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| INDUSTRY STANDARDNO. 31 |

**Emergency Response Plans**

**17 Februari 2022**

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**Document Control Sheet**

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| **Control Sheet** |
| Responsible Committee | HSECOM |
| Title Document (UK) | Emergency Response Plans |
| Type Document (UK) | Industry Standard |
| Control Number: | 31 |
| Control Status: | Controlled / Uncontrolled when printed |
| Issue Status | This document has been published electronically on the NOGEPA Website. In order to maintain this document as a “controlled copy" any formal revisions will be published via this Website and should replace all previously issued revisions. |
|  |
| Document Review timeframe | C3 |
| C1 - 12 Months | C2 - 24 Months | C3 – 36 Months |

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|  |
| --- |
| **Revision History** |
| Rev | Date | Description |  | Author | Reviewed  | Approved  |
| 1 | 22-04-2016 | First issue |  | CvO |  | F Weir |
| 2 | 23-12-2021 | 1st regular update |  | MO | WG ER |  |
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This document will be controlled in accordance with the NOGEPA Industry Standard No. 80 on Standards and Document Control.

**List of Abbreviations and Definitions**

|  |  |
| --- | --- |
| ERP | Emergency Response Plan |
| HSECOM | Health, Safety and Environmental Committee of NOGEPA |
| NOGEPA | Netherlands Oil and Gas Exploration and Production Association |
| OCES | Operators’ Co-operative Emergency Services |
| RACI | Responsible – Authorised – Consulted – Informed |

**Legal Requirements**

|  |  |
| --- | --- |
| Mining Act | 45b, 45c, 45d, 45e |
| Mining Decree | 37, 42, 85, 86, 87, 88, 89 |
| Mining Regulations | 6.2.8, 6.2.11 |
| Working Conditions Act | 5, 6 |
| Working Conditions Decree | 2.5c, 2.5e, 2.41, 2.42, 3.37s, 3.37v |
| Working Conditions Regulations | 2.0c, 3.9, 3.14 |
| EU Safety Directive 2013/30/EU | 14, 28, 29 |

**Related NOGEPA Industry Standards**

|  |  |
| --- | --- |
| Standard 10 | Rendering First Aid on offshore mining installations |
| Standard 13 | MEDEVAC |
| Standard 32 | Protocol deceased persons |
| Standard 34 | Rescue at Sea |
| Standard 35 | Alerting SAR for drifters |
| Standard 83 | RIGG (Report on Major Hazards / Rapport inzake grote gevaren) |
| Standard 86 | Reporting of accidents and incidents |
| Standard 102 | Safety Standby Vessels |

**Important Nomenclature used in this Standard**

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| In the context of this Standard and when so used to describe a method or practice: |
| ‘shall’ | means that such method or practice reflects a mandatory provision of law (in Dutch: *dwingend recht*). Such method or practice is mandatory for those who are the addressees of such provision (mostly the operators). A Standard can describe or quote, but not amend, mandatory provisions. When an operator in exceptional cases for technical, operational or HSE reasons cannot comply, exceptions shall be documented and reported, and risks mitigated. Please note that this does not release the operator from the obligation to comply with the law \* |
| ‘should’ | means that such method or practice reflects a Good Operating Practice. An operator is generally expected to apply such method or practice, but a specific situation may require a specific alternative. In other words: the operator complies or explains, and documents the explanation. \* |
| ‘could’ | means that such method or practice is of an advisory nature or mentioned by way of example. An operator is not obliged to comply and is not obliged to explain if he does not comply. |
| \* Please refer to paragraph 2.3 of Standard 80 (Standards and Document Control), for further explanation on an exception of a ‘shall’ provision, or on a comply-or-explain of a ‘should’ provision. |

# 1. Executive Summary

 Serious accidents such as ‘Piper Alpha’ in the Northern North Sea and ‘Macondo’ in the Gulf of Mexico have prompted the industry to take lessons learned from these incidents to heart.

 Safety Cases, complete with Risk Analyses and barriers to prevent risks turning into accidents are in place. Regular checks and reviews are conducted. Through this, the chances of accidents to happen are really low. However, no matter how small the chances are that accidents happen, the oil and gas industry wants to be prepared to handle (major) emergencies as efficiently as possible. For this reason Emergency Response Organizations are created and stock is taken of:

* What emergency services one may need;
* what emergency equipment one may need;
* where these services and equipment must come from and how soon these could be available at the accident location in The Netherlands.

