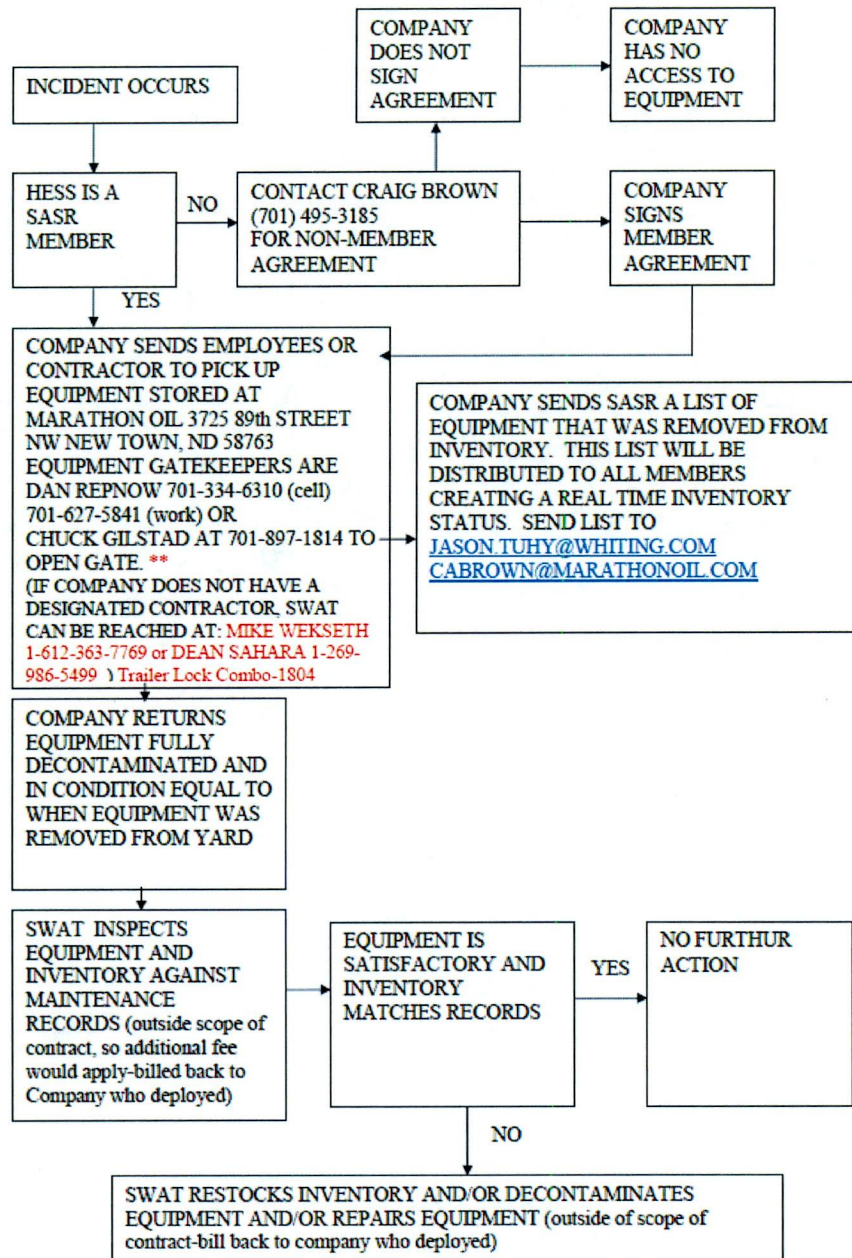
[bob.dundas@truecos.com](mailto:bob.dundas@truecos.com)

