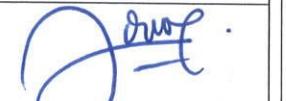
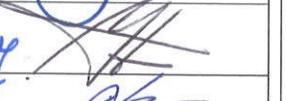
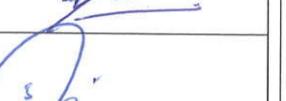


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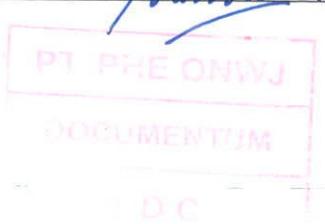
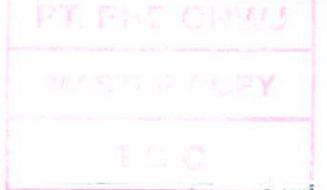
Incident Management Plan

Approval Sheet

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2	14 Sep 2011	VT	DS/VT	IJ	Content Revision	
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Revision Log Register

Revisions have been performed to the following pages:

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All	14 Sep 2011	All PHE ONWJ Ltd changed into PT. PHE ONWJ	
17	14 Sep 2011	Notification, Activation and Incident Reporting Process	
18	14 Sep 2011	Third Party Incident Reporting & Response Notification	
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10	15 Apr 2013	PHE ONWJ Emergency Response diagram	Harnanto Djamal
12	15 Apr 2013	Business Support Team diagram	Harnanto Djamal
13	15 Apr 2013	PHE ONWJ Tier-3 Response Organization	Deddy Syam
14	15 Apr 2013	Incident Management Plan organization diagram	Harnanto Djamal
18	15 Apr 2013	Notification, Activation and Incident Reporting Process	Harnanto Djamal
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48	15 Apr 2013	Diagram 1: Incident Command Post layout and adding Diagram 2: Incident Command Post set up	Harnanto Djamal
50	15 Apr 2013	Initial Actions – getting organized: first room action	Harnanto Djamal
120	15 Apr 2013	Level of PPE Required replaced by PPE Required	Harnanto Djamal
19	27 May 2013	Adding Company Representative for Site Seismic Project Leader	Deddy Syam
22	27 May 2013	Duty Incident Commander Role	Deddy Syam
23	27 May 2013	Safety Officer Role	Deddy Syam
24	27 May 2013	Human Resources Role	Deddy Syam
29	27 May 2013	Operations Section Chief Role	Deddy Syam
30	27 May 2013	Planning Section Chief Role	Deddy Syam

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List of Abbreviations

SKKMIGAS	Indonesian Oil & Gas Regulatory Body
BCP	Business Continuity Plan
BSP	Business Support Plan
BST	Business Support Team
BASARNAS	Indonesia Search & Rescue Agency
C&EA	Communication & External Affairs
EAP	Employee Assistance Program
ERP	Emergency Response Plan
ERT	Emergency Response Team
ETA	Estimated Time of Arrival
EVP	Executive Vice President
HR	Human Resources
IAP	Incident Action Plan
IC	Duty Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
ICP	Incident Command Post
IMP	Incident Management Plan
IMS	Incident Management System
IMT	Incident Management Team
IPW	Incident Potential Worksheet
KNKT	National Transportation Safety Committee
NGO	Non-Governmental Organization
NOK	Next Of Kin
NOP	Next Operating Period
OIM	Offshore Installation Manager
OM	Operations Manager (East & West)
ONWJ	Offshore North West Java
ORF	Onshore Receiving Facility
OSC	On Scene Commander
OSRP	Oil Spill Response Plan
PAX	Personnel
PHE	Pertamina Hulu Energi
POB	Personnel On Board
PRP	Pandemic Response Plan
RTA	Road Traffic Accident
SAR	Search & Rescue

1. Introduction

1.1. Purpose and Objective

The purpose of this Incident Management Plan is to clearly provide background information on PHE ONWJ's concept of operations for responding to incidents, regardless of nature, severity, or location. Although it is flexible in nature, acceptance and application of the concept should be viewed as a critical success factor in PHE ONWJ's ability to organize and manage emergency and crisis response operations, and to take all necessary actions to protect the public, environment, and Company personnel and assets. This Plan also defines the role of the Incident Management Team (IMT) during an actual or potential incident that could create a crisis for the PHE ONWJ business and its shareholders. This plan:

- **Identifies** the major risks potentially impacting business operations and local communities.
- Describes the **response strategies** and the management organisation.
- Sets out the **roles and responsibilities** of the key personnel involved.
- Contains **internal and external notification procedures**, community resources, response organisation charts, resources and personnel.
- Describes how PHE ONWJ will establish communications to **manage the impacts** of the incident.
- Describes how **local reputation issues** will be addressed.
- **Links with other third party or internal support networks** for accessing additional support resources and developing response strategies.

The objective of this Incident Management Plan is to ensure an integrated response at the appropriate level to any relevant incident and to minimise the impact to the reputation, viability, operability and earning capability of the Business.

1.2. Principles of Incident Command System

The PHE ONWJ organisational and management approach to incident response and crisis management operations are based on the principles of the Incident Command System (ICS).

The ICS organizational principles that have been adopted by PHE ONWJ are:

- The ability to mobilize an organization that is functional (i.e., one that is organized to perform the strategic and tactical work necessary to address the incident and to protect people, the environment, and property).
- The ability to activate and deactivate the functional organization in a modular fashion.
- The maintenance of a hierarchical structure that has a clear chain-of-command and well defined reporting relationships.
- The ability to establish and maintain unified command with other involved incident response organizations.

1.3. Response Priorities

The response of the IMT to any incident will follow the following priorities:

1. **The Protection of People**
2. **The Protection of the Environment**
3. **The Protection of Property**
4. **The Protection of Business**

1.4. Scope

This Incident Management Plan describes the roles, responsibilities, and processes that the Incident Management Team will follow in responding to an actual or potential incident. This can be of PHE ONWJ origin or not, of Local, and/or National scale, that may become a significant threat to the Business.

This plan covers all operations and activities carried out by PHE ONWJ including incidents of (but not limited to) the following nature:

- Offshore Incidents
- Onshore Incidents
- Environmental Incidents
- Security Threats
- Transport Incidents
- Health Incidents
- PHE ONWJ Office Incidents
- PHE ONWJ Personnel Incidents
- Natural Disasters

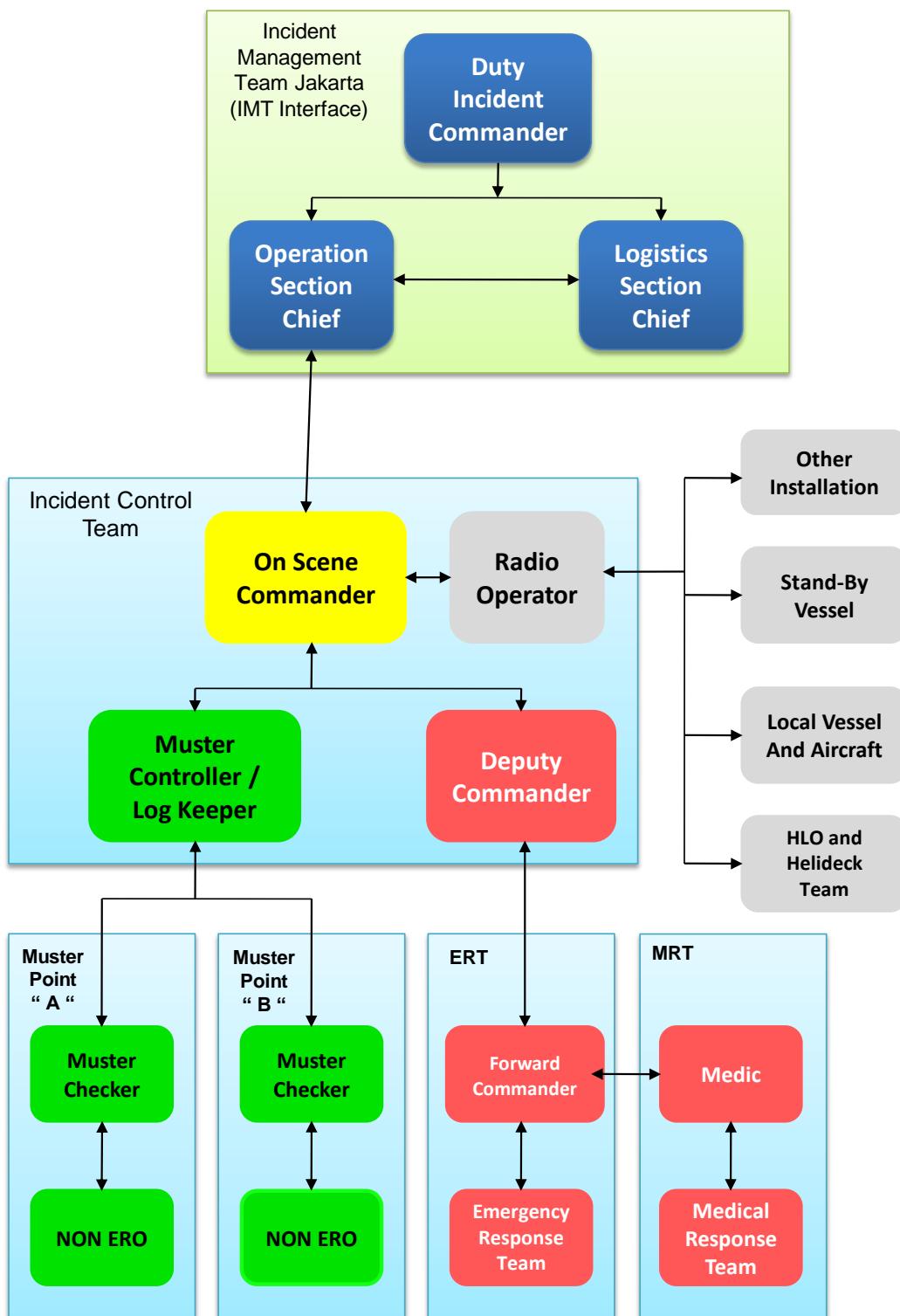
2. PHE ONWJ Incident Response Organisation

The organisation and structure of the emergency response system within PHE ONWJ is reliant on the integrated and combined approach of all resources to support the incident against the agreed priorities (1.3). Three functional teams exist that collectively constitute the PHE ONWJ Incident Response Organization: Emergency Response Teams (ERTs) and Incident Management Team (IMT) to carry out emergency response operations; and a Business Support Team (BST) to carry out crisis response operations at the Business level and also to coordinate corporate crisis response operations. The teams are organized and act in a manner consistent with the organizational and management principles of the Incident Command System (ICS). Members of the teams have predefined roles and responsibilities.

2.1. Emergency Response Team (ERT)

PHE ONWJ has analysed its operations at the Business level and identified the type of incidents that could occur at its facilities and in its operations. PHE ONWJ has addressed the threat of these incidents by implementing rigorous prevention programmes and by creating or having access to ERTs that are on standby 24 hours a day, 7 days a week to respond rapidly to and address incidents that pose a physical threat to personnel, the environment, and/or property. Typical ERT tasks include: site security, site safety, fire fighting, Hazardous Material (HAZMAT), emergency medical services, spill response, source control, search and rescue, and many others. The composition of an ERT is driven by the nature and magnitude of an incident and the type and number of tasks that need to be performed. In the event of an emergency, the **initial notification will be made to the Duty Incident Commander** who will then decide to activate the Incident Management Team.

Below diagram is the organisation structure of PHE ONWJ Emergency Response Team:



2.2. Incident Management Team (IMT)

The Incident Management Team is responsible for conducting and providing direct support to the on scene teams i.e. the Emergency Response Teams (ERTs) in helping to manage the incident response. The ERT On-Scene Commander (OSC) reports through the Operations Section Chief and the Operations Section Chief reports directly through to the Duty Incident Commander . Regardless of the size, the IMT structure is well defined and utilises the principles of the Incident Command System.

The Duty Incident Commander is responsible for the overall management and support to the incident, carries the overall accountability for the emergency, and will need to satisfy him/herself that the management and response can be handled adequately. *However, due to the various nature of the incident of PHE ONWJ's operations, the Duty Incident Commander is able to hand-over the role to the appropriate relevant Line Management as an Duty Incident Commander who will be able to manage and response to the incident accordingly. The hand-over of the Duty Incident Commander role will be carried out in consultation with the Business Support Manager (BSM).*

In this situation, the Duty Incident Commander (who is already included in the PHE ONWJ Financial Authority Listing) has the authority to activate and utilise the Crisis Management Cost Centre (i.e. # 31300000) to capture all costs related to the incident response operations.

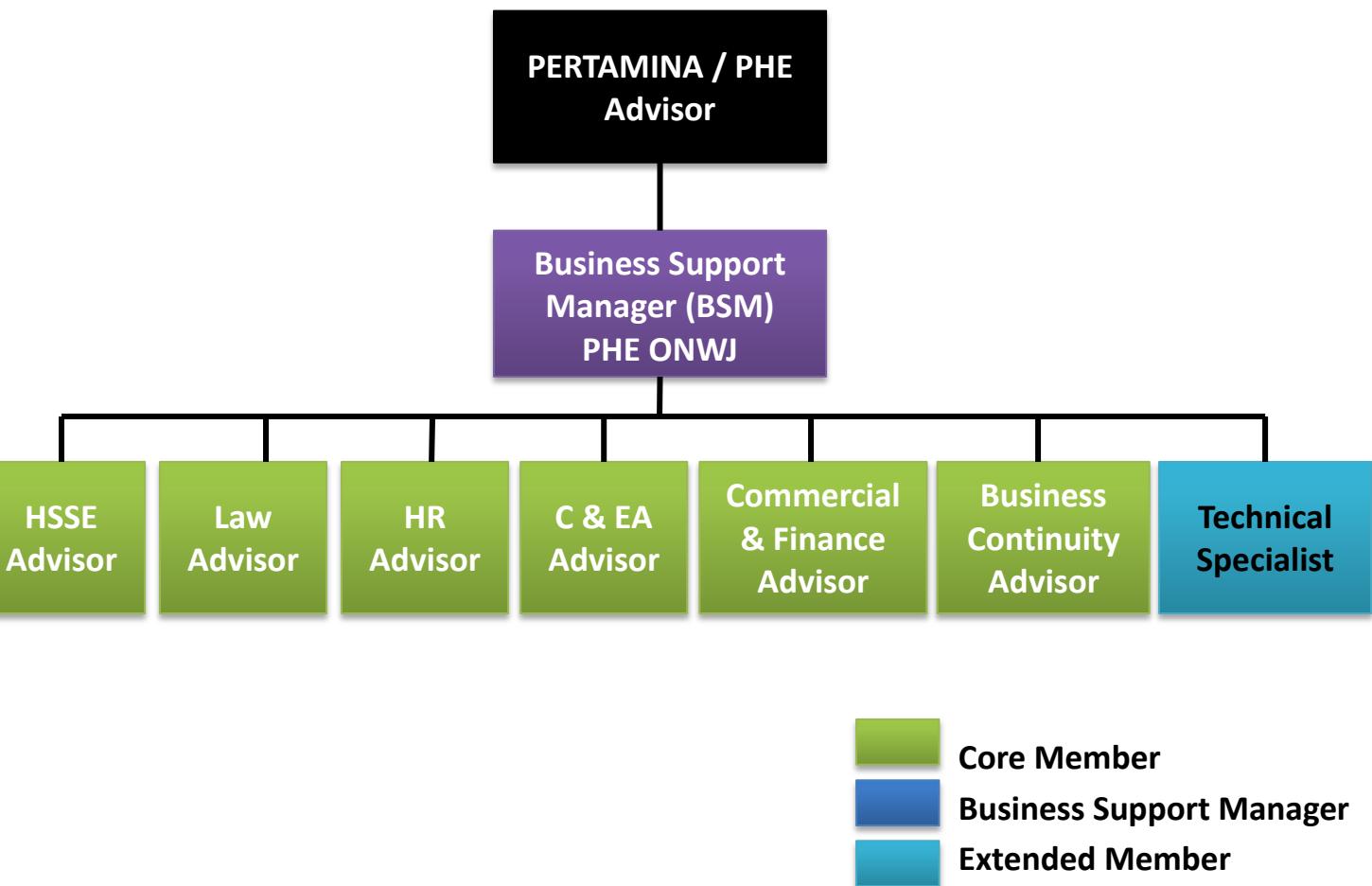
2.3. Business Support Team (BST)

In support of the PHE ONWJ Incident Management Team, the Business Support Team will be led by the PHE ONWJ General Manager who will take on the role of the Business Support Manager (BSM). The Business Support Manager will also be responsible to report an incident, depending on the nature and severity of the event, to relevant high-ranking personnel from Pertamina Hulu Energi and Pertamina Corporate (Persero) who will serve as an advisor in the BST organisational structure.

The Business Support Manager will lead a small team tasked to ensure that the ONWJ organisation is managing the business issues, high-level external communication and offering support in terms of available resources and expertise. The Business Support Manager, or his alternate, must submit an official report of environmental, injury and fatality incidents classified as work related Major or HIPO to regulatory bodies (MIGAS & SKK MIGAS) within 24 hours. The BST will also address ancillary issues that are related to the incident but fall outside the IMT's responsibility and to manage business impacts.

It is important to note that the Business Support Team **does not** give response direction to the IMT. However, it is the responsibility of the Business Support Manager (BSM) to ensure that the Incident Management Team has the **necessary competencies and support** for leading a successful response. Below diagram is the organisational structure for PHE ONWJ Business Support Team:

Business Support Team (BST)



The diagram below highlights the relationship between the Response Organisational Structure of Pertamina Hulu Energi ONWJ when responding to an incident. The three tier structure consists of an Emergency Response Team, an Operational Incident Management Team level and a Strategic Business Support Team Level.

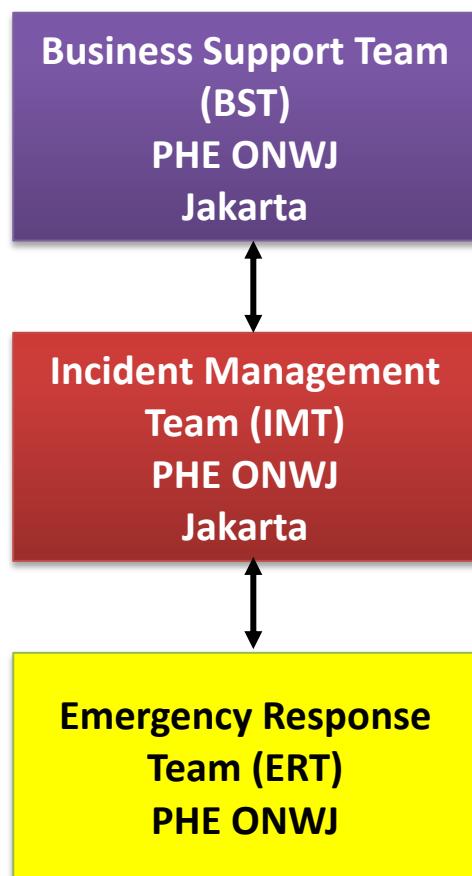
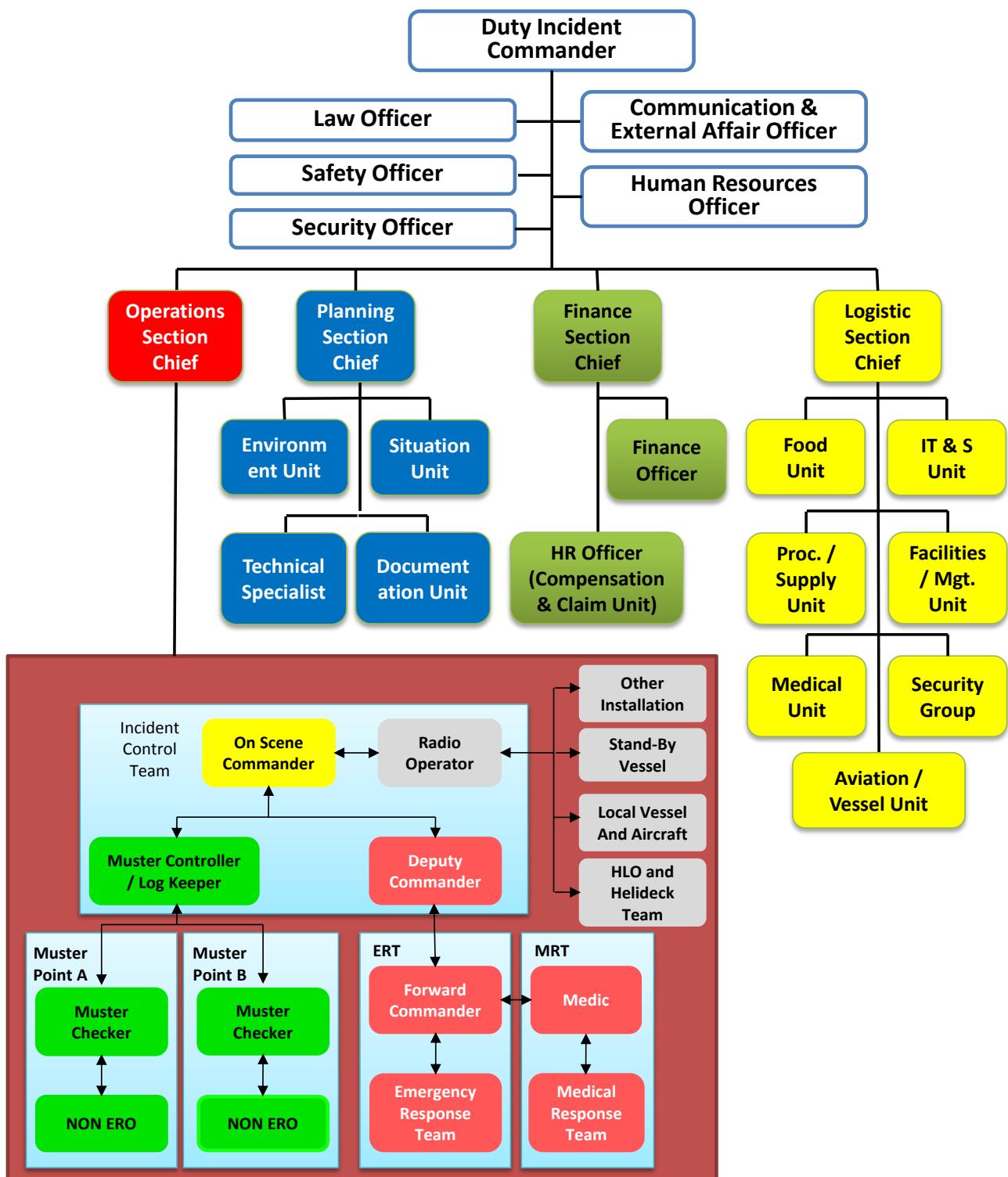


Diagram 1 – PHE ONWJ 3-Tier Response Organisation.

2.4. PHE ONWJ Incident Management Team (IMT) Organisation Chart



The IMT is organised to carry out the following major functions: Command, Operations, Planning, Logistics, and Finance/Administration.

COMMAND SECTION

- ✓ The Command function is strategic in nature (*note: at-the-scene command remains with the On-Scene Commander*).
- ✓ It generates Strategic Objectives, determines response priorities, ensures that emergency response operations are carried out in a safe fashion, interacts with government agencies and the public, and handles human resources and legal matters.

OPERATIONS SECTION

- ✓ The Operations function, which members comprise of personnel from Field Operations, Drilling and Completion (D&C), Engineering and Integrity (E&I), and Project encompasses and provides strategic direction to the work of at-the-scene tactical responders as it relates to emergency response operations.
- ✓ The Operations function is responsible for keeping the balance of the IMT informed about the nature and status of response operations, and the needs of at-the-scene tactical responders.
- ✓ Finally, the Operations function may be called on to work or provide guidance on tactical response matters better handled in the Incident Command Post, PHE Tower , 6th Floor, Room # 117 versus the Tactical Command Post (TCP).

PLANNING SECTION

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

LOGISTICS SECTION

- ✓ Supports emergency response operations by supplying the personnel, equipment, materials, and supplies needed to carry out the operations.
- ✓ Arranges for the services necessary to sustain emergency response operations, including: aviation, helicopter, vessels, services, food, water, housing, clothing, transportation, security, fuel, spare parts, and anything else needed to keep people and equipment working in a safe, workmanlike, and productive fashion.

