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**APPENDIX 6:**

**EXTRACT FROM EMERGENCY RESPONSE PLAN**

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**TOTAL**

**TOTAL E&P SOUTH AFRICA B.V.**

**TEPSA 2 PL HSE 092**

# **Emergency Response Plan**

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**Owning entity: HSE**

**Managing entity: HSE**

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RE1	Telephone directory	Appendix 2

## 1. Structure

The Emergency Response Plan is divided into 7 sections and is structured as follows:

- **Section BP: Basic principles**

This section contains the basic principles, advice on the organisation in general and on certain specific subjects such as the alert circuit, personnel mustering, etc.

- **Section JT: Job Tickets**

This section contains the job tickets of the different actors in the ERC or SCP.

- **Section SR: Specific scenarios and emergency responses**

This section describes the emergency response centre's responses to the various possible incidents that may arise on, or in the vicinity of, the installations.

- **Section MA: Management**

This section is not used while an emergency is being managed. On the contrary, it defines the rules for management of the Plan itself: updates, training, exercises.

- **Section LD: Layout and Data**

Compiled under this section are all the data useful in the event of an emergency: plans of the sites and their surroundings, data about the site, the products, etc.

- **Section FO: Forms**

This section contains the guides and forms to be used when the Site Contingency Plan is activated. The information is stored in an appendix to this document.

- **Section RE: Resources**

This section contains the phone directories, inventories of internal and external resources. The information is stored in an appendix to this document.

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**DL**
**DISTRIBUTION LIST**

Copy #	Recipients
1	ERC Room
2	CMT Room
3	Duty Officer
4	ERC Manager
5	ERT Leader
6	CMT Leader
7	CSC Paris
8	Site RSES - HQ
9	Site RSES – Logistics Base
10	Site RSES - Rig
11	VP for South Africa
12	DIG AF
13	Total Gaz - South Africa
14	Total South Africa – Marketing Services
15	Total Coal - South Africa
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<b>RL</b>	<b>REVISION TABLE</b>
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Rev.	Date	Description	Pages	Prepared by	Checked by	Approved by
00	FEB 14	Draft				
01	APR 14	First Issue		EG	JL-D	HD
02	MAY 14	Second Revision		GvW	EG	
03	MAY 14	Third Revision		GvW	EG	



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<b>RD</b>	<b>RELATED DOCUMENTS</b>
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The Emergency Response Plan is a part of the documentation of the affiliate emergency management. It must therefore be used in coordination with the following plans:

Ref No.	Document name
	Contractors Contingency Plan <ul style="list-style-type: none"> <li>✓ Drilling Contractor</li> <li>✓ Supply Vessel Contractor</li> <li>✓ Helicopter Contractor</li> </ul>
TEPSA 2 PL HSE 094	Oil Spill Contingency Plan
TEPSA 2 PL HSE 095	Blow-out Contingency Plan
TEPSA/2/PL/HSE/061	TEPSA Medical Plan
TEPSA/2/PL/HSE/141	TEPSA Security Plan

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**AB**

**ABBREVIATIONS**

ASAP -	As Soon As Practible
BOCP -	Blow Out Contingency Plan
CMT -	Continuity Management Team – Strategy team tasked to establish the response overall strategy, link stakeholders and Allocate resources
CSC -	Crisis Support Centre – HQ Emergency and crises support
DEA -	Department of Environmental Affairs
DGEP -	Division Geographic E&P – E&P Head Quarters
DMR -	Department of Mineral Resources
EMR -	Emergency Management Room – ERC control room
EMT -	Emergency Management Team – is in charge of organizing the most adapted response to face and mitigate the impact of the emergency
ERC -	Emergency Response Centre – Affiliate Emergency Organisation and Setup
ERP -	Emergency Response Plan – Affiliate Guiding document for Emergencies
FISA -	Facts, Impacts, Stakeholders and Action
GSR -	Geosciences
HSE -	Health, Safety and Environment
JV -	Joint Venture Partners
MEDEVAC -	Medical Evacuation
MIC -	Media Info Centre
MOB -	Man Over Board
NEC -	Nominated Emergency Contacts
NPA -	National Ports Authority
OSCP -	Oil Spill Contingency Plan

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OPS-	Operations
PASA -	Petroleum Agency South Africa
PEARL -	People, Environment, Assets, Reputation and Liability
POB -	Personnel On Board
RSES -	Site Manager Responsible for Safety, Health and Environment
SAMSA -	South African Maritime Safety Agency
SCP -	Site Contingency Plan – Site Emergency Response plan
SET -	Site Emergency Team – Team on site at the scene of the Emergency
S&R -	Search And Rescue
TEPSA -	Total E&P South Africa
TRT -	Telephone Response Team

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## Section BP - Basic Principles

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**BP0**

**INTRODUCTION**

**1. DEFINITION**

This plan outlines the organisational principles and practical guidelines for the management of an emergency situation by TEPSA head office in Cape Town – South Africa.

The Emergency Response Plan (ERP) will be activated for an unexpected event or a series of events which are likely to:

- Endanger the health and/or safety of the employees, visitors and contractors;
- Threaten the environment;
- Damage equipment and/or significantly disrupt operations;
- Threaten business continuity;
- Result in liability to the company;
- Cause damage to reputation of the company.

The ERP will be implemented locally by the TEPSA Emergency Response Centre (ERC).

The content of the ERP has been developed with consideration of the current operations, the emergency response capability of the Affiliate, the Total Company Rules and the local context.

The ERP must be regarded as a live document, evolving with the affiliate and its environment. The major evolutions will be noted in the revision list at the beginning of the file.

**2. OBJECTIVES**

This document outlines the decision-making processes and strategies that can be used to control the overall impact of an emergency situation. The goal of the ERP is not to determine scenario-specific intervention tactics, this information is contained in the related documents table Section **SR – Specific Scenarios**. In addition, the Site Emergency Team (SET) will perform the on-scene management of the incident.

The Affiliate ERP outlines:

- The Alert procedure and activation of personnel,
- The organization of personnel required to manage the emergency,
- The functions and responsibilities of the personnel involved,
- Useful information to support the response to a specific situation,
- The flow of communication between external parties and the DGEP in Paris,
- Checklists, forms and flowcharts to support the response

**3. EFFICIENCY**

The ERP efficiency requires:

- A reliable and appropriate organization,
- Response teams with an optimum number of qualified and well trained personnel,

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**BP0**

**INTRODUCTION**

- Adequate knowledge of the operational risks to anticipate the potential escalation of events and to develop the most suitable response,
- Clear communication channels between the various parties concerned.

Emergency response exercises are regularly held in order to:

- Test the coherence and the adequacy of the emergency management organization,
- Improve the ERC set up and functionality,
- Familiarize each participant with his/her function and revisions of the ERP.

**4. ADAPTABILITY**

The structure of the TEPSA ERP allows the ERC to adapt their response to situations as they arise.

This adaptability results from:

- Qualified and trained ERC members,
- Range of available equipment and resources,
- Several redundant communication systems,
- Management processes to deal with a downgraded situation (e.g. inability to meet a Performance Standard for a piece of safety critical equipment),
- Inclusion of downgraded situations in the emergency response training exercises.

**5. APPROVAL**

Approval of this plan is provided by the Affiliate Managing Director after being reviewed by the HSE Committee, which consists of:

- The management team (Operations, HSE, RSES, Finance, Explo)

All ERC Members (and their alternates) will receive the “Job Ticket” of their assigned role for review and comments. Each member is responsible for being familiar with the duties of their role and attending drills and training exercises.