## SASR ER Trailer Contact List

SASR ER Trailer Contacts				
Member Company	Primary Contact	Secondary Contact	Tertiary Contact	# of Trailers
Bridger Pipeline	Don Clark	Jim Hill	Bob Dundas	2
	(701) 260-2278	(701) 570-0120	(307) 247-3702	
WPX Energy	Jason Rauen	Teresa Van Deusen	Justin Warren	2
	(701) 837-2924 (o)	(701) 837-2911 (o)	(701) 837-2906 (o)	
	(970) 270-8733 (c)	(701) 500-2619 (c)	(701) 421-7324 (c)	
Continental Resources	Russ Atkins	Todd Senescall		2
	605.641.6650	406.941-2529		
	Dave Ruffie	Stacy Aguirre		
	701.580.0079	406.478.4450		
Marathon Oil	Jennifer Satterwhite	Chuck Gilstad		11
	307.272.1900	701.897.1814		
Hess	Todd Saylor	Jason Henry		3
	701-500-1053	701-389-1268		
Whiting Petroleum	James Dobrovolny	Tom Kalberer		3
	701-216-0279	701-897-2044		
	Jesse Olson	Jason Tuhy		
	701-898-0015	701-290-3562		
Slawson Petroleum	Kyle Waliezer	Rod Johansen		1
	701-421-0762	701-897-0215		
Enbridge Pipeline	Steve Schmaltz	Doug Deren		3
	701-857-0801 (o)	701-857-0912 (o)		
	701-741-7006 (c)	701-500-2131 (c)		