FINANCE SECTION

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

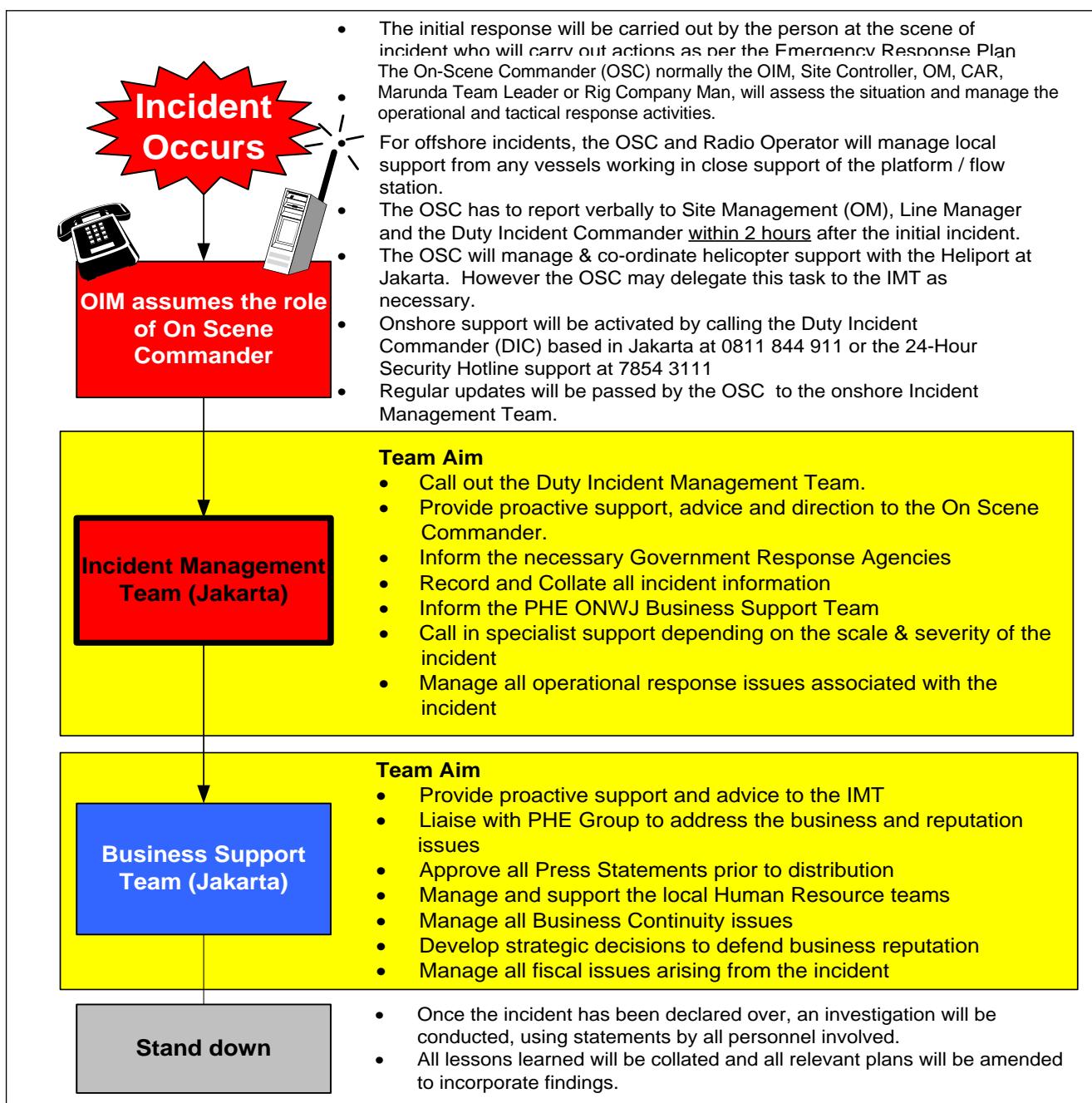
The functions carried out by an IMT include:

- Sizing up the incident and the nature and status of tactical response operations.
- Developing Strategic Objectives and response priorities.
- Gathering information on the nature and location of tactical response operations and the resources being used to carry out the operations.
- Securing the resources necessary to support tactical response operations.
- Working with the ERT(s) to develop Incident Action Plans describing field assignments for the next operational period.
- Securing the resources necessary to implement Incident Action Plans.
- Preparing a General Plan that scopes emergency response operations from initial notification to the completion of demobilization operations.
- Securing the resources necessary to implement the General Plan.
- Instituting and enforcing appropriate financial controls.
- Continuously assessing incident potential to determine an incident's capacity to grow into a crisis situation.

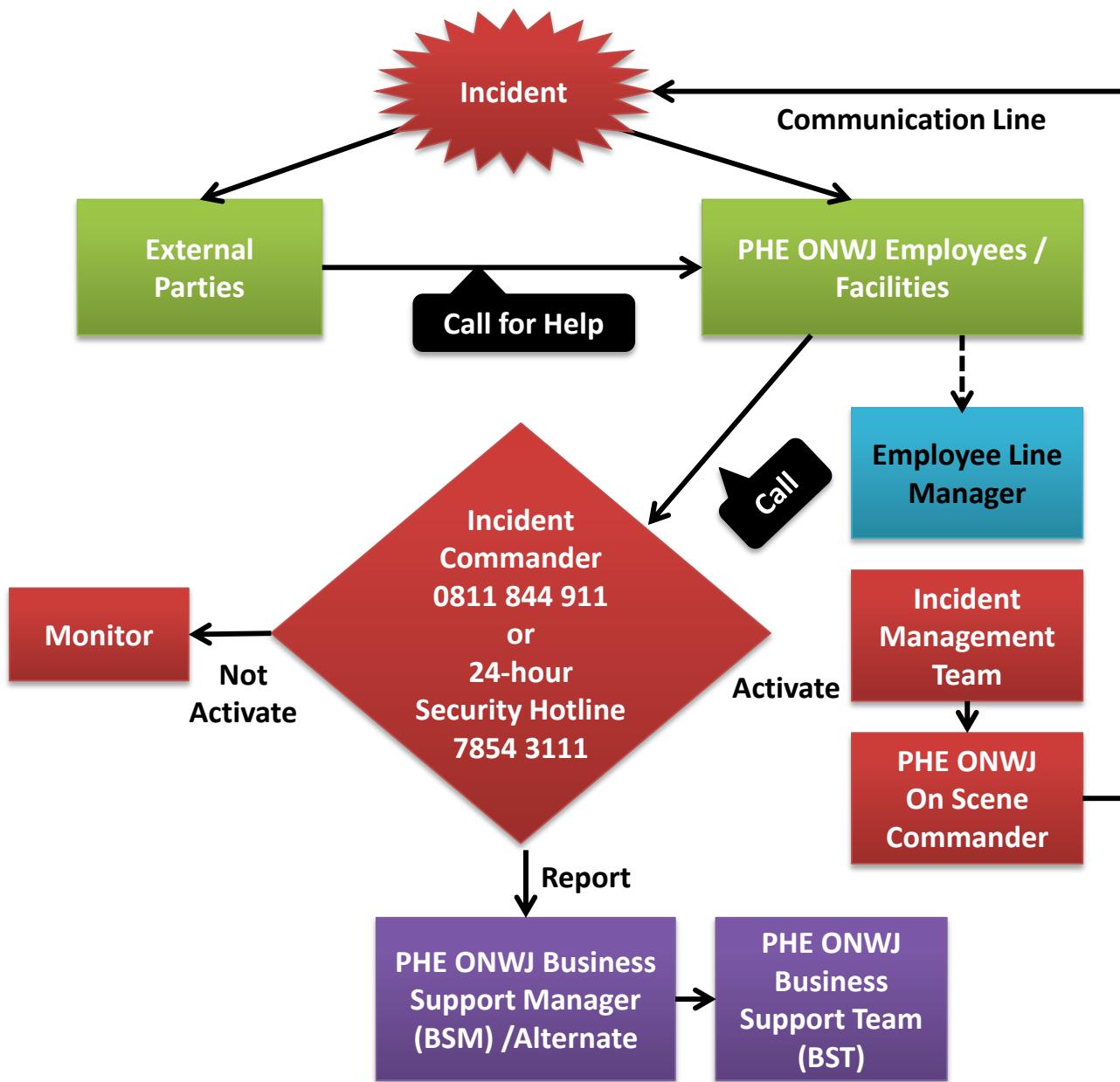
3. Notification & Activation Chain

Figure 3.1 & 3.2 provide an overview of the PHE ONWJ Emergency Management System notification and activation chain in place to respond and support incidents affecting people, the environment, property and business.

3.1. Offshore & Onshore Incidents



3.2. PHE ONWJ Notification, Activation and Incident Reporting Process



Third Party Incident Reporting and response Notification at PHEONWJ

- PHE ONWJ will report and respond to any incident in all area within 1,750 meters from our offshore facilities and pipelines to the respective Line Manager and the **Duty Incident Commander (DIC)** within 2 hours. The activation of Incident Management Team at Jakarta office will be made by the DIC and as necessary. PHE ONWJ will provide all existing preventive and control measures and conduct full investigation.

2. PHE ONWJ **will report any incident within and without our Mining Concession Area** that involves **any 3rd Party** to the Line Management and Duty Incident Commander within 2 hours. Any decision to respond to the incident will be made by the Duty Incident Commander subjected to potential impacts to our Operations and Facility Integrity as per the International Convention for the Safety of Life at Sea (SOLAS).
3. PHE ONWJ **will report and respond to any 3rd Party incident within the vicinity of our office area.** The activation of Incident Management Team will be made by the DIC and as necessary based on the potential impact of the incident to the operational of our offices and employees. PHE ONWJ will provide all existing preventive and control measures and conduct full investigation.
4. In the event of an incident, the following Line Management must act as On-Scene Commander:
 - a. Offshore / onshore field operations: **Offshore Installation Manager (OIM) / Gas ORF Manager (GOM)**
 - b. Site Project Yard / Barge: **Company Representative (CAR)**
 - c. Drilling and Completion rigs: **Company Representative (CAR)**
 - d. Site Seismic Execution: **Site Seismic Project Leader (Company Representative)**
 - e. Marunda Warehouse and Jetty: **Marunda Shore Base Team Leader**
 - f. Offices in Jakarta: **Facilities Manager (K1)**

4. Roles & Responsibilities

The following roles and responsibilities for the Incident Management Team members are designed to cover most issues and incidents that have the potential to impact the operations and the business however, users should be aware that some emergencies of significant potential may require additional roles within the Incident Management Team which are not specifically identified in this Plan. These checklists should be used in conjunction with the scenario specific checklists contained within Section 5.

The checklist cover the following roles / functions:

- 4.1. Duty Incident Commander (DIC)
- 4.2. Safety Officer
- 4.3. Human Resources Officer
- 4.4. Communications & External Affairs (C&EA) Officer
- 4.5. Law Officer
- 4.6. Security Officer
- 4.7. Operations Section Chief
- 4.8. Planning Section Chief
- 4.9. Situation Unit Leader
- 4.10. Environmental Unit
- 4.11. Technical Specialist(s)
- 4.12. Documentation Unit Leader
- 4.13. Logistics Section Chief
- 4.14. Food Unit Leader
- 4.15. Procurement / Supply Unit Officer
- 4.16. IT&S Unit Leader
- 4.17. Facilities Management Officer
- 4.18. Medical Unit Leader
- 4.19. Aviation / Vessel Unit Leader
- 4.20. Security Group Leader
- 4.21. Finance Section Chief
- 4.22. Finance Officer
- 4.23. HR Officer (Compensation & Claims Unit)

4.1. Duty Incident Commander (DIC)

4.1.1 IMT Activation by Duty Incident Commander

If the Duty Incident Commander decides to activate the IMT, he will notify the IMT members (see flowchart 3.1 to 3.2). The Duty Incident Commander should notify on-duty personnel at PHE ONWJ Security Hotline at 7854 3111 and ask them to contact relevant IMT members using the DIM Rota to come to the Incident Command Post at PHE Tower, 6th Floor, Room #117.

If the IMT is activated, the Duty Incident Commander will ensure that the following actions and activities occur:

- Contact the ERT On-scene Commander prior to the IMT Initial Incident Briefing Meeting. The purpose of the call should be to confirm that an incident has occurred, determine its severity, and record as much of the following information as possible on **INITIAL INCIDENT BRIEFING - ICS 201-2 SUMMARY OF INCIDENT AND CURRENT ACTIONS** the Incident Notification Follow-up Report.
 - Date and time of incident.
 - Location of incident.
 - Nature and status of source.
 - Nature, quantity and status of spilled/emitted material.
 - Threat to / status of personnel and public.
 - ⇒ Missing
 - ⇒ Injured
 - ⇒ Fatalities
 - ⇒ Status of evacuations
 - Threat to environment
 - Threat to property and normal operations
 - Weather and other factors affecting ability to respond.
 - Response actions taken
 - Assistance required
 - The conversation should end with an agreement on the timing of the next contact and update.
- The IMT Duty Incident Commander should use the information obtained to determine the next appropriate actions that can include:
 - ⇒ Taking no further action and standing down.
 - ⇒ Monitoring the situation, but not mobilizing any additional IMT members.
 - ⇒ Mobilizing additional IMT members.

If a decision is made to activate additional IMT members, the IMT Duty Incident Commander should decide on which IMT members to activate, how to notify them and what to tell the members when they are contacted.

INITIAL / ONGOING ACTIONS	
DUTY INCIDENT COMMANDER	A When the Duty Incident Commander's phone rings, confirm the facts of the incident and request a call back number.
	B Complete the Initial Incident Notification Form.
	C Contact Security Control Room at 7854-3111 and request that the Duty IMT are notified and mobilised to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure that security and reception on the PHE Tower lobby and 6th floor of the Building are aware of the incident.
	D Consider mobilisation of additional IMT specialist support depending on the incident.
	E Consider positioning security at the corridor entrance to the Incident Command Post.
	F Ensure lines of communications are established and hand over the liaison and communication role to the Operations Section Chief and the On-Scene Commander (OSC) of the incident.
	G If during office hours, advise Security on 6 th floor PHE Tower of the situation and use relevant checklist.
	H Brief the IMT members upon arrival and ensure that an accurate events log is maintained.
	I Ensure that the PHE ONWJ Business Support Team Leader (Katektambang) has been notified.
	J Assess the situation and allocate tasks to the Incident Management Team members.
	K Manage assessment meetings, time outs and set time constraints for the Incident Management Team at regular intervals.
	L Retain the incident overview and delegate incident objectives to the Incident Management Team.
	M Request that additional support is activated (dependant on the scale and severity of the incident)
	N Ensure that the PHE ONWJ Liaison Representative has notified the Regulatory Authorities
	O Ensure that the focus of support is aimed at protecting people, environment and property.
	P Confirm that all C&EA and HR issues are being addressed.
	Q Consider the need for personnel change over during the incident.
	R Initiate Post Investigation meetings & damage assessment (Interim and Full Reports).

4.2. Safety Officer

INITIAL / ONGOING ACTIONS	
SAFETY OFFICER	✓
	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117 Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Help to set up the Incident Command Post and receive a brief on the situation, check the ICS Forms posted.
	C Consider mobilisation of additional specialist logistical support depending on the incident.
	D Provide a point of contact and advise on issues relating to Health, Safety, and Security. Follow environment actions as necessary.
	E Ensure the POB/Casulty board is kept up to date with relevant information. Request support from the Documentation function as required.
	F Consider mobilisation of additional HSSE support depending on the incident.
	G Update the Duty Incident Commander on all related safety issues.
	H Ensure that the IMT are made aware of all safety implications of the incident response & support.
	I Set up a system to identify and eliminate safety hazards in all aspects of incident response operations.
	J Supervise preparation of and issue HSSE Bulletins on issues affecting or likely to affect worker safety.
	K Provide information and advice to On-scene Commander, Site Safety Officer, Duty Incident Commander, and Section Chiefs regarding toxic properties of, and immediate and long-term public health issues associated with, chemicals involved in incidents.
	L Utilise the Time Outs to update the Incident Management Team on the ongoing situation regarding HSSE support.
	M Maintain a personal log of events of all activities undertaken during the incident life cycle.
	N Consider the need for personnel change over during the incident lifecycle.
	O Ensure that all safety support is stood down following the incident.

4.3. Human Resources Officer

INITIAL / ONGOING ACTIONS	
HUMAN RESOURCES OFFICER	✓
	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117 Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Advice the Incident Management Team on HR issues and actions regarding personnel involved.
	C Ensure that all required and appropriate notifications are made to families of injured or dead personnel.
	D Obtain Next of Kin Records of all who may be involved in the incident.
	E Ensure that names of injured and dead personnel are protected until notifications of next of kin are completed.
	F Call out additional HR specialists and if required establish a separate HR team close to the Incident Command Post.
	G Link with other impacted companies or organisations to provide any guidance and support that might be required.
	H Implement Humanitarian Assistance Program for PHE ONWJ personnel and/or their families impacted by an incident or response operations.
	I Advise Duty Incident Commander and other personnel regarding status of Humanitarian Assistance activities.
	J Arrange for grief counseling for members of Incident Management Team (<i>i.e., ERT and IMT</i>), as necessary.
	K Coordinate with HR Officer for Compensation/Claims Unit Leader, as necessary.
	L Assist in notifying PHE ONWJ personnel and contractors as to when/where to report to work.
	M Maintain a personal log of events, activities and all your points of contacts undertaken throughout the incident.
	N Request additional HR support to be mobilised (<i>e.g. Emergency Support</i>).
	O Determine the need to activate Welfare counselling specialists to support the longer term response.

4.4. Communications & External Affairs (C&EA) Officer

INITIAL / ONGOING ACTIONS		
C&EA OFFICER	A	When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117 Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B	Provide a point of contact and organize and manage all media-related activities.
	C	In liaison with the Duty Incident Commander consider the preparation and distribution of a holding statement.
	D	Update the Duty Incident Commander on all press and external affairs Issues.
	E	Support the Receptionist if the press / NGO's begin to show interest.
	F	Prepare "If Asked" statements and identify "public" audiences and their concerns.
	G	Provide Planning Section Chief or Situation Unit with information on scheduled press briefings and conferences for posting in Information Centre.
	H	Ensure that all press statements have been approved by the Duty Incident Commander and the Business Support Manager.
	I	Work with government agency Public Affairs personnel to coordinate statements to the public; establish a Joint Information Center (JIC), if appropriate.
	J	Monitor press reports and keep Duty Incident Commander informed about content and tenor of media reports.
	K	Work with Logistics Section Chief, Facilities Unit, and Communications Unit to set up a media center, if warranted.
	L	Provide Status Reports to Business Support Team (BST); keep BST informed about status of work on all public relations problems and solutions that are judged to be, or have potential to become, crisis situations.

INITIAL / ONGOING ACTIONS	
C&EA OFFICER (CONT.)	✓
	M Act as the focal point for notifications and communications with the Indonesian Authorities, Government Agencies, Regulatory Authorities, & etc.
	N Advice Duty Incident Commander on government affairs and community relations impacts of incidents and incident response operations.
	O Provide Status Reports to Business Support Team (BST); keep BST informed about status of work on all government affairs and community relations problems and solutions that are judged to be, or have potential to become, crisis situations.
	P Brief the Incident Management Team on expected actions that will be carried out by the local authorities and regulators.
	Q Develop proactive methods for addressing government agency and non-governmental organisation concerns: e.g. fact sheets, meetings, Town Hall meetings and tours.
	R As appropriate, organize and conduct/assist in arranging tours for non-directly involved government agencies and non-governmental organizations.
	S Maintain a personal log of events, activities and all your points of contacts undertaken throughout the incident.
	T Keep Duty Incident Commander informed about the contents and tenor of statements made by non-directly involved government agencies and non-governmental organizations.
	U Ensure that all actions carried out are accurately reflected on the Status Boards.
	V Take part in the post investigation phase once the incident response has been stood down.

4.5. Law Officer

INITIAL / ONGOING ACTIONS		
LAW OFFICER	A	When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B	Serve as legal advisor to Duty Incident Commander and provide legal advice to other members of IMT and ERT.
	C	Prepare summary reports which examine legal situation, key issues associated with incident, and options and courses of action that can be followed; follow up on selected options and/or courses of action to determine their effectiveness.
	D	Determine applicable laws, legal exposures, and validity of defenses, and develop necessary legal strategies.
	E	Become familiar with all aspects of incident in order to identify and address legal issues that may arise during conduct of incident response operations.
	F	Act as primary contact for PHE ONWJ partners' legal representatives; coordinate legal action taken in concert with partners, if possible and appropriate.
	G	Ensure that no conflicts of interest arise with other parties, insurers, etc. during conduct of incident response operations.
	H	Advise Duty Incident Commander, Section Chiefs, and Documentation Unit Leader on type of documentation that must be compiled to support incident-related litigation.
	I	If requested to do so by Duty Incident Commander, review press releases and other correspondence directed to external parties.
	J	Review information to be submitted to government authorities.
	K	Handle all contract-related legal matters.
	L	Provide legal guidance to Finance Section Chief or Compensation/Claims Unit on processing of claims.
	M	Provide Status Reports to Business Support Team (BST); keep BST informed about legal problems and solutions that are judged to be, or have the potential to become, crisis situations.

4.6. Security Officer

INITIAL / ONGOING ACTIONS	
SECURITY OFFICER	✓
	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117 Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Serve as security advisor to Duty Incident Commander.
	C Prepare and maintain a Security Plan; issue Security Bulletins, as necessary.
	D Select, retain, and supervise outside security specialists, if needed.
	E Provide executive protection, as required.
	F Coordinate security operations with government security agencies.
	G Investigate threats and crimes against company personnel and property.
	H Maintain record of security operations.
	I Works with the Security Unit Leader / Facilities Management in the Logistics Section to ensure that adequate security services are provided for at-the-scene tactical response operations and at incident facilities.
	J Work closely with the other Section Chiefs to ensure they are provided with accurate information.
	K Maintain a personal log of events of all activities undertaken during the incident life cycle.
	L Consider the need for personnel change over during the incident lifecycle.
	M Provide Status Reports to Business Support Team (BST), if required to do so.

4.7. Operations Section Chief (Ops, D&C and Project/E&I)

INITIAL / ONGOING ACTIONS	
OPERATIONS SECTION CHIEF	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117 Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Help to set up the Incident Command Post and receive a brief on the situation.
	C Liaise with the Duty Incident Commander & OIM or Company Representative (if it is an offshore related incident) to determine correct communications protocol to the incident scene. Act as the focal point for operational support
	D Consider mobilisation of additional specialist support (depending on the incident).
	E Report directly to the Duty Incident Commander and update at regular intervals.
	F Use plot plans / maps to build up a picture of the incident.
	G Work to the appropriate incident checklist and other associated plans.
	H Advise the Duty Incident Commander on the potential escalation points of the operational support.
	I Work closely with other IMT members to ensure resources are effectively utilized.
	J Update the Duty Incident Commander to ensure effective support / priorities are clearly understood.
	K Ensure the On-Scene Commander is aware of the issues and activities of the IMT, in particular those that will directly affect the operational response.
	L Assess the field operational requirements – consider “worse case” scenario.
	M Develop tactical objectives with the Duty Incident Commander for each period as the incident develops.
	N Work closely with the other Section Chiefs to ensure they are provided with accurate information.
	O Utilise the Time Outs to update the Incident Management Team of the ongoing situation.
	P Maintain a personal log of events of all activities undertaken during the incident life cycle.
	Q Consider the need for personnel change over during the incident lifecycle.

4.8. Planning Section Chief

INITIAL / ONGOING ACTIONS		
PLANNING SECTION CHIEF	A	When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B	Report to the Duty Incident Commander for situation briefing and assist in the preparation of initial response objectives and strategies including setting-up of the Incident Command Post.
	C	Establish information requirements and reporting schedules for all ICS organisational elements for operational periods, incident action plan preparation and information dissemination.
	D	Determine need for specialists to undertake resource and site assessments, and arrange for contract services in consultation with chiefs of Logistics and Finance Sections.
	E	Provide input to the Duty Incident Commander (DIC) and the Operations Section Chief in preparing the Incident Action Plan (IAP).
	F	Chair planning meetings and participate in other meetings as required.
	G	Reassign out-of-service personnel already onsite to Incident Command System (ICS) organizational positions as appropriate.
	H	If requested, assemble and disassemble Strike Teams and Task Forces not assigned to Operations.
	I	Establish special information collection activities as necessary (e.g. weather, environmental, toxic's, etc.).
	J	Assemble information on alternative strategies.
	K	Provide periodic predictions on incident potential by completing the Incident Potential Worksheet (IPW). The IPW is subsequently completed periodically to be distributed to all IMT members and to the BST.
	L	Report any significant changes in incident status and compile and display incident status information.
	M	Oversee preparation and implementation of the Incident Demobilization Plan.
	N	Incorporate plans (e.g., Traffic, Medical, Communications, and Site Safety) into the IAP.
	O	Maintain Unit/Activity Log (ICS Form 214).

4.9. Situation Unit Leader

INITIAL / ONGOING ACTIONS		✓
SITUATION UNIT LEADER		
A	When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117 Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.	
B	Receive Incident Name and initial and, if necessary, updated Strategic Objectives from Duty Incident Commander.	
C	Receive initial and, if necessary, updated Incident Facts related to description of incident, description of spilled/emitted material, source, status of source control operations, status of incident, response operations, and impacts from Operations Section Chief.	
D	Meet with relevant Section Chiefs and other IMT personnel to receive information needed to update Situation Map and Status Boards in Information Center.	
E	Update Situation Map and Status Boards in Information Centre.	
F	If requested, record Action Items identified during meeting.	
G	If requested to do so by Duty Incident Commander, transmit completed Incident Potential Worksheet to Business Support Team (BST).	
H	Prepare Incident Action Plan (IAP) and post duration of Next Operational Period (NOP) in Information Centre.	
I	Keeps Planning Section Chief or Plan Development Unit preparing IAP apprised of any changes in ongoing tactical response operations that could affect content of IAP.	
J	Obtain appropriate chart(s), map(s), and plot plan for use as Situation Map.	
K	Receive initial and, if necessary, updated schedule of meetings from Duty Incident Commander or Planning Section Chief.	