This Industry Standard describes the requirements for emergency response plans for offshore production installations. Relevant legislation is identified. Templates, information and checklists are provided for operators to check and, where appropriate, to expand their Emergency Response Plans.

 Templates for the following Emergency Response Plans are suggested:

1. Emergency Response Plan (a possible Crisis Management Plan is integrated in the ERP)
2. Site Specific Emergency Response Plan
3. Oil spill Plan
4. Blowout Contingency Plan
5. Pipeline Emergency Plan
6. Communications Plan

# 2. Scope and Application

## 2.1 Scope

 This Industry Standard describes the requirements for emergency response plans for offshore production installations. Relevant legislation is identified. Templates, information and checklists are provided for operators to check and, where appropriate to expand their emergency response plans.

## 2.2 Application

The purpose of this Industry Standard is to serve as a tool for the Dutch oil and gas companies to:

* Check whether all the items required by legislation are included in their internal emergency response plans, and
* to verify that all relevant aspects are included in their internal emergency response plans.

 Internal emergency response plans are not ‘stand-alone’ arrangements. The plans are part of, or linked to, other documents and requirements for the preservation of lives, environment and assets, such as the Report on Major Hazards, and the external emergency response plans of local and national authorities.

 Over the last number of years, large emergency exercises were conducted both offshore and onshore in The Netherlands. In these exercises both the emergency services of the Dutch Authorities and the emergency response teams of the Dutch oil & gas operators participated. Gaps between the Emergency Response Plans of the Dutch authorities and the oil and gas industry were identified and steps were taken to close these gaps. Where this was appropriate, tools were developed.

# 3. Legislation Register

 The Legislation Register (Annex I) contains an overview of the Dutch statutory requirements with regard to internal emergency response plans for offshore oil and gas production installations.

 The purpose of the Legislation Register is to provide operators with a checklist to assess whether their internal emergency response plans (where relevant) meet the statutory requirements from Dutch legislation. The outcome of such assessment can be used to demonstrate compliance with the statutory requirements to the regulatory authorities.

 The statutory requirements constitute minimum legal requirements that each operator (where relevant) should meet. Each operator is of course at liberty to establish and maintain emergency response plans which exceed the minimum requirements.

 From the Legislation Register it shows that the statutory requirements on emergency response originate from various legal regulations (e.g. mining legislation, working conditions legislation), each with their specific focus on the protection and rescue of people, environment, interests and assets. The various regulations also use their own terminology and types of response plans. It is good practice that operators take these different approaches and develop integrated plans, aimed at a safe, timely and effective response to emergency situations.

 Good practices in the oil and gas industries continually develop, as does legislation on emergency response. The Legislation Register contains the snapshot in time on statutory requirements at the date of this Standard. Please always check for any amendments of, or additions to, the applicable legislation.

# 4. Templates for Emergency Response Plans

## 4.1 General principles for emergency response

 The overriding priorities for management during an incident will be:

* Safety of People.
* Protection of environment.
* Protection of assets and property.
* Company and Partner(s) reputation.
* Reduction of liabilities.

## 4.2 Purpose of the templates

 In this standard, templates for the following Emergency Response Plans are suggested:

1. Emergency Response Plan (a possible Crisis Management Plan is integrated in the ERP).
2. Site Specific Emergency Response Plan.
3. Oil Spill Plan.
4. Blowout Contingency Plan .
5. Pipeline Emergency Plan.
6. Communications Plan.

 These Emergency Response Plans are typical for what is used by the Dutch oil & gas companies. For each of the above emergency response plans a suggested table of contents is given. Yet it is recognized that the Emergency Response Plans within the Dutch oil and gas companies have different shapes and forms. Plans may e.g. be based on what was already available within a parent company. For this reason the templates are to be seen as suggestions only.

## 4.3 Template for an Emergency Response Plan

 The Template Emergency Response Plans (Annex II.a) contains a typical layout of the content of Emergency Response Plans used in The Netherlands for oil and gas production installations. Reference is made to Dutch legislation and to the EU Safety Directive. In a separate column reference is made to what needs to be in place. When items are not addressed in this column there is no direct coupling with legislation. These items should therefore be seen as good practice. Finally in the last column companies can indicate where this item is addressed in their individual Emergency Response Plans.