## SASR Equipment Activation Procedure

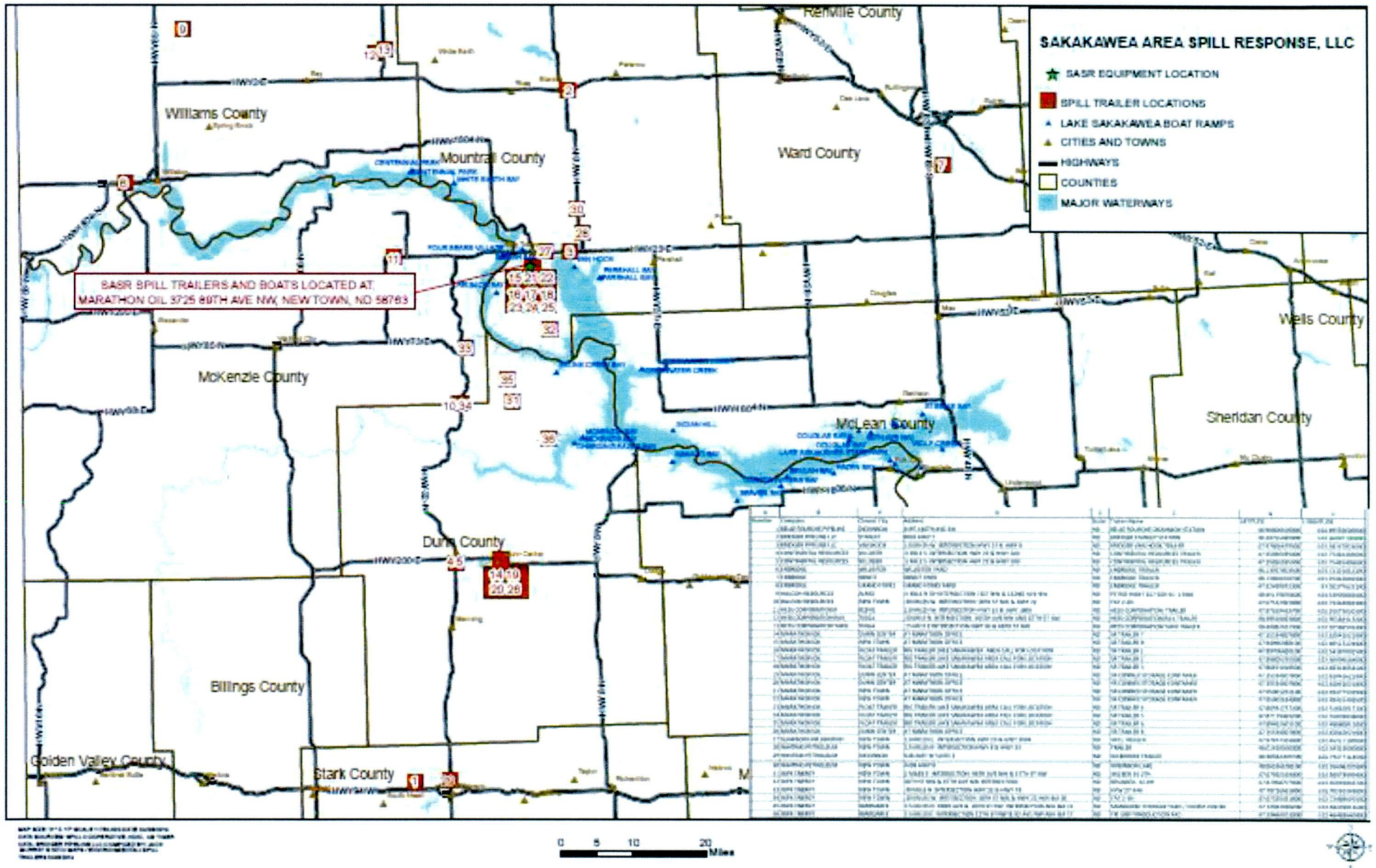
### SASR Equipment Callout Procedures



**\*\*NOTE: MARATHON GATEKEEPERS HAVE ACCESS TO ALL TRAILER PADLOCK KEYS AND BOAT IGNITION KEYS AND WILL PROVIDE KEYS AT TIME OF EQUIPMENT CHECKOUT.**