4.10. Environmental Unit Leader

INITIAL / ONGOING ACTIONS	
ENVIRONMENTAL UNIT LEADER	✓
	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117 Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Obtain initial briefing from Planning Section Chief, attend daily planning meetings and briefings and relay relevant information to Environmental Group personnel.
	C Size-up incident, identify Environmental Group-specific problems and solutions, and break work of Environmental Group down into manageable tasks.
	D Assist Planning Section Chief in preparation of Planning Section-specific Strategic Objectives.
	E Provided Planning Section Chief periodic Status Reports and update Sensitive Area/Environmental Status Boards in Information Centre.
	F Identify sensitive resources that could be affected, and help determine priorities and methods of protection.
	G Provide Operations Section Chief with information on potential environmental impacts of any response technique that could adversely affect the environment, including cultural resources.
	H Advise C&EA Officer on impact of incident and emergency response operations on environment.
	I Work through Logistics Section Chief or Procurement Officer to obtain necessary resources to support surveillance operations, including aircraft, maps, communications equipment, cameras, video recorders, and surveillance specialists.
	J Identify and conduct cleanup assessment; environmental monitoring; damage assessments; wildlife and sensitive habitat protection.
	K Develop appropriate trajectory model(s) and forecast slick movements for oil spill incidents.
	L Evaluate and recommend additional support in terms of environmental consultants and contractor services.
	M Maintain a personal log of events of all activities undertaken during the incident life cycle and compile appropriate documentation.

4.11. Technical Specialist(s)

TECHNICAL SPECIALIST(S)	INITIAL / ONGOING ACTIONS		✓
	A	When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.	
	B	Obtain initial briefing from Planning Section Chief; attend daily planning meetings and briefings.	
	C	Provide Planning Section Chief information on personnel, equipment, material, and supply needs.	
	D	Assume responsibility for any task(s) delegated by Planning Section Chief.	
	E	Provide Planning Section Chief periodic Status Reports.	
	F	Provide technical advice and assistance to ERT and IMT members.	
	G	If ERT or IMT members determine they need advice from technical experts, assist them in identifying and making arrangements for acquisition of qualified experts.	
	H	Coordinate with Finance / Administration Section Chief or Procurement Unit to make appropriate contractual arrangements for contractors and / or consultants selected.	
	I	Coordinate review of solicited and unsolicited proposals for technical work associated with emergency response operations.	
	J	Consider need for alternate or backup personnel for extended (24-hour) coverage.	
	K	Compile and maintain appropriate documentation.	
	L	Maintain a personal log of events of all activities undertaken during the incident life cycle.	

4.12. Documentation Unit Leader

INITIAL / ONGOING ACTIONS	
DOCUMENTATION UNIT LEADER	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Help to set up the Incident Command Post and receive a brief on the situation.
	C Work with Legal Officer to develop documentation guidelines for distribution to appropriate ERT and IMT members.
	D Establish mechanism to document important actions and/or decisions, particularly those made during IMT Meetings.
	E Distribute ICS 214 Log Books to appropriate ERT and IMT members; collect Log Books.
	F Establish duplication and distribution services within Incident Command Post, Arkadia Tower F, 10th Fl, Room # 73 e.g. Incident Potential Worksheet (IPW), Situation Status Report and etc.
	G Duplicate and file all official forms and reports.
	H Establish documentation filing system.
	I Organize and maintain documentation files in a convenient, secure location.
	J Check records for completeness and accuracy prior to filing.
	K Obtain approval from Planning Section Chief prior to release of documentation.
	L Document meeting and submit Meeting Minutes to Duty Incident Commander for review and approval.
	M Maintain a personal log of events, activities and all your points of contacts undertaken throughout the incident.

4.13. Logistics Section Chief

INITIAL / ONGOING ACTIONS	
LOGISTICS SECTION CHIEF	✓
	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Help to set up the Incident Command Post and receive a brief on the situation.
	C Act as the focal point for the logistical support & establish secure links.
	D Consider mobilisation of additional specialist logistical support depending on the incident.
	E Arrange for the provision of all logistical requirements to aid the incident response.
	F Work closely with the Operations & Planning functions to ensure that the supply of logistical support is effective.
	G Ensure that the Logistics Status Board is maintained with the up to date information. Request support from the Documentation function as appropriate.
	H Where appropriate give estimated time of arrival and relevant call signs for all logistical support.
	I Utilise the Time Outs to update the Incident Management Team of the ongoing situation regarding logistical support.
	J Maintain a personal log of events of all activities undertaken during the incident life cycle. Ensure completed log sheets are passed to the Documentation function.
	K Consider the need for personnel change over during the incident lifecycle.
	L Ensure that all logistical support is stood down following the incident.

4.14. Food Unit Leader

INITIAL / ONGOING ACTIONS	
FOOD UNIT LEADER	✓
	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Obtain initial briefing from Logistics Section Chief, attend daily staff meeting and briefings, and relay important information to Food Unit personnel.
	C Provide Logistics Section Chief with information on personnel, equipment, materials, and supply needs.
	D Size up incident, identify Food Unit-specific problems and solutions, and break work of Food Unit down into manageable tasks.
	E Provide Logistics Section Chief period Status Reports.
	F Assist Logistics Section Chief in preparation of Logistics Section-specific Strategic Objectives.
	G Work with other member(s) of Logistics Section (i.e. Chief or Facilities Unit or Procurement unit) to determine and meet food, potable water, and sanitation requirements for personnel involved in emergency response operations.
	H Assist situation at each location and determine and establish the most appropriate method for camp and food services.
	I Assess need for sanitation facilities for emergency response personnel; provide sanitary facilities in accordance with applicable standards.
	J Verify that potable water and well-balanced meals are being served at each location.
	K Consider need for an alternate or back-up person for extended (24-hour) coverage.
	L Maintain a personal log of events, activities and all your points of contacts undertaken throughout the incident.

4.15. Procurement/Supply Unit Officer

INITIAL / ONGOING ACTIONS	
PROCUREMENT/SUPPLY UNIT OFFICER	✓
	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Obtain initial briefing from Logistics Section Chief, attend daily staff meeting and briefings, and relay important information to Procurement and Supply Unit personnel
	C Provide Logistics Section Chief with information on personnel, equipment, materials, and supply needs.
	D Size up incident, identify Procurement/Supply Unit-specific problems and solutions, and break work of Procurement/Supply Unit down into manageable tasks.
	E Provide Logistics Section Chief period Status Reports.
	F Assist Logistics Section Chief in preparation of Logistics Section-specific Strategic Objectives.
	G Maintain an inventory of response resources maintained by PHE ONWJ.
	H Account for pre-staged resources mobilised by emergency response personnel.
	I Receive requests for personnel, equipment, materials, and supplies from Staging Area Manager via Procurement/Supply Network.
	J Provide Staging Area Manager Status Reports on efforts to obtain requested personnel, equipment, materials and supplies.
	K Interface with other Sections of IMT to obtain information on personnel, equipment, materials, and supply needs.
	L Ensure that an effective purchasing network is established.
	M Prepare purchase orders and service contracts, as needed and liaise with Law Officer for any contracts that need to be reviewed.

INITIAL / ONGOING ACTIONS	
PROCUREMENT/SUPPLY UNIT OFFICER (Cont.)	
N	Ensure that all personnel, equipment, materials, and supplies needed for emergency response operations are located, ordered, received, stored, and distributed in a timely fashion.
O	Maintain files on purchase orders, contracts, equipment rentals, and other documents that can be used to validate charges.
P	Work with other member(s) of Logistics Section (i.e. Chief, Food Unit or Aviation/Vessel Support Unit) to arrange for quickest and most cost-efficient transport of personnel, equipment, materials, and supplies.
Q	Establish system to keep track of personnel, equipment, materials, and supplies en route to incident scene.
R	Establish central receiving and inspection point(s) for ordered personnel, equipment, materials, and supplies; work with other member(s) of Logistics Section to ensure that adequate warehouse space is available.
S	Establish an inventory management and maintenance system for equipment, materials, and supplies stored at central receiving point(s).
T	Engage and supervise any contract purchasing personnel needed to carry out purchasing operations.
U	Provide Finance/Administration Section Chief with a record of all personnel, equipment, materials, and supplies purchased, leased, and/or rented during emergency response operations.
V	Consider need for an alternate or back-up person for extended (24-hour) coverage.
W	Maintain a personal log of events, activities and all your points of contacts undertaken throughout the incident.

4.16. IT&S Unit Leader

IT & S UNIT LEADER	INITIAL / ONGOING ACTIONS	
	A	When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B	Obtain initial briefing from Logistics Section Chief, attend daily staff meeting and briefings, and relay important information to Communications Unit personnel.
	C	Conduct location survey of available on-scene communications equipment.
	D	Work with Section Chiefs to identify and ensure timely and efficient provision of communications equipment to incident facilities and for field personnel.
	E	Establish Communications Centres, as appropriate and establish/integrate communications networks.
	F	Allocate specific communication frequencies and telephone numbers to specific networks.
	G	Maintain and monitor communications equipment.
	H	Provide and supervise technical staff necessary for 24-hour communications support, including installation, maintenance, change-outs, and removal of equipment.
	I	Keep Logisitcs Section Chief informed about equipment-related communications problems, shortcomings, or lack of equipment that will affect emergency response operations.
	J	Ensure that records are maintained on communications equipment distributed during emergency response operations.
	K	Provide training in proper use of communications equipment and establish telephone "hot lines", as needed.
	L	Obtain special permits, communications site rentals, and other services related to communications networks.
	M	Provide Logistics Section Chief with recommendations on timing of release of communications equipment.
	N	Demobilize communications equipment once the team has stood down.
	O	Maintain a personal log of events, activities and all your points of contacts undertaken throughout the incident.

4.17. Facilities Management Officer

INITIAL / ONGOING ACTIONS	
FACILITIES MANAGEMENT OFFICER	✓
	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Obtain initial briefing from Logistics Section Chief, attend daily staff meeting and briefings, and relay important information to Facilities Unit personnel.
	C Size up incident, identify Facilities Unit-specific problems and solutions, and break work of Facilities Unit down into manageable tasks.
	D Provide Logistics Section Chief periodic Status Reports and assist in preparation of Logistics strategic objectives.
	E Coordinate with Command Staff and Section Chiefs to determine facility requirements; typical facilities include: <ul style="list-style-type: none"> ✓ Emergency Command Post for ERT personnel ✓ Incident Command Post for IMT personnel ✓ Staging Area(s) & Warehouse and Storage Areas ✓ Sleeping quarters ✓ Food service facilities ✓ Water supply and sanitation facilities ✓ Waste handling and disposal facilities ✓ Others, as necessary
	F Work with other member(s) of Logistics Section to ensure that sufficient equipment, communications equipment, and other supply needs are provided to each facility (based on requirements of other Units).
	G Maintain files on contractors and services utilized by Facilities Unit.
	H Ensure that programmes are in place to inspect and service equipment, store spare parts, and repair or replace damaged or defective equipment at incident facilities.
	I Demobilize incident facilities.
	J Maintain a personal log of events, activities and all your points of contacts undertaken throughout the incident.

4.18. Medical Unit Leader

MEDICAL UNIT LEADER	INITIAL / ONGOING ACTIONS	
	A	When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B	Responsible for providing expertise on medical issues that may arise during the conduct of incident response operations.
	C	Act as a medical liaison with public health authorities.
	D	Brief Logistics Section Chief on medical concerns and precautions; ensure key personnel are familiar with medical issues.
	E	Assist Planning Section Chief, IMT Safety Officer, or Health and Safety Unit in preparation of incident-specific Site Safety Plan, if need so.
	F	Determine level of medical expertise needed at incident scene.
	G	Determine need for standby Medevac equipment at incident scene.
	H	Assess need for First Aid Stations at incident scene.
	I	Establish procedures for handling medical emergencies and evacuations.
	J	Prepare any Emergency Medical Plan, if required to do so.
	K	Work with On-scene Commander and Site Safety Officer to ensure that properly trained personnel, equipment, and facilities are available to pick up, transport, and treat injured personnel.
	L	Maintain an inventory of medical supplies and disburse supplies, as needed.
	M	Maintain a record of all accidents that result in injuries, illnesses, or fatalities.
	N	Provide Planning Section Chief or Situation Unit with initial and, as necessary, updated information on location of First Aid Station(s) for Situation Map.
	O	Maintain Unit/Activity Log (ICS Form 214).

4.19. Aviation / Vessel Unit Leader

INITIAL / ONGOING ACTIONS		
AVIATION / VESSEL UNIT LEADER	A	When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B	Provide assistance to other member(s) of Logistics Section Chief or Supply Unit, as needed, on transportation of personnel, equipment, materials, and supplies from points of origination to check-in destinations.
	C	Provide transportation for moving personnel, equipment, materials, and supplies from check-in destinations to incident scene.
	D	Maintain ready access to load limit information for aircraft and airfields; ensure that adequate and appropriate loading/unloading personnel and equipment are available at central receiving location(s).
	E	As needed, provide transportation services at incident scene to support at-the-scene tactical response operations.
	F	Ensure that adequate maintenance is performed on transportation equipment; maintain records.
	G	Manage transportation resources to ensure that they are properly allocated and utilized during incident response operations; develop and maintain schedules.
	H	Review draft Field Assignments, determine and address Unit responsibilities concerning provision of transportation equipment and services.
	I	Maintain a personal log of events, activities and all your points of contacts undertaken throughout the incident.
	J	Maintain Unit/Activity Log (ICS Form 214).

4.20. Security Group Leader

INITIAL / ONGOING ACTIONS	
SECURITY GROUP LEADER	
A	When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
B	Obtain initial briefing from Logistics Section Chief, attend daily staff meeting and briefings, and relay important information to Security Group personnel.
C	Size up incident, identify Security Group-specific problems and solutions, and break work of Security Group down into manageable tasks.
D	Provide Logistics Section Chief periodic Status Reports and assist in the preparation of Logistics Section-specific Strategic Objectives.
E	Work with Security Officer in the Command Section and Section Chiefs to identify security needs and priorities.
F	Develop Security Plan and issue Security Bulletins, as necessary.
G	<p>Arrange for Security at the following locations:</p> <ul style="list-style-type: none"> ✓ Incident scene (i.e. to secure Isolation Perimeter) ✓ Emergency Command Post for ERT personnel ✓ Incident Command Post for IMT personnel ✓ Camps ✓ Staging Area(s) ✓ Warehouse(s) ✓ Other facilities, as necessary
H	Obtain and supervise contract security personnel, as necessary.
I	Establish a procedure to ensure authorized personnel have rapid access to secured facilities.
J	Maintain record of all visitors to secured facilities and maintain record of security operations.
K	Consider the need for an alternate or back-up person for extended (24-hour) coverage.
L	Maintain Unit/Activity Log (ICS Form 214) and compile appropriate documentation.

4.21. Finance Section Chief

INITIAL / ONGOING ACTIONS	
FINANCE SECTION CHIEF	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Work with Logistics Section Chief to institute a requisition procedure.
	C Prepare short and long-term cost information for Duty Incident Commander.
	D Work with Law Officer on issues regarding insurance coverage and exclusions, claims management processing, and approach to settlements.
	E Facilitate preparation and distribution of guidelines, procedures, forms, and establishment of a data management system necessary to account for expenditures made during incident response operations.
	F Review all relevant insurance programs and ensure notification of insurers and appointment of loss adjusters.
	G Ensure that appropriate cost and accounting control systems are established.
	H Ensure that an expenditure tracking system is utilized and kept current.
	I Provide adequate accounting systems, including: auditing, billing, and documenting labor, material, and services used.
	J Oversee administration of vendor contracts, and service and equipment rental agreements.
	K Ensure that adequate pool of personnel is retained and compensated.

4.22. Finance Officer

INITIAL / ONGOING ACTIONS	
FINANCE OFFICER	A When notified of an incident proceed to the Incident Command Post, PHE Tower, 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B Obtain initial briefing from Logistics Section Chief, attend daily staff meeting and briefings, and relay important information to Finance team personnel.
	C Provide Finance Section Chief periodic Status Reports and assist in the preparation of Finance Section-specific Strategic Objectives.
	D Ensure that system is in place to properly manage financial aspects of emergency response operations as they relate to equipment, materials, and supplies.
	E Account for equipment, materials, and supplies expenditures; maintain cumulative cost record.
	F Coordinate invoice verifications, appropriate charge coding, system input, and delivery to appropriate personnel for processing and payment.
	G Work with Logistics Section Chief or Procurement/Supply Unit to coordinate verification of receipts, invoices, and special payments.
	H Establish necessary controls to audit/validate charges for equipment, materials, and supplies.
	I Develop and review delegations of authority and expenditure approval limits.
	J Consider the need for an alternate or back-up person for extended (24-hour) coverage.
	K Maintain Unit/Activity Log (ICS Form 214) and compile appropriate documentation.

4.23. HR Officer (Compensation & Claims Unit)

INITIAL / ONGOING ACTIONS		
HR OFFICER (COMPENSATION & CLAIMS UNIT)		
	A	When notified of an incident proceed to the Incident Command Post, PHE Tower 6th Floor, Room # 117. Ensure you sign into the entry log at the Incident Command Post, PHE Tower 6th Floor, Room # 117.
	B	Obtain initial briefing from Logistics Section Chief, attend daily staff meeting and briefings, and relay important information to Compensation/Claims personnel.
	C	Work with Law Officer and HR Officer in the Command Section to establish procedures for handling claims by injured personnel.
	D	Interview injured parties to gather complete and accurate information on the nature and severity of injuries.
	E	Receive and process all Compensation for Injury Claims and ensure that they are properly handled.
	F	Establish system for receipt, evaluation, and processing of all 3 rd party claims; consult with Finance Section Chief and Law Officer, as necessary.
	G	Ensure that all Compensation for Injury and Claims Logs and Forms are up to date and properly routed for post-incident processing prior to mobilization.
	H	Assist HR Officer in Command Section in developing measures to handle and treat injured personnel, handle the bodies of dead personnel, interact with families, and interact with government agencies.
	I	Maintain records on number of claims, settlement costs, etc., and transmit to Finance Section Chief.
	J	Provide Command and General Staff with guidance on insurance policy reimbursement guidelines.
	K	Ensure that cost information is compiled consistent with insurance policy guidelines.
	L	Consult with insurance representatives, corporate insurance brokers, and underwriters to determine documentation required for insurance purposes.
	M	Maintain Unit/Activity Log (ICS Form 214) and compile appropriate documentation.

5. Incident Management Guidelines

The checklist cover the following roles/functions:

- 5.1 Setting up the Incident Command Post
- 5.2 Setting up the alternative Incident Command Post
- 5.3 Initial Actions – Getting Organised
- 5.4 Briefings
- 5.5 Information Centre (IMT Status Boards)
- 5.6 Command & General Staff Assessment Meetings
- 5.7 Offshore Incidents
- 5.8 Well Control Incidents
- 5.9 Offshore Oil Spill Incidents
- 5.10 Onshore Receiving Facility Incidents
- 5.11 Road Traffic Accidents
- 5.12 Fire in the PHE ONWJ Jakarta Office
- 5.13 Missing Personnel
- 5.14 Natural Disaster
- 5.15 Terrorist / Security Incident
- 5.16 Occupational Health Incident
- 5.17 Helicopter Incident
- 5.18 Incident End and Final Actions

5.1. Setting up the Incident Command Post

The PHE ONWJ Incident Command Post is located on the 6th Floor PHE Tower Building and the Business Support Team Centre is located on the same Floor. Security is present 24 hours per day.

Diagram 1: Incident Command Post (ICP) and Operation Section Chief (OSC) Room, and Situation / Planning Room at PHE Tower 6th Floor, Room # 117, 64 and 63

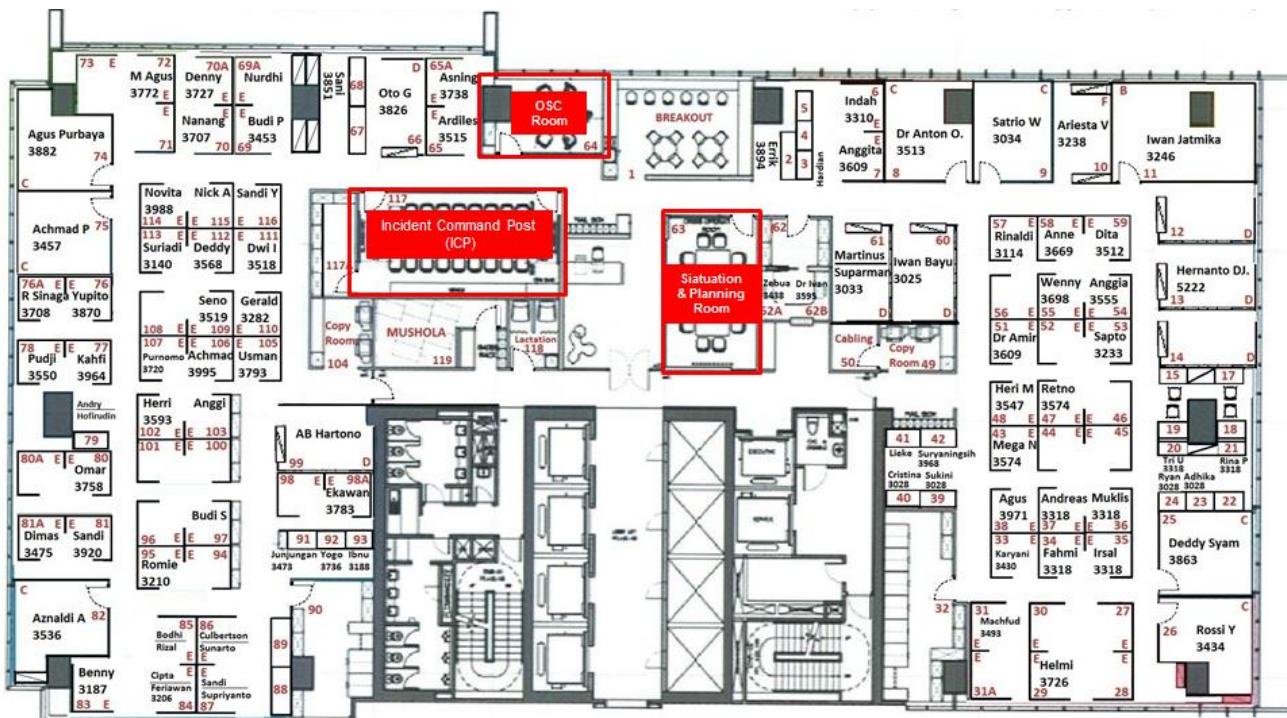
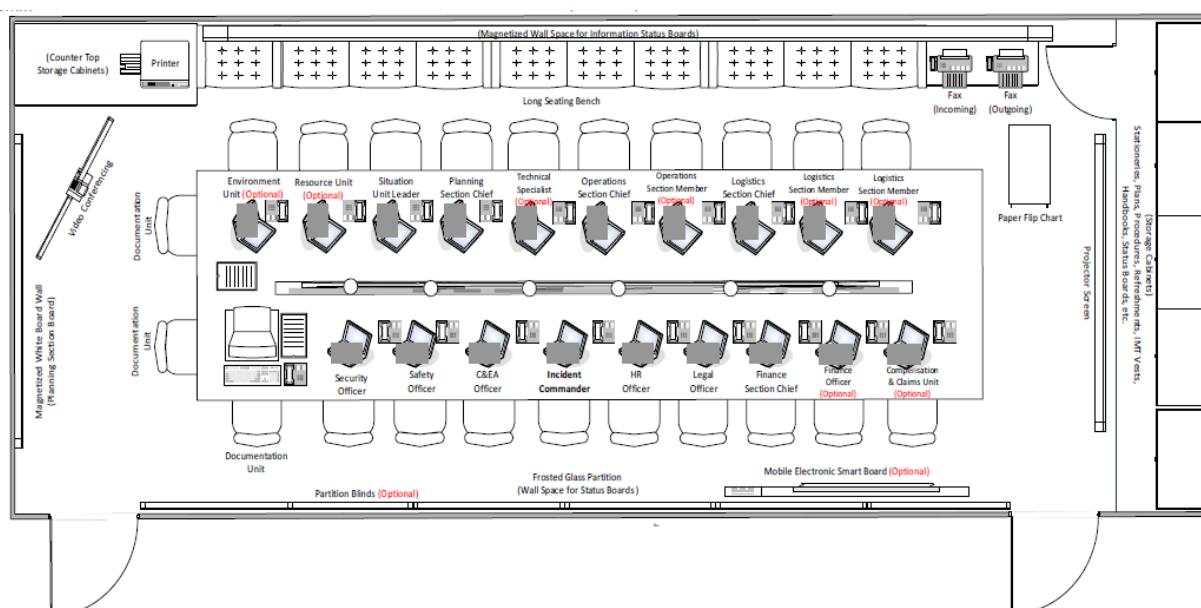


Diagram 2: Incident Command Post (ICP) set up



5.2 Setting up the Alternative Incident Command Post

The Alternative Incident Command Post will be located on the 2nd Floor of PHE Tower Building and the Business Support Team Room will be located on the 12th Floor PHE Tower. It will be available 24 hours a day, with access being gained via the Security Office at the entrance into 2nd and 12th Floors respectively.

