



# AUSTRALIAN DRILLING ASSOCIATES

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## OFFSHORE DRILLING (AUSTRALIA)

## EMERGENCY RESPONSE PLAN

(MODU)

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2008/09

Rev 1

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## TRANSMITTAL ACKNOWLEDGMENT

This form is to be completed by each recipient of the accompanying ADA Offshore Drilling (Australia) ERP. Please remove this form from this document, complete the details and return to the ERP Custodian, within seven (7) days of receipt and send the completed form to the ERP Custodian:

**ADA Drilling Superintendent**

Ph: (03) 8610 3000 / Fax: (03) 8610 3030

Level 5, Rialto Nth Tower

525 Collins St, Melbourne, Vic 3000

Australia

**Note #1:** The recipient acknowledges receipt of the ADA Offshore Drilling (Australia) ERP Rev 1.

The recipient has read the document and understands both his/her responsibilities and obligations, in the event of an emergency and understands the responsibility for ensuring that all amendments to the ERP which may subsequently be supplied are incorporated into the ERP as soon as possible.

**Note #2:** The ADA Offshore Drilling (Australia) ERP is a **confidential and controlled document** and should not be given, either in whole or part, to unauthorised personnel without the written consent of the ADA ERG Leader.

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Position: \_\_\_\_\_

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E-mail: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Day \_\_\_\_\_ Month \_\_\_\_\_ Year

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## DISTRIBUTION LIST

This ERP is a “controlled document”. The ADA (Australian) Offshore Drilling ERP and all revisions shall be distributed to the following.

Issue No.	Issued To:
1.	File Copy (ADA Library)
2.	Emergency Response Room – (ADA)
3.	ADA ERG Leader – Melbourne
4.	ADA ERG Technical Support - Melbourne
5.	ADA ERG Materials and Logistics - Melbourne
6.	ADA Drilling Supervisor - MODU
7.	Client Emergency Management Room
8.	Client EMT Leader
9.	MODU OIM
10.	MODU Radio Operator
11.	MODU Emergency Response Pack
12.	MODU Recreation Room
13.	Drilling Contractor Area Manager
14.	Drilling Contractor Rig Manager
15.	Support Vessel Contractor Manager
16.	Support Vessel Master
17.	Support Vessel Master
18.	Designated Authority
19.	NOPSA
20.	Helicopter Base Manager
21.	Shorebase Logistics Base Manager
22.	Spare

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## DEFINITIONS

Acronym	Description
ADA	Australian Drilling Associates
AHTS	Anchor Handling Tug Supply Vessel (Vessel)
AMSA	Australian Maritime Safety Authority
AUSSAR	Australian Search And Rescue
AP	Authorized Party
BA	Breathing Apparatus
BOP	Blow-out Preventer
C	Celsius
CASA	Civil Aviation Safety Authority
CEMT	Client Emergency Management Team
EMR	Emergency Management Room (Client)
EMT	Emergency Management Team (Client)
EMTL	Emergency Management Team Leader (Client)
CLASS (1,2, 3)	Classification of ADA Emergencies
DA	Designated Authority
DC	Drilling Contractor
DEWHA	Department of the Environment, Water, Heritage and the Arts (Cwth)
DIER	Department of Infrastructure Energy and Resources (Tasmania)
DMP	Department of Mines and Petroleum (Western Australia)
DRDPIFR	Department of Regional Development, Primary Industry, Fisheries and Resources (Northern Territory)
DPI	Department of Primary Industry (Victoria)
EPIRB	Emergency Position Indicating Radio Beacon
ERG	ADA Emergency Response Group
ERGL	ADA Emergency Response Group Leader
ERP	Emergency Response Plan
ERR	ADA Emergency Response Room
ERT	MODU Emergency Response Team
FRC	Fast Rescue Craft
GMT	Greenwich Mean Time
H <sub>2</sub> S	Hydrogen Sulphide
HLO	Helicopter Landing Officer
HSE	Health, Safety and Environment
MARPOL	Marine Pollution (United Nations Resolutions)
MEDEVAC	Medical Evacuation
MODU	Mobile Offshore Drilling Unit
NDB	Non Directional Beacon
NOPSA	National Offshore Petroleum Safety Authority
OIM	Offshore Installation Manager
PIC	Person In Charge (When used alone, reference is to MODU OIM)
OSCP	Oil Spill Contingency Plan
PA	Public Address System
POB	Persons on Board
POLREP	Pollution Report
RCC	Rescue Co-ordination Centre (Aviation and Marine)
ROV	Remotely Operated Vehicle
SAR	Search and Rescue
SCBA	Self Contained Breathing Apparatus

Acronym	Description
SITREP	Situation Report
SV	Support Vessel
Tier (1, 2, 3)	Classification of Industry Oil Spill Incidents
TAF	Terminal Aerodrome Forecast
TPC	Third Party Contractor
TPS	Third Party Services
WOMP	Well Operation Management Plan

## DOCUMENT CONTROL AND REVISION

This ADA Offshore Drilling (Australia) ERP is a "Controlled Document" (CEM-ERP-001). The master copy of this ERP is held by the ERP Custodian:

ADA Drilling Superintendent

Ph: (03) 8610 3000 / Fx: (03) 8610 3030

Level 5, Rialto Nth Tower, 525 Collins St, Melbourne, Vic 3000, Australia

### ***See Appendix 3 – Contact Directory for Current ERP Custodian phone/fax details***

The ADA Drilling Superintendent is the Custodian of this document and is responsible for controlling of the original document as well as any revisions. Copies should be returned to the ADA ERP Custodian if the recipient no longer fulfils the position on the distribution list or on completion of the drilling campaign.

This document, any subsequent revisions or updates to the content, including revisions arising from legislative change, or any revisions to procedures which affect this document, remain the responsibility of the ERP Custodian.

Should the recipient (user) become aware of any changes or corrections that are required, please photocopy this page, the relevant page(s) requiring changes, note corrections and fax them to the ERP Custodian.

This ERP shall be revised in the following circumstances:

1. After a period of no more than 2 years;
2. On recognition of an increased, new or significant safety or environmental risk;
3. With any significant changes to operational activities (Contact Directory Appendix may be regularly updated without changes to the body of the ERP).

Name:

Position:

Organisation:

Document Issue Number: .....

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Please note the changes to details on the following page(s):

Introduction Document Page(s):

Appendix Module: ..... Page(s):

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Other comments:

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## RECORD OF REVISIONS

For un-issued versions, use A, B etc.

For original issued version use 0

For revised versions of original issued version use next sequential number, ie.1, 2, 3 etc.

To determine if a page has been updated, find the page number in the Revision Record (front cover) and check if the latest revision number listed there is the same as the revision number listed on the page footer. If they match, the page is fully updated.

## DISCLAIMER

*This document is the property of ADA, the contents of which must not be copied or used for any purpose other than that which it was provided, without the express written authority of ADA.*

This ADA Offshore Drilling (Australia) ERP reflects the best efforts of all contributors to provide the most effective response to an emergency within the nominated area of the ADA offshore drilling campaign and associated operations.

The contributors cannot, and do not, accept liability for any loss, damage or injury whatsoever resulting from any suggestion or omission in this document, nor for the use (authorised or otherwise) of any response procedure or practice reflected herein.

The use of this ERP does not influence or diminish the responsibility of individual 3<sup>rd</sup> party contracting companies (or their contractors) to conduct their operations in a safe manner, to having regard to their duty of care responsibilities and to observe statutory requirements.

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## 1. Introduction

ADA through their HSE Policy, undertakes to maintain appropriate emergency response preparedness and management for their drilling activities in Australian waters. This Offshore Drilling (Australia) ERP has been prepared to support and contribute to that commitment, by providing a structure for the preparation for, management of and recovery from emergency incidents associated to all ADA managed offshore drilling operations in Australian waters.

Emergencies in the ADA Melbourne Operations Base are not covered by this Plan, such situations will be responded to in accordance with the Building Management Emergency Procedures.

In the event of an ADA MODU drilling incident or emergency, this ERP will be activated and is further supported by the Client Emergency Management Plan (CEMP, however, it is not the intention to have the CEMP activated unless incident activities exceed the limits of this ERP.

The EMP will be activated only during an emergency that requires ongoing corporate or business continuity management and involvement of the client management resources.

This ERP details the emergency organisation and responsibilities of ADA Melbourne Emergency Response Group (ERG) and its links to the Drilling Contractor Emergency Response Plans, organisation and responsibilities.

### 1.1 Emergency Definition

For the purposes of this Offshore Drilling ERP, an emergency is an unexpected or unplanned “event” which has the potential to threaten or impact:

- Personnel;
- Environment and/or local community interests;
- Property (i.e. the MODU); and
- ADA business reputation, continuity and commercial viability.

### 1.2 HSE Commitment

The ADA priorities during an emergency on an ADA contracted MODU, or any of the aviation or marine support services are to:

- Ensure the safety of all ADA, Contractor personnel and/or the public associated to, or affected by the drilling program;
- Secure and minimise the impact on the environment through timely and effective management (particularly in relation to oil spills);
- Provide prompt support, resources and advice to site emergency response personnel;
- Contain the impact on the ADA reputation and business continuity;
- Minimise the disruption to the drilling campaign.

### 1.3 Purpose of ERP

This ERP is intended to:

- Describe activation mechanisms and procedures to be used during emergencies on, or affecting, the MODU or the associated drilling operations;
- Define emergency roles and responsibilities of management and supervisory personnel on the MODU, support/standby vessels and helicopters;
- Define roles and responsibilities of ADA management and supervisory personnel (onshore and offshore) and the ADA Emergency Response Group (ERG) personnel in Melbourne;
- Describe external notification and support resources available to the ADA ERG during an emergency and how these resources will be coordinated.

This ERP is to be used in conjunction with the Emergency Plans developed by the Drilling Contractor and other relevant drilling campaign associated resources (i.e. aviation, support vessel, logistics base etc.) from the time ADA accepts a MODU (hand-over) until its release.

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Personnel with ADA ERG responsibilities are to be thoroughly familiar with this ERP, their individual roles and the actions required.

**NOTE:** No ERP can take account of all circumstances which may arise in an emergency situation. The procedures in this ERP are intended as guidelines in certain situations and the responsible persons will rely on their own experience and good judgement depending on the particular circumstances.

#### 1.4 Scope

This ERP is to be used, in conjunction with other Plans developed by the Drilling Contractor and supporting third party contractors, from the time ADA accepts a MODU (hand-over) until its release.

Personnel with EMT and ERG responsibilities must be thoroughly familiar with this ERP and understand the consequences of the actions required. This plan is intended to act as a guide to ADA operating policies and it is not intended that this ERP can take account of all the circumstances, which may arise, in an emergency situation.

Variations may be necessary subject to the knowledge of response management and specific circumstances of the situation.

While it is recommended that the procedures should be followed to the greatest possible extent during an incident, variations based on sound management/engineering judgment and operational experience may be authorised by the OIM who is authorised to be in control of the emergency situations on the MODU and within the 500 m exclusion zone.

#### 1.4 Training

The ADA ERP Custodian is responsible for ensuring personnel are trained appropriately in the use of this ADA Drilling ERP. A desktop exercise using the ERP must be held at least once every year, and prior to any new operations commencing.

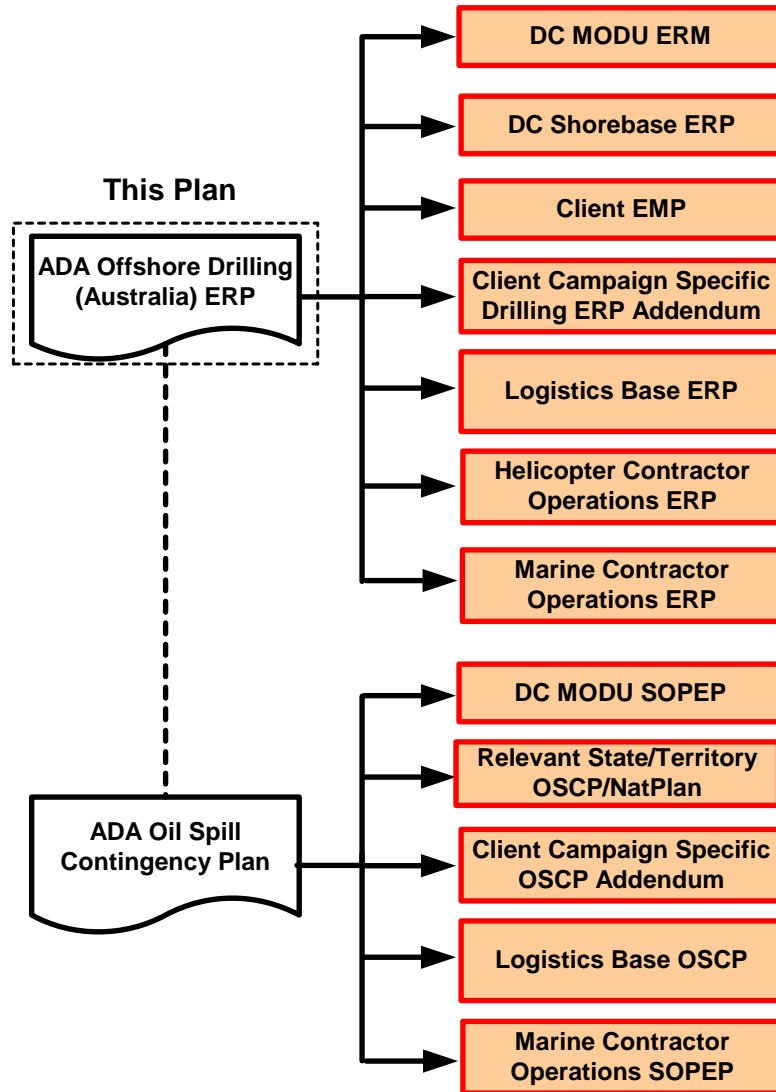
The ERP Coordinator is responsible for ensuring a debrief is held after every training exercise and real emergency to identify improvements to this ERP. Improvements are to be implemented as rapidly as possible.

#### 1.5 Associated Documents

Figure 1 identifies the interface roadmap between the multiple emergency response documents associated to this ERP.

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Figure 1: Emergency Document Road Map



## **2. Project Overview, Policies and Guidelines**

### **2.1 ADA HSEQ Policy**

ADA's HSEQ Policy is provided in Attachment 4.

### **2.2 Public and Media Relations**

Contact with the public and the media will be managed by ADA's individual clients or their appointed parties. Site and/or project personnel are not authorised to talk to the media and this requirements will be addressed in all inductions

Client EMT External Affairs objectives are to keep the public and the media as fully informed of critical emergency situations as possible. This will be achieved in a manner that will promote a positive community relationship and minimise any detrimental effects on the Client EMT's ability to quickly and effectively carry out response activities.

### **2.3 ERP Authority**

This Drilling ERP has been developed in accordance with emergency response guidelines of:

- International Incident Command System (ICS);
- Safety of Life at Sea (SOLAS)
- International Petroleum Industry Environment Conservation Association (IPIECA) (2<sup>nd</sup> Edition March 2000).

### **2.4 Statutory Compliance**

This ERP has also been prepared in accordance with APPEA guidelines for the management of health, safety and the environment.

There are statutory requirements to report any emergency to the relevant Regulatory Authority (including oil spills of more than 80 litres). Contact details are given in the Contact Directory Appendix at the rear of this Plan.

### **2.5 Legislative Framework**

Petroleum exploration and production activities within the waters of Victoria which come under the jurisdiction and are administered by the Designated Authority (DA).

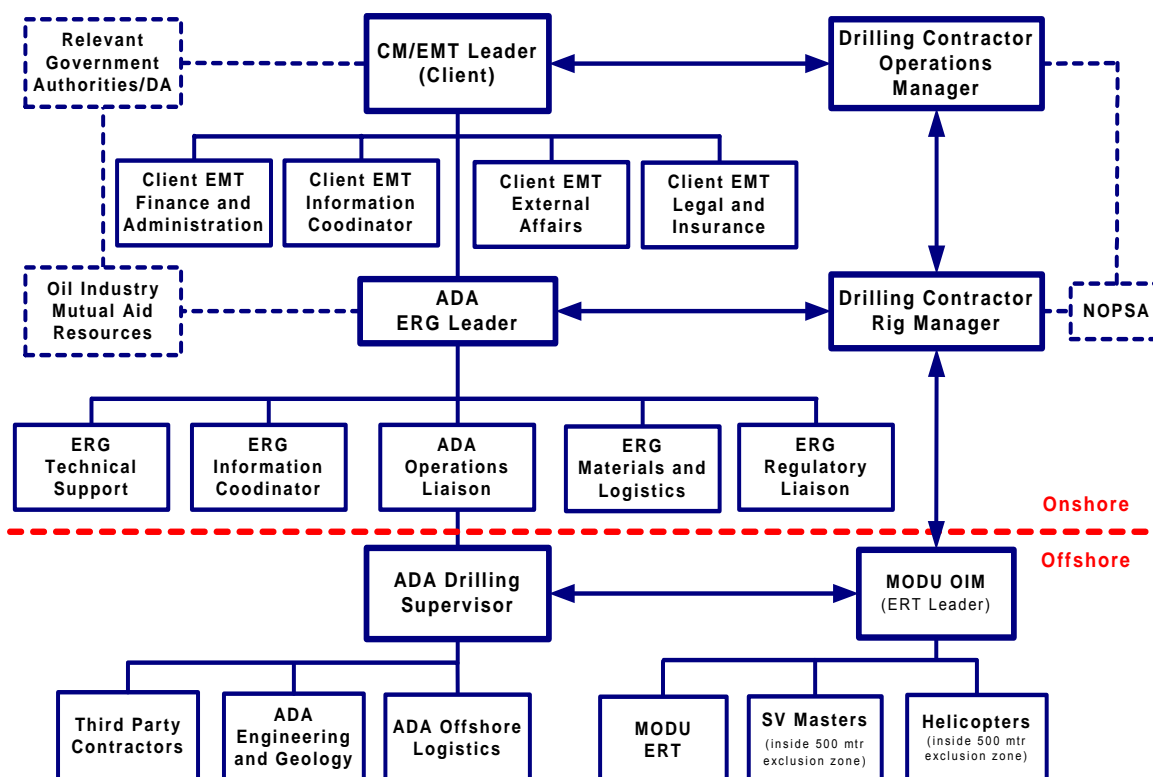
The DA manages the approval processes and NOPSA is the Regulatory Authority for the management of offshore safety and incident reporting.

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### 3.0 ADA / Client / MODU Organisational Structure and Response Priorities

The ADA management organisation structure and emergency reporting relationships are between client and MODU are illustrated below:

**Figure 2: ADA/Client/MODU Drilling Emergency Organisation Structure**



### 3.1 Roles and Responsibilities Overview

Emergency response “roles” and responsibilities are to be clearly defined and understood in order to minimise confusion and ensure essential response activities are assessed and/or carried out.

This section of the ERP provides guidance for key ADA personnel (in particular the ERG) who may assume an emergency response “role” identified in this ERP, during an emergency associated with ADA MODU drilling activities.

Shorebase “roles” are not a rigid list of prescribed activities or duties, they are a flexible series of prompts, designed to cater for an escalating range of events and/or a change in the severity of an emergency.

As the “role” methodology is not designed to cater for every likely or specific emergency event. It is also not intended for every prompt to be considered sequentially, or at all, only to be used as pro-active prompts, appropriate to the incident response required at the time.

**NOTE:** During the initial activation of an ADA emergency response, responding personnel may initially assume one or more “role(s)” during the preliminary stages of the response. As more senior or appropriate personnel mobilise, “role(s)” and personnel often change. It is essential that all response personnel are kept informed of the current status of position holders at all times.

### 3.2 MODU Command Structure

The Person with ultimate responsibility for the MODU is identified as the Person in Charge (PIC), the PIC is the person designated by the Drilling Contractor as the MODU Offshore Installation Manager (OIM) and all references in this ERP to the OIM will automatically refer to the MODU OIM:

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- MODU will, under all circumstances and all times, be under the direct charge and responsibility of the OIM;
- Specific Drilling Contractor organisation structure for the MODU is demonstrated in the Campaign Specific ERP Details.

*Call-out contacts for emergency roles are provided in "Contact Directory Appendix"*

### **3.3 ADA Emergency Response Group (Melbourne Operations Base)**

Project management and emergency tactical support for the drilling operation will be conducted from the ADA Melbourne Office where the ERG will mobilise in the ADA Emergency Response Room (ERR). Full details can be found in Section 4.0 – Roles and Responsibilities.

### **3.4 Client Crisis/Emergency Management Team (EMT)**

The Client Emergency Management Team (EMT) will provide strategic management support to the ADA ERG during incidents, which present an actual or potential threat to offshore drilling operations.