 The purpose of the Template Emergency Response Plan is:

* To define the tasks which should be carried out in an emergency together with adequate guidance on priorities;
* To establish the assignment of such tasks and the appropriate delegation of authority;
* To establish communication lines ensuring efficient response to and control of an emergency.

## 4.4 Template for a Site Specific Emergency Response Plan

 The Template Site Specific Emergency Response Plan (Annex II.b) is an option for detailing out how to act during an emergency on a specific (offshore or onshore) site.

 The purpose of the Site Specific Emergency Response Plan is:

* To define the tasks which should be carried out in an emergency on an offshore or onshore installation together with adequate guidance on priorities;
* To establish the assignment of such tasks and the appropriate delegation of authority;
* To provide guidance on steps to take and in which sequence;
* To establish communication lines ensuring efficient response to and control of an emergency;
* Provide information on layout of facilities and location of emergency equipment.

## 4.5 Template for an Oil Spill Plan

 The Template Oil Spill Plan (Annex II.c) provides structure for the oil (and gas) company to organize itself for dealing with an accidental offshore oil spill from one of its offshore installations. It ties into the Dutch system of taking care of offshore oil (and chemical) spills.

 The purpose of the Template Oil Spill Plan is to:

* Provide clear structure and communications to ensure efficient co-ordination in managing and control of response in the actual event of a spill of oil or chemicals;
* Ensure in cooperation with Rijkswaterstaat that pollution effects of the marine environment are minimized and that clean-up operations are executed in a controlled and fast as possible manner in the event of a spill.

## 4.6 Template for a Blowout Contingency Plan

 The Template Blowout Contingency Plan (Annex II.d) contains a typical layout of the content of Blowout Contingency Plans used in The Netherlands for how the oil or gas company will respond to and manage services and equipment needed to safely manage well control emergencies using a standard and consistent approach.

 Reference is made to Dutch legislation and to the EU Safety Directive. In a separate column reference is made to what needs to be in place. When items are not addressed in this column there is no direct coupling with legislation. These items should therefore be seen as good practice. Finally, in the last column companies can indicate where this item is addressed in their individual Emergency Response Plans.

##  4.7 Template for a Pipeline Emergency Plan

 The Template Pipeline Emergency Plans (Annex II.e) contains a typical layout of the content of a Pipeline Emergency Plan used in The Netherlands for oil and gas production installations. It provides information of the offshore pipeline system of the company and outlines action plans for anticipated emergency scenarios involving pipelines. This template is often integrated in the companies’ Emergency Response Plan.

 The purpose of the Template Pipeline Emergency Plan is:

* To define the tasks which should be carried out in an emergency together with adequate guidance on priorities;
* To establish the assignment of such tasks and the appropriate delegation of authority;
* To establish communication lines ensuring efficient response to and control of an emergency.

## 4.8 Template for a Communications Plan

 The Template Communication Plans (Annex II.f) contains procedure governing the careful timing and strict consistency of information flow to internal and external audiences. Through robust stakeholder management and communications, the integrity of the company will be preserved while the incident itself is being managed on an operational level.

 The purpose of the Template Communication Plan is:

* To define the tasks which should be carried out in an emergency together with adequate guidance on flow of information;
* To define key principles:
	+ Facts must be conveyed proactively, openly and promptly;
	+ To safeguard reputation, the company should always be seen as caring and responsible;
	+ Key Government stakeholders should be contacted directly to maintain the license to operate;
* To establish communication lines ensuring efficient response to and control of an emergency situation.

# 5. RACI Scheme

 During drilling, production, maintenance or construction various emergency scenarios can occur on mobile or fixed offshore installations as a result of e.g. collision, explosion, blowout, etc. In case of an emergency occurring both the oil and/or gas company and the Dutch authorities have a task to combat the emergency in the most effective manner.