In the event if both locations are not available, then a pre-identified and approved hotel or location will be used as an alternate site for the IMT and BST members to meet. At the alternative location, there will be a place identified to store all IMT information that would be required by the IMT members to utilise during the course of the response operations. It should at least contain the following items:-

- ✓ A Copy of the Relevant Plans
- ✓ Envelopes containing individual checklists and log sheets
- ✓ Emergency contact telephone directories
- ✓ Maps of the area of Operations
- ✓ Copies of Status Boards
- ✓ Log sheets
- ✓ Stationary

Electronic white boards and access to printers and fax machines are available in the alternative Incident Command Post.

5.3 Initial Actions – Getting Organised

PERTAMINA HULU ENERGI OFFSHORE NORTH WEST JAVA (PHE ONWJ)
INCIDENT COMMAND POST (ICP)
SET-UP ACTION CHECKLIST

Actions to be taken by the first team member arriving at the Incident Command Post (ICP) include:

FIRST IN ROOM ACTIONS	CHECK
1. Proceed to the Incident Command Post (ICP) and ensure the IMT Check-in / Check-out Form is signed.	
2. Ensure that the Individual IMT Folders and the IMT Roles & Responsibility Checklists from the cabinets / storage area are put at the relevant function positions.	
3. Ensure that all telephones and additional telephones are plugged in at the relevant positions and are operational .	
4. Confirm Documentation Unit Desktop / PC is switched on (depending on availability).	
5. Ensure that printers, projector, fax machine and electronic whiteboard are switched on.	
6. Ensure IMT Status Boards are available and put up as well as adding any known information.	
7. Inform the PHE ONWJ Office Switchboard / Security Personnel (during working hours and non-working hours) and request them to use their relevant checklists.	
8. If emergency and/or incident event type and location is known, obtain relevant Scenario Based Incident Response Action Checklist from the Incident Management Plan (IMP) located in the storage cabinet of the ICP.	
9. On arrival of the Duty Incident Commander , brief on the situation and wait for further instructions from the Duty Incident Commander.	
10. Resume own duties when able to.	

5.4 Briefings

- As members sign in at the Incident Command Post, PHE Tower 6th Floor, Room # 117, they will be looking for information that will allow them to move into a “proactive” mode of operations. The type of information they will need includes:
 - ✓ Who is in charge?
 - ✓ What their role is and where they fit into the overall organization?
 - ✓ What has happened?
 - ✓ What, so far, has been done to respond to what has happened?
 - ✓ What does the Duty Incident Commander want members to focus on during the initial stage of crisis management operations?
- The best way to quickly and efficiently impart the above-mentioned information will be through the presentation of periodic, short briefings by the Duty Incident Commander, or his designate alternate, to the IMT members.
- During a briefing, the Duty Incident Commander will stand at a focal point in the Incident Command Post, PHE Tower 6th Floor, Room # 117 and ask everyone for their attention.
- During the initial update, the Duty Incident Commander , will introduce themselves, and review the key IMT organisational assignments (note: the Situation Unit Leader will be responsible for capturing information on organisational assignments and posting the information in the Information Centre).
- Next, the Duty Incident Commander will present what they know about the incident, what is being done by the Emergency Response Team (ERT) to respond to the incident, and what assistance, if any, the ERT has asked the IMT to provide.
- Finally, the Duty Incident Commander will provide the IMT members with an initial list of objectives and response priorities.

Additional briefings will be given when new information is received that is of interest to IMT members. This may be the receipt of significant information regarding the status of the incident or to advise the IMT whenever there is a need to make a strategic change in the response to the incident. This briefing is a “one way” communication for information purposes to the IMT. Any questions which arise due to the information provided are to be taken outside of the Team Briefing.

- The following are the purpose, suggested attendees and agendas for the initial incident briefing that will be held by an IMT during the initial phase of the incident management operations:

INITIAL INCIDENT BRIEFING MEETING (ICS 201)

Purpose:

Provides the incoming Duty Incident Commander with basic information regarding the incident situation and resources allotted to the incident

Serves as the IAP for the initial response and remains in force until the Planning Section generates the incident's first IAP

Suitable for briefing individuals newly assigned to Section Chief Positions or to the Command Staff

When: As members of the IMT arrive at the Incident Command Post, or as necessary

Facilitator: Initial Duty Incident Commander

Attendees: Command Staff (as required), Section Chiefs (as required)

Special Preparation: Prepare the ICS 201 based on input from Site Responders

Agenda: INITIAL INCIDENT BRIEFING MEETING (Using ICS 201 as an outline)

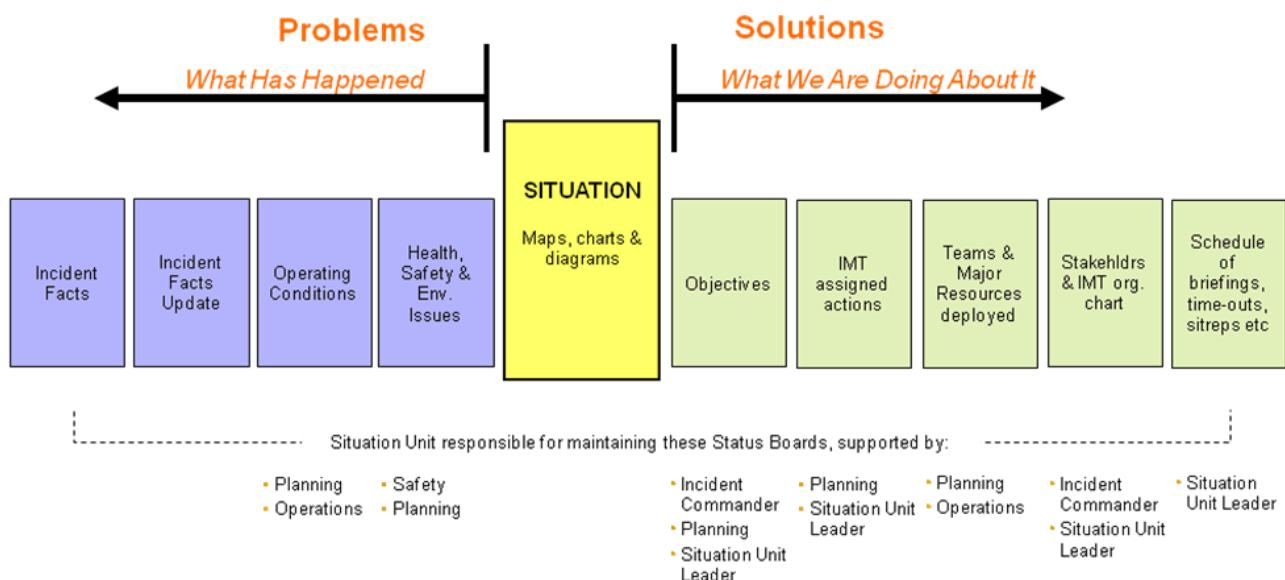
AGENDA ITEMS	RESPONSIBLE PERSONS
<ul style="list-style-type: none"> • Situation (use map/charts) <ul style="list-style-type: none"> – Territory – Exposures – Safety concerns – Personnel status – Source status – Progress being made – Additional assistance needed • Objectives and priorities • Strategies and tactics • Current organization • Resource assignments • Resources en route and / or ordered • Facilities established 	Initial Duty Incident Commander (for all points)
Review incident potential *1	Duty Incident Commander
Establish time of next meeting	Duty Incident Commander

5.5 Information Centre (IMT Status Boards)

As information is generated in the ICP regarding the ERT's and IMT's response to the incident, it will be captured and displayed in the Information Centre. The Information Centre will be viewed as the one place in the Incident Command Post, PHE Tower 6th Floor, Room # 117 where anyone can go, at any time, to learn about the current nature and status of the incident and the current nature and status of crisis management operations.

The Information Centre will be established and maintained by the Situation Unit Leader. It should contain a Situation Map and Status Boards generated by the IMT that present information on the incident and the nature and status of emergency response operations (see Section 10 for full list of IMT Status Boards).

*1 If incident potential has been discussed prior to the meeting. If not, the Duty Incident Commander should indicate who will meet, when, and where to discuss incident potential.



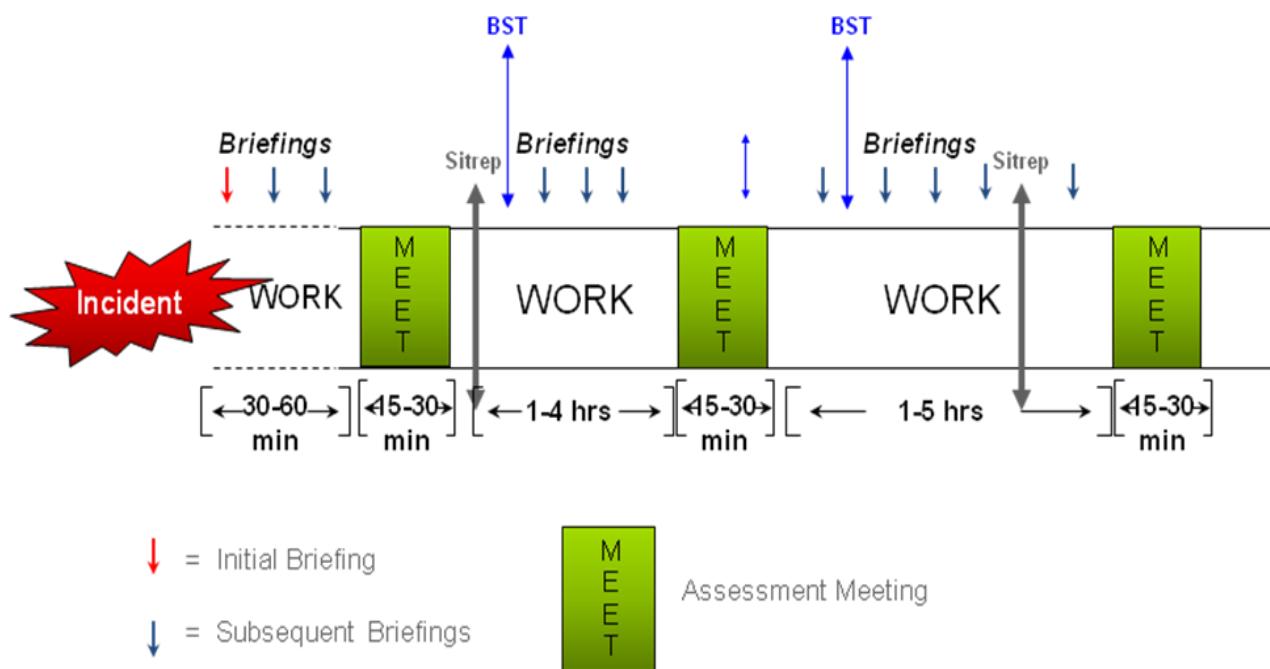
Note: Sophisticated resources not needed - Flip-chart sheets stuck on a wall are very effective!

5.6 Command & General Staff Assessment Meetings

At specific times during the management of an incident it will be appropriate for the Command and General Staff to meet. This meeting is led by the Duty Incident Commander, or delegate, and has the key function of identification of overall IMT objectives and progress towards meeting these objectives, categorising key issues and identifying actions and understanding incident potential.

In order to achieve the maximum potential from the assessment meeting, the following protocols should be observed:

- ⇒ Start meetings on time.
- ⇒ Take roll call of meeting attendees.
- ⇒ Review agenda, if appropriate.
- ⇒ Review meeting ground rules, if appropriate:
 - ✓ Purpose of meeting is to brief Duty Incident Commander on status of response operations; briefings should be directed to Duty Incident Commander.
 - ✓ One person speaks at a time.
 - ✓ Person giving briefing not interrupted during briefing; questions held to end of each briefing.
 - ✓ Do not work problems; problems become Action Items to be addressed after meeting.
- ⇒ Follow agenda.
- ⇒ Assign responsibilities for Action Items.
- ⇒ When last agenda item is addressed, END MEETING.

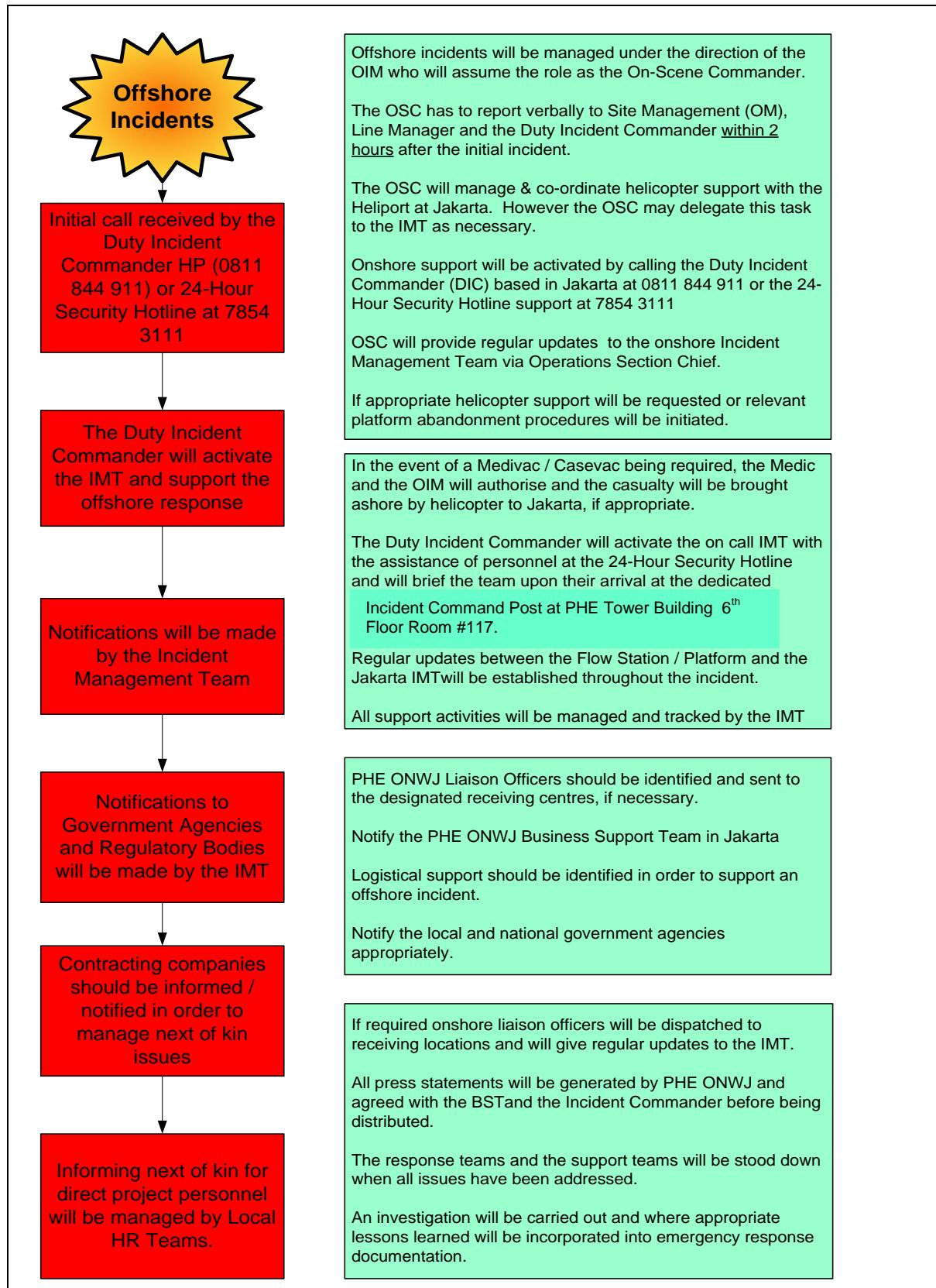


The following is an agenda for conducting a Command and General Staff (Assessment) Meeting:

AGENDA ITEMS	RESPONSIBLE PERSONS
Review of Action Items from previous meeting	Planning Section Chief
Review of Objectives and Command activities	Duty Incident Commander
Safety & security Status Report	Safety / Security Officer
Humanitarian Assistance Status Report	HR Officer
Operations Section Status Report <ul style="list-style-type: none"> ▪ Location of spilled / emitted materials ▪ Status of source 	Operations Section Chief (Operations, D&C and E&I / Project)
Planning Section Status Report	Planning Section Chief
Environmental Unit Status Report	Environmental Unit Leader
Logistics Section Status Report	Logistics Section Chief
Finance Section Status Report	Finance Section Chief
Media & Public Affairs Status Report	C&EA Officer
Government Affairs Status Report	C&EA Officer
Legal Affairs Status Report	Law Officer
Summary of priorities	Duty Incident Commander
Review and assignment of Action Items	Duty Incident Commander
Time of next meeting	Planning Section Chief

If the Security Officer is activated, they should also present their report at this meeting

5.7 Offshore Incidents

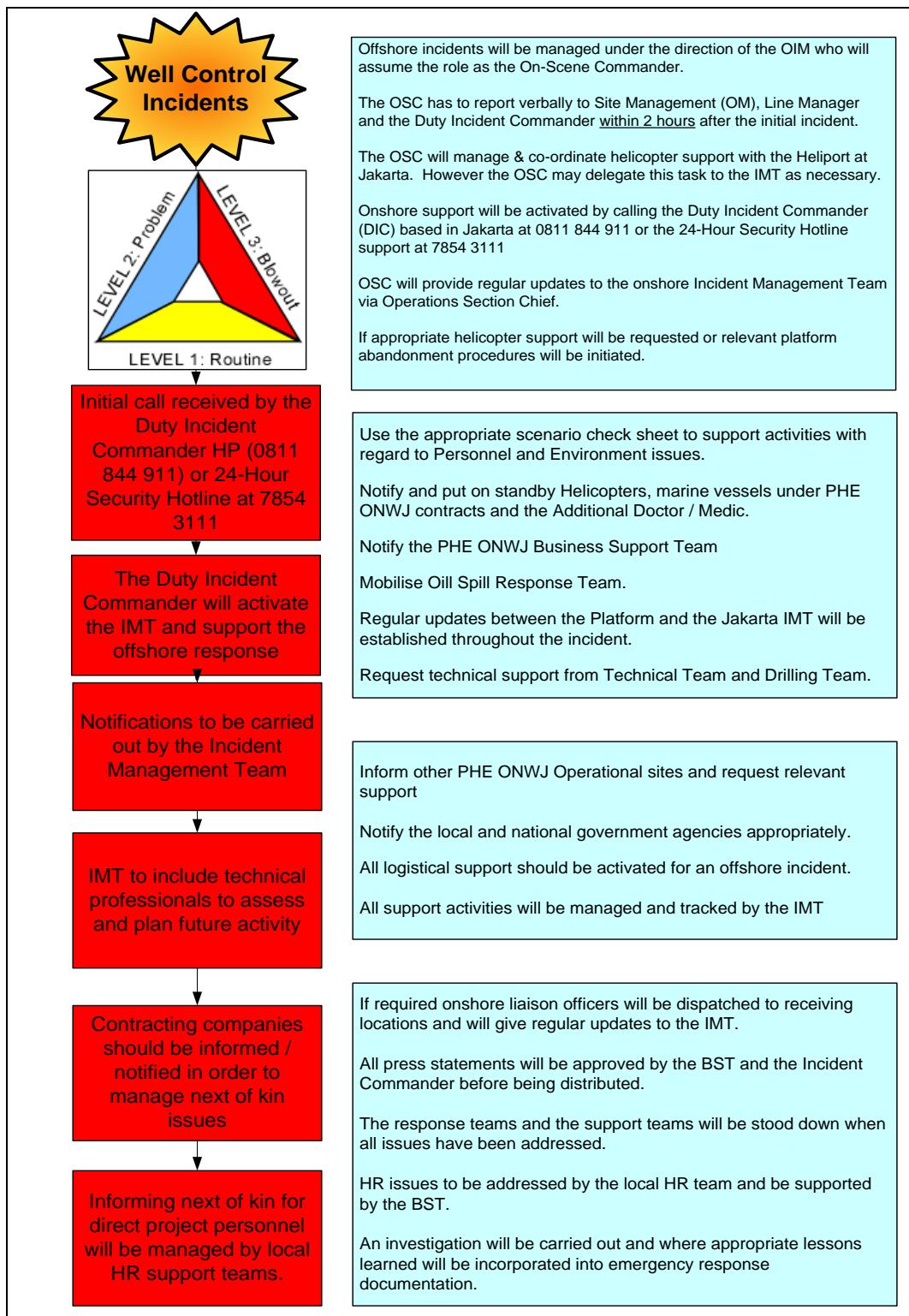


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Offshore Incidents		✓	
Initial Actions	A	Duty Incident Commander to be notified by the 24-hour Emergency Number using weekly ROTA sheet.	
Ongoing Notifications	B	Duty Incident Commander to assess situation and request call out of IMT via the Duty Service Desk Operator (IT&S).	
Initial Actions	C	Incident Management Team to set up the Incident Command Post and receive a brief on the situation.	
Initial Actions	D	Confirm communication lines with the Flow station / Platform and delegate the Operations IMT Representative to maintain the communications.	
Initial Actions	E	Ensure that Helicopters have been alerted and are responding.	
Initial Actions	F	Notify the PHE ONWJ Business Support Team.	
Initial Actions	G	Notify local and national government agencies of the incident.	
Initial Actions	H	Notify the other Java Field Operational Sites accordingly.	
Ongoing Notifications	I	Maintain communications with between the ERT and IMT.	
Ongoing Notifications	J	Establish a technical team out-with the IMT to plan and be proactive with solving problems. (This team should report back to the IMT at agreed times during the incident).	
Ongoing Notifications	K	Confirm the press statement development, approval and distribution process with the Business Support Team and the Duty Incident Commander prior to general release.	
Ongoing Notifications	L	Request the HR representative to start assembling a HR support team.	
Additional Info	M	IMT (admin) to complete hourly sit rep form and distribute to the management support teams.	
Additional Info	N	Ensure that the PHE ONWJ Business Support Team is being regularly updated.	
Additional Info	O	Ensure that press holding statements have been prepared and that they have been approved prior to general release.	
Additional Info	P	Ensure that all information received by the IMT has been logged and can be used during any post investigations.	
Additional Info	Q	Consider dispatching liaison support to potential receiving centres.	
Additional Info	R	Stand down relevant team members as the incident is being brought under control.	

5.8 Well Control Incidents

Priority during well control is the ability to save life. This may focus initially on the well; e.g. to maintain stability by following actions designed to save life. The Incident Management Team should respond to the actions of the OIM, the underlying strategy for well control incidents being one of overreaction. This policy should include over communication and over mobilisation of support resources - situations are so uncertain that escalation can happen very quickly, without much notice.