### **3.5 Emergency Response Team (ERT) MODU Operations**

The ERT coordinates the tactical response associated with the MODU during emergencies on, or affecting the MODU and/or support vessel or the associated drilling. The notification structure is provided in Figure 2.

### **3.6 Helicopter Operations**

ADA offshore drilling operations will be supported 24/7 by helicopter operations. Specifications and full details can be found in the Campaign Specific ERP Details.

### **3.7 Marine Operations**

The MODU is supported by two Support Vessels, one of which will generally be on standby in the vicinity of the MODU at all times. A marine base will be used for storage of materials and equipment and transportation to the MODU. Full details can be found in the Campaign Specific ERP Details.

### **3.8 Logistics Operations**

A location map showing the main centres involved in the drilling logistics operations with distances and times between each centre is provided in the Campaign Specific ERP.

### **3.9 Communications Management**

Normal MODU/Shore communication is via a satellite earth station located on the MODU and configured into the Melbourne Public Switched Telephone Network (PSTN), allowing direct dialling to/from any location. Full details can be found in Appendix 3 – Contact Directory and the Campaign Specific ERP Addendum.

VHF radios will be used for marine and aviation communications. In the event of a loss of communications capability from the MODU, communications will be established with, or from the Standby Vessel.

#### **Communications used for the MODU**

- MODU primary communications is Satellite phone.
- MODU communications to supply vessels will primarily be via VHF Marine, alternative via VHF Aeronautical;
- MODU communications to helicopters will be primarily via VHF Aeronautical radio, alternative via VHF Marine; and
- Fax will primarily be via VSAT satellite system.

#### **Radio Communications Frequencies Available**

- HF SSB Radio: 1.6 - 30 MHz fully synthesized operation. Note: HF radio communications will not be required for day-to-day operations nor is it likely to be used during SAR activities;
- VHF Marine will be the back up to VHF Air band communications, a HF operating frequency of 5400KHz can also be used in emergency situations as required including all marine

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channels (Ch 16, Ch 8 and Ch 67);

- All contracted helicopters will carry two (2) VHF Air band radios, a VHF-FM Marine band radio and a HF Multi-Channel radio, supported by VHF Aeronautical for 118 - 135.975 MHz operations including ground /Air Voice Operation 126.4 MHz.

### **3.10 ADA/Client Corporate Reporting**

All emergencies relating to the Client specific drilling campaign shall be internally investigated and reported as per ADA Incident Reporting and Investigation Procedure and Forms. Reporting will also be in compliance with the Client Incident Management Procedure.

The incident classification shall be determined by referencing the ADA Incident Classifications in the ADA Drilling ERP. The DSV shall be responsible for completing the Incident Report and Investigation Form and for forwarding the completed report to ADA's ERG Leader who shall review and forward to the ADA HSE Manager and Client EMT Leader.

### **3.11 Emergency Activation - Raising the Alarm**

When an emergency occurs, the initial alert to ADA is typically made from the emergency's location itself by the ADA Drilling Supervisor (DSV) to the ADA Operations Liaison (Figure 3). An important element in raising the alert is to ensure that the ERGL is notified immediately, and that the most appropriate resource is activated first.

The need for such support will then be jointly agreed between the ADA DSV and the ERGL, who is responsible for contacting the assigned duty ERG members where the ERG is to be activated.

Members of the ERG shall report to the Emergency Response Room (ERR) and provide whatever support as required by the ERG. The ERGL has the authority to take such actions considered reasonable to address any emergency, and to provide appropriate resources.

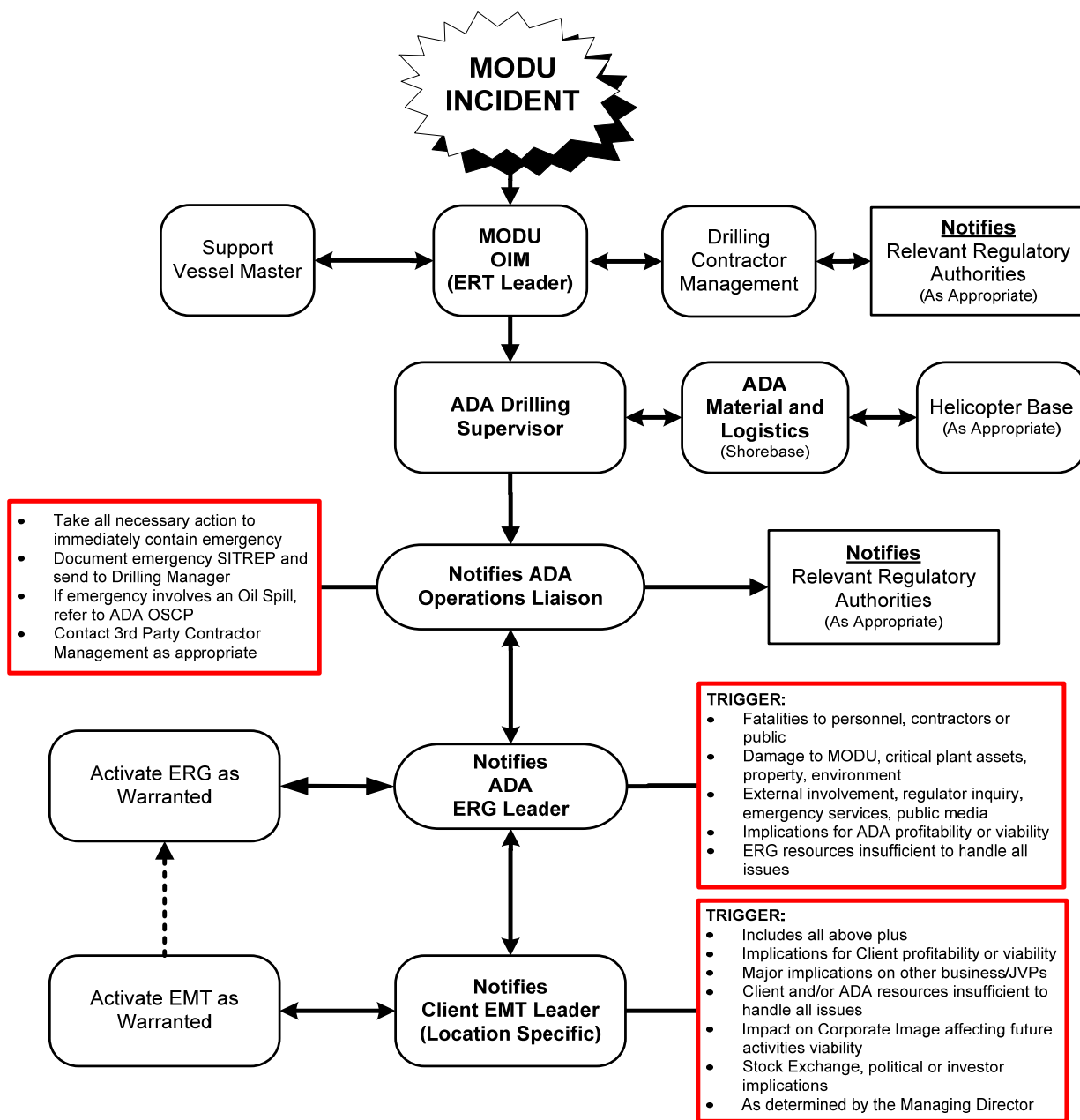
The ERGL is responsible for informing the Client EMTL, as soon as practicable, that an emergency has occurred, and for providing the Client EMTL with ongoing status reports throughout the emergency.

The ERGL is also responsible for implementing the emergency response reporting process which shall be directed to the Client EMTL. The 'Roles and Responsibilities' in Section 4: identifies the various tasks that may be allocated to a specific role to ensure activities have been achieved.

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Figure 3: Drilling Emergency Activation Pathway



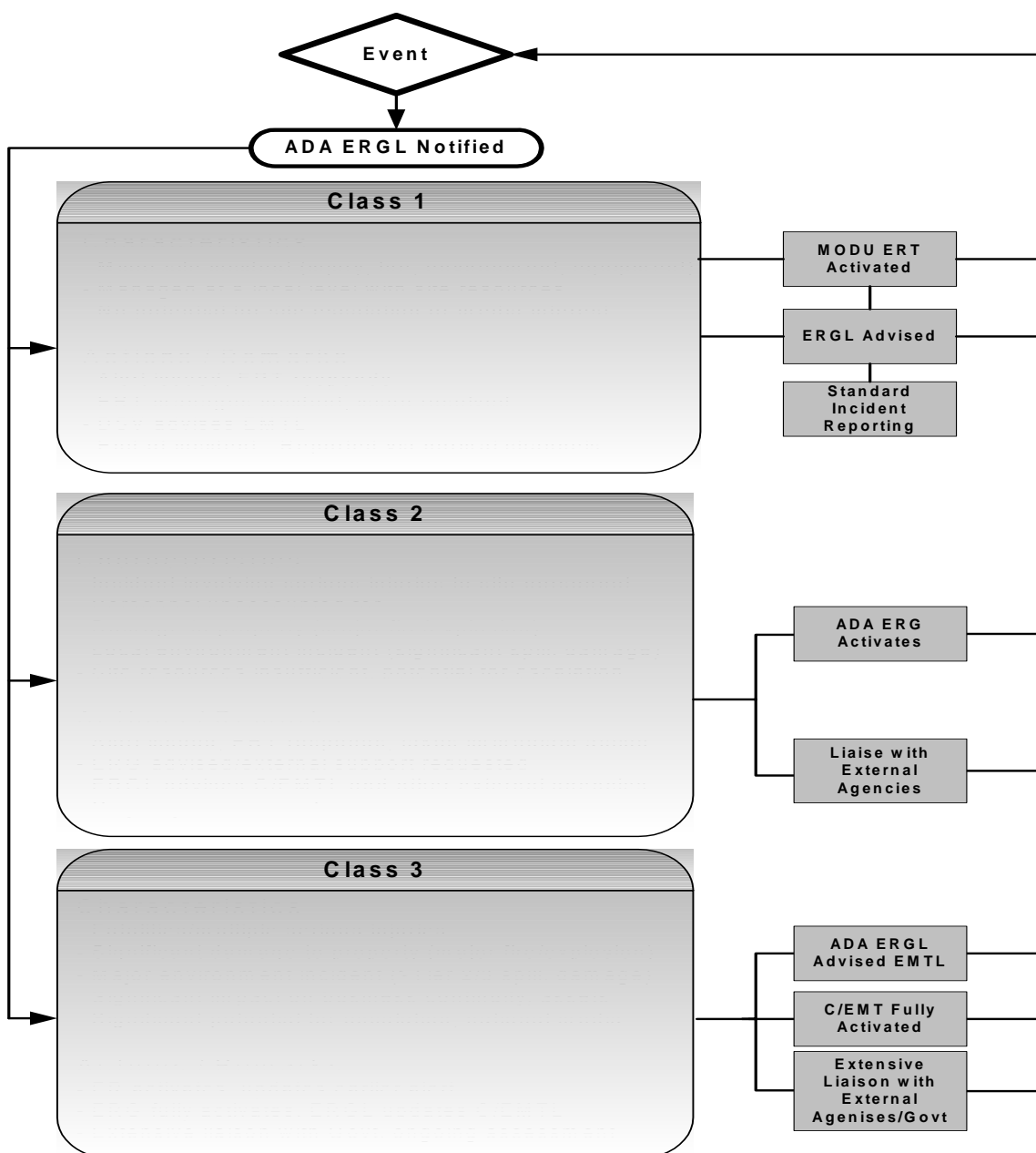
### 3.12 Oil Spill Response

In the event of an oil spill requiring external assistance, oil spill response support will initially be arranged by the ADA MODU based Drilling Supervisor, management may then be assumed by the EMT Leader until hand-over to a higher level of management (EMT or a Regulatory Authority). Refer to the Campaign specific OSCP for further information.

### 3.13 Emergency Classifications

Emergency Classifications as identified in Figure 4: provides an immediate guide to the potential level of impact and likely activation requirements for all levels and types of emergencies likely to be faced.

Figure 4: Emergency Classification Chart



### 3.14 Incident Reporting Requirements

Regulatory Authority notifications shall be in accordance with ADA Emergency Notification Matrix in the Contact Directory Appendix. Specific reporting parameters are provided in each Campaign Specific Drilling ERP Addendum.

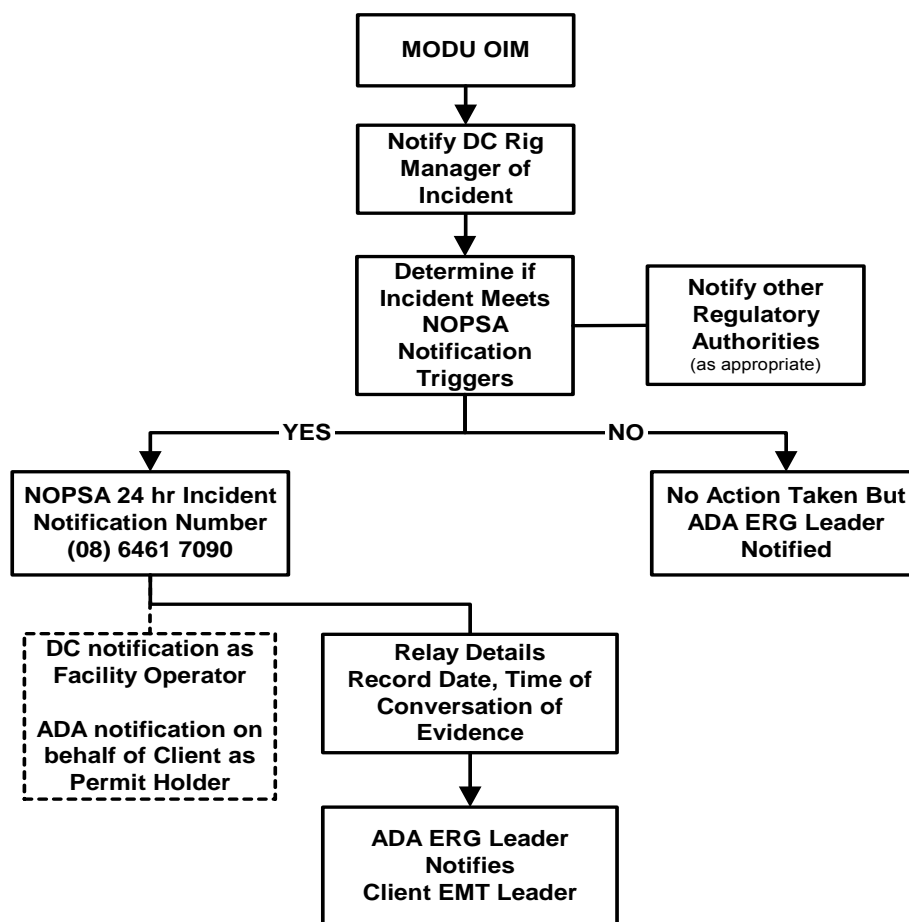
It is important that when contacting the regulatory authority (or any other body as required) that only the facts are provided. If information is not known or is unavailable the caller must advise the authority of the status and advise a subsequent call will be made when the information is known.

In the case of an oil spill refer to Client Specific OSCP for incident reporting parameters. Appendix 3 identifies a notification matrix which indicates incident requires reporting to external authorities.

#### 3.14.1 NOPSA Reporting Requirements

Regulation 46 of the Commonwealth Petroleum (Submerged Lands) (Management of Safety on Offshore Facilities) Regulations 1996, and the Offshore Petroleum Act 2006 Clause 82 of Schedule 3 – requires initial notification (verbal) to NOPSA as soon as practicable (without comprising the incident response). Refer to Figure 5 for notification flow path information.

**Figure 5: NOPSA Notification Flowchart**



The MODU shore based Rig Manager is responsible for ensuring notification to NOPS for any incident (under OPA 2006 Schedule 3 the reporting of incidents to NOPS is the responsibility of the nominated operator of the vessel/Rig). ADA to confirm this activity has been carried out and the Client has been advised. The NOPS paging service is the first point of contact for reporting any incident or Dangerous Occurrence and the Rig Manager or delegate will contact this number (within 3 – 6 hours of the incident) with basic incident details.

The paging service will contact the NOPS Duty Manager who will liaise with the Rig Manager to gather further information or offer assistance. Once this contact is made the “Operator” has 3 days to provide

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NOPSA an initial report of the incident and 21 days to provide a complete investigation including Root Cause Analysis. Refer to Table 1 for NOPSA Notification triggers and details required to be reported.

(4) Notification set out ensures compliance to regulation 46 of the Commonwealth Petroleum (Submerged Lands) (Management of Safety on Offshore Facilities) Regulations 1996, and the Offshore Petroleum Act 2006 Clause 82 of Schedule 3.

**Table 1: Notification Triggers and Details Required**

Notification Trigger	Timing	Details Required
<p>NOPSA must be notified of any accidents or dangerous occurrences at or near facility:</p> <p><b>Accident:</b> Any incident that causes the death of or serious personal injury to any person, or an incapacitation from performing work for 3 days or more</p> <p><b>Dangerous Occurrence:</b> Any incident that could have caused any of the above, including but not limited to:</p> <ul style="list-style-type: none"> <li>• a fire or explosion</li> <li>• a collision of a marine vessel with the facility</li> <li>• an uncontrolled release of hydrocarbon vapour exceeding 1 kg</li> <li>• an uncontrolled release of petroleum liquids exceeding 80 litres</li> <li>• a well kick exceeding 50 barrels</li> <li>• an unplanned event that required the emergency response plan to be implemented</li> <li>• damage to safety-critical equipment</li> <li>• any other incident that a reasonable operator would consider to require an immediate investigation</li> </ul> <p>As well as those incidents specifically listed NOPSA would expect the following to be notified and reported:</p> <ul style="list-style-type: none"> <li>• any electrical shock incidents</li> <li>• any MEDEVAC from injury or occupational illness caused by or in connection with the facility</li> </ul> <p><b>If in doubt notify NOPSA</b></p>	<p><b>As soon as practicable</b></p> <p><b>1:</b> Verbal or written notification to an Inspector as soon as practicable after the incident, or its detection.</p> <p>Notification to generally include items 1 to 15 of next column, where available and applicable</p> <p><b>Written Report within 3 days</b></p> <p><b>2:</b> Written report to the NOPSA of items 1 to 19 inclusive as soon as practicable but within 3 days of the accident or incident occurrence, or its detection (unless otherwise agreed with the NOPSA)</p> <p><b>Items 20-21</b></p> <p><b>3:</b> NOPSA / DA will, in each situation that a report has to be provided, consult with the facility operator to agree in writing on an acceptable timeframe</p> <p><b>Monthly Reporting</b></p> <p><b>4:</b> The operator shall also provide a summary of deaths and injuries, other than minor injuries not requiring treatment or first aid cases, in a form acceptable to NOPSA not later than 15 days after the end of each month</p>	<p><b>General</b></p> <ol style="list-style-type: none"> <li>1. Facility name, site name or location where incident occurred</li> <li>2. Name and business address of employer who controls work site</li> <li>3. Time/date of incident</li> <li>4. Names/contact details of witnesses</li> <li>5. Name, position, phone number of person submitting these details</li> <li>6. Brief description of incident</li> <li>7. Work/activity being undertaken at time of incident</li> <li>8. Action taken to make work-site safe or prevent environmental damage including details of any disturbances of the work site</li> <li>9. Details of any emergency response</li> </ol> <p><b>Injuries</b></p> <ol style="list-style-type: none"> <li>10. Name of employer of deceased/injured person(s) [if different from answer in item 2]</li> <li>11. Details of deceased/injured person(s), including: name, date of birth, sex, home address, phone number, occupation, job title, injury details, details of job being undertaken</li> <li>12. Day of shift and hour of shift (e.g. 5<sup>th</sup> day of 7, 1<sup>st</sup> hour of 12)</li> </ol> <p><b>Fluid Escape</b></p> <ol style="list-style-type: none"> <li>13. Estimated quantity and composition of fluids that escaped or burned including known toxicity</li> <li>14. Duration of escape</li> <li>15. Location and weather conditions</li> </ol> <p><b>Serious Damage</b></p> <ol style="list-style-type: none"> <li>16. Identify equipment damaged and to what extent</li> <li>17. If plant will be shut down and for how long</li> </ol> <p><b>Immediate Actions</b></p> <ol style="list-style-type: none"> <li>18. Immediate action taken/intended, to prevent recurrence of incident</li> </ol> <p><b>Analysis and Remedial Actions</b></p> <ol style="list-style-type: none"> <li>19. Immediate and root cause analysis and full report</li> <li>20. Actions to prevent recurrence of incident with responsible party and completion date</li> </ol>

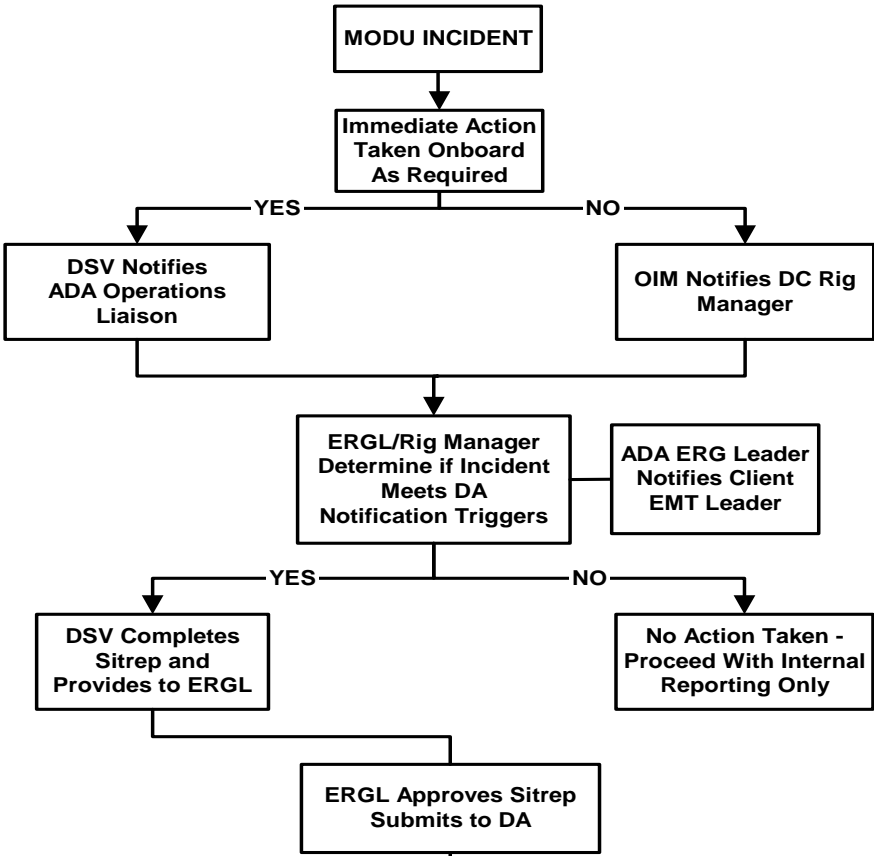
### 3.14.1 Designated Authority Reporting Requirements

The Designated Authority for each area of operations shall be notified <sup>(5)</sup> as soon as practical of all offshore emergencies or incidents outside of the Client Campaign Specific Environment Plan.