 In any case the oil and/or gas producers and the relevant authorities need to be prepared for having to undertake the following activities:

1. To rescue people and bring people to safety
2. Extinguishing of fires
3. The cleaning-up of oil in the sea, on beaches or in harbors and all that goes with it
4. Securing the (offshore) installation
5. Well capping / killing
6. Well containment
7. Drilling a relief well

For each of these activities both the oil and gas industry and the relevant authorities need to check:

* what equipment is necessary, mobilization time, capacity etc.;
* which expertise is necessary, which capacity, replacement etc.;
* which organization is required for this;
* how during these scenario's/activities one tunes into each other and works together on the basis of a clear distribution of tasks;
* how communication in all its aspects needs to be organized.

 The purpose of the RACI Scheme (Annex IV) is to identify the various parties and organizations which have a role in a specific emergency response activity. The RACI Scheme does not intend to (re)distribute or (re)allocate responsibilities, but merely provides a quick overview of responsibilities already allocated through legislation. The Scheme has been made up in cooperation between State Supervision of Mines, the Coast Guard, the municipality of Den Helder and NOGEPA.

 "RACI” stands for:

 R (Responsible): organization(s) which are the owner of the problem and need to do the work. One needs to answer to the organization which is 'accountable';

 A (Accountable Authority): the organization which has the authority to take the final decision, has the veto right;

 C (Consulted): the organization which is to be consulted beforehand and who helps giving direction to the result (always two-way communication);

 I (Informed): organization which is informed after the fact: about the decisions which have been taken, progress made, results which have been achieved (one way communication).

# 6. Network Card

 The Network Card (Annex V) specifically deals with the impact of an offshore incident where the casualties are landed at the Naval Docks and/or at De Kooy Military Airport/ Den Helder Airport in the municipality of Den Helder.

 Den Helder was chosen as this is the central location in The Netherlands where people depart and return to offshore installations. The presence of the military and its facilities (Navy Base and Military Airport, excellent facilities to receive evacuees at secure military locations) makes Den Helder to be the location of choice for landing evacuees and receiving next-of-kin.

 In specific emergency response situations there can however be overriding reasons for landing evacuees at other than the Den Helder location in The Netherlands.

 The system in The Netherlands is that offshore the Dutch Coastguard coordinates the rescue and bringing to a place of safety. Once onshore, the evacuees come under the care of the Safety Region and the municipality of the area they have arrived.

 The purpose of the Network Card is:

* To map out which parties are involved in any such incident;
* To give a structure for offshore oil and gas operators, the local authority and the Navy to coordinate the following processes:
	+ Reception of evacuees/ casualties;
	+ Registration of evacuees/ casualties;
	+ To provide information about the arrival of evacuees and the location of the evacuees to next-of-kin.

# 7. OCES

 Within the offshore oil and gas industry emergency situations may occur in which urgent action needs to be taken to prevent further damage to an offshore installation or other facility or to the environment. Such a situation may or may not be preceded by circumstances in which persons are in distress. To take account of such situations, the National Industry Associations have agreed to pursue a principle of mutual aid between members, regardless of the national boundaries. This has been secured in ‘Operators’ Co-operative Emergency Services agreements’ (OCES).

 There is an offshore “OCES” (Annex VI.a) and an onshore “OCES” (Annex VI.b). The offshore “OCES” incorporates the UK, Norway, Denmark, The Netherlands, Germany and Ireland. The onshore “OCES” incorporates Germany and The Netherlands.

 The purpose of the joint declarations is to agree on the fundamental principles to provide mutual aid in the event of an offshore or onshore emergency situation without regard to national boundaries, and commit each member of the National Industry Associations in the countries which signed the agreement to:

* When requested to do so, provide mutual aid to another operator experiencing an emergency, provided that the safety of its own operations is not jeopardized;
* Release resources such as rigs, vessels, aircraft and other facilities to provide mutual aid;
* Co-operate in the establishment and maintenance of arrangements to enable mutual aid to be provided without delay;
* Apply the principles and arrangements set out in the Emergency Assistance Code.

**Annex I Legislation Register**

This annex is provided in a separate document.

**Annex II Templates for Emergency Response Plans**

This annex is provided in a separate document.

**Annex III CSCERP [Cancelled]**

This Annex is cancelled in the 2021 version of this Standard.

**Annex IV RACI Scheme**

This annex is provided in a separate document.

**Annex V Network Card**

This annex is provided in a separate document.

**Annex VI OCES**

This annex is provided in a separate document.