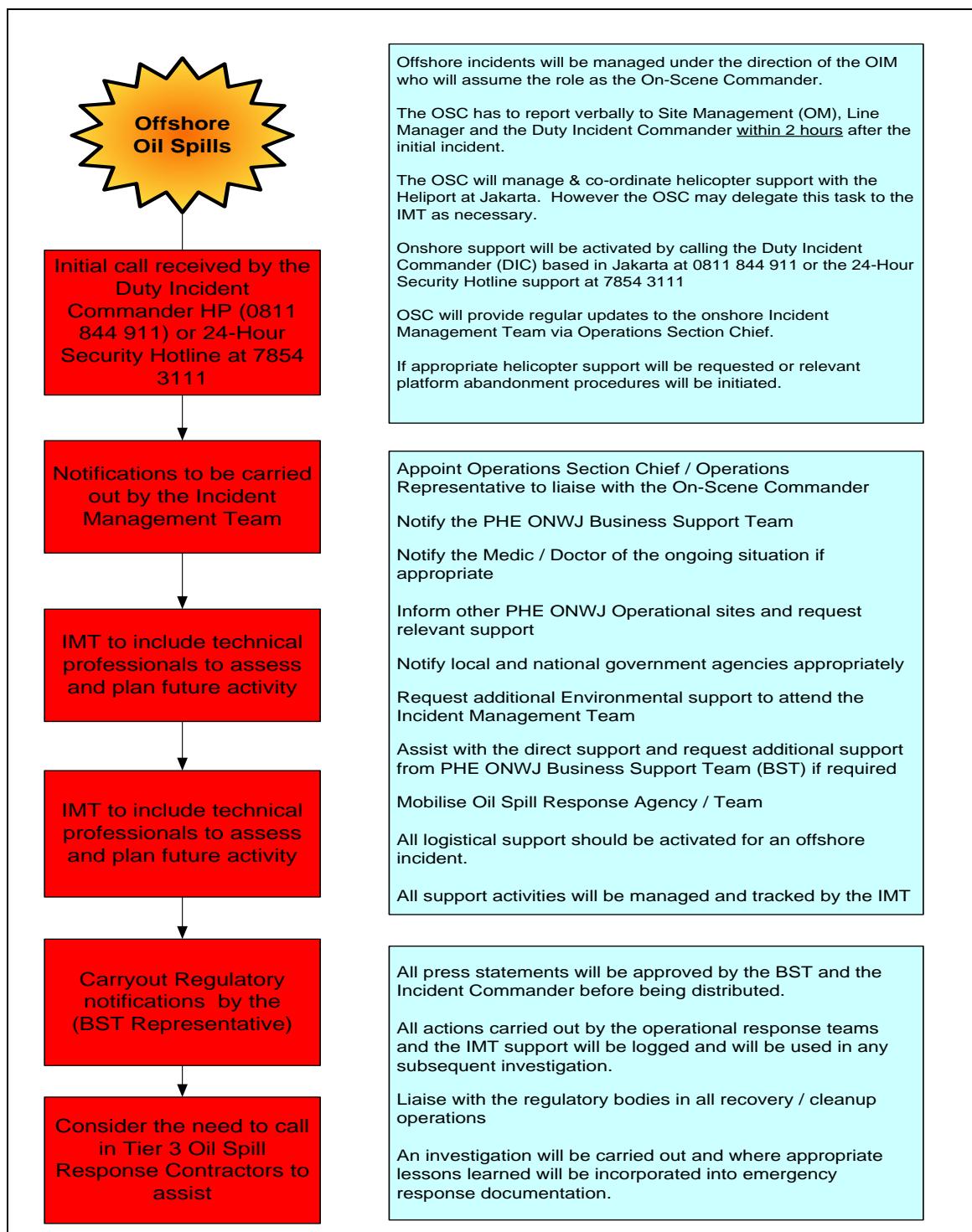
Well Control Incidents

✓		
Initial Actions	A	Duty Incident Commander to be notified by the 24-hour Emergency Number using weekly ROTA sheet.
	B	Duty Incident Commander to assess situation and request call out of Incident Management Team - mobilise specialist support.
	C	Upon arrival the Incident Management Team are to set up the room and receive a brief from the Duty Incident Commander.
	D	Confirmation of reliable communication lines are to be confirmed with the Platform.
	E	Support the OIM actions & prepare for potential evacuation of personnel from the platform.
	F	IMT to activate support from Oil Spill Response Team.
	G	Notify the PHE ONWJ Business Support Team.
	H	Notify local and national government agencies of the incident.
	I	Notify the other Java Field Operational Sites accordingly.
	J	Establish objectives for Engineering team for the next 12 to 24 Hours, long term assistance on scene.
Ongoing Notifications	K	Co-ordinate extra resources to provide diagnostic and modelling info.
	L	Work with specialists for preparing a relief well drilling program.
	M	DRILLING SUPERINTENDENT CHECKLIST - IMT OPS ROLE - ESTABLISH the best method of communication and means of contact. Plan for future communications; Define a communication protocol.
	N	Maintain communications with between the ERT and IMT.
	O	Establish a technical team out-with the IMT to plan and be proactive with solving problems, (this team should report back to the IMT at agreed times during the incident life-cycle).
	P	Confirm the press statement development, approval and distribution process with the BST and the Duty Incident Commander prior to general release.
Additional Info	Q	Update the Incident Management Team on the status of external support if any.
	R	IMT (Admin) to complete hourly sit rep and distribute to IMT members & PHE ONWJ Business Support Team.
	S	Ensure that the HR teams are managing the personnel issues and contracting companies of the ongoing situation.
	T	Ensure that all information received by the IMT has been logged and can be used during any post investigations.
	U	Stand down relevant team members as the incident is brought under control.

5.9 Offshore Oil Spill Incidents

Management for offshore oil spills will be under the direction of the OIM, the Standby Vessel Master and PHE ONWJ drilling representative.

The IMT should request direct support from the Business Support Team. The Oil Spill Response agency will be mobilised and additional support will be activated on behalf of the IMT, who will oversee offshore activities. If activated, the Oil Spill Response Representative may be requested to attend the Incident Command Post.

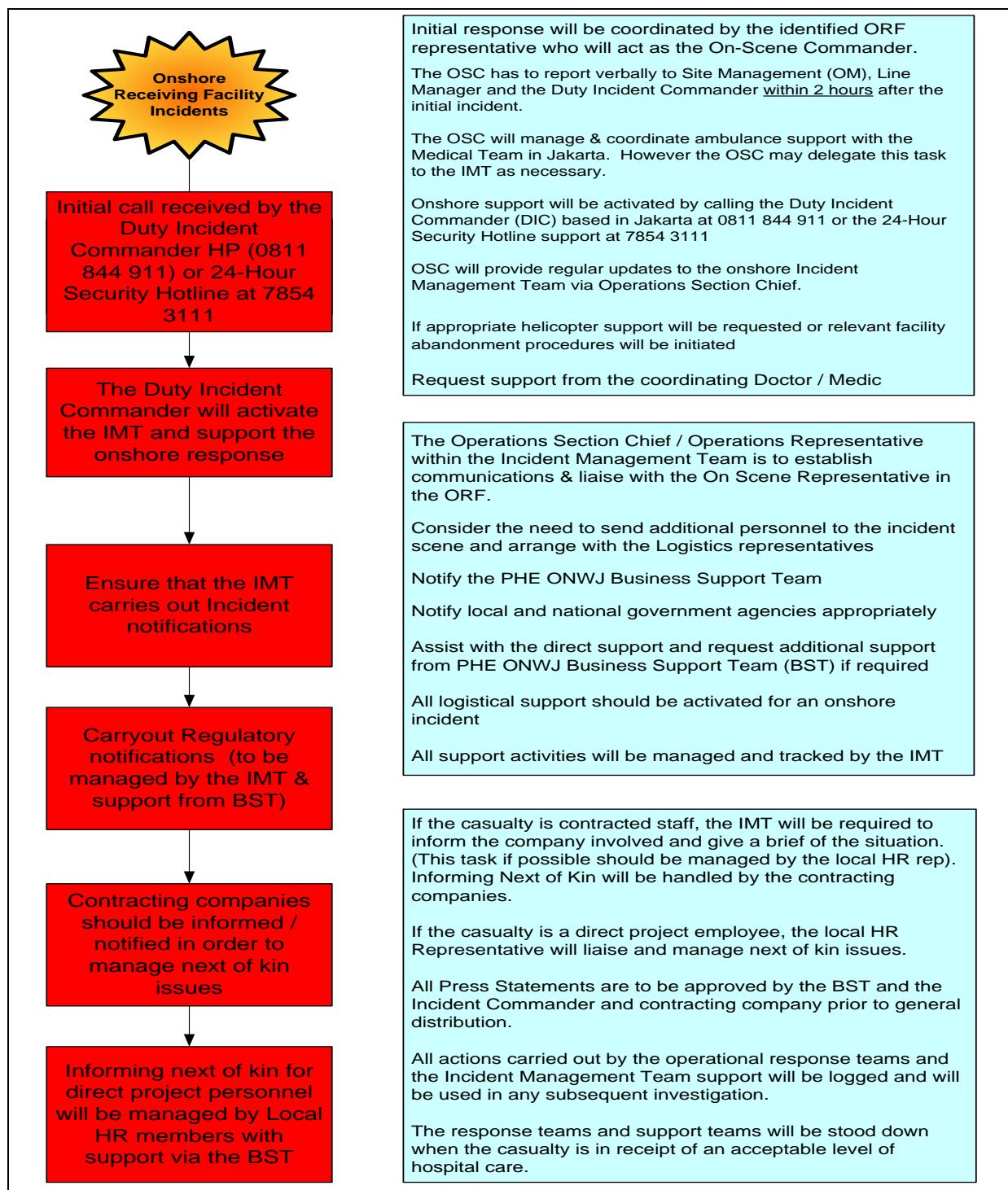


<h2 style="text-align: center;">Offshore Oil Spill Incidents</h2>		
Initial Actions	A	Duty Incident Commander to be notified by the 24-hour Emergency Number using weekly ROTA sheet.
	B	Duty Incident Commander to assess situation and request call out of Incident Management Team - mobilise specialist support.
	C	Confirm availability of secure communication lines are to be confirmed with the incident scene.
	D	Upon arrival the Incident Management Team are to set up the room and receive a brief from the Duty Incident Commander.
	E	Notify the PHE ONWJ Business Support Team if appropriate.
	F	Notify local and national government agencies of the incident.
	G	Request additional Environmental support within the Incident Command Post via the BST.
	H	Notify the other Java Field Operational Sites accordingly.
Ongoing Notifications	I	Update the PHE ONWJ Business Support Team.
	J	Notify the Supply Base of the incident and put on standby to support the response.
	K	Request regular updates from the PHE ONWJ Well Site Leader.
	L	Confirm all press statement development, approval and distribution process with the BST and the Duty Incident Commander .
Additional Info	M	Complete hourly sit rep and distribute to the PHE ONWJ Business Support Teams.
	N	Consider the need to activate Tier three Oil Spill Response following oil spill projection trajectories.
	O	Ensure that the BST and the Duty Incident Commander are managing the reputation issues and pressure groups.
	P	Establish a technical team out-with the IMT to plan and be proactive with solving problems. (This team should report back to the IMT at agreed times during the incident life-cycle).
	Q	Retain all Incident Management Team information for any future investigation.
	R	Stand down relevant team members as the incident is being brought under control.

5.10 Onshore Receiving Facility (ORF) Incidents

Direct support for incidents affecting the Onshore Receiving Facilities (ORF) will be via the Jakarta Incident Management Team based in Jakarta. A simple command chain structure has been established. Identified ORF individual will perform the role of On Scene Representative and will be able to co-ordinate with the IMT in Jakarta. Once details are known, the Duty Incident Commander will assess the need for sending support to the location of the ORF.

The Duty Incident Commander should consider sending additional staff to the location of the ORF to support the incident response.



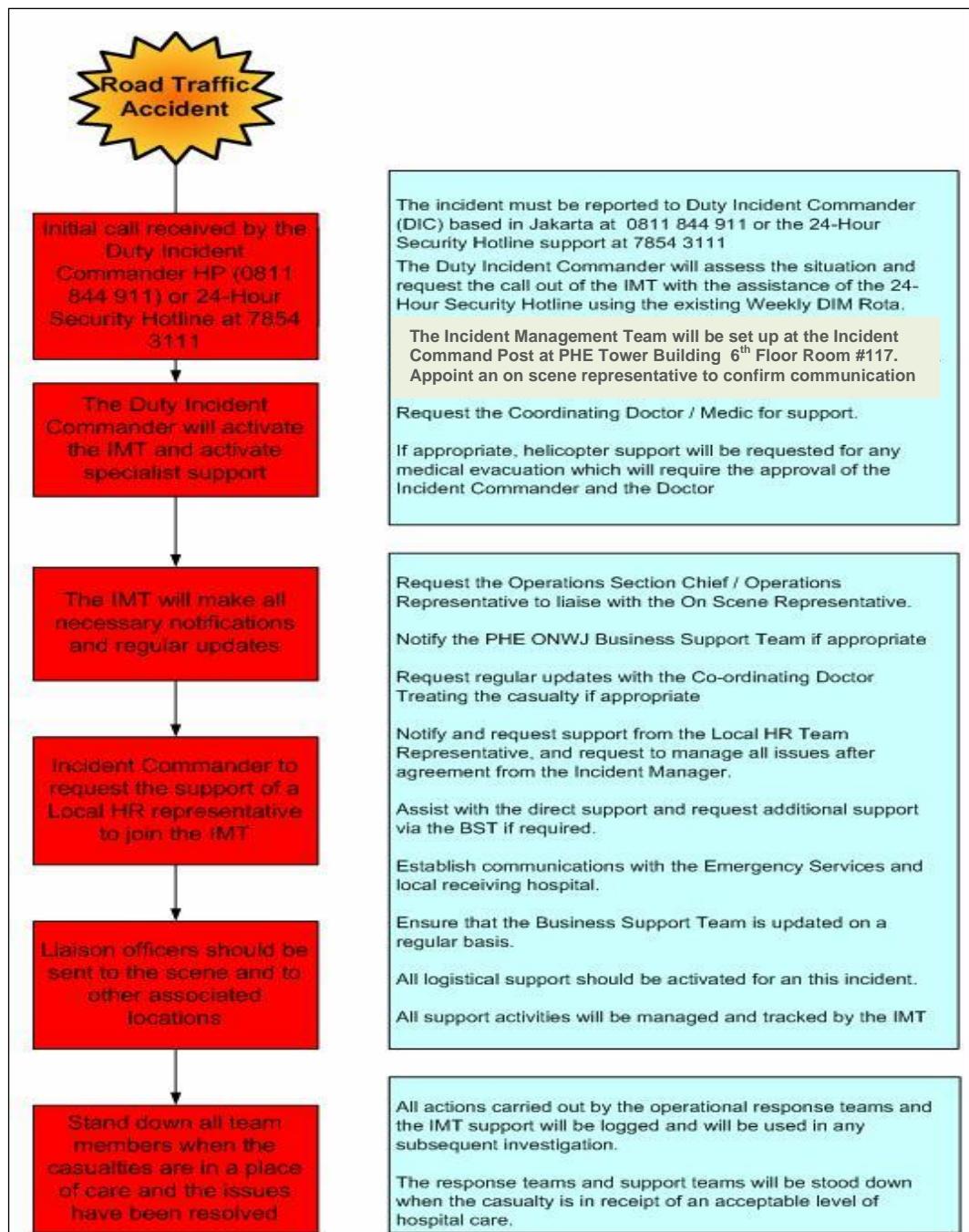
Onshore Receiving Facility (ORF) Incidents

Initial Actions	
A	Duty Incident Commander to be notified by the 24-hour Emergency Number using weekly ROTA sheet.
B	Duty Incident Commander to assess situation and request call out of Incident Management Team - mobilise specialist support.
C	Incident Management Team to set up the Incident Command Post, PHE Tower Building 6 th Floor, Room # 117 and receive a brief from the Duty Incident Commander.
D	Request that an identified ORF individual is made available and confirm communications.
E	Notify the Coordinating Doctor / Medic and request support if appropriate.
F	Duty Incident Commander to identify and make arrangements for sending additional support to the location of the ORF.
G	Notify Offshore of the ongoing situation i.e. the Java Fields Operations.
H	Notify the PHE ONWJ Business Support Team.
I	Notify local and national government agencies of the incident.
J	Update the PHE ONWJ Business Support Team.
K	Notify the other ORF Base of the incident and put on standby to support the response if required.
L	Request regular updates from the ORF On Scene Commander.
M	Confirm all press statement approvals with the BST and the Duty Incident Commander and contracting companies prior to general distribution via the C&EA function.
N	Ensure that the PHE ONWJ Liaison Representatives are updating the Business Support Teams on a regular basis.
O	Ensure that the local HR members are managing the next of kin issues on behalf of the Incident Management Team.
P	Ensure that all information received by the IMT has been logged and can be used during any post investigations.
Q	Stand down relevant team members as the incident is being brought under control.

5.11 Road Traffic Accidents

In the event of an individual(s) being involved in a road traffic accident, the initial notification should be given to the PHE ONWJ 24-Hour Security Hotline Number who will notify the on Duty Incident Commander if there is a requirement to activate the PHE ONWJ Incident Management Team, the Duty Incident Commander will request that the duty Incident Management Team is activated.

The Duty Incident Commander should dispatch an On-Scene Response Representatives to the scene of incident and carryout a liaison function. They will be required to give brief updates at regular intervals back to the Incident Management Team. If a Medevac is required, the Duty Incident Commander should consult with the Co-ordinating Doctor before activating support and give approval.



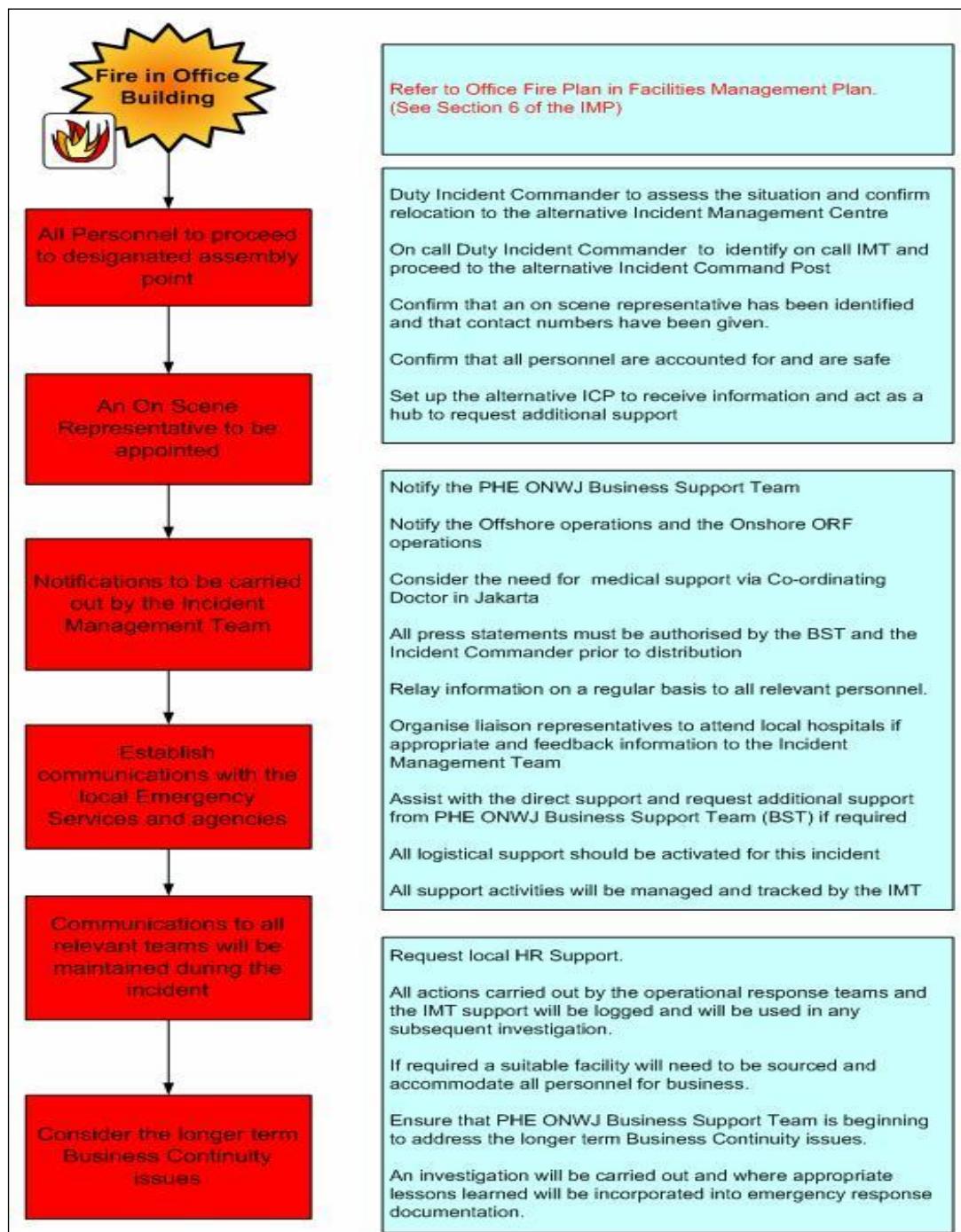
Road Traffic Accidents

Initial Actions	A	Duty Incident Commander to be notified by the 24-hour Emergency Number using weekly ROTA sheet.
	B	Duty Incident Commander to assess situation and request call out of Incident Management Team.
	C	Duty Incident Commander to identify and send an On-Scene Representative to the incident and report back to the Operations function in the IMT with regular updates.
	D	Incident Management Team to set up the Incident Command Post, PHE Tower Building 6 th Floor, Room # 117 and receive a brief from the Duty Incident Commander .
	E	Notify the PHE ONWJ Security Manager and request assistance if appropriate.
	F	Notify the Coordinating Doctor / Medic of the situation and give relevant approval for Medical assistance.
	G	Notify the PHE ONWJ Business Support Team if appropriate.
	H	Notify members of the Local HR team to assist the Incident Management Team.
	I	Establish communications with the local Police force and or relevant Emergency Services.
Ongoing Notifications	J	If appropriate send a representative(s) to liaise with the Police or receiving Hospital.
	K	Maintain communications and track all personnel sent to various locations involved in the incident.
	L	Confirm the need, and approve press statements with the Business Support Teams and the Duty Incident Commander.
	M	Request regular updates from the On Scene Representative and liaison personnel at various locations.
	N	Ensure that the Business Support Team is updated on a regular basis.
Additional Info	O	If a Medevac is required, Duty Incident Commander to approve and do the necessary documentation with the Doctor.
	P	Request specialist support (HR and informing Next of Kin) to be organized by the Local HR Team with assistance from the BST.
	Q	Ensure that all information received by the IMT has been logged and can be used during any post incident investigations.
	R	Stand down relevant team members as the incident is being brought under control.

5.12 Fire in the PHE ONWJ Jakarta Office

A fire plan for PHE Tower and Arkadia Building are included as part of the Facilities Management Plan under Linked Plan (Section 6) to this Incident Management Plan. All personnel should follow the evacuation procedure as detailed each Building Fire Plan. All personnel should make their way to the designated assembly points, and to report to the designated fire wardens, ensuring evacuation of the building is via the stairs (not lifts).

If required the on call PHE ONWJ Duty Incident Commander and appropriate Incident Management Team Members should deploy to the Alternative Incident Command Post (see 5.2) in order to manage the response and issues that a fire in the office could lead to.



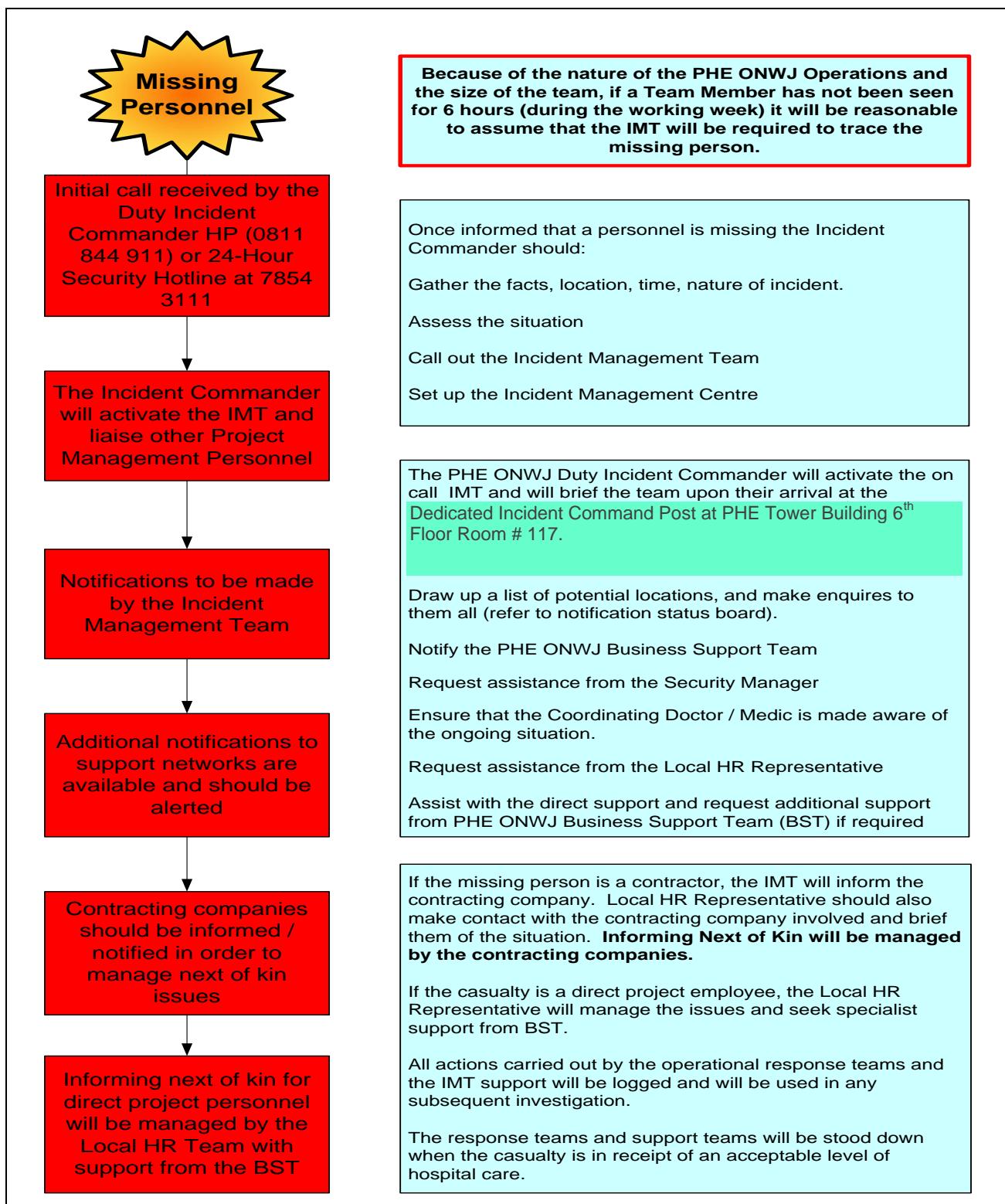
Fire in the PHE ONWJ Jakarta Office

✓	Initial Actions	
Initial Actions	A	All personnel to follow the office fire procedure and attend the assembly point.
	B	Duty Incident Commander to assess situation and consider the need to activate the alternative Incident Command Post. (Refer to 5.2)
	C	Duty Incident Commander to appoint an On-Scene Representative to manage the scene and liaise with the Emergency Services.
	D	On-Scene Representatives to ensure that all personnel have been accounted for and that their location is known.
	E	Duty Incident Commander to delegate tasks to the IMT members upon their arrival at the alternative Incident Command Post.
	F	Notify the Coordinating Doctor of the situation and give relevant approval for Medical assistance if required.
	G	Notify the Offshore Java Field Operations and the Onshore Receiving Facility Operations.
	H	Notify the PHE ONWJ Business Support Team.
	I	Request direct support from the Security Manager.
	J	Notify and request support from the Local HR Representative and Facilities Management Representative
Ongoing Notifications	K	Establish communications with the local emergency services and local agencies.
	L	Dispatch liaison representatives to relevant reception locations and report back at regular intervals.
	M	Maintain communications and track all personnel sent to various locations involved in the incident.
	N	Duty Incident Commander to obtain regular updates from the Coordinating Doctor.
	O	Confirm the press statement development, approval and distribution process with the BST and the Duty Incident Commander prior to general release.
	P	Ensure that the Business Support Team is updated on a regular basis.
	Q	Update the Offshore and Onshore Operational sites of the situation on a regular basis.
Additional Info	R	If a Medevac is required, Duty Incident Commander to approve and do the necessary documentation with the Doctor.
	S	Ensure that all information received by the IMT has been logged and can be used during any post investigations.
	T	Ensure that the PHE ONWJ Business Support Team is beginning to address the longer term Business Continuity impact.
	U	Stand down relevant team members as the incident is being brought under control.