NOVEMBER 2014

1	SPILL RESPONSE TRAILER LOCATIONS						3/9/2014	
2	Company	Closest City	Address	State	Trailer Name	LATITUDE	LONGITUDE	
3	1 BELLE FOURCHE PIPELINE	DICKINSON	3497 116TH AVE SW	ND	BELLE FOURCHE DICKINSON STATION	46.90600100000	-102.89556600000	
4	2 BRIDGER PIPELINE LLC	STANLEY	8035 HWY 2	ND	BRIDGER STANLEY STATION	48.30755430000	-102.38997100000	
5	3 BRIDGER PIPELINE LLC	VAN HOOK	1.8 MILES W. INTERSECTION HWY 23 & HWY 8	ND	BRIDGER VAN HOOK TRAILER	47.97806679500	-102.38247824600	
6	4 CONTINENTAL RESOURCES	KILLDEER	.5 MILE S. INTERSECTION HWY 22 & HWY 200	ND	CONTINENTAL RESOURCES TRAILER	47.35056035000	-102.75481406600	
7	5 CONTINENTAL RESOURCES	KILLDEER	.5 MILE S. INTERSECTION HWY 22 & HWY 200	ND	CONTINENTAL RESOURCES TRAILER	47.35056035000	-102.75481406600	
8	6 ENBRIDGE	WILLISTON	WILLISTON YARD	ND	ENBRIDGE TRAILER	48.13957803500	-103.72151815100	
9	7 ENBRIDGE	MINDOT	MINDOT YARD	ND	ENBRIDGE TRAILER	48.12404920700	-101.25442882400	
10	8 ENBRIDGE	GRAND FORKS	GRAND FORKS YARD	ND	ENBRIDGE TRAILER	47.92499072300	-97.08277625100	
11	9 HALCON RESOURCES	ALMO	.5 MILE N OF INTERSECTION 71ST NW & 132ND AVE NW	ND	PETRO-HUNT 157-100-10-1 SWD	48.45179876600	-103.53930085000	
12	10 HALCON RESOURCES	NEW TOWN	.30 MILES W. INTERSECTION 18TH ST NW & HWY 22	ND	TAT 2-LH	47.67512491900	-102.73444082900	
13	11 HESS CORPORATION R	KEENE	1.8 MILES W. INTERSECTION HWY 23 & HWY 1806	ND	HESS CORPORATION TRAILER	47.97659429700	-102.91675830100	
14	12 HESS CORPORATION RAIL	TIOGA	.50 MILE N. INTERSECTION 105TH AVE NW AND 67TH ST NW	ND	HESS CORPORATION RAIL TRAILER	48.39310863800	-102.95584413300	
15	13 HESS CORPORATION YARD	TIOGA	.15 MILE E INTERSECTION HWY 40 & 68TH ST NW	ND	HESS CORPORATION YARD TRAILER	48.40082652300	-102.92586592400	
16	14 MARATHON OIL	DUNN CENTER	AT MARATHON OFFICE	ND	SR TRAILER 7	47.35534807800	-102.62042621800	
17	15 MARATHON OIL	NEW TOWN	AT MARATHON OFFICE	ND	SR TRAILER 9	47.94996088100	-102.49513228400	
18	16 MARATHON OIL	FLOAT TRAILER	RIG TRAILER LAKE SAKAKAWEA AREA CALL FOR LOCATION	ND	SR TRAILER 1	47.89706420100	-102.54387091500	
19	17 MARATHON OIL	FLOAT TRAILER	RIG TRAILER LAKE SAKAKAWEA AREA CALL FOR LOCATION	ND	SR TRAILER 2	47.89605235200	-102.50996566000	
20	18 MARATHON OIL	FLOAT TRAILER	RIG TRAILER LAKE SAKAKAWEA AREA CALL FOR LOCATION	ND	SR TRAILER 3	47.86875019500	-102.48324858100	
21	19 MARATHON OIL	DUNN CENTER	AT MARATHON OFFICE	ND	SR CONNEX STORAGE CONTAINER	47.35534807800	-102.62042621800	
22	20 MARATHON OIL	DUNN CENTER	AT MARATHON OFFICE	ND	SR CONNEX STORAGE CONTAINER	47.35534807800	-102.62042621800	
23	21 MARATHON OIL	NEW TOWN	AT MARATHON OFFICE	ND	SR CONNEX STORAGE CONTAINER	47.95001261100	-102.49477539900	
24	22 MARATHON OIL	NEW TOWN	AT MARATHON OFFICE	ND	SR CONNEX STORAGE CONTAINER	47.95002634900	-102.49431403800	
25	23 MARATHON OIL	FLOAT TRAILER	RIG TRAILER LAKE SAKAKAWEA AREA CALL FOR LOCATION	ND	SR TRAILER 4	47.86031757200	-102.51662017100	
26	24 MARATHON OIL	FLOAT TRAILER	RIG TRAILER LAKE SAKAKAWEA AREA CALL FOR LOCATION	ND	SR TRAILER 5	47.87179469200	-102.55039838000	
27	25 MARATHON OIL	FLOAT TRAILER	RIG TRAILER LAKE SAKAKAWEA AREA CALL FOR LOCATION	ND	SR TRAILER 6	47.89462601100	-102.48080812800	
28	26 MARATHON OIL	DUNN CENTER	AT MARATHON OFFICE	ND	SR TRAILER 8	47.35534807800	-102.62042621800	
29	27 SLAWSON EXPLORATION	NEW TOWN	1.8 MILES E. INTERSECTION HWY 23 & HWY 1804	ND	SPILL TRAILER	47.97877503800	-102.45511180000	
30	28 WHITING PETROLEUM	NEW TOWN	2.5 MILES N. INTERSECTION HWY 8 & HWY 23	ND	TRAILER	48.01439500000	-102.34319000000	
31	29 WHITING PETROLEUM	DICKINSON	528 21ST W SUITE E	ND	DICKINSON TRAILER	46.90582309700	-102.79277318500	
32	30 WHITING PETROLEUM	NEW TOWN	4499 HWY 8	ND	ROBINSON LAKE	48.06526108100	-102.35606270300	
33	31 WPX ENERGY	NEW TOWN	2 MILES E INTERSECTION 96TH AVE NW & 17TH ST NW	ND	WICKER 34-27H	47.67492329000	-102.56978999400	
34	32 WPX ENERGY	NEW TOWN	28TH ST NW & 67TH AVE NW INTERSECTION	ND	BRUNSELL 16-9H	47.81968707800	-102.45092866700	
35	33 WPX ENERGY	NEW TOWN	.40 MILE N. INTERSECTION HWY 22 & HWY 73	ND	KYW 27-34H	47.78710661800	-102.70592349000	
36	34 WPX ENERGY	NEW TOWN	.30 MILES W. INTERSECTION 18TH ST NW & HWY 22 AKA BIA 30	ND	TAT 2-LH	47.67329321600	-102.72489697600	