Discretion is permitted in delaying the reporting of smaller environmental incidents to the DA if the incident occurs outside of office hours. Refer to Figure 6 for DA notification flowchart.

(5) Refer Contact Directory Appendix for identification of the relevant Designated Authority who will be the administering authority for the Petroleum (Submerged Lands) Act in the relevant Victoria.

Figure 6: Designated Authority Notification Flowchart



3.15 Notification Forms

Incident reporting forms are provided in Appendix 2.

3.16 Ending an Emergency Guideline

Organisation chain of command and control for ending emergencies is identified in Section 5 Procedure 5.23 Ending an Emergency Guidelines.

## 4.0 Roles and Responsibilities

Table 2: Roles and Responsibilities

Emergency Group	Role Definition	Leader	Governing Document
MODU ERT	<ul style="list-style-type: none"> <li>Manage immediate response to incidents onboard the rig or associated to standby vessel with the 500 m exclusion zone</li> <li>Respond in accordance with the actions identified within the MODU ERM</li> <li>Ensure the ADA ERG Leader is notified of an incident as soon as possible (via the onboard ADA Drilling Supervisor)</li> </ul>	MODU OIM	MODU ERM
ADA ERG	<ul style="list-style-type: none"> <li>Provide shore based tactical response to a MODU or Support Vessel incident</li> <li>Respond in accordance with the actions identified within the Drilling ERP and Campaign Specific Drilling ERPs</li> <li>Ensure appropriate emergency response support resources are available</li> <li>Manage and minimise the effects of the emergency</li> <li>Provide support to the MODU/vessel(s) to ensure response teams are fully resourced, including technical/engineering and planning assistance</li> <li>Provide initial notification and regular updates to the Regulator and external agencies as required</li> <li>Incident notification to the Client EMT Leader</li> </ul>	ADA Drilling Manager, Drilling Superintendent or Operations Liaison	ADA Drilling ERP and Campaign Specific Drilling ERP
Client EMT	<ul style="list-style-type: none"> <li>Manage overall strategic events</li> <li>Respond in accordance with the actions identified within the Client EMP and Campaign Specific Drilling ERP</li> <li>External focus including media, joint venture partners, high level government, stock exchange and shareholder relations.</li> </ul>	Client EMT Leader	Client EMT Plan (EMP) and Campaign Specific Drilling ERP

### 4.1 MODU

#### 4.1.1 MODU Response Personnel

<b>Pre-Emergency</b>	
1. Maintain familiarisation with ADA and Drilling Contractor ERP's, MODU emergency alarms, Station Bill, emergency equipment and respective emergency notification requirements	<input type="checkbox"/>
2. Be alert for and report hazardous situations that could escalate into an emergency	<input type="checkbox"/>
<b>Emergency Actions</b>	
3. Report any emergency situation immediately and ensure the OIM is kept informed of any hazards which may affect the safety of the MODU or crew	<input type="checkbox"/>
4. <b><u>MUST NOT</u></b> communicate with the Media under any circumstances; this is the responsibility of the ADA Spokesperson only	<input type="checkbox"/>

#### 4.1.2 MODU OIM/PIC

The MODU will, under all circumstances, and at all times, be under the charge and responsibility of the OIM as appointed by the Drilling Contractor.

<b>Emergency Role Profile</b>	
<ul style="list-style-type: none"> <li>• <b>Maintains the ultimate authority and responsibility for the safety of personnel and the integrity of MODU and has control of all emergencies on the MODU</b></li> <li>• <b>Liaises with the ADA Drilling Supervisor</b></li> <li>• <b>Responsible for ensuring notification to NOPSA in an acceptable reportable timeframe</b></li> </ul>	
<b>Pre-Emergency</b>	
1. Be conversant with ADA and Drilling Contractor ERP's, the key emergency respondents and the respective notification and callout requirements	<input type="checkbox"/>
<b>Emergency Actions</b>	
2. Respond in accordance with the MODU ERM, Station Bill, Operations Manuals and any specific Safety Case Review requirements including	<input type="checkbox"/>
3. Liaise with ADA DSV and coordinate safety measures to be adopted during alert or emergency situations onboard the MODU	<input type="checkbox"/>
4. Ensures communication is maintained with ADA DSV and Drilling Contractor Management	<input type="checkbox"/>
5. Direct and coordinate actions of MODU Crew	<input type="checkbox"/>
6. Authority over emergency activities of the Support Vessel(s) and Helicopter operations in MODU 500 mtr exclusion zone	<input type="checkbox"/>
7. Prepare a log of incident events and actions taken when time allows	<input type="checkbox"/>

#### 4.1.3 MODU Radio Operator

<b>Emergency Role Profile</b>	
<ul style="list-style-type: none"> <li>• <b>Reports directly to the MODU OIM</b></li> <li>• <b>Initiate emergency notification and callout requirements in event of an emergency, at the direction of the OIM</b></li> </ul>	
<b>Pre-Emergency</b>	
1. Maintain familiarisation with ADA and Drilling Contractor ERP's, key emergency respondents and the respective notification and callout requirements	<input type="checkbox"/>
<b>Emergency Actions</b>	
2. Responds to instructions from OIM and in accordance with the MODU ERM, Station Bill and any specific Safety Case Review requirements	<input type="checkbox"/>
3. Initiate ADA emergency notification via ADA Operations Liaison callout if requested by OIM	<input type="checkbox"/>
4. Suspend all non-essential communication traffic	<input type="checkbox"/>
5. Maintain a log of incident events and actions as time allows	<input type="checkbox"/>

#### 4.1.4 ADA Drilling Supervisor (DSV)

<b>Emergency Role Profile</b>	
<ul style="list-style-type: none"> <li>• Reports to the ADA Operations Liaison or ERG Leader (as applicable)</li> <li>• Has overall responsibility for ensuring ADA Drilling Program, procedures and policies are carried out by Drilling Contractor</li> <li>• Coordinates emergency logistics support and ADA controlled resources to the Drilling Contractor (i.e. additional support vessels, oil spill organizations and helicopters etc.)</li> </ul>	
<b>Pre-Emergency</b>	
1. Maintain familiarisation with ADA and Drilling Contractor ERP's, key emergency respondents and the respective notification and callout requirements	<input type="checkbox"/>
<b>Emergency Actions</b>	
3. Respond in accordance with procedures in this ERP and the MODU Station Bill	<input type="checkbox"/>
4. Liaises with OIM and assists with coordinating safe measures to be adopted during emergency situations	<input type="checkbox"/>
5. Ensure ADA Operations Liaison is notified ASAP in the event of an alert or emergency	<input type="checkbox"/>
6. Monitors safe suspension of drilling operations and associated activities	<input type="checkbox"/>
7. Submit SITREPS, POLREPS or other reports to the ADA Operations Liaison	<input type="checkbox"/>
8. Direct ADA personnel and 3 <sup>rd</sup> Party Contractors onboard in the performance of their specific emergency response activities as requested by the OIM	<input type="checkbox"/>
9. Maintain log of incident events, actions, messages and decisions; provide to ERG Information Coordinator at the conclusion of any incident	<input type="checkbox"/>

#### 4.1.5 Support Vessel Master(s)

*MODU will be serviced by two Support Vessels, which form an integral element of any emergency response. One vessel will typically remain in the vicinity of the MODU and will not leave unless relieved by an incoming Support Vessel or unless directed to do so by the OIM.*

<b>Support Vessel Master(s) Emergency Role Profile</b>	
<ul style="list-style-type: none"> <li>• Reports to the MODU OIM whilst in the vicinity of the MODU</li> <li>• Responsibility and authority for safety and integrity of Support Vessel and crew</li> <li>• Provision of immediate support to the MODU during emergencies as required</li> </ul>	
<b>Pre-Emergency</b>	
1. Be conversant with ADA, Drilling Contractor and Vessel ERP's, key emergency respondents and the respective notification and callout requirements	<input type="checkbox"/>
<b>Emergency Actions</b>	
2. Respond in accordance with Support Vessel ERP and Operations Manuals	<input type="checkbox"/>
3. Responsible to MODU OIM when operating in the vicinity of the MODU	<input type="checkbox"/>
4. Ensure Support Vessel has radio communications at all times when in the vicinity of the MODU (and report status to the MODU OIM)	<input type="checkbox"/>
5. Ensure Support Vessel maintains station (not anchored) within 1 hour steaming time during critical operations (and within 500 m during helicopter operations)	<input type="checkbox"/>
6. Report any permanent/temporary change in Support Vessel's state of readiness	<input type="checkbox"/>
7. Work or repairs, which may cause a reduction of readiness are to be carried out only with the MODU OIM approval, provided vessel's own safety is not involved	<input type="checkbox"/>



**Support Vessel Master(s) Emergency Role Profile**

8. Ensure a radio watch on the MODU's emergency channel is maintained when within transmitting range of the MODU ☐
9. Relay ship to shore communications (mobile, satphone etc.) to ADA Operations Base if MODU communications become inoperable ☐
10. Ensure vessel's Fast Rescue Craft (FRC) is maintained in a state of readiness ☐
11. Ensure preparedness of vessel to provide fire-fighting assistance, recovery of persons overboard/evacuees and/or containment/monitoring of oil spills ☐
12. Standby to windward if MODU is to be evacuated, with over-side netting for evacuees and be ready to take lifeboats and rafts alongside ☐
13. If assistance requested or situation requires support exceeding vessel's own capacity, relay message to other vessels in area and request support ☐
14. If other support craft take part in SAR or damage control activities, control and coordinate their activities ☐
15. Act according to own judgment if an emergency exists aboard MODU and specific directions are unavailable from MODU ☐
16. Maintain a log of incident events and actions as time allows ☐

## 4.2 ADA Emergency Response Group (ERG) Personnel

### 4.2.1 All ERG Personnel

#### Emergency Role Profile

- Reports to the ADA ERG Leader
- Provides technical, logistics, support and assistance to the MODU and associated response during an emergency
- Manages the wider external requirements and outcomes of the emergency
- Develops tactical methods for MODU to contain, mitigate and recover from an emergency situation

### 4.2.2 First ERG Person to Arrive at ERR

#### Emergency Role Profile

- Reports to the ADA ERG Leader
- Prepare the Emergency Response Room (ERR) for emergency response
- Establish contact with the ADA Drilling Supervisor on the MODU

#### Pre-Emergency

1. Maintain familiarisation with ADA and Drilling Contractor ERP's, key emergency respondents and the respective notification and callout requirements ☐

#### Emergency Actions

2. Open, clear and prepare the ERG Room for use ☐
3. Set up ERR equipment (use layout diagram and equipment list from 'Appendix 2') ☐
4. Connect phones to match the numbers on telephone sockets ☐
5. Connect and charge portable phones ☐
6. Clean and prepare whiteboards as information boards ☐
7. Locate related Emergency Procedures ☐
8. Place in/out trays for ERG members with checklists, nameplates, etc ☐
9. Check for adequate supply of whiteboard pens, cleaners, fax paper and stationary ☐
10. Check all equipment is operational ☐
11. Distribute emergency log sheets ☐
12. Establish contact with ADA DSV to advise when ERR is functional ☐
13. Provide DSV with telephone and fax numbers (and e-mail address, if appropriate) for ERR and request call back (when appropriate) to test communications ☐
14. Brief ERG Leader and ERG on status of emergency on their arrival ☐
15. Assume your designated role in ERG ☐

#### 4.2.3 ADA ERG Leader

(Page 1 of 2)

<b>Emergency Role Profile</b>	
<ul style="list-style-type: none"><li>• <i>Liaise with the ADA Operations Liaison or direct with ADA DSV (as applicable)</i></li><li>• <i>Report to CEMT Leader and ensure EMT is kept aware of all emergency response activities</i></li><li>• <i>Leads ERG in development and implementation of strategies and tactics to provide a safe, efficient and cost effective response to emergency situations</i></li><li>• <i>Provides tactical support to the MODU</i></li></ul>	
<b>Pre-Emergency</b>	
1. Responsible for overall management of ADA offshore drilling emergencies, and to provide support to and coordinate the ERG	<input type="checkbox"/>
2. Maintain familiarisation with ADA and Drilling Contractor ERP's, key emergency respondents and respective notification and callout requirements	<input type="checkbox"/>
<b>Emergency Actions</b>	
3. Liaise with the ADA Operations Liaison on incident status and likely requirements	<input type="checkbox"/>
4. Respond in accordance with activities identified in this ERP and the Campaign Specific ERP	<input type="checkbox"/>
5. <b>Alert</b> emergency contact(s), <b>Confirm</b> details, <b>Activate</b> resources	<input type="checkbox"/>
6. Ensure ERG callout has been initiated (as per Contact Directory)	<input type="checkbox"/>
7. Ensure ERR is fully activated as appropriate and ensure all ERG roles are appointed	<input type="checkbox"/>
8. Hold situation briefing with ERG personnel at earliest opportunity; maintain regular briefings throughout response	<input type="checkbox"/>
9. Ensure Rig Specific Emergency Pack (in ERR) is activated	<input type="checkbox"/>
10. Ensure early notification to the Client EMT Leader as appropriate; maintain liaison	<input type="checkbox"/>
11. Ensure communications is established with the Drilling Contractors ERR and Rig Manager	<input type="checkbox"/>
12. Have all MODU communication channels and phone lines kept clear	<input type="checkbox"/>
13. If MODU communications fail, liaise with SV Master(s) for communications; notify SAR organisations of communications failure, update contacts	<input type="checkbox"/>
14. Ensure SITREP is completed by ADA DSV with as much detail as possible	<input type="checkbox"/>
15. Assess extent of emergency/classification; initiate appropriate response	<input type="checkbox"/>
16. Ensure notification to NOPSA within notifiable timeframe	<input type="checkbox"/>
17. Ensure early contact is made with other local, state, federal regulators, Police/Coroner as appropriate, have contacts logged and liaison maintained	<input type="checkbox"/>
18. Ensure weather charts/forecast's are received regularly (every 3 hrs) and transmitted to the MODU	<input type="checkbox"/>
19. Liaise with EMT to nominate a Remote Spokesperson as appropriate	<input type="checkbox"/>
20. Liaise with Drilling and Third Party Contractor Management	<input type="checkbox"/>
21. Review initial response strategy once developed by the OIM and ADA DSV	<input type="checkbox"/>
22. Have SITREPs sent to EMT as appropriate	<input type="checkbox"/>

#### 4.2.3 ADA ERG Leader (Pg 2 of 2) (Continued)

23. Direct Shorebase emergency activities and ensure all personnel involved are familiar with their emergency roles and legal requirements to be followed	<input type="checkbox"/>
24. Obtain current POB manifest and personnel details from the MODU	<input type="checkbox"/>
25. Oversee activities between emergency site and support requested	<input type="checkbox"/>
26. Allocate resources for coordination of emergency support requested by MODU	<input type="checkbox"/>
27. Arrange additional support to staff ERG communications and administration activities	<input type="checkbox"/>
28. Ensure technical specialists likely to be required are put on standby early	<input type="checkbox"/>
29. Consider aerial/site photography for complete pictorial record of incident	<input type="checkbox"/>
30. Approve ADA external information releases in conjunction with EMT Leader, Drilling and Third Party Contractor Management	<input type="checkbox"/>
31. With EMT, assist with the development of an initial media release	<input type="checkbox"/>
32. Consult EMT Legal Adviser if situation requires advice on any contractual provisions which may be contingent to the emergency or the response	<input type="checkbox"/>
33. Consult with EMT/Drilling Contractor re. establishment of Relatives Response	<input type="checkbox"/>
34. Have ADA "Next of Kin" information available to person taking/making calls, ensure phone is manned and personnel are briefed thoroughly	<input type="checkbox"/>
35. Ensure any ADA Relatives Response and Media calls are taken outside of ERR (Ensure calls are diverted to Client C/EMT, Drilling Contractor or relevant third party employers for their personnel)	<input type="checkbox"/>
36. Consider having relative(s) of injured ADA personnel transported to relevant hospital	<input type="checkbox"/>
37. Ensure Materials/Logistics organises Evacuation/Medevac flights as required	<input type="checkbox"/>
38. For fatality, initiate incident investigation in preparation for Police/Coroner's investigation, ensure information requested in Fatality Checklist is recorded	<input type="checkbox"/>
39. Notify employers of 3 <sup>rd</sup> Party Contractors onboard of incident status; update regularly	<input type="checkbox"/>
40. Ensure incident financial activities are recorded and maintained	<input type="checkbox"/>
41. Confirm personnel records prior to providing information to callers claiming to be relatives of ADA personnel onboard the MODU	<input type="checkbox"/>
42. Consider relief for your position and other ERG members if response is extended	<input type="checkbox"/>
43. Maintain personal log of incident events, actions, messages and decisions	<input type="checkbox"/>
<b><u>Post-Emergency</u></b>	
46. Chair debrief of key personnel involved in the incident response	<input type="checkbox"/>
47. Consider a debrief of key external response agency personnel involved	<input type="checkbox"/>
48. Review incident response, provide feedback for improvements or ERP updates	<input type="checkbox"/>
49. Ensure key respondents provide incident reports at the conclusion of any incident	<input type="checkbox"/>
50. Commence liaison to ensure the investigation process is underway	<input type="checkbox"/>

#### 4.2.4 ERG Operations Liaison

<b>Emergency Role Profile</b>	
<ul style="list-style-type: none"> <li>• <b>Reports to the ERG Leader</b></li> <li>• <b>Provides direct interface with ADA DSV and/or Incident Site and ERG Leader</b></li> </ul>	
<b>Pre-Emergency</b>	
1. Maintain familiarisation with ADA, Client and Drilling Contractor ERP's, key emergency respondents and the respective notification and callout requirements	<input type="checkbox"/>
<b>Emergency Actions</b>	
2. Respond in accordance with activities identified in this ERP and the Campaign Specific ERP	<input type="checkbox"/>
3. Liaise with ERG Leader for incident briefing and likely requirements, maintain liaison	<input type="checkbox"/>
4. Notify ERGL of any significant change in the emergency situation immediately	<input type="checkbox"/>
5. Initiate/maintain direct interface with incident site and communicate requirements to ERGL	<input type="checkbox"/>
6. Confirm/update status of incident and likely requirements	<input type="checkbox"/>
7. Obtain latest POB list from rig (for drilling incident)	<input type="checkbox"/>
8. Agree the operational strategy with the ERGL and ERG Materials and Logistics	<input type="checkbox"/>
9. Update incident site with response arrangements	<input type="checkbox"/>
10. Update ERGL of likely technical specialists required	<input type="checkbox"/>
11. Be pro-active in coordinating technical/engineering strategies development	<input type="checkbox"/>
12. Notify Information Coordinator of contacts results, log calls/ring backs	<input type="checkbox"/>
13. Do not talk to the Media at any time	<input type="checkbox"/>
14. Consider relief for your position if an extended incident response	<input type="checkbox"/>
15. Maintain personal log of incident events, actions, messages and decisions; provide to ERG Information Coordinator at the conclusion of any incident	<input type="checkbox"/>
<b>Post-Emergency</b>	
16. Contribute to incident debrief (phone conference if necessary)	<input type="checkbox"/>
17. Prepare report to management with feedback for improvement and ERP updates	<input type="checkbox"/>