5.13 Missing Personnel

Visitors or employees can be missing for a variety of reasons. For onshore operations, this can be as a result of a road traffic accidents or arrest by one of the security agencies.

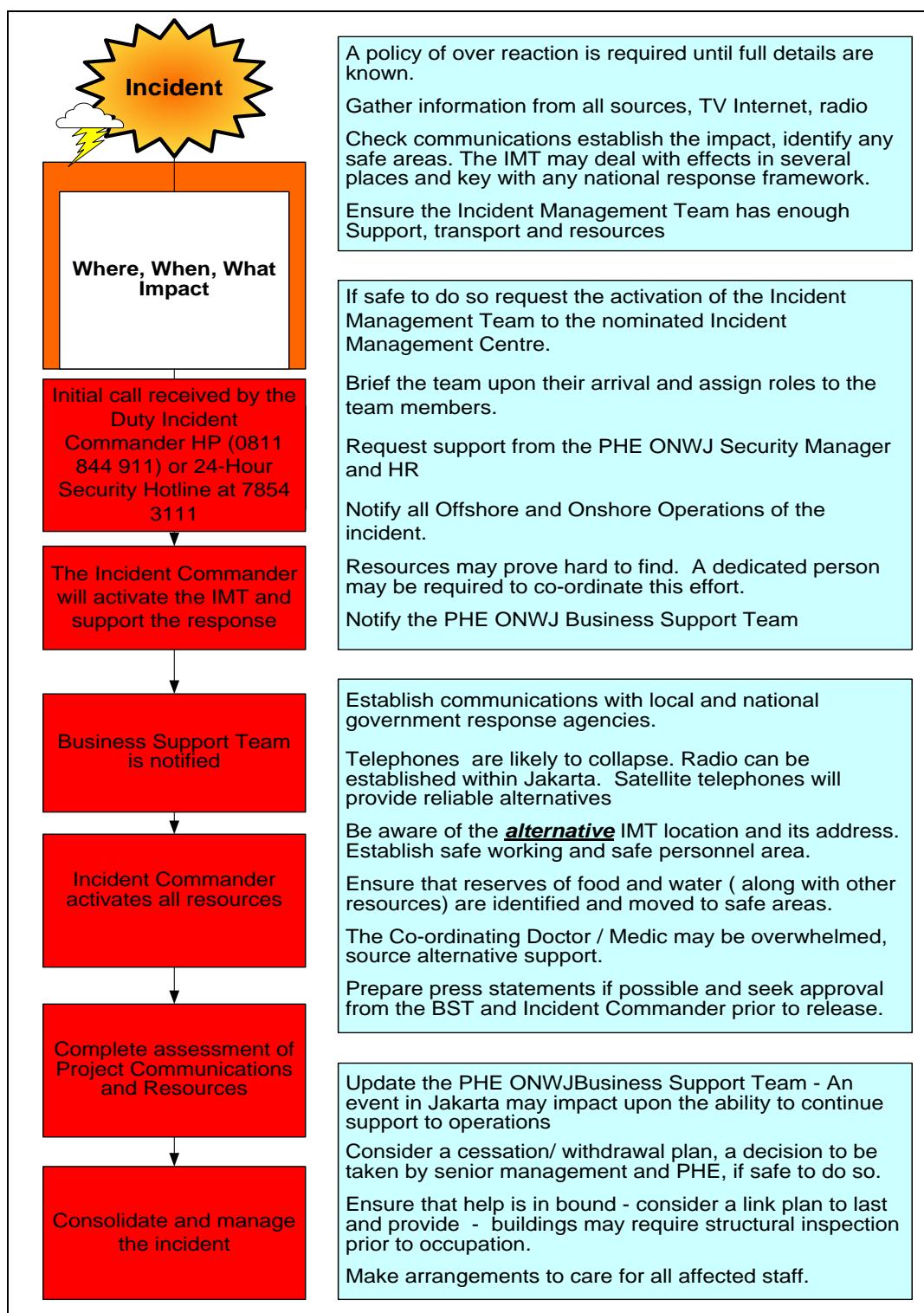
Tracing missing persons can be a difficult and long process; the PHE ONWJ Duty Incident Commander is advised to put in place a contingency plan, which should include lists, or immediate access to lists, of hospitals, police stations and the headquarters of possible locations where an arrested person could be held.



Missing Personnel		
Initial Actions	A	If a personnel do not turn up for work during a normal working day (max 6 hours), the missing personnel procedure will be initiated.
	B	The Duty Incident Commander is to be informed.
	C	The Duty Incident Commander is to assess the situation and decide whether to activate the Incident Management Team.
	D	The IMT will try to establish contact with the missing personnel by phone and a representative;
	E	The IMT will attempt to recreate a history of the missing persons last known movements by asking all work colleagues.
	F	Make enquiries with the Jakarta Hospitals. Refer to Emergency Contact Directory.
	G	Make enquiries with the Coordinating Doctor. Refer to Emergency Contact Directory.
	H	Make enquiries with the Jakarta Police Department Headquarters. Refer to Emergency Contact Directory.
	I	Make enquiries with the local and international Airports to check if the missing person has left Indonesia.
	J	If the missing person is still un-accounted for the Duty Incident Commander will task the IMT to notify the following:
	K	Notify the PHE ONWJ Business Support Team.
	L	Request support from the Security Manager.
Ongoing Notifications	M	Continue to try to establish contact with missing person using the mobile telephone number.
	N	Ensure that persons sent to check at various locations report back to the IMT at regular intervals.
	O	Request the local HR team to manage the HR issue and liaise with contracting companies if the missing person is a contractor.
	P	Regular updates are to be given to the PHE ONWJ Business Support Team.
Additional Info	Q	Ensure that all information received by the IMT has been logged and can be used during any post investigations.
	R	Stand down relevant team members as the incident is being brought under control.

5.14 Natural Disasters

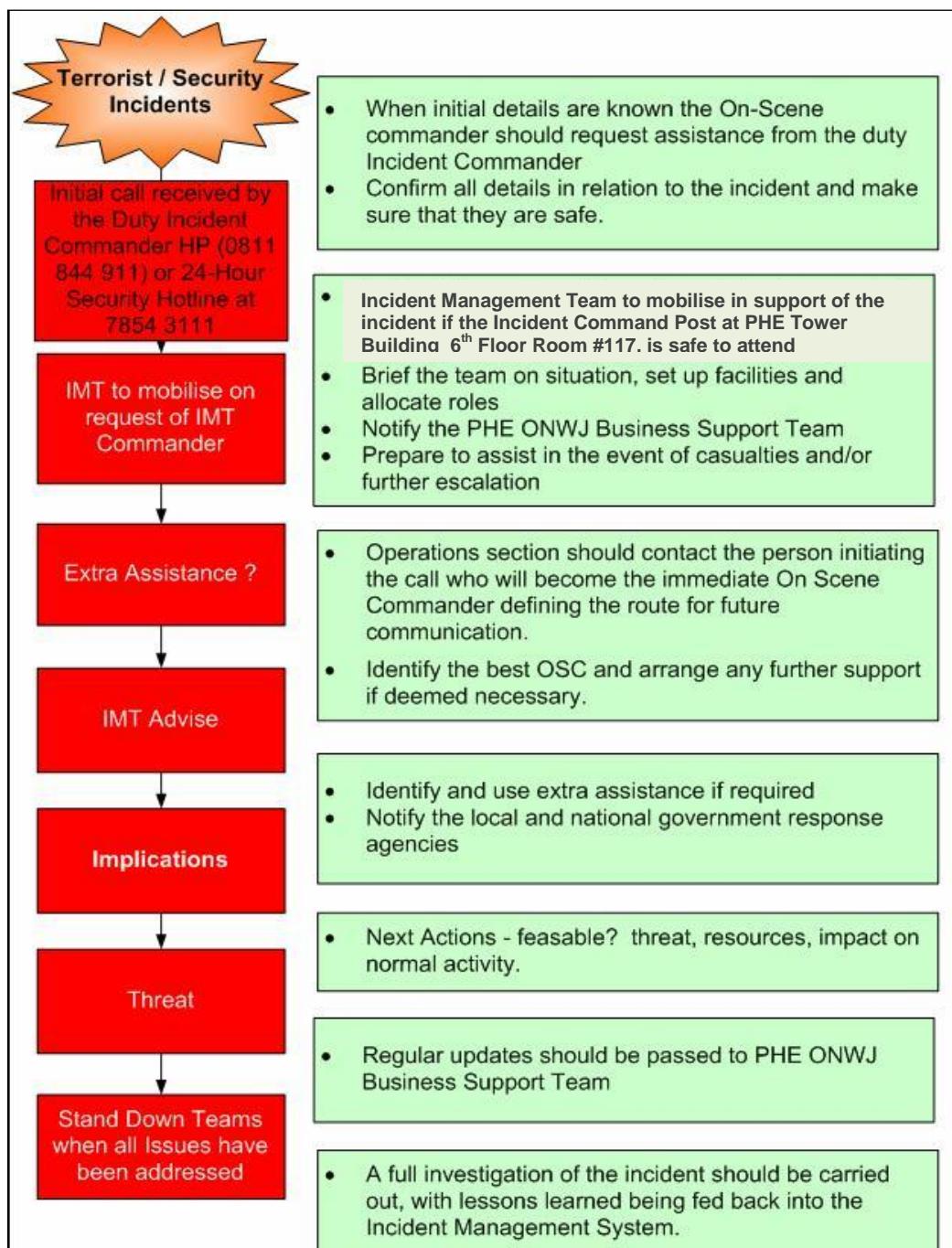
An earthquake could strike without warning anywhere affecting Jakarta and the rest of Java Island or even the drilling rigs / flow stations / platforms and it could potentially be accompanied by a tsunami. The effects will be very difficult to predict but in the worst case it will result in unexpected catastrophic loss of life and equipment. It is highly likely that the authorities will assume control as soon as they are able and PHE ONWJ will find itself subsumed into the general response. A full brief and description of an Earthquake response is included in the Facilities Management Plan (See Section 6).



		Natural Disasters	✓
Initial Actions	A	Duty Incident Commander to be notified by telephone contact using ROTA information.	
Ongoing Notifications	B	In out of hours nominate an appropriate safe location to establish the Incident Command Post.	
	C	Establish the circumstances, location size and severity of the incident and numbers of people affected.	
	D	Activate the PHE ONWJ Security Manager and request attendance to the nominated Incident Command Post.	
	E	Notify the PHE ONWJ Business Support Team.	
	F	Assess impact on operations activities, personnel, visitors - develop plan with available information.	
	G	Carry out a review of project communications, assess likely impact on the operations including checking with Drilling location.	
	H	Notify the Offshore Java Field Operations and the Onshore Receiving Facility Operations.	
	I	Select Tasks and Priorities - to Save and Protect Life & set up a secure location or safe haven if required.	
	J	Co-ordinate all available resources and attempt to source more.	
	K	Seek advice and information from other operators supporting operations from Jakarta.	
	L	Manage Casualty Issues - integrating with the Coordinating Doctor / Medical Unit.	
	M	Consider mobilization to an alternative Incident Management Team location if safe to do so.	
	N	Request the local HR team to try to account for all personnel and ensure that they are safe.	
Additional Info	O	Prepare and request approval of Press Statements from the PHE ONWJ Business Support Team and the Duty Incident Commander prior to general release.	
	P	If communications are affected refer to the satellite communications.	
	Q	Provide information to offshore operations and the onshore operations.	
	R	Ensure that the PHE ONWJ Business Support Team is being updated by the IMT Duty Incident Commander.	
	S	Ensure any information received by Incident Management Team is logged and can be used to manage incident/event and in any subsequent investigations.	
	T	Consider cessation of all operations and prepare to evacuate all personnel if required.	
	U	If required distribute money and food from a predetermined location to all staff affected by the natural disaster.	
	V	Ensure that local HR teams supported by the BST to manage all HR issues.	

5.15 Terrorist / Security Incidents

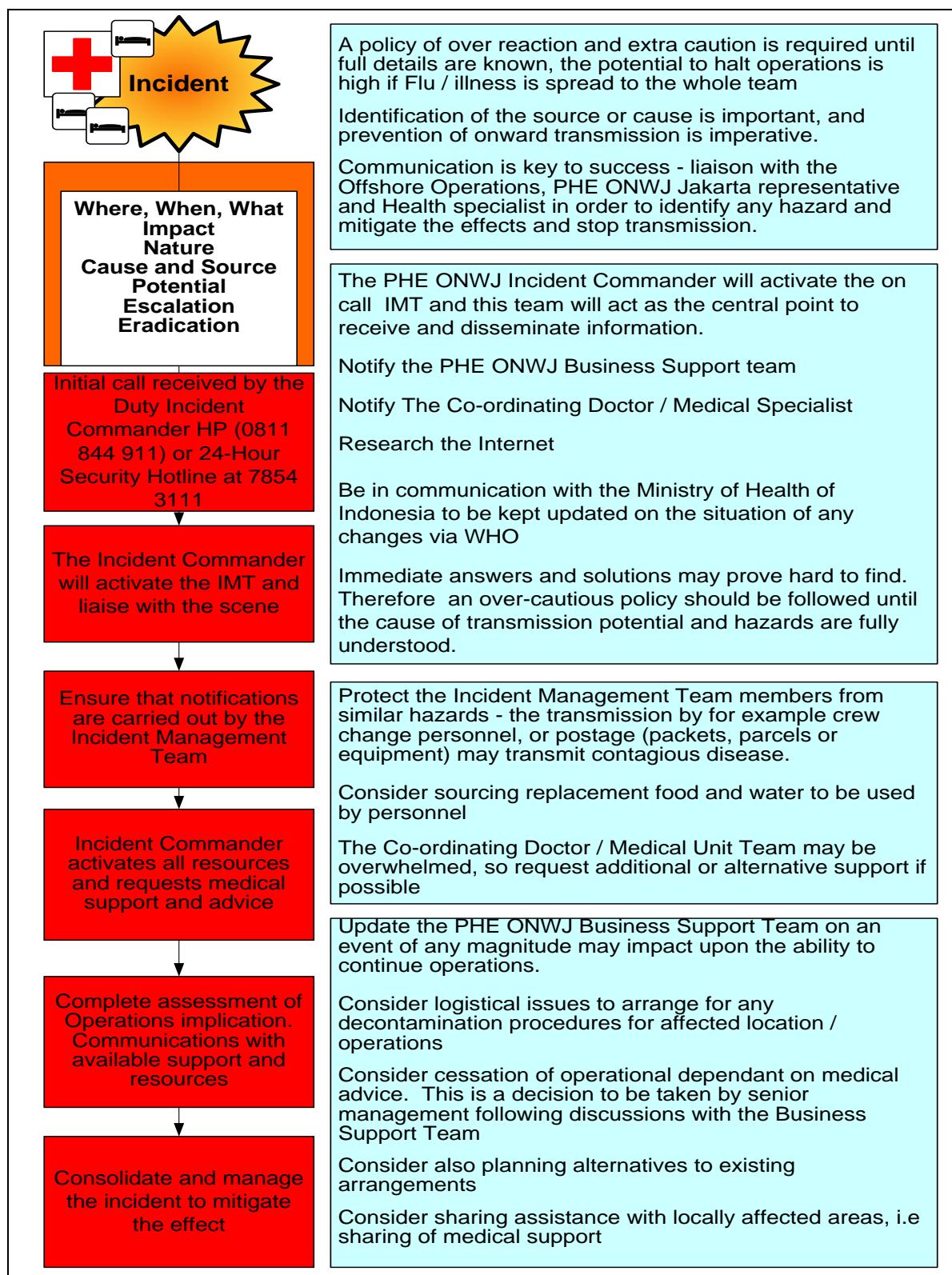
Due to the ever changing socioeconomic, political and religious situation, a terrorist / security related incident can never be ruled out. This can be via civil unrest or a threat to all or any organisations. Should the threat occur at an offshore Flow Station or an Onshore Receiving Facility, the OIM of the related facility will serve as an On-Scene Commander. Similarly, if the threat takes place at Jakarta's Arkadia Office, PHE ONWJ Facilities Manager or his alternate will be in charge as the On-Scene Commander. The Duty Incident Commander should aim to fully understand the situation by discussing with the Security Manager or the Security Director of PHE Group. Consequent actions will be driven very much by the reply. In worst case, it may involve advice to cease any operations in-country, or an increase in awareness and simple preventative actions.



		Terrorist / Security Incidents		✓
Initial Actions	A	Duty Incident Commander to be notified by the 24-hour Emergency Number using weekly ROTA sheet.		
	B	Activate / mobilise the duty Incident Management Team (if safe to do so).		
	C	Identify whether there are casualties - mobilise medical support if required.		
	D	Establish the location, scale and severity of the incident.		
	E	Request support from the Security Manager.		
	F	Notify the PHE ONWJ Business Support Team.		
	G	Activate the local HR team and request that they begin to account for all PHE ONWJ personnel to ensure that they are safe.		
	H	Ensure that all PHE ONWJ Operations are informed of the ongoing situation and give assurances.		
	I	Fully appraise situation - Plan safe recovery, rescue and accounting for all personnel potentially involved.		
	J	Prepare press holding statements and seek approval from the BST and the Duty Incident Commander.		
	K	Take advice from the Security Manager.		
	L	Plan and implement Actions as appropriate.		
	M	Consider worst case scenario.		
Ongoing Notifications	N	Ensure liaison and updates received from support elements.		
	O	Develop links - Police, Embassy, Local Government and ISOS.		
	P	Consider alternative locations to meet / work / live.		
	Q	Notify and obtain advice from the local and national government response agencies.		
	R	Make documentation available for evacuation if required.		
	S	Plan for evacuation if the situation deteriorates.		
	T	Request specialist support (HR and informing Next of Kin). To be organised locally but supported by the BST.		
Additional Info	U	Ensure that all information received by the IMT has been logged and can be used during any post investigations.		
	V	Stand down relevant team members as the incident is being brought under control.		

5.16 Occupational Health Incidents

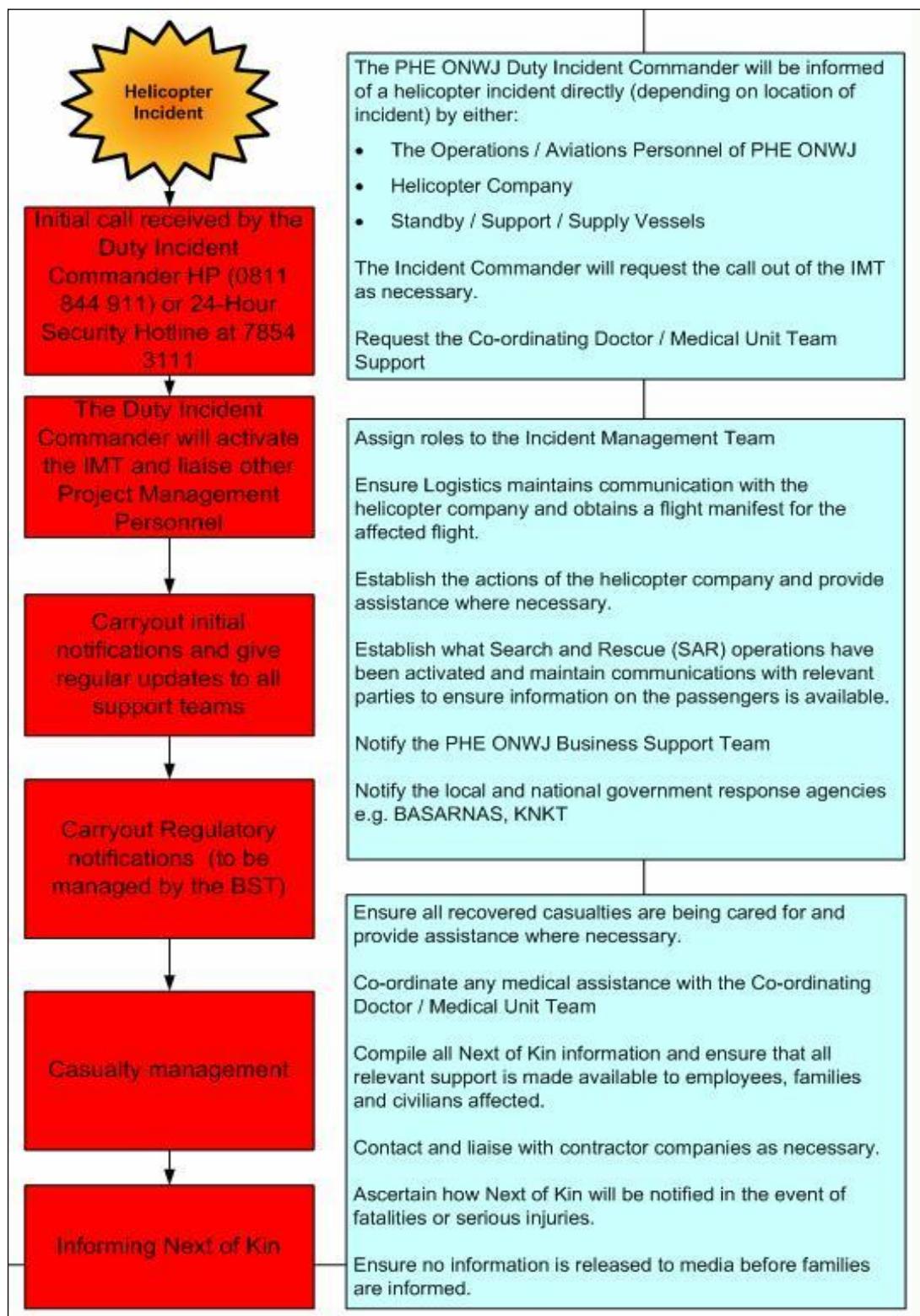
Due to the resources and location of the operations carried in Java Island, there is a risk of a health related incident. This incident could be an isolated, or it could include more personnel rendering operations impossible. An occupational health incident can be an isolated case or a contagious serious outbreak of a pandemic flu, food poisoning aboard any vessel / rig / flow station / platform.



Occupational Health Incidents		✓
Initial Actions	A	Duty Incident Commander to request mobilisation of the Incident Management Team following initial notification.
	B	Identify whether there is / are casualties - mobilise medical support.
	C	Brief the Incident Management Team on arrival.
	D	Request advice from the Coordinating Doctor / Medical Unit Team.
	E	Identify any further support needed and request for specialists to be activated.
	F	Fully appraise situation - rescue or separate unaffected persons, identify source.
	G	Try to neutralise effect of cause, remove, distance, avoidance.
	H	Collate information and identify cause and transmission method. Find measures to mitigate transmission and any subsequent effect of completed transmission.
	J	Notify the PHE ONWJ Business Support Team.
	L	Accumulate medical opinion and plan mitigation and recovery.
Ongoing Notifications	M	Implement Actions as appropriate.
	N	Consider worst case scenario.
	O	Ensure liaison and updates are received from support elements.
	P	Develop links - Medical support, Hospitals, Occupation Health Services, Ministry of Health, WHO.
	Q	Deploy support elements and aid when available.
	R	Temporary cessation offshore/onshore operations is a possibility;consider alternative personnel for resumption of operations.
	S	Make documentation available for evacuation, if required.
Additional Info	T	Consider arrangements for any decontamination procedures for affected locations e.g. office, ORF.
	U	Ensure that the PHE ONWJ Business Support Team is beginning to address the longer term Business Continuity Issues. (Refer to the Business Continuity Plan).
	V	Consider alternative locations to meet / work / live.
	W	Request specialist support (HR and informing Next of Kin). To be organised by the HR team with support from BST.
	X	Ensure that all information received by the IMT has been logged and can be used during any post investigations.
	Y	Stand down relevant team members as the incident is brought under control.