**Sakakawea Area Spill Response Mutual Aid Response Trailer Locations**  
**SASR EQUIPMENT INVENTORY**

SASR Boats as of 3/1/2014

1-23' jet fast response boat  
 1-26' twin engine fast response boat  
 1- 18' Jon boat w/50 hp outboard motor

SASR Boom Trailer Inventory as of 12/3/13

Quantity	Units	Item Description	Quantity - Units - Item Description
2000	feet	13" boom with bridles	2 each 40# Danforth Anchor Systems
2	ea	TDS 118 Drum Skimmers	6 each Anchor Buoys
14	ea	Bales absorbent boom	1 each first aid kit
2	ea	23# Danforth Anchor Systems	

SASR Spill Trailer Inventory as of 12/3/13

Quantity	Units	Item Description	Quantity - Units - Item Description
10	bags	oil dry	2 each stake sleeve hammers (T post drivers)
2	ea	power washer	2 each hose floats
10	spools	rope	3 each 50 gallon drums (black)
15	ea	life vests	1 each 55 gallon drum (yellow)
4	ea	non reusable containers	6 each power washer hoses
1	box	XL Tyvek	2 each E150 3" pumps
1	box	2X Tyvek	2 each Kubota filter kits
1	box	3X Tyvek	2 each handheld blowers
1	box	4X Tyvek	1 each chain saw
6	boxes	chest waders	1 each gallon bar oil
6	rolls	6 mil poly (20'x100')	1 each chain
6	boxes	38"x60" (50 per box)	1 each chain cover
6	boxes	nitrile gloves	2 each 100' garden hose
6	bags	neoprene gloves (10 per)	2 each 3" flex hose
10	ea	3" hoses	2 pairs rubber boots
1	ea	2' hose	4 each ratchet straps
4	ea	66lb water barriers	4 each padlocks
1	ea	folding table	1 each 15hp generator
1	ea	170pc tool set	1 each 3" transfer pump
3	boxes	snare	1 each 2" transfer pump
30	ea	1/2" anchor shackles	6 each folding chairs
25	ea	1/4" anchor shackles	2 each 2.5 gallons degreaser
5	ea	3/8" anchor shackles	2 each deblazer containers
3	ea	standing work lights	1 each collapsible onion tank
61	ea	D rings	4 each garden rakes
1	ea	dewalt 4 pc tool set	4 each shovels (2 spades and 2 flats)
1	ea	hand sump pump	1 each 10'x10' gazebo tent
4	boxes	rags	1 each Laser Rangefinder & extra batteries
10	rolls	caution tape	1 each first aid kit
24	rolls	rolls of duct tape	

SASR Winter Response Trailer Inventory as of 3/1/2014

TRAILER	TOOL BOX
1-8' x 28' Tandem Axle Trailer, 5,200 lb. axles, insulated	1-Combination Wrench Set (3/8"-1 1/4")
Trailer shelving and folding workbench (interior) Folding	1-Crescent Wrench (12")
Exterior Access Hatch Panel (for petroleum product	1-Round File
	1-Flat File
	1-Hack Saw
	6-Hack Saw Blades
	1-Claw Hammer
	1-Pipe Wrench (24")
	1-Pliers
	1-Pliers (Channel Locking)
	1-Screw Driver Set
	1-Socket Set (3/8" - 1")
	1-Utility Knife
	1-Wire Brush
	1-Chainsaw/Ice Auger Repair Kit