#### 4.2.5 ERG Technical Support

<b>Emergency Role Profile</b>	
<ul style="list-style-type: none"> <li>• <b>Reports to the ERG Leader</b></li> <li>• <b>Provides technical and HSE advice for emergency response activities and work practices</b></li> <li>• <b>Coordinates ERG support and technical resources to the emergency</b></li> </ul>	
<b>Pre-Emergency</b>	
1. Maintain familiarisation with ADA, Client and Drilling Contractor ERP's, key emergency respondents and the respective notification and callout requirements	<input type="checkbox"/>
<b>Emergency Actions</b>	
2. Respond in accordance with actions identified in this ERP and Campaign Specific ERP Addendum	<input type="checkbox"/>
3. Liaise with ERG Leader for incident briefing and likely requirements	<input type="checkbox"/>
4. Initiate relevant emergency support calls (Helicopter Contractor, Support Vessel Contractor, Contracted Doctor, Trauma Centre etc.)	<input type="checkbox"/>
5. Ensure early contact with state regulators, Police and/or Coroner and other emergency support agencies have contacts logged and liaison maintained	<input type="checkbox"/>
6. Liaise with ERG Regulatory Liaison and provide HSE advice and assist with development of incident safety plan for emergency response activities and work practices	<input type="checkbox"/>
7. Assist with technical assessment and potential extended impact of the emergency	<input type="checkbox"/>
8. Coordinate engineering and technical resources and liaise with technical specialists to ensure adequate support is available for response effort	<input type="checkbox"/>
9. Advise ERG Leader of likely technical specialists required, put them on standby	<input type="checkbox"/>
10. Assist ERG Materials and Logistics with ensuring procurement of all needed equipment, supplies, specialist and technical support personnel and services are under way	<input type="checkbox"/>
11. Be pro-active in coordinating technical/engineering strategies development	<input type="checkbox"/>
12. Notify Information Coordinator of contacts results, log calls/ring backs	<input type="checkbox"/>
13. Consult C/EMT Legal Adviser if situation requires advice on duty of care, due diligence, safety or contractual provisions associated to the emergency	<input type="checkbox"/>
14. Maintain liaison with Contracted Doctor/Medical Provider (if authorized to do so) as required	<input type="checkbox"/>
15. Initiate ADA Relatives Response activities as appropriate to the incident	<input type="checkbox"/>
16. Reconcile casualty reports and arriving evacuees with MODU POB manifests	<input type="checkbox"/>
17. Do not talk to the Media at any time	<input type="checkbox"/>
18. Consider relief for your position if an extended incident response	<input type="checkbox"/>
19. Maintain personal log of incident events, actions, messages and decisions; provide to ERG Information Coordinator at the conclusion of any incident	<input type="checkbox"/>
<b>Post-Emergency</b>	
20. Contribute to incident debrief (phone conference if necessary)	<input type="checkbox"/>
21. Prepare report to management with feedback for improvement and ERP updates	<input type="checkbox"/>

#### 4.2.6 ERG Materials and Logistics

<b>Emergency Role Profile</b>	
<ul style="list-style-type: none"> <li>• <b>Reports to ERG Leader</b></li> <li>• <b>Coordinates procurement and/or transport of equipment, supplies, specialist and technical support and services as appropriate to the incident and location</b></li> <li>• <b>Coordinates medical receiving, arrange for material, personnel, equipment, transportation and land-based reception of evacuees/casualties</b></li> </ul>	
<b>Pre-Emergency</b>	
1. Maintain familiarisation with ADA, Client and Drilling Contractor ERP's, key emergency respondents and the respective notification/callout requirements	<input type="checkbox"/>
2. Ensure familiarity of all relevant response agencies, their key personnel and their respective notification and callout requirements	<input type="checkbox"/>
3. Ensure any oil spill equipment and sub contractor agreements required are in place	<input type="checkbox"/>
<b>Emergency Actions</b>	
4. Respond in accordance with activities identified in this ERP and the Campaign Specific ERP	<input type="checkbox"/>
5. Liaise with ERG Leader for incident briefing and likely requirements	<input type="checkbox"/>
6. Coordinate procurement of equipment, supplies, specialist and technical support personnel and services	<input type="checkbox"/>
7. Source any additional assets required to support the emergency in the area, i.e. additional boats and aviation assets.	<input type="checkbox"/>
8. Arrange for material/equipment transportation to location for forwarding to MODU	<input type="checkbox"/>
9. Liaise with ADA and/or Drilling Contractor Materials Coordinator as appropriate	<input type="checkbox"/>
10. Coordinate Medical receiving, arrange for material, personnel, equipment, transportation and land based reception of evacuees/casualties on arrival	<input type="checkbox"/>
11. Ensure transport, accommodation and toiletries are provided for evacuees	<input type="checkbox"/>
12. Update ERG Leader when required resources will be available for dispatch	<input type="checkbox"/>
13. Initiate existing/new contracts with materials and equipment suppliers	<input type="checkbox"/>
14. Establish central receiving/distribution point for emergency equipment	<input type="checkbox"/>
15. Arrange material handling assistance as appropriate	<input type="checkbox"/>
16. Prepare strategy for sourcing of additional equipment/materials/supplies	<input type="checkbox"/>
17. Liaise with and coordinate Customs formalities where appropriate	<input type="checkbox"/>
18. Maintain records of equipment purchases, issues and rentals	<input type="checkbox"/>
19. Monitor materials response strategy and adapt to suit incident needs	<input type="checkbox"/>
20. Consider getting a relief for your position for an extended incident response	<input type="checkbox"/>
21. Maintain personal log of incident events, actions, messages and decisions	<input type="checkbox"/>
<b>Post-Emergency</b>	
22. Record financial details associated to incident purchases	<input type="checkbox"/>
23. Contribute to incident debrief	<input type="checkbox"/>

#### 4.2.7 ERG Information Coordinator

<b>Emergency Role Profile</b> <ul style="list-style-type: none"> <li>• Reports to ADA ERG Leader</li> <li>• Ensures a chronological summary of key events is maintained and coordinates the display of information on the ERR incident board</li> </ul>	
<b>Pre-Emergency</b>	
1. Maintain familiarisation with ADA and Drilling Contractor ERP's, key emergency respondents and the respective notification/callout requirements	<input type="checkbox"/>
<b>Emergency Actions</b>	
2. Respond in accordance with activities identified in this ERP and the Campaign Specific ERP	<input type="checkbox"/>
3. Establish ERR incident boards	<input type="checkbox"/>
4. Set up ERR and ensure all likely operational, communication, administration requirements are available	<input type="checkbox"/>
5. Activate Specific Rig Pack and distribute all relevant material	<input type="checkbox"/>
6. Arrange additional support staff for ERG Shorebase communications / administrative activities as required	<input type="checkbox"/>
7. Liaise with ERGL for incident briefing and likely requirements	<input type="checkbox"/>
8. Maintain chronological summary of key events; coordinate information on ECC Incident Board	<input type="checkbox"/>
9. Filter incident events information to ERGL	<input type="checkbox"/>
10. Utilise Emergency Response Logbooks	<input type="checkbox"/>
11. Review SITREP's for update information	<input type="checkbox"/>
12. Track regulatory authority notifications	<input type="checkbox"/>
13. Ensure catering requirements are available for the ERR	<input type="checkbox"/>
14. Prepare supporting information for media releases	<input type="checkbox"/>
15. Plot and update weather alert calculations and ensure weather reports are regularly transmitted to the MODU	<input type="checkbox"/>
16. Ensure down-manning strategies are on schedule	<input type="checkbox"/>
17. Ensure relevant Proformas are documented and transmitted (support requests etc.)	<input type="checkbox"/>
18. Do not talk to the Media at any time	<input type="checkbox"/>
19. Consider getting a relief for your position for an extended incident response	<input type="checkbox"/>
20. Collect log sheets and records from other ERG members; provide to ERGL and compile	<input type="checkbox"/>
21. Maintain personal log of incident events, actions, messages and decisions; provide to ERGL at the conclusion of any incident	<input type="checkbox"/>
<b>Post-Emergency</b>	
22. Contribute to incident debrief (phone conference if necessary)	<input type="checkbox"/>
23. Review incident response events; provide recommendations for response improvements or ERP updates	<input type="checkbox"/>



#### 4.2.8 ERG HSE/Regulatory Liaison

<b>Emergency Role Profile</b>		
<ul style="list-style-type: none"> <li>• <b>Reports to ADA ERG Leader</b></li> <li>• <b>Liases with and maintains communications with regulatory authorities</b></li> <li>• <b>Coordinates ERG planning and resources to the emergency</b></li> </ul>		
<b>Pre-Emergency</b>		
1. Maintain familiarisation with ADA, Client and Drilling Contractor ERP's, key emergency respondents and the respective notification and callout requirements		<input type="checkbox"/>
<b>Emergency Actions</b>		
2. Respond in accordance with activities identified in this ERP and the Campaign Specific ERP		<input type="checkbox"/>
3. Liaise with ERGL for incident briefing and likely requirements		<input type="checkbox"/>
4. Liaise with and maintain communications with all relevant regulatory authorities		<input type="checkbox"/>
5. Coordinate with and support ERGL in planning and monitoring regulatory authority impacts		<input type="checkbox"/>
6. Liaise with ERG Logistics Support in relation to organizing requests for emergency support (Helicopter Contractor Management, Support Vessel Contractor Management)		<input type="checkbox"/>
7. Assist ERG Materials and Logistics with identifying likely equipment, supplies, specialist and operational or planning support personnel and ensure notifications are under way		<input type="checkbox"/>
8. Make early contact with relevant federal and/or international agencies or regulatory authorities, ensure contacts are logged and liaison maintained		<input type="checkbox"/>
9. Provide regulatory input into incident response safety plan and HSE advice for emergency response activities and work practices		<input type="checkbox"/>
10. Assist with technical and operational assessment and potential impact on operations		<input type="checkbox"/>
11. Coordinate operational planning and liaise with Materials and Logistics to ensure resource management and adequate support is sourced and pre-planned for resuming operations		<input type="checkbox"/>
12. Advise ERGL of ER/HSE specialists likely to be required and put them on standby		<input type="checkbox"/>
13. Be pro-active in developing operational plans and strategies for resuming operations		<input type="checkbox"/>
14. Notify ERG Information Coordinator of results of all regulatory contacts made and log all calls		<input type="checkbox"/>
15. Maintain liaison with external emergency support resources as required		<input type="checkbox"/>
16. Assist with providing operational updates for SITREPs		<input type="checkbox"/>
17. Confer with relevant Contractors regarding long term operational recovery strategy		<input type="checkbox"/>
18. Do not talk to the Media at any time		<input type="checkbox"/>
19. Consider relief for your position for an extended incident response		<input type="checkbox"/>
20. Maintain personal log of incident events, actions, messages and decisions; provide to ERG Information Coordinator at the conclusion of any incident		<input type="checkbox"/>
<b>Post-Emergency</b>		
21. Contribute to incident debrief (phone conference if necessary)		<input type="checkbox"/>
22. At the conclusion of the incident, investigate and prepare full report for ERGL, provide recommendations for response improvements or ERP updates		<input type="checkbox"/>

#### 4.2.9 ERG Person Taking Calls

##### Emergency Role Profile

- Reports to ERG Information Coordinator
- Filters and directs all calls, faxes and correspondence received to the relevant ERG Members

##### Emergency Actions

1. Respond in accordance with activities identified in this ERP and the Campaign Specific ERP ☐
2. Ensure all calls are taken away from the ERR ☐
3. Use ERP Telephone Call Sheets (one call per page) from Appendix 2 ☐
4. Do not confirm, deny or make any statements on any aspect of the emergency ☐
5. Do not divulge any ERG members names, positions or organisations ☐
6. Try to determine if calls are related to the emergency, if not take a message for a return call ("as no-one is presently available to assist") ☐
7. For emergency calls, put the caller through to the ERGL (or Alternate) or take a message for a return call ☐
8. For any media calls, ensure the ERGL is aware the media is on the phone when taking a "call back" message; do not discuss any matters with the media ☐
9. If relatives call, refer them to the ERGL until a "Relatives Response" dedicated number is established ☐
10. Consider relief for your position for an extended incident response ☐
11. Maintain personal log of incident events, actions, messages and decisions; provide to ERG Information Coordinator at the conclusion of any incident ☐

##### Post-Emergency

12. Contribute to incident debrief (phone conference if necessary) ☐
13. Review incident response events; provide recommendations for response improvements or ERP updates ☐

## 5. Emergency Response Guidelines / Scenarios

### 5.1 Purpose of ERP Guidelines

This section provides “All Hazards” scenario specific emergency response guidelines (procedures) to previously identified threats that have the potential to impact the MODU, its personnel or activities associated to an ADA offshore drilling campaign. Safety of personnel is always the priority consideration when responding to any emergency.

The following guidelines are not prescribed, but suggested prompts to address likely hazards in which common sense must prevail at all times. The guidelines are generic in as much as they could be common to any, or all, activities associated to ADA drilling activities and area of statutory responsibility.

The method of response to an emergency incident must be determined by the personnel involved. Whether to report the incident or threat immediately as an emergency, or to control the situation to prevent it from becoming a greater threat.

Respondents are not expected to place themselves at risk by trying to control a potentially major emergency. If the respondent(s) believe they can control a potential emergency and they are trained to do so, and then proceed. If respondent(s) cannot control the potential emergency, or are not trained, then raising the alarm immediately is paramount.

#### 5.2 Emergency Procedures – MODU Personnel

5.2.1 Person Overboard

5.2.2 Missing Person

5.2.3 Cold Water Survival

5.2.4 Radiation Incident

5.2.5 Fatality

5.2.6 Unauthorized / Criminal Act

5.2.7 Medical Evacuation

#### 5.3 Emergency Procedures – MODU

5.3.1 Weather Specific Procedures

5.3.2 Loss of Well Control / Blowout

5.3.3 Hydrocarbon Spill on Deck

5.3.4 Oil Spill

5.3.5 Escape of Gases / H<sub>2</sub>S

5.3.6 Fire and Explosion

5.3.7 Critical System Failure

5.3.8 Collision / Grounding / Structural Damage

5.3.9 Helicopter Crash on Deck

5.3.10 Illegal Boarding / Distress Rescue

5.3.11 Bomb Threat

5.3.12 Anchor Line / Chain Failure

5.3.13 Helicopter Fuel / Explosives

#### 5.4 Emergency Procedures – Off MODU

5.4.1 Helicopter Crash in Vicinity of MODU

5.4.2 Unknown Vessel Approach

5.4.3 Interference / Obstruction by Protest Vessel

5.4.4 Support vessel Fouling

#### 5.5 Search and Rescue

5.5.1 Aircraft / Vessel in Distress

5.5.2 Uncertainty Phase

#### 5.6 General Evacuation

5.6.1 Helicopter Evacuation

5.6.2 Lifeboat Evacuation

5.6.3 Support Vessel Evacuation

#### 5.7 Support Vessel Emergency Procedures

#### 5.8 Relief Well Contingency Plan

#### 5.9 End of Emergency Guideline

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## 5.2 Emergency Procedures – MODU Personnel

### 5.2.1 Person Overboard

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

#### Witness

1. Immediately shout “**PERSON OVERBOARD - PORT/STARBOARD SIDE**” (as appropriate)
2. **DO NOT LOSE SIGHT OF PERSON OVERBOARD**
3. Throw a life buoy or flotation/tracking device (i.e. work vest EPIRB, life jacket etc.) towards the Person Overboard and maintain a constant watch

**PERSON OVERBOARD SHOULD NEVER BE LEFT UNSIGHTED .....EVEN MOMENTARILY**

4. Immediately sound alarm on PA system and activate Station Bill procedures giving location of Person Overboard
5. Request binoculars be provided urgently
6. Respond in accordance with MODU ERM

#### OIM

1. Respond in accordance with MODU ERM, Station Bill, Operations Manual and in accordance with any specific requirements of the Safety Case Revision Document
2. Notify ADA DSV
3. Ensure all appropriate Regulators are notified in the required timeframe
4. Log incident events and actions taken and provide report to ADA

#### Support Vessel Master

1. Respond in accordance with instructions from OIM, SV ERP and in accordance with any specific requirements of the Safety Case Revision Bridging Document

#### ADA Drilling Supervisor

1. Liaise with OIM
2. Ensure SV Master is advised of Person Overboard emergency
3. Inform ADA Operations Liaison of incident status and likely requirements as appropriate
4. Alert ERG Materials and Logistics for possible MEDEVAC/SAR
5. Log incident events and actions taken as time allows

#### ADA Operations Liaison

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

#### ADA ERG Leader

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. If Third Party Contractor advise Management of incident and rescue status as appropriate
3. Notify Client EMTL of incident status and likely requirements as appropriate
4. Liaise with ERG Materials and Logistics/Helicopter contractor/SAR authorities as required
5. Liaise with SAR authorities if advised Person Overboard is not recovered
6. Log incident events and actions taken as time allows

#### ADA ERG Materials and Logistics

1. Advise Helicopter Base Manager to standby for possible SAR/MEDEVAC, if requested by MODU

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2. Determine availability of additional aircraft that may be deployed for search operations
3. Log incident events and actions taken as time allows

### 5.2.2 Missing Person

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

#### OIM

1. Respond in accordance with MODU ERM and with any specific requirements of the Safety Case Revision Bridging Document
2. Advise ADA DSV
3. Log incident events and actions taken and provide report to ADA

#### ADA Drilling Supervisor

1. Liaise with and assist OIM
2. Notify ERGL of incident status and likely requirements
3. Log incident events and actions taken as time allows

#### ADA Operations Liaison

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

#### ADA ERG Leader

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. Ensure ERG Materials and Logistics advises Helicopter Contractor to standby for possible MEDEVAC and/or SAR
3. Liaise with Drilling and/or Third Party Contractor Management on status
4. Liaise with relevant SAR authority if advised by DSV that missing person has not been located
5. Notify Client EMTL of incident and current status
6. Arrange debriefing at earliest opportunity
7. Log incident events and actions taken as time allows

### 5.2.3 Cold Water Survival

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

Drowning and hypothermia are the most common problems facing people who have been immersed in cold water. In addition, anyone who has fallen into the sea may have suffered impact injuries and in some cases may be exposed to further danger from marine life. While the immediate response to a person overboard must be to rescue that person and retrieve them to a place of safety, they may also need to be treated for the effects of hypothermia. This guideline discusses the effects of exposure to cold water, symptoms of hypothermia and the treatment of patients suffering from hypothermia that could affect a person in the water in the Tasman Sea, as sea temperatures range between 12 – 19°C.

#### Effects of Exposure to Cold Water

Cold water acts as a conductor, transferring heat from the body twenty-five times faster than air. This means that even short exposures to very cold water (0°-15°C), or prolonged exposure to moderately cold water (15-25°C) can induce the potentially fatal effects of hypothermia.

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## Hypothermia

Hypothermia describes the condition whereby the core temperature of the body is reduced below 36.8°C due to exposure to cold. When the body temperature falls below 35°C, the person may become disorientated and lapse into a coma. Heart failure can result if body temperature falls below 32°C. Signs and symptoms of hypothermia include:

Stage one:

- Fall in skin temperature
- Pale skin colour
- Intense shivering
- Loss of co-ordination
- Numb extremities

Stage two:

- Lethargy
- Drowsiness
- Shivering stops
- Disturbance in speech and vision
- Mental confusion

Stage three:

- Unconsciousness (when the body temperature falls to very low levels)
- Dilated pupils
- Signs of life difficult to detect

### FACTORS THAT EFFECT SURVIVABILITY

The main factors that effect survivability in cold water are the temperature of the water and time spent in the water. Other important factors that effect survivability include type of clothing worn, environmental factors (such as wind chill) and personal factors (such as physical condition)

Personnel dressed in normal work clothes and in relatively good physical condition can survive 12-48 hours in water temperatures above 20°C. However, below 20°C survival times fall rapidly in relation to decreases in water temperature. At 15°C estimated in-water survival time is reduced to about 3 hours (refer table 1).