5.17 Helicopter Incidents

As part of the normal operations being conducted on the Java Field Operations, there will be regular helicopter flights between Jakarta and the Offshore Java Field locations. There are a number of identified risks associated with helicopter operations and although all necessary measures have been taken to reduce these risks, there still remains a slight possibility of the loss of a helicopter, including its passengers and crew, whilst in flight. These incidents can take place in remote areas onshore and offshore with potentially multiple injuries and/or fatalities.



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Helicopter Incidents		✓
Initial Actions	A	Establish the location of the incident and consider consequences.
Ongoing Notifications	B	Duty Incident Commander to request mobilisation of the Incident Management Team following initial notification.
Additional Info	C	Establish communications with the helicopter company.
	D	Notify the Coordinating Doctor / Medical Unit Team for support if available.
	E	Notify the other Java Field Operations.
	F	Mobilise any further support as required.
	G	Ensure search and rescue (SAR) operations are underway.
	H	Establish details of those on board (Obtain flight manifest).
	I	Fully appraise situation - Plan safe recovery / rescue.
	J	Notify the PHE ONWJ Business Support Team.
	K	Notify the local and government response agencies e.g. BASARNAS.
	L	Ensure holding / press statements are being issued / developed and approved by the Business Support Team and the Duty Incident Commander prior to the general release.
	M	Plan and implement Actions as appropriate.
	N	Ensure liaison and updates received from support elements.
	P	Consider notifications to next of kin with the (HR rep).
	Q	Request the Local HR Team to prepare all Next of Kin information.
	R	Make documentation available for medical evacuation if required.
	S	Ensure that regular updates are being given to the PHE ONWJ Business Support Team.
	T	Prepare to send liaison and support personnel to receiving centres.
	U	Request specialist support as necessary.
	V	Ensure that all information received by the IMT has been logged and can be used during any post investigations.
	W	Stand down relevant team members as the incident is being brought under control.

5.18 Incident End and Final Actions

Once a decision has been made that no further actions are outstanding and that an incident is over, many issues need to be considered before standing down. There is a need to consider the following:

- Brief the team and provide a full update of the circumstances. In particular how the media message has/is portraying the incident and any subsequent response. Provide a copy of the last press statement to each team member; this should include a media referral telephone number for any future referrals.
- Ascertain the current position of each team member as regards their role, responsibilities and any ongoing / outstanding actions.
- Identify and assign any outstanding actions including debriefing of interested external parties such as government agencies, regulatory authorities, etc.
- Put in place a review procedure to ensure the completion of outstanding actions.
- Liaise with the PHE ONWJ Business Support Team as necessary to ensure that they have no further requirements.
- Understand any outstanding HR issues and ensure that the necessary information is provided and the appropriate steps are being taken.
- Ensure that all staff are aware of the incident close out and update them regarding the short and long-term issues affecting the company (if known).
- Ensure that all information has been captured and recorded.
- Have a Team Debrief (de-rolement) before staff leave or return to normal duties.
- Ensure to Plan a future Debrief time when ALL actions can be analysed. This can usually be within 24-48 hours of Incident close. Consider including the participation of an independent reviewer; usually from PHE Group Representative if necessary.
- This review should also address the sensitivity of the report information and determine the most appropriate means of secure storage.

After the review a Close-Out Report should be prepared. The report should cover the following:

- ✓ Understand and document the cause(s) of the incident.
- ✓ Document all involved parties and details of participating personnel.
- ✓ Analyse the response and identify any learning points to be incorporated into the Emergency Response Procedures or to be shared with other parts of the business.
- ✓ Incorporate a full picture of the costs incurred as a result of the incident.
- ✓ Review the effectiveness of all actions taken.

The final report should be sent to all team members and distributed as appropriate within the organisation. This should lead to a full internal debrief. However a further debrief meeting may be required to involve all external Government Agencies and Emergency Services who have been involved.

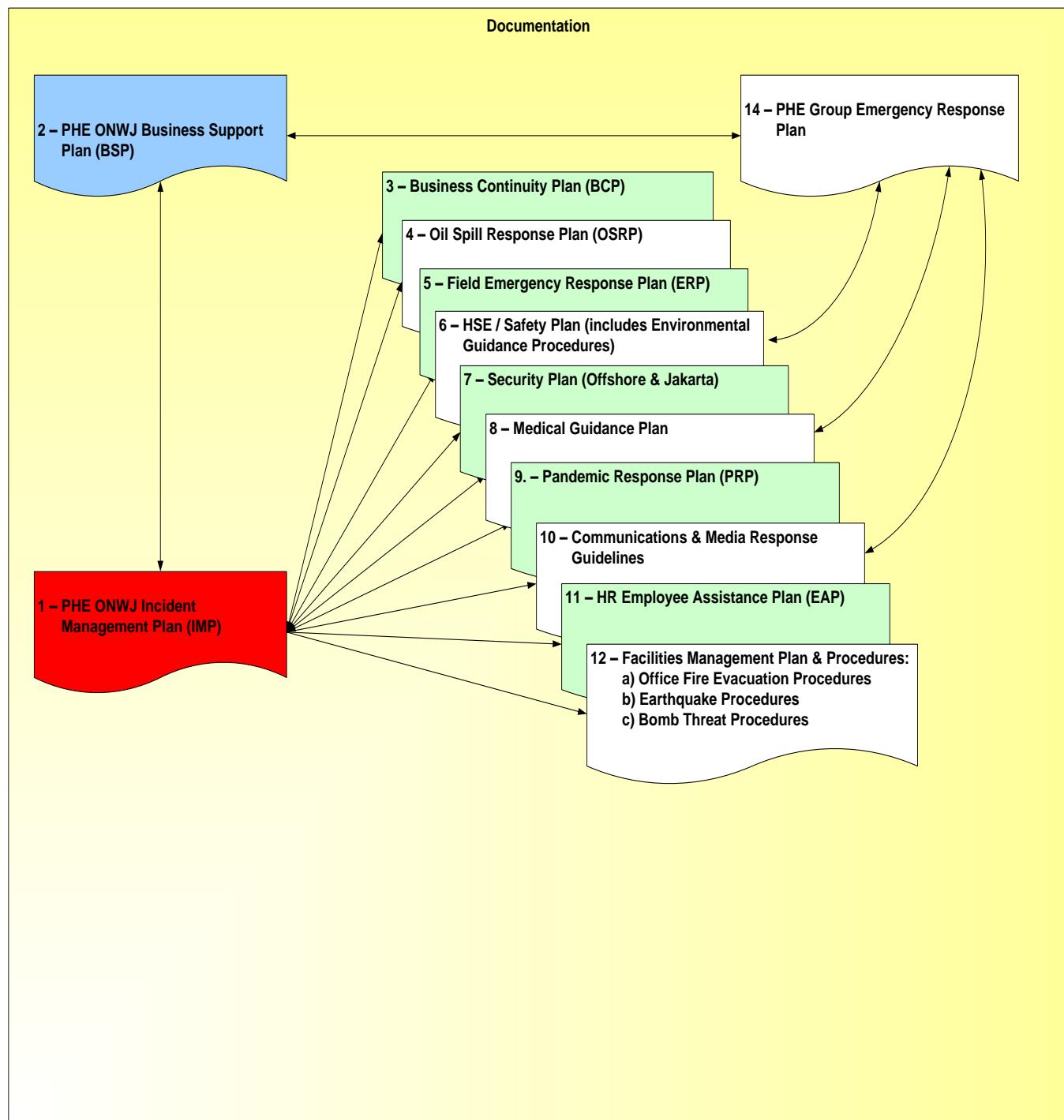
Incident End and Final Actions

Initial Actions	
A	Review team decides on no further focus.
B	Complete all achievable actions.
C	Liaise with PHE ONWJ Business Support Team for any other actions and information.
D	Liaise with all 3rd parties to provide last information / support.
E	Identify all outstanding actions - try to complete.
F	Declare incident complete and over.
G	Identify all involved parties.
H	Collate action track of outstanding actions.
I	Identify timing of Next Action tracking meeting.
J	Address the need for the potential impact and request the PHE ONWJ Business Support Team to address & manage Business Continuity issues.
K	Identify personnel to collate report.
L	Set a time location and date for internal de-brief.
Ongoing Notifications	
M	Set a time, location and date for an external de-brief.
N	Notify all involved parties - provide a future point of contact.
O	Provide Press information to all team members.
P	Provide sit rep and referral numbers to all staff.
Q	Address Information issues, custodian, and methods and collate report.
Additional Info	
R	Distribute report - Ensure full circulation.
S	Internal de-brief 24-48 hours - include an observer.
T	External Debrief - Include all 3rd Parties - Information vetting.
U	Review IMT / Business Support Actions and review processes.
V	Incorporate any lessons learnt.

6. Linked Plans

There are a number of linked plans that may need to be referred to in conjunction with this plan during an incident. These linked plans will be located within the Incident Command Post. The diagram below highlights which plans are in place.

6.1. Linked Plans Diagram



6.2. Description of Linked Plans

No.	Title	Summary	Location / Custodian
1	PHE ONWJ Incident Management Plan (IMP)	<ul style="list-style-type: none"> ▪ Identifies the way in which incidents will be managed and supported for all incidents involving personnel concerned with the operations. The duty IMT members are on call 24-hours per day. ▪ Identifies how additional resources and personnel will be made available to support the Incident locations. ▪ Details all communication chains and the linkages into internal and external emergency response and support teams. 	Document No: PHEONWJ-Q-PRC-0218 Custodian: Victor Tjahjadi Email Add: Web link: Remarks:
2	PHE ONWJ Business Support Plan (BSP)	<ul style="list-style-type: none"> ▪ Identifies how additional resources and personnel will be made available to support the Incident Management organisation. This team is on call 24 hours per day ▪ How communications will be maintained with the incident Management Teams, external agencies, and across the PHE Group. 	Document No: TBC Custodian: TBC Email Address: TBC Web link: TBC Remarks: TBC
3	Business Continuity Plan	<ul style="list-style-type: none"> ▪ Identifies the business continuity issues as a result of the incident and the long-term effect on the operations 	Document No: TBC Custodian: TBC Email Address: TBC Web link: Remarks: To be defined
4	Oil Spill Contingency Plan	Describes the following: <ul style="list-style-type: none"> ▪ Management of Spill and related issues. ▪ Background including trajectories, Response strategies etc. ▪ Notification process following a spill. ▪ Environmental Guide/Procedures on Oil Spill incidents. ▪ Activation of Response Team. ▪ Source Checklists, Size Estimation Guide. 	Document No: PHEONWJ -Q-PRC-146 Custodian: Rossi Yuliani Email Add: rossi.yuliani@pertamina.com Web link: Remarks:
5	Incident Reporting and Investigation Procedure	<ul style="list-style-type: none"> ▪ Describe the procedures employed for reporting incidents related to the PHE ONWJ activities and the procedure for analysis of the risk. ▪ Provide guidelines in setting up the team investigation requirement, process incident investigation using Root Cause Analysis (RCA) method and preparation of associated reports ▪ Define recommendation action to prevent reoccurrence, monitor closure and methods of distributing lesson learned ▪ Align the reporting requirements for external bodies 	Document No: PHE ONWJ-Q-PRC-201 Custodian: Deddy Syam Email Address: deddy.syam@pertamina.com Web link: Remarks:

No.	Title	Summary	Location / Custodian
6	Field Emergency Response Plan	<ul style="list-style-type: none"> ▪ Identifies the way in which the incidents at offshore and onshore will be managed at the scene via the Emergency Response Team (ERT). 	Document No: AVSA-Y-PLA-0001 BRAVO-Y-PLA-0001 CP-Y-PLA-0001 CP-Y-PLA-0002 ECHO-Y-PLA-0001 FOXTROT-Y-PLA-0001 KLA-Y-PLA-0001 LIMA-Y-PLA-0001 MIKE-Y-PLA-0001 PAPA-Y-PLA-0001 UNIFORM-Y-PLA-0001 ZULU-Y-PLA-0001 Custodian: Prasetyo Soemarsono Email Address: prasetyo.soemarsono@pertamina.com Web link: Remarks:
7	HSE Management System (HSEMS)	<ul style="list-style-type: none"> ▪ Describes an integrated and comprehensive safety procedure for PHE ONWJ's offshore and onshore operations including environmental guidance in the event of oil spill response operations. 	Document No: TBC Custodian: Iwan Jatmika Email Address: iwan.jatmika@pertamina.com Web link: Remarks: in progress
8	Terrorist Threat and Flood Evacuation Procedures	<ul style="list-style-type: none"> ▪ This plan covers security type incidents and outlines the procedures for managing security incidents both at offshore and the office in Jakarta as well as the Flood Evacuation Procedures 	Document No: 08/PHE ONWJ-S/VII/09 09/PHE ONWJ-S/VII/09 Custodian: Satrio Wyardiono Email Address: satrio.wyardiono@pertamina.com Web link: Remarks:
9	Medical Evacuation Plan	<ul style="list-style-type: none"> ▪ Describes the medical emergency response support for the PHE ONWJ offshore and onshore operations including medical evacuation procedures during an emergency. This team is on call 24-hours per day. 	Document No: PHE ONWJ-Q-PRC-0236 Custodian: dr. Anton Ojong Email Address: anton.ojong@pertamina.com Web link: Remarks:
10	Pandemic Response Plan	<ul style="list-style-type: none"> ▪ Identifies and describes the process and procedures during a pandemic outbreak for PHE ONWJ personnel. 	Document No: Custodian: Dr. Anton Ojong Email Address: anton.ojong@pertamina.com Web link: Remarks: needs revision

No.	Title	Summary	Location / Custodian
11	Communications & Media Response Guidance	<ul style="list-style-type: none"> ▪ Details and describes the communication protocols during an incident and how to address the media appropriately. 	Document No: Custodian: Novitri Lilaksari Email Address: novitri.lilaksari@pertamina.com Web link: Remarks: needs to be documented as procedure
12	HR Employee Assistance Plan	<ul style="list-style-type: none"> ▪ Describes the company's humanitarian assistance and support during an incident. 	Document No: Custodian: Meirita Widaningrum Email Address: meirita.widaningrum@pertamina.com Web link: Remarks:
13	Facilities Management Plan	<p>Describes the following:-</p> <ul style="list-style-type: none"> ▪ Office Fire Evacuation Procedures (Details the response arrangements and support that will be made available for fire incidents affecting the office building) ▪ Earthquake Procedures (Describes the procedures undertaken during natural disasters especially earthquake that affects PHE ONWJ operations) ▪ Bomb Threat Procedures (Outlines the guidelines utilized for responding to bomb threat type of incidents in the Jakarta office) 	Document No: Custodian: Lexie Pangaila Email Address: lexie.pangaila@pertamina.com Web link: Remarks:

7. Plan Ownership Maintenance, Training and Exercise Guidance

7.1. Ownership

The PHE ONWJ organisation is accountable for ownership of this plan. The maintenance of this plan is the responsibility of the PHE ONWJ Crisis Management Advisor.

7.2. Maintenance

This plan should be regularly validated through exercises to measure their effectiveness and to provide training for the response organisation.

Plan Maintenance	Weekly	Monthly	6 Months	Annually	As Relevant
Duty ROTA	X				
Contact Amendments		X			X
Resource Review*			X		X
Plan Review				X	X
Plan change due to operations/structure					X

*Resource includes internal and external manpower, facilities

7.3. Training & Exercises

It is the responsibility of the PHE ONWJ to ensure that members of the Incident Management Team and identified essential personnel are prepared to meet and support an incident response in an efficient and effective manner based on the following Guiding Principles:

- ✓ Ensure that management fully supports the exercise activity
- ✓ Set clear, realistic and measurable objectives
- ✓ Exercising is meant to improve – not to impress anybody
- ✓ Do not tackle complex exercises until personnel are experienced and competent - start simply and build up from there
- ✓ Evaluating the exercise successfully is as important as conducting it successfully
- ✓ Planning and conducting an exercise is a significant accomplishment
- ✓ A well-coordinated programme of exercises includes activities of varying degrees of interaction and complexity
- ✓ Delivery will be direct and preferably within the facilities and with the resources that are to be used during live incident management.
- ✓ Training will be scheduled to establish response capability prior to any new operation being implemented, when personnel are changed or at planned regular periods throughout the year.
- ✓ The exercise programme dictates the frequency that each type of exercise is to be run. The following factors need to be taken into consideration:
 - ⇒ Staff turnover
 - ⇒ Operational requirements – projects etc
 - ⇒ Team orientation – update for those coming on duty
 - ⇒ Company policy
 - ⇒ Regulations

System Maintenance	6 Months	Annually	Every 2 Years
Notification Drill	X		
Tabletop Exercise**	X		
Limited Exercise		X	
Full Scale Exercise			X

**Where appropriate a *table top* exercise can be replaced by a *limited* exercise

7.4. 24 – Hour Coverage

Duty Incident Management Team – Requirements

- Resources will be dedicated to manage the Duty ROTA.
- It is the responsibility of the individuals named in the Duty ROTA to ensure that their contact details are correct and cover is provided.
- The weekly duty roster of the Duty Incident Management Team will be emailed to the full IMT circulation list.
- Every week, one identified Duty Incident Commander (DIC) will be put in a weekly duty roster and this DIC **will be the first person to be contacted** by the person on scene (On Scene Commander or his alternate / delegate) – who is closest to the incident scene during an emergency – or a PHE ONWJ employee in the event of an incident of all natures.
- Similarly, the other weekly on-duty IMT personnel must remain **contactable at all times by phone**.
- The Duty Incident Commander will carry a mobile phone that MUST be switched on for 24-Hours so that he / she can be contacted at all times.
- When an emergency / incident occurs: (see instruction chart below)

a) Incident Caller (On-Scene Commander / employee)	<p>Call the <u>Duty Incident Commander hand phone #</u> <u>0811 844 911</u> or PHE ONWJ's 24-Hour Security Hotline at # <u>7854 3111</u> (manned by on-duty personnel of Security Team at Arkadia Building, Tower F, Basement 1 and PHE Tower 2nd Floor) to report the Incident / Emergency. In the event that the DIC hand phone or his home number is not reachable, the second option is to contact the Operations Section Chief on duty.</p> <p>The following information should be provided:</p> <ul style="list-style-type: none"> • The caller's name and identity • Contact number/extension number • Location name • Brief description of the Incident • What assistance are required
b) PHE ONWJ 24-hour Security Hotline	<p>Contacts and give above information to the Duty Incident Commander. If required, on-duty Security personnel will alert on-duty IMT members to be mobilized to ICP.</p>

c) Duty Incident Commander	Contacts and notifies the PHE ONWJ Business Support Manager or his alternate
d) Duty Incident Commander & Impacted Business Manager	Decide if the Weekly Duty Incident Management Team (IMT) needs to be mobilised to report to the Incident Command Post, PHE Tower 6 th Floor, Room # 117
e) Business Support Manager	Contacts and notifies PHE Group Representative and activate the Business Support Team (BST) as necessary. If BST is mobilised, members will report to the Business Support Centre at PHE Tower 10 th Floor
f) Duty Incident Commander	If IMT is to be activated, contacts required Duty IMT members to report to Incident Command Post, PHE Tower 6 th Floor, Room # 117.
g) Operations Section Chief	Serve as primary IMT contact person for OSC and provide information to Duty Incident Commander and other members of IMT
h) Required Duty IMT members	Report immediately to ICP or Incident Command Post, PHE Tower 6 th Floor, Room # 117

IMPORTANT

The Duty Incident Commander must ensure that they are completely familiar with the contents of this Plan and is able to react appropriately. If there is any doubt as to the extent or potential escalation of the incident the full Duty IMT must be called into the Incident Command Post.

8. IMT Response Forms (Based on ICS System)

- 8.1 Initial Incident Report Form
- 8.2 ICS 201 (page 1 – 5)
- 8.3 IMT Individual Log-sheet (ICS 214)
- 8.4 IMT Incident Hourly Situation Report
- 8.5 IMT Incident 6 Hourly Status Report
- 8.6 IMT Worksheet for determining Incident Potential (IPW)
- 8.7 IMT Check-in/Check-out List (ICS 211) for IMT Members
- 8.8 IMT Staging Check-in List (ICS 211) for Staging Area

8.1 Initial Incident Report Form

ICS 201 - Initial Incident Report

To be completed by Helpdesk/Duty Incident Commander /Operations Section Chief

Callers Details			
Callers Name:	Telephone: 1. 2.		
Incident Details			
Date of Incident:	Time of Incident:		
Incident Location (Circle): Onshore / Op 1. / Op 2. /Offshore/Sinking Ship/ Rig 1/Rig 2. Other:			
Type of Incident (Circle): Gas Emission/Fire/Explosion/Pollution/Road Traffic Accident Other:			
Does the caller require help? Yes / No			
What help is needed? Medical / Fire Team / Search & Rescue / Oil Spill Response			
Other:			
Scale of Incident: People			
Detail	Group Personnel	Contractors	Third Parties
Fatalities:			
Injured:			
Missing:			
Scale of Incident: Environment			
Detail	Oil	Chemical	Gas
Type:			
Quantity Released:			
Quantity Remaining:			
Scale of Incident: Involvement at scene			
Is there a PHE ONWJ representative at the scene? Yes / No			
Name:	Number:		
Organisations at scene (Circle) : Police / Fire / Ambulance / Coastguard / Media Other:			
Recorders Details			
Date of alert:	Time of alert:		
Recorders Name:	Number:		
Call Recorded Yes / No	Tape Location Number:		

8.2. ICS 201 (page 1 – 5)

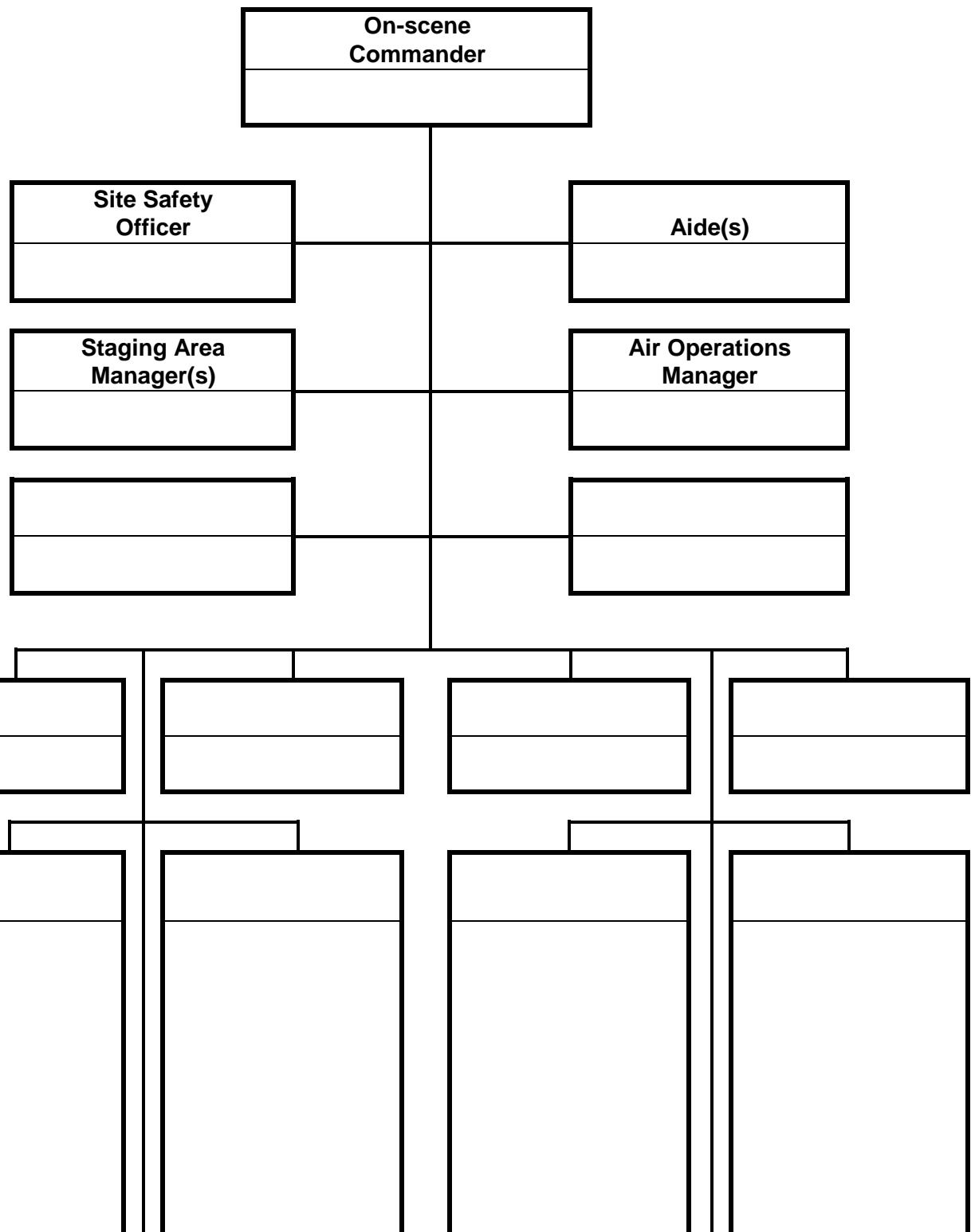
INITIAL INCIDENT BRIEFING - ICS 201-1 (page 1 of 5) INCIDENT MAP																																		
Incident Name:	Date Prepared:																																	
Incident Location:	Time Prepared:																																	
REQUIRED FORMS ATTACHED: <ul style="list-style-type: none"> <input type="checkbox"/> Incident Map (ICS 201-1) <input type="checkbox"/> Resources Summary (ICS 201-4) <input type="checkbox"/> Summary of Incident and Current Actions (ICS 201-2) <input type="checkbox"/> Site Safety and Control (ICS 201-5) <input type="checkbox"/> ERT Organization (ICS 201-3) 																																		
INCIDENT MAP: (Insert graphic or type text.)																																		
 SCALE																																		
WEATHER: _____ Temperature: _____ Wind Chill: _____ Wind Speed: _____ Wind Direction: _____ Precipitation (rain, snow, etc.): _____ Sunrise: _____ Sunset: _____ High Tide: _____ Low Tide: _____	LEGEND: <table border="0"> <tr> <td></td> <td>Heliport</td> <td></td> <td>Incident Command Post</td> </tr> <tr> <td></td> <td>Incident Area</td> <td></td> <td>Groups</td> </tr> <tr> <td></td> <td>Staging Area</td> <td></td> <td>Rivers</td> </tr> <tr> <td></td> <td>Containment Sites</td> <td></td> <td>Roads</td> </tr> <tr> <td></td> <td>Strike Teams</td> <td></td> <td>Above-ground Pipeline</td> </tr> <tr> <td></td> <td>Task Forces</td> <td></td> <td>Below-ground Pipeline</td> </tr> <tr> <td></td> <td>Divisions</td> <td></td> <td>Control Zones</td> </tr> <tr> <td></td> <td>Decontamination</td> <td></td> <td>Boom</td> </tr> </table>			Heliport		Incident Command Post		Incident Area		Groups		Staging Area		Rivers		Containment Sites		Roads		Strike Teams		Above-ground Pipeline		Task Forces		Below-ground Pipeline		Divisions		Control Zones		Decontamination		Boom
	Heliport		Incident Command Post																															
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	Strike Teams		Above-ground Pipeline																															
	Task Forces		Below-ground Pipeline																															
	Divisions		Control Zones																															
	Decontamination		Boom																															
Prepared By:	ICS Position:	Phone:																																
Send a Copy To: <input type="checkbox"/>																																		