**SKIMMING/RECOVERY EQUIPMENT**

1-2' Pedco Skimmer (Weir Type Skimmer)  
 1-Diaphragm Pump (2")  
 1-Sorbent Roll  
 1-Bail of Sorbent Pads  
 1-Transfer Pump  
 3-Suction Hose (2" x 20')  
 2-Discharge Hose (2" x 50' -PVC)  
 1-Porta-Tank and Frame (1000 Gallon)  
 8-Puck Board 4' x 8'  
 1-Camlock Fittings (Male 2", 4" Female 2", 4")  
 2-Squeegies

**ICE CUTTING/REMOVAL EQUIPMENT**

2-Chainsaws- Stihl 440 Magnum  
 2-Ice Augers- Stihl BT121  
 12-Ice Auger Blades- Stihl  
 2-Ice Auger Extensions (3')  
 2-Ice Saws (42" Blade)  
 1-Ice Tongs  
 1-Ice Chipping Bar  
 1-Capstan Winch (Gas Powered)  
 1-T- Bar (Ice Block Puller)  
 1-A Frame (Ice Block Puller)  
 10-9" Ice Anchors (Black Diamond Express Ice Screw)  
 2-Scoop Shovels (Perforated)  
 1-Flat Nose Shovel  
 1-Snow Shovel  
 1-Ice Depth Gauge  
 2-Ice Scoop  
 1-Chain Saw Hoist (cage for chainsaw used for cutting)

**SAFETY EQUIPMENT**

1-Fire Extinguisher (20 lb.)  
 1-First Aid Kit (326 Piece)  
 12-Rolls of Flagging Tape (Fluorescent)  
 6-Rolls of Flagging Tape (Caution)  
 6-Highway Cones  
 1-Highway Reflector Kit  
 2-Highway Vest  
 1-Warning Signs (Hand held Stop/Slow)

**PETROLEUM PRODUCTS**

6-Motor Oil  
 6-Two Cycle Motor Oil  
 4-Chainsaw Oil  
 4-Methyl hydrate  
 4-Antifreeze  
 2-20lb propane tanks (for Herman Nelson Heater)

**MISCELLANEOUS EQUIPMENT**

1-Propane Heater (Herman Nelson-Portable)  
 1-Funnel  
 1-Garbage Can  
 1-Jerry Can (5 Gal)  
 1-Jerry Can (2 Gal)  
 1-Plastic Tarp  
 8-Rolls of Snow Fence  
 1-Pail (Galvanized)  
 1-Tie Wire  
 1-Equipment Sled  
 12-Carabiners  
 2-Sledge Hammer  
 1-2" Post Pounder  
 2-Axes  
 1-Current Velocity Meter (Flow Probe)  
 1-Crow Bar (4')  
 1-Buck Saw  
 1-Frost Fighter Heater  
 1-Tape Measure (100')  
 8-Snow Fence Posts  
 1-Megaphone

SASR EQUIPMENT INVENTORY CONTINUED

SASR Winter Response Trailer Inventory continued

**SAFETY EQUIPMENT**

- 1-Warning Signs (Danger Open Water)
- 2-Chainsaw Chaps
- 6-Safety Glasses
- 6-Hard Hat Liners
- 6-Flashlights (Intrinsically Safe)
- 12-Flashlight Batteries (D)
- 1-Rescue Sled
- 4-Buoyancy Suits (Mustang or similar)
- 4-Safety Harness (Full Body)
- 8-Safety Rope (25')
- 10-Safety Rope (100')
- 1-Extention Ladder (20')
- 1-Extendable Reach Pole
- 2-Sleeping Bags
- Wool Blankets
- 2-Thermal Survival Blankets
- 8-Personal Floatation Devices
- 2-Throw Rope Bags
- 8-Pairs of Winter Insulated Boots (Steel Toed)
- 10-Ice Cleats (Strap On)

**LAKE SAKAKAWEA BOAT ACCESS POINTS – <http://gf.nd.gov/magazines/march-april-2014/boating-access>  
 SEE HESS ND GIS MAPPING FOR SPECIFIC LOCATIONS - <http://maps.ihess.com/northdakota/>**