**Table 3 Estimated in-water survival times (wearing normal work clothes)**

	WATER TEMPERATURE				
	0°C	5°C	10°C	15°C	20°C
Estimated Survival Time	1 hour	1.5 Hours	2 hours	3 hours	8 hours

Where survival suits are worn (such as for helicopter travel), estimated in-water survival times increase significantly. For example, a properly fitted, insulated helicopter survival suit can extend the survival time to more than 12 hours in sea temperatures less than 10°C.

## Treatment

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Treatment for hypothermia will depend upon the condition of the patient. Where exposure time has been short and the temperature of the water is above 20°C, all that may be required is to remove the person's wet clothes and provide dry cloths and warm blankets. Where exposure has been prolonged or where the person has been exposed to water below 15°C (for even short periods), the condition can be life threatening and basic life support treatment may be necessary (refer table 2).

**Caution:** Never attempt active rewarming of a hypothermia patient (such as rubbing their skin or placing them in a hot bath) as these may initiate cardiac arrest. The person must be handled gently and warmed slowly. Keep the hypothermia patient under constant observation and never allow them to stand-up as they may collapse.

**Table 4**  
**Treatment for Hypothermia**

	Stage One	Stage Two	Stage Three
<b>Core Temperature</b>	35-37°C	30-34°C	24-29°C
<b>Symptoms</b>	<ul style="list-style-type: none"> <li>• Fall in skin temperature</li> <li>• Pale skin colour</li> <li>• Intense shivering</li> <li>• Loss of co-ordination</li> <li>• Numb extremities</li> </ul>	<ul style="list-style-type: none"> <li>• Lethargy</li> <li>• Drowsiness</li> <li>• Shivering stops</li> <li>• Disturbance in speech and vision</li> <li>• Mental confusion</li> </ul>	<ul style="list-style-type: none"> <li>• Unconsciousness</li> <li>• Dilated pupils</li> <li>• Signs of life difficult to detect</li> </ul>
<b>Treatment</b>	<ul style="list-style-type: none"> <li>• Remove wet clothes</li> <li>• Dress in dry clothes</li> <li>• Provide warm blankets</li> </ul>	<ul style="list-style-type: none"> <li>• Check vital signs</li> <li>• Provide basic life support if required</li> <li>• Treat for shock</li> <li>• Keep patient horizontal</li> <li>• Wrap in warm blankets and warm slowly</li> <li>• Carefully move into a warm bed in a warm room</li> <li>• Organise emergency medical care for patient.</li> </ul>	

### **Benefit of Coordinated Response**

The key to effective treatment is to get the person out of the water as quickly as possible and begin prompt treatment of hypothermia. This response may be enhanced by bringing the Medic to the patient along with blankets and other first aid equipment. For this reason man overboard drills should include practice with the Medic boarding the Fast Rescue Craft

#### **5.2.4 Radiation Incident**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

*Loss of a radioactive source can occur during transportation, loading/unloading or during logging.*

#### **OIM**

1. Respond in accordance with MODU ERM and with any specific requirements of the Safety Case Revision Document
2. Advise ADA DSV
3. Log incident events and actions taken and provide report to ADA

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### ADA Drilling Supervisor

1. Liaise with Well Logging Company Supervisor and OIM/Toolpusher to ensure danger area is clearly marked, cordoned off and all personnel are kept well away
2. Review/plan implementation of recommended recovery and handling method for damaged source
3. With the OIM, ensure all safety precautions are taken during recovery operation
4. Advise ERGL of incident status and likely requirements
5. If source becomes stuck/lost down hole, oversee operation to ensure source is not damaged
6. Log incident events and actions taken as time allows

### ADA Operations Liaison

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

### ADA ERG Leader

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. Liaise with Drilling and Third Party Contractor Management
3. Liaise with Well Logging Representative to obtain technical data and handling recommendations
4. Arrange for Well Logging Specialist to attend MODU if required
5. Notify Client EMTL of incident and current status
6. Arrange debriefing at earliest opportunity
7. Log incident events and actions taken as time allows

### 5.2.5 Fatality

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

*In a fatality incident, there are legal responsibilities (under various Coroners' acts) which are to be complied with. **Note:** Only an approved medical practitioner can certify a fatality*

### OIM

1. Respond in accordance with MODU ERM and with any specific requirements of the Safety Case Revision Document
2. Advise ADA DSV
3. Ensure the fatality scene is secured and no personnel permitted entrance once the initial response has been completed
4. Log incident events and actions taken and provide report to ADA

### ADA Drilling Supervisor

1. Assist OIM and deceased's Supervisor with post incident activities
2. Arrange personnel counselling as appropriate
3. Notify ADA Operations Liaison, if deceased is 3rd party contractor employee or a visitor request ERG notify their employer and suggest they make arrangements for next of kin notification
4. If ADA employee, contractor or visitor, liaise with ERGL regarding arrangements
5. Complete Fatality Checklist attached (including signature and times) and send to ADA Operations Liaison
6. Liaise with ADA Materials and Logistics for transport of deceased as appropriate

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7. Log incident events and actions taken as time allows

#### **ADA Operations Liaison**

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

#### **ADA ERG Leader**

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. Establish Communications with Rig Manager
3. Liaise with ERG and ensure Media/Relatives Response personnel are prepared
4. Notify Client EMTL of incident and current status
5. Liaise with ERG Materials and Logistics and assess likely requirements
6. If ADA personnel, arrange Next of Kin notification with Police and ERG/EMTL
7. Ensure Fatality Checklist is recorded including Signature and timelines; sign off when completed
8. Initiate an ADA incident investigation in preparation for Coroner's investigation
9. Ensure EMT Legal Adviser is notified of all details and liaise with as required
10. Log incident events and actions taken as time allows

#### **ADA Materials and Logistics**

1. Liaise with ADA DSV and arrange for the following, as required:
  - MEDEVAC Helicopter to transport deceased
  - Ambulance to meet Helicopter
  - Appropriate transport requirements for deceased
2. Keep ERGL informed of response status
3. Liaise with Police/Coroner, as required
4. Log incident events and actions taken as time allows

#### **5.2.6 Unauthorized or Criminal Acts**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

*Serious criminal acts include any incident warranting immediate notification to authorities, examples such as deliberate bodily injury, persistent aggression, significant theft or sabotage:*

#### **OIM**

1. Respond in accordance with MODU ERM and with any specific requirements of the Safety Case Revision Bridging Document
2. Log incident events and actions taken and provide report to ADA

#### **ADA Drilling Supervisor**

1. Advise ADA ERGL of situation and keep informed of developments
2. Provide following details for ADA ERGL:
  - nature of crime and/or actions taken
  - if injury to personnel and/or if medical attendance is required
  - if external assistance needed
  - if person(s) are taken into custody
3. Secure evidence:

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- close off area involved
- prepare sketches/photographs
- secure witnesses
- 4. Consider imposing following restrictions:
  - temporary suspension of crew change
  - release of information
- 5. Log incident events and actions taken as time allows

#### **ADA Operations Liaison**

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

#### **ADA ERG Leader**

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. Liaise with Drilling and Third Party Contractor Management and Police as appropriate
3. Arrange for Police to go to MODU if required
4. Notify Client EMTL of incident and current status when appropriate
5. Arrange debriefing at earliest opportunity
6. Log incident events and actions taken as time allows

#### **5.2.7 Medical Evacuation (MEDEVAC)**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

*For Location Specific MEDEVAC Information, refer to Campaign Specific ERP Addendum.*

#### **OIM**

1. Respond in accordance with MODU ERM and any requirements of the Safety Case Revision Document or Campaign Specific ERP Addendum
2. Log incident events and actions taken and provide report to ADA

#### **ADA Drilling Supervisor**

1. Determine with OIM and Medic if MEDEVAC is of an urgent or non-urgent nature
2. If urgent MEDEVAC advise ADA ERGL of situation and likely requirements
3. Liaise with ADA Materials and Logistics to initiate MEDEVAC arrangements
4. Assist Medic to liaise with ADA Contracted Doctor

#### **Helicopter Base Manager**

1. Respond in accordance with Aviation ERP, Flight Operations requirements, MEDEVAC plan and in accordance with any Safety Case Revision Document requirements
2. Advise MODU OIM and ADA Operations Base of departure details and ETA

#### **ADA Operations Liaison**

1. Liaise with ADA DSV on incident status and likely requirements
2. Obtain patient(s) particulars from ADA DSV
3. Arrange for next-of-kin notification as appropriate (to be done through the respective employer)
4. Monitor MEDEVAC flight until patient(s) has been transferred to medical authorities

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5. Ensure fixed wing transfer is initiated in accordance with MEDEVAC Plan
6. Follow up with patient interface subject to who patient is employed with
7. If urgent MEDEVAC notify ERGL of incident and current status when possible

#### **ADA ERG Leader**

1. Liaise with Operations Liaison/ERG Materials and Logistics on incident status/likely requirements
2. Monitor ongoing incident activities
3. Confer with Client EMTL on incident status and likely requirements
4. Arrange debriefing at earliest opportunity

#### **ADA ERG Materials and Logistics**

1. Ensure Helicopter Base Manager is alerted a MEDEVAC is required and confirm availability of Helicopter; if contracted Helicopter not available, arrange alternatives and inform DSV
2. As required, arrange for ADA Contracted Doctor to travel to MODU (as long as this does not delay the departure of the aircraft)
3. Coordinate communications between all parties involved
4. Organise ground transportation to medical facilities
5. Monitor flights and remain available until patient has been given into care of medical authorities
6. Keep ERGL advised

### **5.3 Emergency Procedures – MODU**

#### **5.3.1 Weather Specific Procedures**

Procedures providing guidelines to assist the decision making personnel in executing well or MODU securing operations and personnel evacuation associated to the approach of heavy weather, tropical storms or cyclones are provided in each Campaign Specific ERP Addendum.

#### **5.3.2 Loss of Well Control / Blowout**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

##### **General**

*Drilling Contractor's Well control policies and procedures will be adopted for all ADA Drilling Campaigns and have been noted in the Safety Case Revision (Bridging Document).*

**A well out of control may develop from a kick through three phases to an ultimate state (Phase 3) where there is no possibility of regaining control from the MODU itself.**

In the event of a kick and once the Driller has shut the well in for assessment. The ADA DSV, with advice from the OIM/Toolpusher, will be responsible for correct kick control procedures, note well control experts may be consulted in this phase. Phases will be declared by the ADA DSV in consultation with the OIM and Toolpusher.

Phase	Description
<b>Phase 1:</b>	<ul style="list-style-type: none"> <li>A kick has occurred, well remains under control and conditions may cause concern for personnel safety</li> <li>Usually results from too low a hydrostatic fluid column in the well (e.g. mud weight is too low, down-hole losses are occurring, swabbing has occurred etc.)</li> <li>Situation is not abnormal or critical, well control can be regained within margins of minimum allowable pressures at both casing shoe and wellhead</li> <li>ERGL to be notified</li> </ul>
<b>Phase 2:</b>	<ul style="list-style-type: none"> <li>A kick has occurred, well control may not be regained because of equipment failure or operational problems</li> </ul>

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- Conditions definitely cause concern for personnel safety
  - Maximum allowable pressure at casing shoe has been exceeded
  - Potential blowout condition is present or wellhead/BOP equipment has failed
  - ERG to be activated
  - Uncontrolled blowout, control of well can no longer be regained from MODU
  - Crew and MODU are in imminent danger
- Phase 3:**
- Mud/hydrocarbons are escaping at surface either as a result of an underground blowout or wellhead/BOP equipment failure or shallow gas blowout
  - ERG to be activated and external well control specialists put on standby

#### OIM

1. Respond in accordance with the MODU ERM, Station Bill, Well Control Manual and or requirements of the Safety Case Review Bridging Document
2. Log incident events and actions taken and provide report to ADA

#### ADA Drilling Supervisor

1. In consultation with OIM and Toolpusher determine if a Phase 3 Alert is to be declared
2. Liaise with OIM and Toolpusher to determine likely response requirements
3. Establish and maintain contact with the ADA Operations Liaison

#### ADA Operations Liaison

1. Liaise with ADA DSV and ERGL on incident status and likely requirements
2. Initiate oil spill plan (refer to ADA Oil Spill Contingency Plan) as appropriate
3. Initiate well capping and/or relief well contingency plan and well control specialists
4. Ensure accommodation and onward transportation of evacuees is arranged
5. Update ERG Leader of incident and current status
6. Log incident events and actions taken as time allows

### 5.3.3 Hydrocarbon Spill on Deck

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

#### OIM

1. Confirm and announce situation and appropriate level of alert over PA
2. Ensure all hot work operations on MODU are stopped and that any possible source of ignition is removed from spill area
3. Ensure spill is immediately attended to and source eliminated/controlled
4. Ensure spill is properly cleaned up and area is tested for any residual flammable gases before giving approval to reactivate work permits
5. If there is any danger of the spill vapour being drawn into the main engines air inlet, then activate/update relevant alert
6. Ensure Drilling Contractor Management has been notified and likely requirements determined
7. Ensure action is taken to secure well

#### ADA Drilling Supervisor

1. Ensure operations are suspended and all hot work is shut down
2. Assist and liaise with the OIM
3. Advise the ADA Drilling Manager of situation

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4. Initiate Incident Investigation in conjunction with the OIM

#### **ADA Operations Liaison**

1. Advise Client EMTL
2. Advise AMSA, NOPSA and DPI / DMP / DIER / DRDPIFR as required

#### **ADA ERG Leader**

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. Refer to ADA Campaign Specific OSCP or Client OSCP for response guidance
3. Ensure Helicopter Contractor is advised to standby for possible spill observation role
4. Notify Client EMTL of incident and current status
5. With DSV, initiate an ADA investigation into the incident
6. Arrange debriefing at earliest opportunity
7. Log incident events and activities as time allows

#### **5.3.4 Oil Spill**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

*ADA offshore drilling operations are covered by the 'ADA / Client Oil Spill Contingency Plan' for Australia operations. Initial spill management, subsequent to a spill reporting, will be managed by the OIM and ADA DSV. It is a statutory requirement that an oil spill, fuel leak or other hydrocarbon based substance release is to be reported to the relevant Designated Authority*

#### **Witness**

1. Take whatever immediate safe action possible to isolate/cease the cause of the spill
2. Immediately report any spill or slick sighting to the OIM

#### **OIM**

1. Respond in accordance with MODU ERM, Ship Board Oil Pollution Emergency Plan (SOPEP) and with any specific requirements of the Safety Case Revision Document
2. Advise ADA DSV
3. Refer to ADA Oil Spill Contingency Plan for spills impacting the external MODU environment
4. Log incident events and actions taken and provide report to ADA

#### **ADA Drilling Supervisor**

1. Liaise with and assist OIM to determine source of spill
2. Notify ADA Operations Liaison of incident status
3. Complete and send POLREP to ADA ERG
4. Refer to ADA Oil Spill Contingency Plan for response guidance
5. If MODU based spill, ensure the OIM reports the incident to relevant Authority
6. Notify ERG Materials and Logistics to put aviation provider on standby
7. Log incident events and activities as time allows

#### **ADA Operations Liaison**

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

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3. Advise AMSA, NOPSA and DPI / DMP / DIER / DRDPIFR as required

#### **ADA ERG Leader**

8. Liaise with ADA Operations Liaison on incident status and likely requirements
9. Refer to ADA Campaign Specific OSCP or Client OSCP for response guidance
10. Ensure Helicopter Contractor is advised to standby for possible spill observation role
11. Notify Client EMTL of incident and current status
12. With DSV, initiate an ADA investigation into the incident
13. Arrange debriefing at earliest opportunity
14. Log incident events and activities as time allows

#### **5.3.5 Escape of Gases / H<sub>2</sub>S**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

#### **OIM**

1. Respond in accordance with MODU ERM, Drilling Operations Manual and in accordance with any specific requirements of the Safety Case Revision Bridging Document
2. Notify all appropriate Regulators in the required timeframe
3. Log incident events and actions taken and provide report to ADA

#### **ADA Drilling Supervisor**

1. Ensure operations are suspended, take action to secure well and attempt to eliminate release
2. Liaise with OIM / Toolpusher / Driller / Mud Engineer to determine concentration, extent and source of gas, degree of danger to personnel and appropriate means to remove hazard
3. If gas is potential H<sub>2</sub>S hazard ensure H<sub>2</sub>S contingency procedures are implemented
4. Ensure SV is advised of emergency and proceeds upwind of MODU
5. Consider with OIM, the evacuation of non-essential personnel and how best to be conducted
6. Advise ADA Operations Liaison of status and likely requirements

#### **Support Vessel Master**

1. Respond in accordance with SV ERP, Maritime Operations Manual and in accordance with any specific requirements of the Safety Case Revision Bridging Document

#### **ADA Operations Liaison**

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. With ERGL initiate Helicopter standby for possible MODU evacuation
3. Log incident events and actions taken as time allows

#### **ADA ERG Leader**

1. Liaise with Operations Liaison/ERG Materials and Logistics on incident status/likely requirements
2. Consider activating ERG as appropriate to the incident
3. Liaise with Helicopter Base Manager on current incident status and likely requirements
4. Ensure all appropriate Regulators are notified in the required timeframe
5. Confer with EMTL on incident status and likely requirements
6. Arrange debriefing at earliest opportunity

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7. Log incident events and actions taken as time allows

#### **ADA ERG Materials and Logistics**

1. Advise Helicopter Base Manager to standby for possible MODU evacuation
2. Determine availability of additional aircraft that may be deployed for search operations
3. Log incident events and actions taken as time allows

#### **5.3.6 Fire and Explosion**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

##### **OIM**

1. Respond in accordance with MODU ERM, the Station Bill and any specific requirements of the Safety Case Revision Document
2. Liaise with ADA Drilling Supervisor
3. Log incident events and actions taken and provide report to ADA

##### **ADA Drilling Supervisor**

1. Ensure actions are taken to secure well
2. Assist OIM in determination of extent/type of fire and likely requirements
3. Ensure SV(s) are activated to support MODU emergency
4. Notify Operations Liaison of status and likely requirements
5. Log incident events and actions taken as time allows

##### **Support Vessel Master**

1. Respond in accordance with SV ERP, Maritime Operations Manual and in accordance with any specific requirements of the Safety Case Revision Document

##### **ADA Operations Liaison**

1. Liaise with ADA DSV
2. Confirm requirement for external assistance
3. Notify ERGL of incident and current status and likely requirements
4. Log incident events and actions taken as time allows
5. Advise AMSA, NOPSA and DPI / DMP / DIER / DRDPIFR as required

##### **ADA ERG Leader**

1. Liaise with Operations Liaison/ERG Materials and Logistics on incident status/likely requirements
2. Establish communications with the Rig Manager and define any support requirements
3. Consider activating ERG as appropriate to the incident
4. Monitor ongoing incident activities
5. Confer with EMTL on incident status and likely requirements
6. Arrange debriefing at earliest opportunity
7. Log incident events and actions taken as time allows

#### **5.3.7 Critical System Failure**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

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In the event of failure of equipment or systems that affect safety of personnel on the MODU the OIM shall liaise with the ADA Drilling Supervisor and, between them, they will determine the nature of the failure, alternate actions to ensure safety and assess the consequences of the failure on the integrity of the overall safety of personnel and the MODU. The OIM and ADA Drilling Supervisor shall notify their respective shore base management and take advice on a response to the failure.

Appropriate action shall be taken after full consideration of:

- nature of the failure;
- alternative actions that can be taken;
- operation underway at the time and operations planned for the immediate future;
- physical environmental conditions currently prevailing and forecast to occur; and
- level of consequence of the failure and any actions taken to correct the failure.

**SHOULD TIME NOT PERMIT SUCH LIAISON THE OIM SHALL HAVE THE RESPONSIBILITY TO TAKE APPROPRIATE ACTION.**

**THE OIM SHALL BE MINDFUL OF THE POSSIBLE NEED TO EVACUATE THE MODU AND SHALL, IF NECESSARY, CALL AN IMMEDIATE MUSTER OF ALL PERSONS ON BOARD IN PREPARATION FOR SUCH A CONTINGENCY.**

In event of failure of a Critical System, all work involved, dependent on or affected by the relevant Critical System, should cease immediately.

Work should only continue:

(i) Once suitable alternative safeguards have been identified and implemented to compensate for the loss of the critical system or its safety functions,

AND

(ii) With specific approval from the OIM.

#### **OIM**

1. Identify and notify affected operations that a Critical System has been lost
2. Stop all work involving, dependent on, or affected by the Critical System failure
3. Inform the ADA Drilling Supervisor
4. For engine failure/steering loss during transit, consider dropping MODU's anchors subject to depth, position etc
5. Display required signals
6. Expedite repairs.
7. Give approval for work or operations to continue only when :
  - suitable alternative safeguards have been identified and implemented to compensate for the loss of the critical system or its safety functions, or
  - Critical System has been repaired and tested for normal operation
8. Inform Drilling Contractor Management of details and likely requirements

#### **ADA Drilling Supervisor**

1. Liaise with and assist OIM and determine likely repair timetable
2. Inform the ADA Drilling Manager.

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3. Ensure Critical System is fully tested prior to operations being recommenced

#### **ADA Operations Liaison**

1. Mobilise any resources as requested by the OIM and the ADA Drilling Supervisor
2. Advise Third Party Contractor Management
3. Advise ADA ERG Leader

#### **ADA ERG Leader**

1. Advise Client EMT Leader

### **5.3.8 Collision / Grounding / Structural Damage**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

In the event of an incident or event resulting in structural damage to the MODU, immediate steps shall be taken to isolate the area concerned and establish the MODU's watertight integrity and stability. Any ingress of seawater shall be monitored by regular soundings. Pumping arrangements, both fixed and portable shall be kept ready.

If structural damage is suspected or if structural damage has occurred but the extent of damage cannot be ascertained, the OIM shall confer with the ADA Drilling Supervisor and both will confer with their Shore Base Management before taking any action that could further endanger the MODU or personnel.

Time and weather permitting, the well shall be secured and all subsea equipment taken onboard and, if a Support Vessel is on location, the anchors shall be pulled and the MODU made ready to be moved to a protected location if appropriate.

The Support Vessel shall stay on standby until the MODU is in safe waters or the Support Vessel is relieved.

#### **OIM**

1. **THE OIM SHALL BE MINDFUL OF THE POSSIBLE NEED TO EVACUATE THE MODU AND SHALL, IF NECESSARY, CALL AN IMMEDIATE MUSTER OF ALL PERSONS ON BOARD IN PREPARATION FOR SUCH A CONTINGENCY**
2. Liaise with the Barge Master and ADA Drilling Supervisor to determine appropriate response strategy
3. Direct the Radio Operator to announce emergency by the PA and alarm systems
4. Assess damage and take necessary action to isolate area
5. Alert the Support Vessel(s) to assist as required
6. Ensure the ADA Offices in New Plymouth and Drilling Contractor have been notified
7. Notify AMSA, NOPSA and DPI / DMP / DIER / DRDPIFR as required
8. Prepare a complete report of the incident
9. In the event of an oil spill, implement procedures to prevent, stop, control and contain any pollution ASAP, determine with Barge Master what recovery and/or cleanup equipment will be required **(Refer to the specific MODU Oil Pollution Emergency Plan) and the ADA Client OSCP**
10. Secure the MODU
11. Ensure variable deck loads comply with trim and stability requirements in accordance with Drilling Contractor's OPERATIONS MANUAL – MARINE
12. Carry out damage control actions as appropriate
13. Liaise with the ADA Drilling Supervisor and ADA Operations Liaison in development of response strategy

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#### **ADA Drilling Supervisor**

1. Liaise with the OIM and Barge Master.
2. Notify the ADA Operations Liaison for possible response to the emergency
3. Proceed to the rig floor to consult with the OIM in securing the well

#### **ADA Operations Liaison**

1. Liaise with the ADA Drilling Supervisor

#### **ADA ERG Leader**

1. Advise Third Party Contractor Management
2. In the event of oil spill, initiate ADA Client OSCP and notify the AMSA
3. Notify AMSA, NOPSA and DPI / DMP / DIER / DRDPIFR as required
4. Notify the Client EMT Leader

### **5.3.9 Helicopter Crash on Deck**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

#### **OIM**

1. Respond in accordance with MODU ERM, Station Bill and in accordance with any specific requirements of the Safety Case Revision Document/Campaign ERP Addendum
2. Log incident events and actions taken and provide report to ADA

#### **ADA Drilling Supervisor**

1. Ensure well has been secured
2. Ensure all hot work and work permits are cancelled
3. Request immediate MEDEVAC preparation
4. Advise ADA Operations Liaison, ERG Materials and Logistics and flight service provider
5. Discuss with the OIM the actions necessary to clear Helideck for landing of MEDEVAC flight
6. Ensure SV(s) have been appropriately activated to support the MODU emergency
7. Confirm number and degree of casualties, extent of damage and notify ADA Operations Liaison
8. Log incident events and actions taken as time allows

#### **Helicopter Base Manager**

1. Respond in accordance with Aviation ERP, Flight Operations requirements and in accordance with any Safety Case Revision Bridging Document requirements
2. Notify Aviation regulatory authorities
3. Immediately commence fitting of helicopter winch to available aircraft to facilitate evacuation of any critically injured

#### **ADA Operations Liaison**

1. Liaise with ADA DSV on current incident status and likely requirements
2. Notify ERGL on current incident status and likely requirements
3. Obtain names of all deceased/missing/injured personnel (on secure SAT communications only)
4. Log incident events and actions taken as time allows

#### **ADA ERG Leader**

1. Liaise with Operations Liaison/ERG Materials and Logistics on incident status/likely requirements

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2. In the event the damaged Helicopter is to be moved, liaise with Helicopter Base Manager for advice prior to authorising move
3. Consider activating ERG as appropriate to the incident
4. Monitor ongoing incident activities
5. Ensure notification to Police and Coroner in event of fatalities
6. Confer with Client EMTL on incident status and likely requirements
7. Arrange debriefing at earliest opportunity
8. Log incident events and actions taken as time allows

#### **ADA ERG Materials and Logistics**

1. Mobilise MEDEVAC flights as required
2. Make arrangements to receive casualties
3. Log incident events and actions taken as time allows

#### **5.3.10 Illegal Boarding / Distress Rescue**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

#### **OIM**

1. Respond in accordance with MODU ERM, Operations Manual and in accordance with any specific requirements of the Safety Case Revision Bridging Document
2. Log incident events and actions taken and provide report to ADA

#### **ADA Drilling Supervisor**

1. If prior warning is received of a potential illegal boarding, liaise with relevant maritime authorities
2. If suspicious of illegal boarding occurrence liaise with OIM to determine appropriate response
3. If illegal boarding occurs, ensure OIM informs relevant maritime authorities, including AMSA / AusSAR, ADA Operations Liaison and Support Vessel before communications are controlled/cut off
4. Fix time (and position if in transit) of boarding/attack
5. If incident develops into an armed hijack situation, ensure the following applies:
  - compliance with all instructions
  - avoidance of provocative actions
  - reliance on assistance from outside

#### **Support Vessel Master**

1. Respond in accordance with instructions from OIM, SV ERP and in accordance with any specific requirements of the Safety Case Revision Document
2. In the event of communication lost with the MODU ensure all parties are notified

#### **ADA Operations Liaison**

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

#### **ADA ERG Leader**

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. Liaise with relevant authorities, regulators or organisations as appropriate:

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- AMSA & NOPSA
  - Immigration
  - Customs
  - Coastwatch
  - Support Vessel Management
  - Quarantine
3. Where contact cannot be maintained, establish contact with the SV(s) Masters
  4. Ensure all scheduled helicopter flights (crew change, supply etc.) to the MODU are suspended
  5. Notify Client EMTL of incident status and likely requirements
  6. Arrange debriefing at earliest opportunity
  7. Log incident events and actions taken as time allows

#### 5.3.11 Bomb Threat

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

##### OIM

1. Respond in accordance with MODU ERM and with any specific requirements of the Safety Case Revision Document
2. Liaise with ADA DSV on likely requirements
3. Notify ADA Operations Liaison and advise of circumstances and likely requirements (Police, Bomb Disposal etc.) if DSV is incapacitated
4. Log incident events and actions taken and provide report to ADA

##### ADA Drilling Supervisor

1. With OIM/Toolpusher take action to suspend drilling operations and secure well
2. Advise ADA Operations Liaison of incident status and likely requirements, maintain liaison
3. Log incident events and actions taken as time allows

##### ADA Operations Liaison

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

##### ADA ERG Leader

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. Inform Police of incident status and likely requirements
3. Activate ERG as appropriate to incident
4. Notify Client EMTL of incident status and likely requirements
5. If ADA Operations Base threat, refer to "Bomb Threat Checklist" for guidance
6. Arrange for specialist personnel to go to MODU or attend ADA Operations Base if required
7. Liaise with Drilling Contractor and third party contractor Management
8. Arrange debriefing at earliest opportunity
9. Log incident events and actions taken as time allows

#### 5.3.12 Anchor Line / Chain Failure

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

##### OIM

1. Confirm and announce situation and appropriate level of alert

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2. Inform the ADA Drilling Supervisor
3. Maintain direct contact with Support Vessel Master(s).
4. Ensure state of readiness for hanging off, shearing drillpipe or disconnecting
5. Monitor MODU position over well
6. Consider suspension of operations
7. If drilling operations are in progress, ensure well is secured as necessary.
8. Take necessary steps to disconnect LMRP
9. Monitor MODU movement and other line/chain tensions
10. Prepare to take corrective action as necessary utilising remaining chains and rig thrusters

#### **Support Vessel Master**

1. Liaise with the OIM in respect to drift and attitude
2. Assist the MODU under instruction from OIM
3. Prepare vessel for anchor handling or towing operations as instructed

#### **ADA Drilling Supervisor**

1. Liaise with the OIM and ADA Drilling Superintendent
2. Ensure the well is secure and preparations to unlatch LMRP are considered
3. Advise the ADA Drilling Superintendent

#### **ADA ERG Leader**

4. Advise the Client EMTL

### **5.3.13 Helicopter Fuel / Explosives**

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only.**

#### **OIM**

1. Should the presence of Helicopter fuel/explosives become a potential danger to MODU safety (e.g. in the event of fire or impending collision), consider jettison of Helicopter fuel tanks and explosive magazines (using crane or jettison units)
2. Sound alarm and activate Station Bill procedures and announce incident over the PA System
3. Cancel all work permits
4. Ensure action is taken to make well safe, as required

#### **ADA Drilling Supervisor**

1. Assist and advise the OIM
2. Ensure well has been secured
3. Ensure that the New Plymouth Helicopter Operations Base have been notified
4. Notify the ADA Operations Liaison of situation

#### **ADA Operations Liaison**

1. Assist and advise the ADA ERG Leader

#### **ADA ERG Leader**

1. Assist and advise Client EMT Leader

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## 5.4 Emergency Procedures – Off MODU

This section provides guidelines for actions to be taken when the emergency is created by incidents external to or off the MODU. These Off MODU Emergency response Procedures are the responsibility of ADA with support to be provided by Drilling and Third Party Service Contractors, as appropriate.

A support vessel will be considered an integral part of the MODU's operations when working inside a 500 meter safety zone around the MODU.

Although the Master of the Support Vessel reports to, and is responsible to, the OIM when operating within that safety zone, he is ultimately responsible for the safety of his Vessel and Crew.

### 5.4.1 Helicopter Crash in Vicinity of MODU

*Refer also to "SAR Aircraft/Vessel in distress" Emergency Procedure Section 5.3*

#### OIM

1. Respond in accordance with MODU ERM and in accordance with any specific requirements of the Safety Case Revision Bridging Document
2. Liaise with ADA DSV
3. Ensure all appropriate Regulators are notified in the required timeframe
4. Log incident events and actions taken and provide report to ADA
5. Notify AMSA / AusSAR of the incident immediately

#### ADA Drilling Supervisor

1. Liaise with OIM/Operations Liaison to release Support Vessel to crash area and possible suspension of drilling activities
2. Request immediate MEDEVAC preparation
3. Advise ADA Operations Liaison, ERG Materials and Logistics and flight service provider
4. Ensure SV(s) have been appropriately activated to support the helicopter crash emergency
5. Ensure all appropriate Regulators are notified in the required timeframe
6. Log incident events and actions taken as time allows

#### Support Vessel Master

1. Respond in accordance with SV ERP, Maritime Operations Manual and in accordance with any specific requirements of the Safety Case Revision Bridging Document

#### Helicopter Base Manager

1. Respond in accordance with Aviation ERP, Flight Operations requirements and in accordance with any Safety Case Revision Bridging Document requirements
2. Notify Aviation regulatory authorities

#### ADA Operations Liaison

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Obtain names of deceased/missing/injured personnel (on secure SAT communications only)
3. Log incident events and actions taken as time allows

#### ADA ERG Leader

1. Liaise with Operations Liaison/ERG Materials and Logistics on incident status/likely requirements
2. Consider activating ERG as appropriate to the incident
3. Confirm that AMSA / AusSAR have been notified
4. Liaise with Helicopter Base Manager on current incident status and likely requirements

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5. Ensure all appropriate Regulators are notified in the required timeframe
6. Notify Police/Coroner in the event of any fatalities
7. Liaise with Contractor Management with personnel onboard
8. Confer with Client EMTL on incident status and likely requirements
9. Arrange debriefing at earliest opportunity
10. Log incident events and actions taken as time allows

#### **5.4.2 Unknown Vessel Approach**

*Personnel responsible for MODU or Support Vessel navigation and operations should adhere strictly to the maritime law, particularly the International Collision Regulations and laws relating to Safety of Life at Sea (SOLAS). Bear in mind that in activist/protest situations, protesters may deliberately try to provoke them into breaches of the law*

##### **Support Vessel Master**

1. Alert MODU OIM if unknown/suspicious vessel enters 20km of area of approach
2. Respond in accordance with instructions from OIM, SV ERP and in accordance with any specific requirements of the Safety Case Revision Document
3. Log incident events and actions taken and provide report to ADA

##### **OIM**

1. Respond in accordance with MODU ERM, Operations Manuals and in accordance with any specific requirements of the Safety Case Revision Document or Campaign Specific ERP
2. Notify relevant maritime authority for advice
3. Monitor approach activities and radio communications
4. Advise ADA DSV
5. Log incident events and actions taken and provide report to ADA

##### **ADA Drilling Supervisor**

1. Liaise with OIM and ensure relevant maritime authority have been notified
2. Direct suspension of operations and securing of well if appropriate
3. Notify Operations Liaison of situation and likely requirements
4. Log incident events and actions taken as time allows

##### **ADA Operations Liaison**

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

##### **ADA ERG Leader**

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. Advise/liase with Drilling Contractor Management as appropriate
3. Notify and advise relevant maritime and regulatory authority of situation
4. Maintain liaison with ADA Operations Liaison
5. Notify Client EMTL of incident and current status
6. Arrange debriefing at earliest opportunity
7. Log incident events and actions taken as time allows

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#### 5.4.3 Interference / Obstruction by Protest Vessel

During the drilling operations there may be attempts made to interfere with normal operations of the MODU and navigation of Support Vessels by protesters aboard small to medium sized craft. These protesters may place their craft close alongside the MODU or across the path of Support Vessels and impede operations.

This interference may be intentional or it may result from either ignorance or excessive zeal. In any event, these individuals may place themselves or their craft in positions of danger and the presence of media aircraft or surface vessels may prompt displays of bravado as individuals attempt to gain spectacular media coverage to further their cause.

#### Response Guidelines

If any such interference occurs then ADA will adopt the following strategy:

- The OIM, Support Vessel Masters, ADA Drilling Supervisor and those in charge of navigation and operations should adhere strictly to the law, particularly the International Collision Regulations and laws relating to Safety of Life at Sea. **They should bear in mind that protesters may deliberately try to provoke them into breaches of the law.**
- Every effort should be made to protect the safety of persons on, or in, the water but a Master or Supervisor should not endanger his own vessel or personnel to prevent protest actions or to rescue a protester from a foolhardy act. It must be stressed that protesters should not be physically handled unless they are endangering themselves or operational personnel. Protest craft should not be boarded unless it is necessary to protect life.
- Support Vessels should always try to keep a safe distance from protest craft. Loud hailers or PA systems should be used to warn protesters that they are endangering themselves or others and that they appear to be disregarding collision regulations and practices of good seamanship.
- Protest craft may have limited endurance and may run out of fuel well before Support Vessels. Small protest crafts are unlikely to be able to operate in adverse weather. Delaying or slowing down an operation may be the most effective way to overcome a problem and should be considered as an option.
- Any protest incident should be reported immediately to the ADA Drilling Supervisor who will advise the ADA Operations Liaison. The protest will be handled in accordance with these guidelines until law enforcement authorities advise otherwise.
- The ADA Operations Liaison will notify the DPI / DMP / DIER / DRDPIFR, AMSA and the Police Headquarters at the first sign of an incident or interference.
- The ADA ERG Leader will advise the Client EMT Leader.

#### 5.4.4 Support Vessel Fouling

##### Support Vessel Master

1. Immediately inform the OIM of exact nature and extent of fouling and whether outside assistance is, or is likely to be, required
2. Be aware of danger of incurring further damage to vessel, the MODU, the ROV or sub-sea equipment that may result from attempting to manoeuvre out of difficulty

##### OIM

1. Determine exact nature and extent of fouling and mobilise equipment and crew in order to free vessel
2. Caution the Support Vessel's Master against dangers of incurring further damage to both the vessel and MODU by attempting to manoeuvre out of difficulty
3. Consider with the ADA Drilling Supervisor the likelihood of temporarily suspending drilling activities
4. Notify other Support Vessels in vicinity of the problem and enlist their assistance if required

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5. Notify Drilling Contractor Management of situation and likely requirements
6. Liaise with Support Vessel's Master regarding action to be taken and possible need to enlist aid of other vessels

#### **ADA Drilling Supervisor**

1. Liaise with the OIM
2. Advise the ADA Operations Liaison

#### **ADA Drilling Superintendent**

1. Advise the ADA ERG Leader

#### **ADA ERG Leader**

1. Advise the Client EMT Leader

### **5.5 Search and Rescue**

Quick and successful search and rescue operations depend upon knowing the position of the helicopter or support vessel in distress and therefore all ADA helicopter and support vessel movements will be conducted on full SAR procedures.

This SAR Response Plan describes procedures for mobilising equipment to search for overdue, downed, sunk or disabled Helicopters and Support Vessels, and for the rescue of survivors.

SAR response will be triggered by a three phase alert system which commences when a Helicopter or Support Vessel is overdue or fails to report from scheduled checkpoints or at scheduled times, or when doubt is raised as to the safety of the Helicopter or Support Vessel.

The three phases of emergency have been established for classifying SAR emergency situations to indicate the seriousness of a SAR incident and the actions to be taken.

The three phases are:-

#### **♦ Uncertainty**

#### **♦ Alert**

#### **♦ Distress**

The Australia SAR resources is coordinated and controlled through the Aus SAR and the Marine Duty Officer (MDO) and contact and reporting will be integrated into this plan.

#### **Organisation**

The Australia Search and Rescue organization is established to provide assistance to ships and aircraft missing or in distress in the Australia Search and Rescue Region.

The organization is based on the utilization of military and civil facilities which are coordinated and controlled through the AMSA. Towage or salvage operations are not the function of this organization.

Search and Rescue operations are classified as follows:

- |          |   |
|----------|---|
| Class I  | A SAR operation that can be carried out efficiently and effectively by State / Federal Police alone.  |
| Class II | A SAR operation for which NZ Police obtain assistance from other organizations or persons but in which the control and responsibility remain at all time with the State / Federal Police. |

- Class III Means SAR operations other than Classes I and II, being:
- (i) all SAR operations associated with activated emergency location transmitters;
  - (ii) all SAR operations associated with missing or distressed aircraft;
  - (iii) all SAR operations, including those for missing or distressed surface vessels or aircraft, requiring the use of national civil and/ or military resources, or coordination with other States, controlled from the AMSA; and
  - (iv) search & rescue operations begun as Class I or II when responsibility is transferred by mutual agreement to the AMSA by State / Federal Police.

### **Close In-Shore Rescues**

The AMSA and State / Federal Police are assisted by local organized groups throughout Australia to provide voluntary, advisory, and operational assistance to the National Search and Rescue organization.

### **Rescue Coordination Centre**

AMSA is responsible for initiating, coordinating, and suspending Class III search and rescue operations within its area of responsibility. The AMSA - MDO is responsible for calling together those representatives of military and civil organizations considered necessary in order to cover the requirements for any particular search and rescue operation.

As an incident progresses, the emergency may be re - classed accordingly.

SAR resources can be externally controlled.

External resources through AMSA including government, civilian and military agencies, as well as other oil companies, and independent ships and aircraft working in the area.

Flight and vessel following systems will be used to monitor Helicopter and Support Vessel movements between the MODU and the related helicopter base and marine shore base.

#### **5.5.1 Aircraft / Vessel in Distress**

This Search and Rescue (SAR) Procedure details the mobilising of equipment to search for overdue, downed, sunk or disabled ADA contracted Helicopters and Vessels or other Helicopters and Vessels operating in the area and for the rescue of survivors.

### **Resources**

1. Initial external responses may fall to ADA resources and planning is to take this into account

#### **Internal Facilities**

2. ADA may rely on specific SAR equipped Helicopters for all winch rescue operations if contracted helicopters are not suitable equipped
3. A rescue winch will be located at the onshore base and upon notification, contractors must be able to install a winch within 30 minutes
4. Technical specifications of Helicopters under contract are given in the 'Project Specific Details'
5. ADA contracted Support Vessels are equipped with personnel rescue nets and FRCs

#### **External Facilities**

6. In addition to ADA contracted aircraft and vessels, AMSA / AusSAR may mobilise military/civilian aircraft and vessels in the vicinity to assist, these may include:
  - Merchant Shipping;
  - Naval Shipping;
  - Coastal Surveillance Aircraft;
  - Over-flying Aircraft.
  - Support Vessels;
  - Military Aircraft;
  - Regionally Based Light Aircraft;

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7. ADA will utilize a flight and vessel route following system to monitor positions and determine if Helicopter or Support Vessels are overdue
8. SAR response will be triggered by an alert system which commences when a Helicopter or Support Vessel is overdue and progresses through internal resources to external resources
9. ADA ERGL is to be immediately informed of any SAR the incident and the ERG will be activated
10. ADA Operations Base (Melbourne) and MODU personnel will assist with communications and coordination in any SAR operation

**Table 5: Helicopter SAR Emergency Phases**

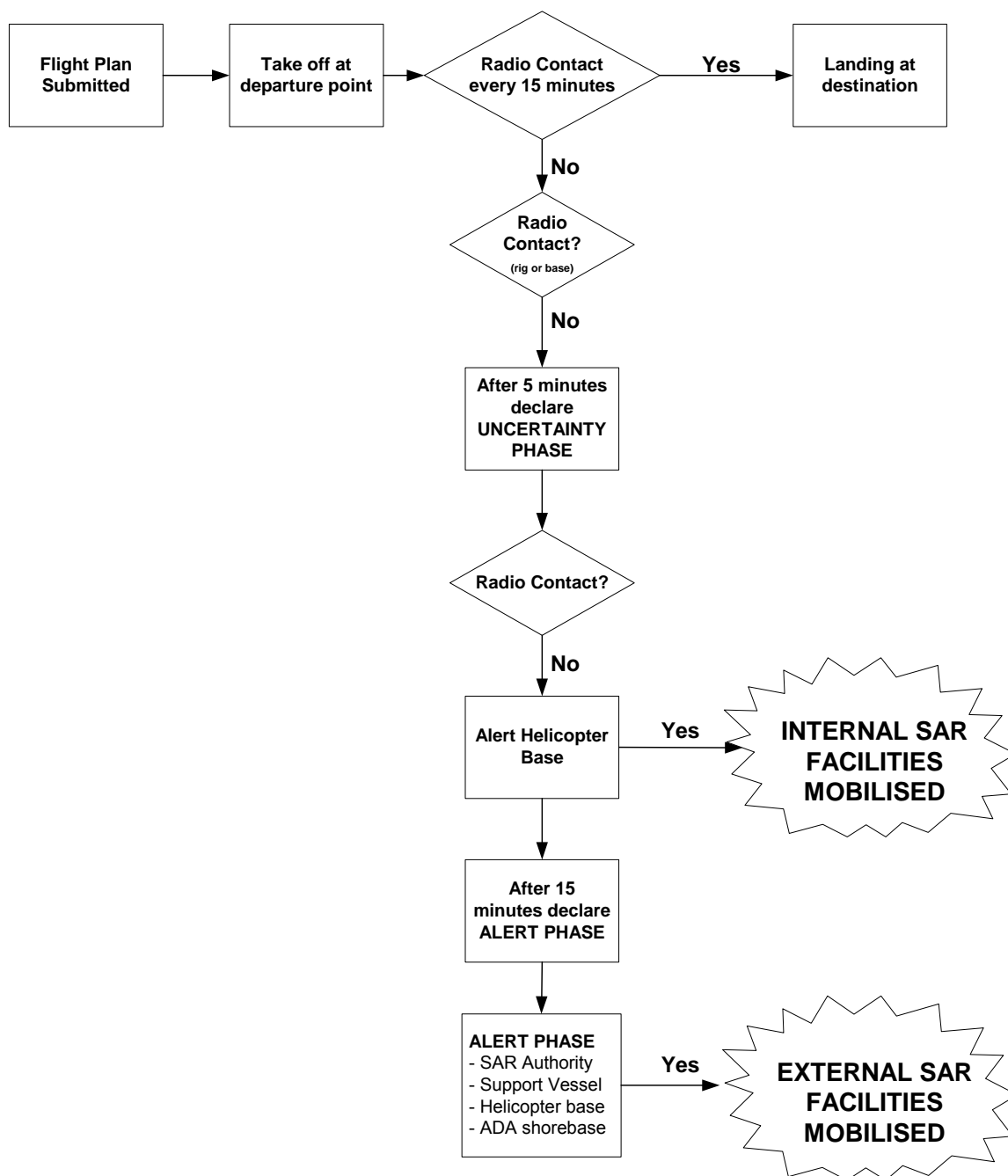
SAR Phase	Emergency Criteria	Action
<b>Uncertainty Phase</b>	<b>Begins</b> 5 minutes after ADA contracted aircraft fails to make a scheduled report	Continuous attempts to contact by all parties using UHF and HF radio Aviation Support Base to alert standby aircraft or resources
<b>Alert Phase</b>	<b>Begins</b> 15 minutes after ADA contracted aircraft fails to make a scheduled report (10 minutes after declaration of Uncertainty Phase) and no visual or radio contact has been made <b>or when</b> Aviation Support Base obtains information indicating any malfunctioning of the ADA contracted aircraft or other matters which could affect the safety of the aircraft or flight (e.g. weather conditions etc.)	Alert of/by AMSA, Aviation Contractor Continuous attempts to contact by all parties using UHF and HF radio Aviation Support Base to alert standby aircraft or resources
<b>Distress Phase</b>	<b>Begins</b> 5 minutes after estimated time of arrival of ADA contracted aircraft <b>or when</b> a flight fails to land and no contact has been made <b>or when</b> Aviation Support Base determines there is a high probability an ADA contracted aircraft is in distress based on information available (e.g. fuel inventory, weather, unlawful interference; forced landing, ditching, Alert Phase already exists, etc.)	Alert of/by AMSA, Aviation Base Continuous attempts to contact by all parties using UHF and H F radio Aviation Support Base to mobilise standby aircraft or resources AMSA / AusSAR activates search and rescue procedures

**Table 6: Support Vessel SAR Emergency Phases**

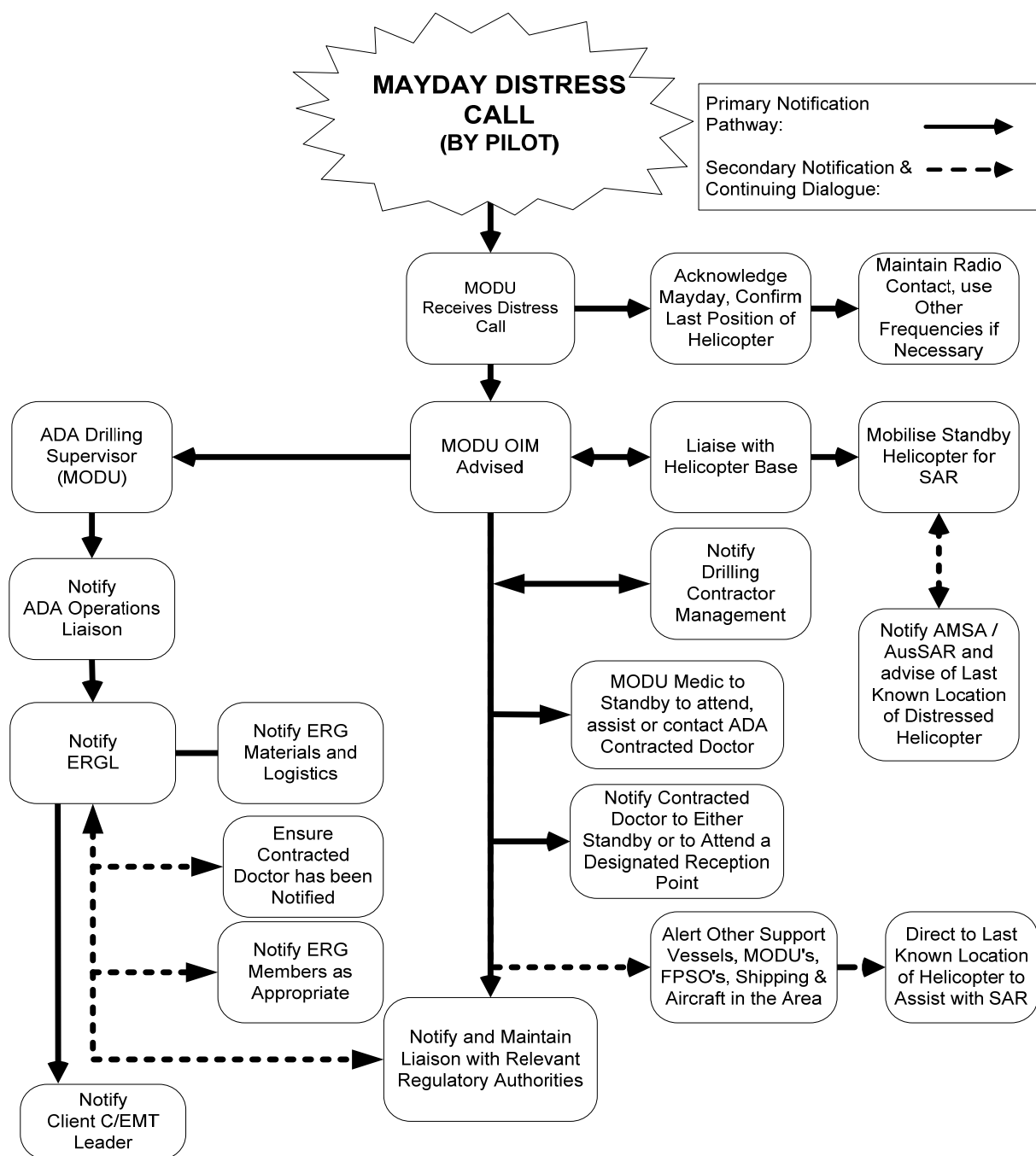
SAR Phase	Emergency Criteria	Action
<b>Uncertainty Phase</b>	<b>Begins</b> when an ADA contracted vessel fails to make contact or reach its destination at a scheduled time	Continuous attempts to contact by all parties using UHF and HF radio
<b>Alert Phase</b>	<b>Begins</b> 30 minutes after communication checks begin and ADA contracted vessel fails to make contact or fails to arrive at destination and no visual or radio contact has been made <b>or when</b> Logistics Base obtains information concerning the safety of the vessel (e.g. weather conditions etc.)	Alert of/by AMSA / AusSAR, Marine Contractor Continuous attempts to contact by all parties using UHF and HF radio Aviation Support Base to alert standby aircraft or resources

SAR Phase	Emergency Criteria	Action
Distress Phase	<p><b>Begins</b> 2 hours after communication checks begin, or after estimated time of arrival and the ADA contracted vessel fails to arrive and no contact has been made <b>or when</b> a distress call is received or reported from any vessel <b>or when</b></p> <p>Logistics Base determines there is a high probability (ADA associated) a vessel is in distress, based on the information available to it (e.g. weather, unlawful interference, etc.)</p>	<p>Alert of/by AMSA / AusSAR, Marine Contractor</p> <p>Continuous attempts to contact by all parties using UHF and H F radio</p> <p>Aviation Support Base to mobilise standby aircraft or resources</p> <p>AMSA / AusSAR activates search and rescue procedures</p>

**Figure 7: Aircraft SAR Communications Procedures**



**Figure 8: Helicopter Mayday – Called By Pilot**



### 5.5.2 Uncertainty Phase

#### MODU Helicopter Landing Officer (HLO)

1. Maintain a listening watch on portable VHF radio from five minutes prior to aircraft arrival until

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- after aircraft departs and until radio operator acknowledges departure call
- 2. Maintain a visual watch during the aircraft arrival, landing and departure
- 3. Advise Helicopter pilot directly of any unusual circumstances such as smoke, fluid leaks, tail or blade strikes, bird strikes, open hatches or panel etc
- 4. Ensure foam monitors are staffed by appropriately trained and suited personnel
- 5. Notify OIM immediately upon entering Uncertainty Phase

#### **OIM**

- 1. Respond in accordance with MODU ERM and any specific requirements of the Safety Case Revision Document
- 2. Advise ADA DSV
- 3. Log incident events and actions taken and provide report to ADA

#### **ADA Drilling Supervisor**

- 1. Consult with OIM regarding suspension of any work requiring SV presence
- 2. Ensure ADA Operations Liaison is notified of Phase status and confirm that SV has been dispatched along route of Helicopter or other SV
- 3. On being advised of Distress Phase consult with OIM on release of SV to emergency area
- 4. At Distress Phase update ADA Operations Liaison immediately
- 5. Transmit names and company affiliation of passengers (via secure communications) once information is verified
- 1. At Alert and Distress Phases, ensure Helicopter Base, Maritime Contractor and Flight Services have been advised of update in status
- 6. Log incident events and actions taken as time allows

#### **All Radio Operators should be aware that:**

- 1. If at any time during flight following or SAR, information is received that indicates the contracted aircraft or SV are in imminent danger, then declare a DISTRESS PHASE immediately; **OR**
- 2. If five minutes elapses from the ETA of a Helicopter at an offshore or onshore destination and no radio contact can be made with the aircraft, then a DISTRESS PHASE must be declared immediately.

#### **MODU Radio Operator**

- 1. Respond in accordance with OIM instructions and MODU ERM
- 2. Initiate emergency notification procedure outlined in Figure 2, in event of a Helicopter SAR incident, when instructed by the OIM

#### **ADA Contract Helicopter Base Manager**

*Helicopter Base Manager is in charge of coordinating and managing all SAR missions involving ADA contracted aircraft and will work in close cooperation with relevant Flight Services.*

- 1. Respond in accordance with Aviation ERP, Flight Operations requirements and in accordance with any Safety Case Revision Document or Campaign ERP Addendum requirements

#### **ADA Operations Liaison**

- 1. Monitor ongoing activities for Uncertainty and Alert Phases
- 2. Notify ERG Leader of incident and current status; maintain liaison
- 3. Upon declaration of Distress Phase direct internal SAR operations and:

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- activate and brief all ERG members
  - ensure ERR is properly organised with suitable wall maps, charts, whiteboard, printed log sheets, etc
4. Ensure ERG
    - is fully briefed
    - liaises with MODU regarding release/dispatch of Support Vessels
    - verifies next of kin details from passenger manifest
    - liaises with Helicopter Base in discreetly obtaining names of survivors rescued and details of their condition
  5. Consider need for arranging professional counselling for survivors
  6. Liaise with EMTL regarding content and accuracy of any press release
  7. Declare emergency situation ended as appropriate and request all ERG members and others involved in SAR operation to submit reports on their actions
  8. Attend debriefing
  9. Log incident events and actions taken as time allows

#### **ADA ERG Leader**

1. Monitor ongoing incident activities
2. Confirm that AMSA / AusSAR has been notified
3. Confer with EMTL regarding content and accuracy of any press release
4. Arrange debriefing at earliest opportunity
5. Log incident events and actions taken as time allows

#### **ADA ERG Materials and Logistics**

1. On being advised of Alert/Distress Phase, immediately initiate an ERG callout
2. Liaise with ERG to ensure all vessels and aviation resources are notified of the Distress Phase
3. Assist in preparations for receipt of survivors and treatment of casualties
4. Ensure emergency services are on location to receive survivors
5. Verify names of all arriving survivors against POB list
6. Ensure survivors are briefed on situation as known and on ADA action to be taken regarding their transport, accommodation, notification of family, etc (i.e. Salvation Army etc)
7. Ensure adequate provision is made for reception of survivors (i.e. Red Cross etc)
8. Log incident events and actions taken as time allows

### **5.6 General Evacuation**

The decision to evacuate the MODU will be taken only by the OIM in consultation with the ADA Drilling Supervisor and the ADA Drilling Superintendent. EMT to be notified if required.

Whenever possible, non-essential personnel will be evacuated first and emergency personnel will remain on board to contain the incident and secure the MODU.

The decision to abandon the MODU should be made only when it is thought to be more dangerous to remain on board than carry out the evacuation, after considering the following:

- Available means of evacuation;
- Status of MODU and operations;
- Emergency conditions; and

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- Prevailing weather.

The main methods envisaged are:

- Helicopter Evacuation;
- Lifeboat/Liferaft Evacuation; and
- Transfer to Support Vessels using personnel baskets.

Evacuation of Personnel will be carried out in the opposite order to their need to maintain or re-establish control of the emergency situation. A guide for determining the order of evacuation of personnel, MODU Down-Manning Priority List, is provided in Figure 8 in this Section.

**Table 7 MODU Down-Manning Priority List**

PERSONNEL	NUMBER ON BOARD
Non-Essential Third Party Service Company Personnel and Visitors	
ADA and Client Personnel (except ADA Drilling Supervisor and Client personnel (of any)	
Catering Staff (except one cook)	
Off Duty Drilling Crew	
Maintenance Crew	
Materialsman	
Technical Crew except Mechanic and Electrician	
Remaining Third Party Service Company Personnel	
Cook	
Radio Operator and Medic	
Drilling Crew	
Crane Operator and Welder	
Mechanic and Electrician	
Barge Captain	
ADA Drilling Supervisor	
OIM (PIC)	
<b>TOTAL</b>	

NOTE: The number of essential personnel retained aboard the MODU will be determined by the OIM in consultation with the ADA Drilling Supervisor with a view to not exceeding the capacity of the helicopter to be used for evacuation.

#### **OIM**

1. Respond in accordance with MODU ERM, Station Bill, Rig Operations Manual and in accordance with any specific requirements of the Safety Case Revision Bridging Document
2. Liaise with ADA DSV on likely evacuation requirements
3. Notify all appropriate Regulators in the required time frame
4. Notify AMSA / AusSAR immediately on the decision to evacuate
5. Log incident events and actions taken and provide report to ADA

#### **ADA Drilling Supervisor**

1. Liaise with OIM and Toolpusher to shut down drilling operations and secure well
2. Assist OIM as required
3. Inform ADA Operations Liaison of developments as conditions permit

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### Support Vessel Master

1. Respond in accordance with SV ERP, Maritime Operations Manual and in accordance with any specific requirements of the Safety Case Revision Document
2. Prepare the vessel to support rig evacuation
3. Liaise with ADA ERGL if MODU communications are terminated

### ADA Operations Liaison

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. With ERGL initiate Helicopter evacuation
3. Log incident events and actions taken as time allows

### ADA ERG Leader

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. Ensure AMSA / AusSAR and other SAR authorities are notified of evacuation and liaison maintained
3. Establish Communication with the Rig Manager and Drilling Contractors ERR
4. Notify EMTL of incident and current status and consider security measures to restrict media
5. Ensure arrangements are in place to meet evacuees upon arrival and are provided with appropriate support (as required)
6. Obtain verified POB Manifest from ERG Materials and Logistics
7. ERG Materials/Logistics to confirm names of all arriving personnel including casualties details
8. Provide EMT/relevant Contractor with names of missing/accounted for personnel
9. Arrange debriefing at earliest opportunity
10. Log incident events and actions taken as time allows

### ADA Materials and Logistics

1. Arrange for evacuees to be met and provided with:
  - immediate transportation to hospital (if required) or arranged accommodation
  - change of clothes and basic toiletries (if required)
  - clear instructions/briefing regarding arrangements made on their behalf
2. Ensure names of arriving personnel are reconciled against POB lists ASAP
3. Liaise with ERGL in event of any missing personnel

### 5.6.1 Helicopter Evacuation

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only**

The Helicopter Pilot will make the final decision regarding safety of the helicopter and its passengers. Maximum prescribed stability and wind conditions on the MODU for safe helicopter operations are as follows:

#### Take-off and landing

3° Pitch, 3° Roll, 15ft Heave  
50 kts Wind Velocity

#### Start up and shut down

3° Pitch, 3° Roll  
40 kts Wind Velocity.

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When conditions exceed the recommendations described above, operational limits must be agreed upon between the OIM, ADA Drilling Supervisor and the Helicopter Base Manager.

#### **OIM**

1. Liaise with the ADA Drilling Supervisor to notify ADA offices in New Plymouth and Drilling Contractor of decision to evacuate and requirement for helicopter transportation
2. Arrange for personnel to be evacuated in accordance with **MODU Down-Manning Priority List**
3. Liaise with the Barge Master and ADA Drilling Supervisor regarding shut down of drilling operations
4. Initiate evacuation by making a PA announcement stating:
  - Helicopter evacuation required;
  - Location of mustering area; and
  - Specific mustering procedures and schedule.
5. Control the evacuation using PA system, megaphone and hand-held radios as appropriate
6. Ensure the Radio Operator has notified Support Vessel(s) of pending action
7. Appoint an individual to supervise embarkation of personnel and ensure that names of personnel boarding helicopter(s) are checked against POB List
8. Ensure all personnel are accounted for and order searches for missing personnel as required
9. In the event of total evacuation, ensure that ADA offices in New Plymouth, and Drilling Contractor and MODU Support Vessel(s) are informed when last helicopter flight is ready to depart the MODU.
10. When all areas are clear, give final order to abandon the MODU

#### **Radio Operator**

1. Suspend all communications other than those dealing with the evacuation
2. Maintain contact with Support Vessel(s) giving details of Helicopter movements
3. Maintain full and accurate log of all communications throughout the emergency
4. Remain in Radio Room until instructed by the OIM to join the evacuation

#### **Medic**

1. Arrange evacuation of any casualties
2. Ensure that labels are attached to each casualty showing name, nature of injury & treatment given
3. If time permits, notify ADA offices in New Plymouth and Drilling Contractor of any casualty evacuation

#### **ADA Drilling Supervisor**

1. Notify the ADA Drilling Manager in accordance with reporting format shown in Figure 2.7 in Appendix B, if time permits
2. Liaise with and assist the OIM
3. Liaise with the OIM and ADA Drilling Superintendent to shut down drilling operations and secure the well

#### **Support Vessel Master**

1. Maintain contact with the ADA Offshore Materials/Logistics Coordinator after last helicopter departs if a total evacuation

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### ADA Offshore Materials & Logistics Coordinator

1. Liaise with the Client via ERG Leader to arrange for evacuees to be met and provided with the following:
  - immediate transportation to hospital (if required);
  - change of clothes (if required);
  - transportation to arranged accommodation;
  - basic toiletries (if required); and
  - clear instructions/briefing regarding arrangements made on their behalf.
2. Liaise with the onshore Logistics Materials & Logistics to ensure the names of arriving personnel are received as soon as possible and reconciled against crew
3. Keep the ADA ERG Operations Liaison informed

### ADA ERG Operations Liaison

1. Advise the ADA ERG Leader
2. Liaise with the ADA Materials/Logistics Coordinator to ensure that evacuees are met upon arrival and provided with medical attention, clothing, transportation, and accommodation, as required
3. Obtain a verified POB list from the ADA Drilling Supervisor
4. Have the ADA Drilling Supervisor confirm names of all evacuated personnel including details of any casualties
5. Advise Third Party Service Contractors' Management

### ADA ERG Leader

1. Advise the ADA CMT Leader
2. Notify AMSA and NOPSA in accordance with appropriate Clauses of the P(SL) MoSoF Regulations 1996

### 5.6.2 Lifeboat Evacuation

**NOTE: The Drilling Contractor Emergency Management procedures will take precedent. The following is to be used as a guide only**

If circumstances dictate down-manning via lifeboat(s), ensure the following:

- Adequate life saving and safety equipment are on board the lifeboat(s) and crew members have been appointed to take emergency communication sets and beacons on board the lifeboat(s).
- Support Vessel(s) are notified of the number of lifeboats and life rafts launched.

### OIM

1. Liaise with the ADA Drilling Supervisor to notify ADA offices in New Plymouth and Drilling Contractor of decision to evacuate and requirement for helicopter transportation
2. Liaise with the Barge Master and ADA Drilling Supervisor regarding shut down of drilling operations
3. Initiate evacuation by making a PA announcement stating
  - lifeboat evacuation required
  - location of mustering area
  - specific mustering procedures and schedule.
4. Control the evacuation using PA system, megaphone and hand-held radios as appropriate

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5. Notify AMSA / AusSAR of evacuation
6. Ensure the Radio Operator has notified Support Vessel(s) of pending action
7. Appoint an individual to supervise embarkation of personnel and to ensure the names of personnel boarding lifeboat(s) are checked against POB List
8. Ensure all personnel are accounted for and order searches for missing personnel if required
9. In the event of total evacuation, ensure that ADA offices in New Plymouth and Drilling Contractor and the MODU Support Vessel(s) are informed when last lifeboat is about to be launched
10. When all areas are clear, give final order to abandon the MODU
11. When lifeboat(s) have been launched, coordinate the pick-up of personnel with the Support Vessel Master(s)

#### **Radio Operator**

1. Suspend all communications other than those dealing with the evacuation
2. Maintain contact with Support Vessel(s) giving details of Helicopter movements
3. Maintain full and accurate log of all communications throughout the emergency
4. Remain in Radio Room until instructed by the OIM to join the evacuation

#### **Medic**

1. Arrange evacuation of any casualties
2. Ensure that labels are attached to each casualty showing name, nature of injury & treatment given
3. If time permits, notify ADA offices in New Plymouth and Drilling Contractor of any casualty evacuation
4. Collect First Aid kits as appropriate and go to muster point

#### **ADA Drilling Supervisor**

1. Notify the ADA Drilling Manager in accordance with reporting format shown in Figure 2.7 in Appendix B, if time permits
2. Liaise with and assist the OIM
3. Liaise with the OIM and ADA Drilling Superintendent to shut down drilling operations and secure the well

#### **Support Vessel Master**

1. Maintain contact with the ADA Offshore Materials/Logistics Coordinator after last helicopter departs if a total evacuation
2. Maintain contact with the MODU
3. If weather conditions permit, prepare to accept and assist evacuees
4. Prepare emergency equipment for treatment of survivors; particularly for hypothermia
5. Prepare fast rescue craft, scrambling nets, life rings, search lights, etc. for rescue of personnel from the water
6. If conditions do not permit transfer of personnel to the vessel, round up and shepherd all lifeboats and life rafts.
7. Take muster of rescued personnel
8. Search for missing people as instructed by OIM or other responsible person
9. Maintain contact with the Administration Supervisor advising details of survivors and assistance

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required

#### 10. Log events

### ADA Offshore Materials & Logistics Coordinator

1. Liaise with the Client via ERG Leader to arrange for evacuees to be met and provided with the following:
  - immediate transportation to hospital (if required);
  - change of clothes (if required);
  - transportation to arranged accommodation;
  - basic toiletries (if required); and
  - clear instructions/briefing regarding arrangements made on their behalf.
2. Liaise with the onshore Logistics Materials & Logistics to ensure the names of arriving personnel are received as soon as possible and reconciled against crew
3. Keep the ADA ERG Operations Liaison informed

### ADA ERG Operations Liaison

1. Advise the ADA ERG Leader
2. Ensure that AMSA / AusSAR are advised of evacuation
3. Liaise with the ADA Materials/Logistics Coordinator to ensure that evacuees are met upon arrival and provided with medical attention, clothing, transportation, and accommodation, as required
4. Obtain a verified POB list from the ADA Drilling Supervisor
5. Have the ADA Drilling Supervisor confirm names of all evacuated personnel including details of any casualties
6. Advise Third Party Service Contractors' Management
7. Notify AMSA and NOPSA in accordance with appropriate Clauses of the P(SL) MoSoF Regulations 1996

### ADA ERG Leader

1. Advise the Client EMT Leader
2. Liaise with AMSA / AusSAR in the event of any missing lifeboats, liferafts or personnel

### 5.6.3 Support Vessel Evacuation

**NOTE: The Support Vessel Emergency Management procedures will take precedent. The following is to be used as a guide only.**

If circumstances dictate down-manning by Support Vessel(s), ensure the following:

- adequate life saving and safety equipment are on board the Support Vessel(s) to transport the MODU Personnel;
- down-manning is done in sufficient time for the Support Vessel(s) to avoid heavy weather conditions;
- wind and sea conditions are safe for transfer of personnel by personnel basket;
- availability of a clear area on Support Vessel(s) for landing personnel basket;
- satisfactory station keeping ability of Support Vessel(s); and
- communications are established between MODU and Support Vessel(s).

If for any reason a personnel basket transfer is not possible, **and no other evacuation option is available**, fixed ladders, scrambling nets and knotted ropes are to be used on the leeward side to gain access to water. In view of the serious problems arising in locating and rescuing free swimming survivors, especially in impaired visibility or in heavy seas/swell, personnel are to be discouraged from

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entering the water **unless no other method of evacuation is possible.**

## **OIM**

1. Liaise with the ADA Drilling Supervisor to notify ADA offices in New Plymouth and Drilling Contractor of the decision to evacuate to the Support Vessel
2. Arrange for personnel to be evacuated in accordance with **MODU Down-Manning Priority List**
3. Liaise with the Barge Master, Rig Superintendent and ADA Drilling Supervisor regarding shut down of drilling operations
4. Initiate evacuation by making a PA announcement stating
  - evacuation to Support Vessel is required;
  - location of mustering area; and
  - specific mustering procedures and schedule.
5. Control the evacuation using PA system, megaphone and hand-held radios as appropriate
6. Liaise with the Support Vessel Master(s) regarding pending action
7. In the event of a total evacuation, ensure that proper provision is made by the Support Vessel(s) for safe recovery of the crane operator and any other personnel from the water
8. Ensure that the Support Vessel crew(s), crane driver and evacuees are fully briefed before commencing transfer
9. Ensure all personnel are accounted for and order searches for missing personnel as required
10. In the event of total evacuation, ensure the ADA offices in New Plymouth and Drilling Contractors and the MODU Support Vessel(s) are informed when last personnel basket transfer is about to take place.

## **Radio Operator**

5. Suspend all communications other than those dealing with the evacuation
6. Maintain contact with Support Vessel(s) giving details of Helicopter movements
7. Maintain full and accurate log of all communications throughout the emergency
8. Remain in Radio Room until instructed by the OIM to join the evacuation

## **Medic**

1. Arrange evacuation of any casualties
2. Ensure that labels are attached to each casualty showing name, nature of injury & treatment given
3. If time permits, notify ADA offices in New Plymouth and Drilling Contractor of any casualty evacuation

## **ADA Drilling Supervisor**

1. Notify the ADA Drilling Manager in accordance with reporting format shown in Figure 2.7 in Appendix B, if time permits
2. Liaise with and assist the OIM
3. Liaise with the OIM and ADA Drilling Superintendent to shut down drilling operations and secure the well

## **Support Vessel Master**

1. Clear deck area in preparation to receive personnel from the MODU and maintain contact with the MODU

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2. Prepare emergency equipment for treatment of survivors; particularly for hypothermia
3. Prepare fast rescue craft, scrambling nets, life-rings, search lights, etc. for rescue of personnel from the water.
4. Take muster of rescued personnel
5. Search for missing people as instructed by OIM or other responsible person
6. Maintain contact with the ADA Shorebase advising details of survivors and assistance required
7. Log events

#### **ADA Offshore Materials & Logistics Coordinator**

4. Liaise with the Client via ERG Leader to arrange for evacuees to be met and provided with the following:
  - immediate transportation to hospital (if required);
  - change of clothes (if required);
  - transportation to arranged accommodation;
  - basic toiletries (if required); and
  - clear instructions/briefing regarding arrangements made on their behalf.
5. Liaise with the onshore Logistics Materials & Logistics to ensure the names of arriving personnel are received as soon as possible and reconciled against crew
6. Keep the ADA ERG Operations Liaison informed

#### **ADA ERG Operations Liaison**

1. Advise the ADA ERG Leader
2. Liaise with the ADA Materials/Logistics Coordinator to ensure that evacuees are met upon arrival and provided with medical attention, clothing, transportation, and accommodation, as required
3. Obtain a verified POB list from the ADA Drilling Supervisor
4. Have the ADA Drilling Supervisor confirm names of all evacuated personnel including details of any casualties
5. Advise Third Party Service Contractors' Management
6. Notify AMSA and NOPSA in accordance with appropriate Clauses of the P(SL) MoSoF Regulations 1996

#### **ADA ERG Leader**

1. Advise the Client EMT Leader
2. Liaise with AMSA / AusSAR in the event of any missing lifeboats, life rafts or personnel

### **5.7 Support Vessel Emergency Procedures**

**NOTE: The Support Vessel's Emergency Management procedures will take precedent. The following is to be used as a guide only.**

#### **Support Vessel Master**

1. Notify MODU OIM of nature/extent of problem and if external assistance is/likely to be required
2. Respond in accordance with SV ERP
3. Log incident events and actions taken and provide report to ADA

#### **OIM**

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1. Respond in accordance with MODU ERM and with any specific requirements of the Safety Case Revision Document
2. Advise ADA DSV
3. Log incident events and actions taken and provide report to ADA

#### **ADA Drilling Supervisor**

1. Liaise with OIM and ensure well is secured (as appropriate)
2. Notify ADA Operations Liaison of situation
3. Log incident events and actions taken as time allows

#### **ADA Operations Liaison**

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

#### **ADA ERG Leader**

1. Liaise with ADA Operations Liaison on incident status and likely requirements
2. Liaise with Drilling Contractor and SV Management to assist in assessing situation
3. Mobilise appropriate resources as requested by DSV/OIM/SV Master
4. Notify EMTL of incident and current status
5. Arrange debriefing at earliest opportunity
6. Log incident events and actions taken as time allows

### **5.8 Relief Well Contingency Plan**

#### **OIM**

1. Respond in accordance with MODU ERM, Well Control Manual and with any specific requirements of the Safety Case Revision Document
2. Advise ADA DSV
3. Log incident events and actions taken and provide report to ADA

#### **ADA Drilling Supervisor**

1. Maintain liaison with OIM/Toolpusher during escalating emergency situation/evacuation
2. Direct service contractors in performing their specific well control/response/evacuation duties
3. Maintain direct liaison with, and responsibility for updating ERGL on emergency status and potential evacuation strategy

#### **Support Vessel Master**

1. Respond in accordance with instruction from the MODU ERM, the SV ERP and with any specific requirements of the Safety Case Revision Document
2. Log incident events and actions taken and provide report to ADA

#### **ADA Operations Liaison**

1. Liaise with ADA DSV and notify ERGL on current incident status and likely requirements
2. Log incident events and actions taken as time allows

#### **ADA ERG Leader**

1. Maintain liaison with ADA Operations Liaison
2. Update ADA ERG and Client EMTL of change in nature of emergency status
3. Authorise contact and mobilisation of nominated Well Control Specialist

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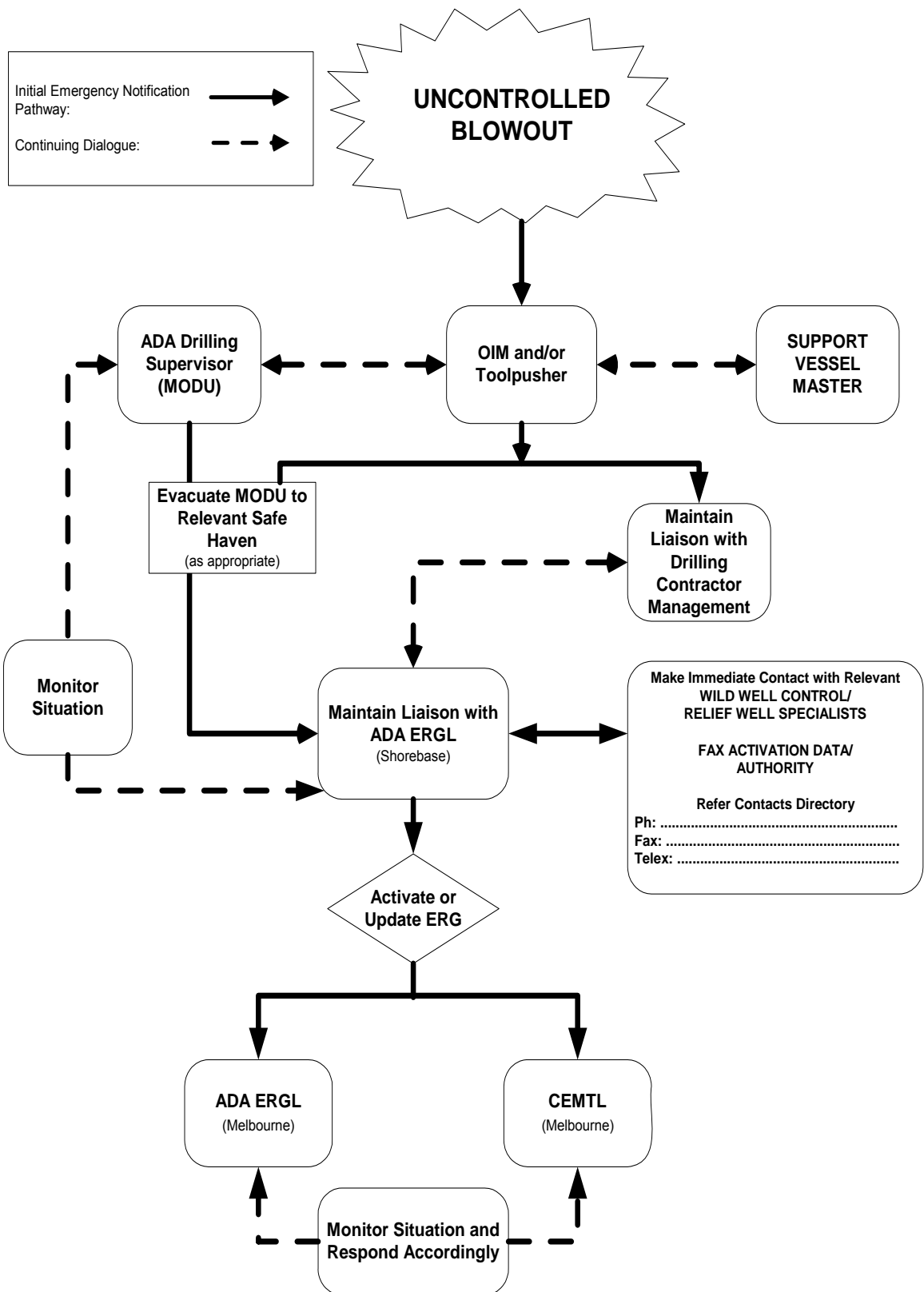
4. Ensure key ADA ERG and technical personnel (together with Drilling and Third Party Contractor Management personnel) are made aware of the change in emergency status
5. Assess the availability of other MODU's for relief well drilling
6. With Drilling Contractor Management and ERG drilling technical support assess:
  - Fire control
  - Access to MODU
  - Wellhead identification
  - Clearance of debris around wellhead
7. Consult Drilling Contractor regarding MODU integrity and effectiveness of fire/pollution controls
8. Assess extent of any damage to the MODU and or associated equipment
9. With ADA Materials and Logistics plan and source manpower and resources requirements
10. In consultation with ERG drilling technical support identify required specialist 3<sup>rd</sup> parties
11. Initiate procurement of equipment and materials
12. ensure all required regulatory notifications are made
13. Initiate relief well planning

**Client EMT**

1. With ERGL, assist in development of forward response strategy
2. In consultation with ERGL authorize mobilization of blowout control specialists and support
3. Coordinate EMT activities in accordance with EMP

**Figure 9: Blowout Emergency Notification Pathway**

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## 5.9 End of Emergency Guideline

*All emergency incidents will be investigated and reported on, Incident investigation procedures are set out in the ADA HSE MS and the MODU/Drilling Contractor Safety Management Manuals.*

### OIM

OIM will declare the MODU emergency is under control in accordance with criteria in MODU ERM including:

1. MODU and/or the supporting facilities have been returned to a safe condition
2. All people have been accounted for
3. Injured persons have been stabilised and /or evacuated

### ADA ERG Leader

The ADA ERGL is responsible for declaring the end of an ADA emergency once:

1. OIM has advised the MODU and/or supporting facilities have been returned to a safe condition
2. All people have been accounted for
3. Injured persons have been stabilised and/or evacuated
4. All relevant authorities and support organisations have been advised the emergency is over

#### **On standing down from an emergency, ERG to consider the following issues:**

1. On-going resources for incident control and recovery if required;
2. Final information release and/or notification to some, or all, of the following:
  - Site and ADA ERG
  - EMT
  - Emergency Services
  - Regulatory authorities
  - Local community and pressure groups
  - Neighbours/Third Parties
  - Suppliers and/or contractors
  - Joint venturers and customers
  - Media
  - Trade unions
  - Mutual aid
  - Environmental agencies
  - Employees (off and on duty)
  - Employees families and friends
3. Debrief of all personnel (including people currently relieved or stood down);
4. Close down additional security arrangements;
5. Finalise additional catering and other services;
6. Continuing counselling for those involved in the incident;
7. Compile and file all documents relating to the response;
8. Arrange for full incident investigation and analysis;
9. Approve/comment on incident debriefing reports and recommended actions;
10. Carry out follow-up review to ascertain effectiveness of:
  - Incident callout
  - Site ERG functions
  - Overall emergency response
  - Interface with Emergency Services; and
11. Recommend revision of Emergency Plans as required.

## APPENDIX 1: CAMPAIGN SPECIFIC ERP ADDENDUM

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## APPENDIX 2: SUPPORT DATA/PROFORMAS

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## APPENDIX 3: CONTACT DIRECTORY

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