INITIAL INCIDENT BRIEFING - ICS 201-2 (page 2 of 5) SUMMARY OF INCIDENT AND CURRENT ACTIONS					
Incident Name:	Date Prepared:				
Incident Location:	Time Prepared:				
DESCRIPTION OF INCIDENT:					
Cause If Known:					
What Happened:	<input type="checkbox"/> Fire	<input type="checkbox"/> Gas Leak	<input type="checkbox"/> Explosion	<input type="checkbox"/> Spill	<input type="checkbox"/> Medical
Extent of Involvement:	<input type="checkbox"/> HAZMAT	<input type="checkbox"/> Other			
Source:	Name/Type: _____				
DESCRIPTION OF SPILLED/ EMITTED MATERIAL:					
Type:	Quantity:				
INCIDENT POTENTIAL:					
<input type="checkbox"/> Incident Under Control. <input type="checkbox"/> Incident currently not under control, but can be handled with available resources. <input type="checkbox"/> Incident will require additional resources (e.g., contractors, mutual aid). <input type="checkbox"/> Incident will likely generate significant public affairs/community relations issues.					
SAFETY CONSIDERATIONS:					
Injuries:	Fatalities:		Unaccounted:		
Chemical Hazards:					
Physical Hazards:					
Level of PPE:					
RESPONSE: GENERAL					
PROBLEMS			SOLUTIONS		
IMPACTS:					
<input type="checkbox"/> Land <input type="checkbox"/> People <input type="checkbox"/> Property <input type="checkbox"/> Environment <input type="checkbox"/> Operations <input type="checkbox"/> Community <input type="checkbox"/> Water Sensitive Areas Impacted or Threatened: <input type="checkbox"/> Yes <input type="checkbox"/> No Location of Areas: _____					
ASSISTANCE NEEDED:					
Prepared By:			ICS Position:		Phone :

INITIAL INCIDENT BRIEFING - ICS 201- 3 (page 3 of 5)
Tactical Response Team Organization

Incident Name:	Date Prepared:
Incident Location:	Time Prepared:

LOCATED AT THE TACTICAL COMMAND POST (TCP)



INITIAL INCIDENT BRIEFING - ICS 201-5 (page 5 of 5)
SITE SAFETY AND CONTROLS

Incident Name:	Date Prepared:
Incident Location:	Time Prepared:
Site Control	
Has an on-scene Safety Officer been designated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an Incident Command Post been established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have all personnel been accounted for? Injuries: ___ Fatalities: ___ Unaccounted: ___	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are people injured or trapped? (Attach Company Injury/Incident Report, as appropriate)	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are untrained/unorganized people on-scene or involved in rescue operations?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has an Isolation Perimeter been established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has a Staging Area been established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Has Site Access Control been established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazards	
Have you determined the need for:	
Air monitoring	<input type="checkbox"/> Yes <input type="checkbox"/> No
Onsite characterization	<input type="checkbox"/> Yes <input type="checkbox"/> No
Offsite characterization	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are there immediate signs of potential hazards:	
Markings, colours, placards, or labels indicating hazards?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Unidentified liquid or solid products visible?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Vapours visible? Colour: ___	<input type="checkbox"/> Yes <input type="checkbox"/> No
Odours or smells?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spill area conditions:	<input type="checkbox"/> Dry <input type="checkbox"/> Wet <input type="checkbox"/> Icy
Electrical lines down?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Ignition sources nearby (sparks, flames, and vehicles)?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Physical hazards (holes, caverns, deep ditches, fast-moving water) nearby?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Is local traffic a potential problem?	<input type="checkbox"/> Yes <input type="checkbox"/> No
As you approach the scene from the upwind side, are there changes in status of any of the above?	<input type="checkbox"/> Yes <input type="checkbox"/> No

Hazards Mitigation

- Are ERT units safely positioned? Emergency escape route provided (see below)? Yes No
- Have you established and communicated the location of Hazard Control Zones? Yes No
- Have you identified PPE requirements and levels? A: ___ B: ___ C: ___ D: ___ Yes No
- Have you identified other safety equipment and procedures (see below)? Yes No
- Are all entry operations following the “Two in / Two Out” guidelines? Yes No
- Have you established EMS / Medical Stations? Yes No
- Have you defined decontamination requirements (see below)? Yes No

Remarks (list Emergency Escape Routes, Decon Requirements, Equipment, etc., as appropriate):

Prepared By:	/	Approved By:
Site Safety Officer	Date _____	Time _____

8.4. IMT Incident Hourly Situation Report

IMT Incident Hourly Situation Report

Report No:	Date:	Report Start Time:	Local Time:
-------------------	--------------	---------------------------	--------------------

This Status Report is to be prepared by the Incident Management Team (IMT) and is to be used in all major emergencies/crisis events involving fatalities, serious injuries, fire, explosion, major chemical, gas or liquid emission or other dangerous occurrences. (Update at hourly intervals).

1. Title of Incident:

2. Location:

3. Date / Time of Incident:

4. Type of Incident Plant / Facility Affected:

5. Number of Casualties / Survivors:

	FATALITIES	INJURIES	MISSING
Employees			
Non-Employees			
Public			
Total			

Description of Injuries:

6 Brief Account of Incident – Issues & Actions:

(Consider: People, Environment, Community, Authorities, Media, NGOs, Business Continuity & Incident Investigation)

8.5. IMT Incident 6 Hourly Status Report

IMT Incident 6 Hourly Status Report

Report No:	Date:	Incident Location:	Local Time:
------------	-------	--------------------	-------------

This report is intended to record the actions of the IMT strategic review of the incident and the subsequent update of their management plan. It should consist of one/two paragraph summaries of activities completed and planned for each skill discipline taking part in the response as follows:

The headings used are based on the Incident Command System headings and are as follows:

(1) STATUS OF PEOPLE:**(2) STATUS OF SOURCE CONTROL & RESPONSE OPERATIONS:****(3) MAJOR SAFETY CONSIDERATIONS:****(4) MAJOR ENVIRONMENTAL CONSIDERATIONS:****(5) MAJOR PUBLIC INFORMATION/COMMUNITY CONSIDERATIONS:**

Prepared By:	ICS Position:	Phone :
--------------	---------------	---------

8.6. IMT worksheet for Determining Incident Potential

Date/Time: _____

Completed By: _____

Please define the potential geographic area subject to potential impacts: _____

(Checkmarks placed next to answers in *BOLD ITALIC CAPITAL* letters should trigger a crisis potential review by the PHE ONWJ Business Support Team)

SOURCE OF DISCHARGE	
Source of discharge?	<input type="checkbox"/> Known <input type="checkbox"/> UNKNOWN
Source control status?	<input type="checkbox"/> Controlled <input type="checkbox"/> UNCONTROLLED
If the source is controlled, what is the potential for loss of control?	<input type="checkbox"/> Low <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
Nature of uncontrolled source?	<input type="checkbox"/> Stabilized <input type="checkbox"/> GROWING
Is special expertise needed to bring the source under control?	<input type="checkbox"/> YES <input type="checkbox"/> NO

MAGNITUDE AND DURATION OF INCIDENT RESPONSE OPERATIONS	
Can the incident be managed solely by local resources?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
Will emergency response operations continue around the clock?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Will emergency response operations go on for an extended period of time?	<input type="checkbox"/> YES <input type="checkbox"/> NO HOW LONG?

MATERIAL SPILLED/EMITTED	
Nature/hazards of material known?	Nature known: <input type="checkbox"/> Yes <input type="checkbox"/> NO Hazards known: <input type="checkbox"/> Yes <input type="checkbox"/> NO
Nature of release?	<input type="checkbox"/> Batch <input type="checkbox"/> CONTINUOUS
Material contained or uncontained?	<input type="checkbox"/> Contained <input type="checkbox"/> UNCONTAINED
If the material is contained, what is the potential for loss of containment?	<input type="checkbox"/> None <input type="checkbox"/> Low <input type="checkbox"/> MEDIUM <input type="checkbox"/> HIGH
What is the maximum probable quantity of the discharge of materials?	bbls
What is the worst case discharge of materials?	bbls
Material in a moving waterway?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is special expertise needed to contain and recover the material?	<input type="checkbox"/> YES <input type="checkbox"/> NO

HEALTH AND SAFETY	
Does the release area appear to pose an immediate danger to the life or health of any person?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there significant, ongoing short-term or long-term threats to personnel or public safety?	Personnel <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, term:</i> Public <input type="checkbox"/> YES <input type="checkbox"/> NO <i>If yes, term:</i>
Has the facility/vessel been abandoned?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> Partial <input type="checkbox"/> Full
Are there people missing?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How many?	
Affiliation?	<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER
Likelihood of rescue/survival?	<input type="checkbox"/> HIGH <input type="checkbox"/> LOW <input type="checkbox"/> UNKNOWN
Are any people injured?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How many?	
Have the victims been identified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Affiliation?	<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER
Nature and severity of injuries?	<input type="checkbox"/> NOT LIFE THREATENING <input type="checkbox"/> LIFE THREATENING
Have next-of-kin Notifications been made?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
Are there any fatalities?	<input type="checkbox"/> YES <input type="checkbox"/> NO
How many?	
Have the victims been identified?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Affiliation?	<input type="checkbox"/> EMPLOYEE <input type="checkbox"/> CONTRACTOR <input type="checkbox"/> OTHER
Have the bodies been removed from incident scene?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Have next-of-kin been Notified?	<input type="checkbox"/> YES <input type="checkbox"/> NO

SECURITY	
Is there a security threat?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Can Company's Security personnel handle situation?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
What is the source of the threat? Public outrage? Civil unrest? Rebels? Terrorists? Military? Disgruntled Employee? Other: _____?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
Who or what is threatened? National Employees? Ex-pat Employees? Families?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO

SECURITY	
Contractors?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Business Partners?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Facilities?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Operations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Other: _____?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a potential need for:	
Accommodation?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Mustering?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Evacuation?	<input type="checkbox"/> YES <input type="checkbox"/> NO

HUMAN RESOURCES CONCERNS	
Do the responders need psychological support?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Do employees need psychological support?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are there issues relating to compensation with response personnel?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a need for Next of Kin assistance?	<input type="checkbox"/> YES <input type="checkbox"/> NO

COMMUNITY IMPACTS	
Are communities impacted or threatened?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What is the nature of the impact: Health and safety? Social? Cultural? Economic? Environmental?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
What is the potential exposure to requests for compensation?	<input type="checkbox"/> None <input type="checkbox"/> Minor (localized) <input type="checkbox"/> MAJOR (regional or beyond)
What is the tenor of contacts with/from impacted/threatened communities?	<input type="checkbox"/> Cooperative <input type="checkbox"/> STRAINED <input type="checkbox"/> ANTAGONISTIC

IMPACT ON NORMAL OPERATIONS	
Has the incident caused a shutdown or curtailment of normal operations?	<input type="checkbox"/> YES <input type="checkbox"/> NO; If yes: <input type="checkbox"/> SHUTDOWN <input type="checkbox"/> CURTAILMENT
How long is the shutdown/curtailment likely to last?	
What impact will the shutdown/curtailment have on other operations?	<input type="checkbox"/> None <input type="checkbox"/> Minor (a few days) <input type="checkbox"/> MODERATE (approx 1 week) <input type="checkbox"/> SEVERE

FACILITY/VESSEL STATUS	
Is the affected facility shut down?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are critical systems in the affected facility shut down?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the facility on fire?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a loss of propulsion on the vessel?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a loss of navigation on the vessel?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a structural problem on the vessel?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is there a fire on the vessel?	<input type="checkbox"/> YES <input type="checkbox"/> NO

ENVIRONMENTAL IMPACTS	
What is the potential magnitude of environmental impacts?	<input type="checkbox"/> Localized <input type="checkbox"/> WIDESPREAD
Is the incident likely to impact wildlife?	<input type="checkbox"/> YES <input type="checkbox"/> NO If yes: <input type="checkbox"/> Minor <input type="checkbox"/> MAJOR
Are listed species/pre-identified sensitive areas impacted/threatened by the incident?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is the incident likely to impact cultural or historical resources?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are specialized resources needed to provide assistance in any of the following areas: Land access? Use of alternative technologies? Wildlife capture/rehabilitation? Waste management? Cleanup assessment? Natural resource damage assessment? Air quality monitoring?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO

LEGAL CONCERNs	
Are there legal issues/concerns that require the activation of PHE ONWJ Legal teams?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Is legal assistance needed in any of the following areas: Incident investigation? Accident investigation? Documentation? Contracts? Claims? Damage assessment?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO

EXTERNAL AFFAIRS	
Are there any required notifications yet to be made?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
Are government agencies willing to participate in Coordinated Command?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
What is the interaction with/from government agencies?	<input type="checkbox"/> Cooperative <input type="checkbox"/> STRAINED
What level of media interest is the incident generating?	<input type="checkbox"/> Low <input type="checkbox"/> HIGH
Are representatives of the media present?	<input type="checkbox"/> YES <input type="checkbox"/> NO
What is the volume of media inquiries?	<input type="checkbox"/> Low <input type="checkbox"/> HIGH
Can media inquiries be handled with local resources?	<input type="checkbox"/> Yes <input type="checkbox"/> NO

FINANCIAL CONCERNS	
Is financial assistance needed in any of the following areas: Accounting? Cost tracking? Contracts? Audit? Claims? Insurance?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> YES <input type="checkbox"/> NO
Will there be a need to maintain cash accounts to support emergency response operations?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Are spending authorities adequate?	<input type="checkbox"/> Yes <input type="checkbox"/> NO

The responses indicated on this worksheet reflect the preliminary views of the person filling out the worksheet based on the information available and known to that person as of the date and time shown and, as such, are subject to modification as additional information is obtained.

8.7. IMT Check-in / Check-out List (ICS 211) for IMT Members

CHECK-IN LIST (ICS 211) (For IMT @ Incident Command Post, PHE Tower 6 th Floor, Room # 117, Room #63 and Room #64)				
INCIDENT NAME: _____				
Name	IMT Section	Time/ Date In	Time/ Date Out	COMMENTS

9. Emergency Contact Information

Note: No contact numbers are held within this plan for reasons of both security and ease of maintenance. The main emergency contact details for the Java operations are contained within a separate controlled telephone directory and will be emailed out on a weekly basis. This is held on the central server and is owned by the PHE ONWJ Crisis Coordinator.

This section provides additional information to assist the IMT co-ordinate their activities and communication protocols.

9.1. IMT Key Contacts Fax Form

This form should be completed as soon as the IMT is formed and sent to the PHE ONWJ Business Support Team. Updates should be provided as necessary

Correct as of.....Tuesday.... (Time).....15:00..... (Date).....May 11, 2010.....

The above list is a subset of a full IMT Skills matrix. In a crisis situation it is necessary to rapidly identify appropriate individuals to fill the required roles in the IMT. It is critically important to ensure that those individuals who are nominated to fill these roles in the IMT have the requisite skills and competence to do so. An IMT skill matrix is an ideal way of pre-identifying individuals who have the skills and competence to undertake specific IMT roles. This IMT Skills matrix should be maintained by the relevant Crisis Management authority.

GOVERNMENT RESPONSE AGENCIES CONTACTS

Organisation	Function / Unit	Name	Office	Mobile	Fax	Other
PHE ONWJMIGAS						
Dir. Gen Migas						
Environmental Ministry						
Regional Environmental Impact Control Agency (PHE ONWJLHD)						

CONTRACTOR CONTACTS

Organisation	Function / Unit	Name	Office	Mobile	Fax	Other

NON-PHE ONWJ INCIDENT MANAGEMENT CONTACTS

Organisation	Function / Unit	Name	Office	Mobile	Fax	Other
Accommodation						
Airlines						
Ambulance						
Banks						
Boat Charter						
Car Hire						
Coastguard						
Coast Radio Stations						
Contractors						
Embassies						
Fire Service						
Food Retailers						
Fuel Services						
Helicopters						
Hospitals						
Port & Harbour Authority						
Insurance						
Local Authorities						
Meteorology						
Police						
Rescue Coord. Centre						
Safety						
Security						
Ship Owners						
Taxis						
Travel Agency						
Other						

9.2. Offshore & Onshore Incident Initial Notification Matrix

Further decisions may be taken to alert and inform other agencies during an incident – this is a guideline only.

Type of Emergency	By Who		Govt. Agencies					PHE ONWJ				Logistics		H R								
	PHE ONWJ	Migas / Dir. Gen Migas	BASARNAS	Police	Fire Department	Indonesia Coastguard	Public Health Authorities	Ministry of Environment	Co-ordinating	Doctor / Medical	Dispatch Centre Help	OFFSHORE FIELD OPERATIONS	Business Support Team	OIL SPILL RESPONSE CONTRACTOR	Environmental Support Contractors	ONSHORE OPERATIONS & ORF	Travira Air Hangar, Halim Airport	LOGISTIC CONTRACTORS	PESONNEL CONTRACTOR COMPANIES	Aviation / Vessel Contractors	Equipment Suppliers	Next of Kin and HR Issues
Serious Injury / Illness Fatality	○	✓		✓				✓	✓	✓	✓					✓	✓	○	✓	✓	✓	
Abandonment	✓	✓			✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Oil Pollution	✓	✓			✓		✓		✓	✓	✓	✓	✓	✓	✓	○	✓	○	✓	✓	✓	✓
Blow-out	✓			✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Fire / Explosion	✓	✓	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
Major Gas Leak	✓	✓		✓	✓		✓	✓	✓	✓	✓	○	✓	✓	✓	✓	○	✓	✓	✓	✓	✓
Man Overboard		✓			✓				✓	✓	✓	✓				✓	✓	○	○	✓	✓	○
Helicopter - Vessel incident	✓	✓	✓	✓	✓				✓	✓	✓	✓	○	✓	✓	✓	✓	✓	✓	✓	✓	✓
Structural Damage	✓	✓		✓		○			✓	✓	✓	✓	○	✓	✓	✓	✓	✓	✓	✓	✓	○
Collision	✓	✓	✓	✓	✓				✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	○
Safety zone Incursion	✓		✓			✓			✓	✓	✓	✓				○			✓	○	✓	○
Terrorism, Sabotage Bomb Threat	✓	✓	✓	✓	✓					✓	✓					✓	✓	○	✓	✓	✓	○
Natural Disaster	✓	✓	✓	✓	✓				✓	✓	✓	✓	○	✓	✓	✓	✓	✓	✓	✓	✓	○
Pandemic Event	✓						✓		✓	✓	✓					✓		✓	✓	✓	✓	○
Pressure Group Interference	✓		✓		✓				✓	✓	✓					✓	○	○	✓	✓	✓	○

Key: ✓ = Mandatory ○ = Optional or as appropriate

10. IMT Status Boards

IMT Status boards are used in the Information Centre to capture information relating to the incident and response operations. Electronic copies are available from the PHE ONWJ Crisis Coordinator. Copies of the Status Boards must be downloaded and attached to the IMP both electronically and hardcopy. It is recommended that A1 sized copies of the Status Boards are pre-printed for use during incident management operations. A full list of IMT Status Boards utilized by PHE ONWJ is as follows:

- 10.1 Incident Name / Claims Number
- 10.2 Incident Facts
- 10.3 Incident Facts Update
- 10.4 Weather, Tides & Sunset
- 10.5 Safety and Health
- 10.6 Mass Balance
- 10.7 Sensitive Areas
- 10.8 Resources List
- 10.9 Strategic Objectives
- 10.10 Organisational Assignments & Contact Details
- 10.11 Operational Period / Meeting Schedule
- 10.12 Requests for Assistance

10.1. Incident Name / Claims Number**INCIDENT NAME
STATUS BOARD****INCIDENT NAME:**

CLAIMS PHONE NUMBER STATUS BOARD

CLAIMS PHONE NUMBER:

10.2. Incident Facts

INCIDENT FACTS STATUS BOARD

DATE OF INCIDENT: _____ TIME OF INCIDENT: _____

LOCATION: Latitude: _____ _____ ' _____ " (N)

Longitude: _____ _____ ' _____ " (N)

Geographic: _____

NAME OF INVOLVED VESSEL(S)/FACILITY(IES): _____

DESCRIPTION OF INCIDENT: _____

TYPE OF MATERIAL SPILLED/EMITTED: Crude Oil _____ Product _____ Chemical _____

Other: _____

AMOUNT OF MATERIAL SPILLED/EMITTED: _____

AMOUNT OF MATERIAL AT RISK: _____

STATUS OF SOURCE: Controlled: _____ Continuing: _____ Other: _____

STATUS OF PERSONNEL: Casualties: _____ Injuries: _____ Other: _____

OTHER INFORMATION: _____

10.3. Incident Facts Update

INCIDENT FACTS UPDATE STATUS BOARD

TIME	EVENT

10.4. Weather, Tides & Sunset

WEATHER STATUS BOARD	
CURRENT	
WIND SPEED:	WIND DIRECTION:
AIR TEMPERATURE:	PRECIPITATION: Rain _____ Snow _____
CEILING:	
WAVE HEIGHT:	WAVE DIRECTION:
CURRENT SPEED:	CURRENT DIRECTION:
WATER TEMPERATURE:	
COMMENTS:	
FORECAST	
WIND SPEED:	WIND DIRECTION:
AIR TEMPERATURE:	PRECIPITATION: Rain _____ Snow _____
CEILING:	
WAVE HEIGHT:	WAVE DIRECTION:
CURRENT SPEED:	CURRENT DIRECTION:
WATER TEMPERATURE:	
COMMENTS:	

TIDES AND SUNRISE / SUNSET STATUS BOARD

TIDES TODAY

LOCATION: _____

Time	Level	Time	Level
HIGHS:	_____ (_____)	LOWS:	_____ (_____)
	_____ (_____)		_____ (_____)

TIDES TOMORROW

LOCATION: _____

Time	Level	Time	Level
HIGHS:	_____ (_____)	LOWS:	_____ (_____)
	_____ (_____)		_____ (_____)

SUNRISE/SUNSET TODAY

SUNRISE: _____ SUNSET: _____

SUNRISE/SUNSET TOMORROW

SUNRISE: _____ SUNSET: _____

10.5. Safety and Health

SAFETY AND HEALTH STATUS BOARD	
SAFETY OFFICER ON-SCENE? <input type="checkbox"/> YES <input type="checkbox"/> NO	
NAME OF SAFETY OFFICER: _____	
SUMMARY OF RESULTS OF SITE CHARACTERIZATION(S)	
CHEMICAL	PHYSICAL
Area Isolated?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Control Zones Established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Hazard Control Zones Secured?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Medical Screening Established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Personnel Training Levels Verified?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Decontamination Area(s) Established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
First Aid Areas Established?	<input type="checkbox"/> Yes <input type="checkbox"/> No
PPE REQUIRED: _____	
INCIDENT-SPECIFIC SITE SAFETY PLAN:	
<input type="checkbox"/> In Preparation	Estimated Time of Completion: _____
<input type="checkbox"/> Completed and Approved	_____

10.6. Mass Balance

MASS BALANCE STATUS BOARD			
FACTOR	LAST 24 HOURS	TO DATE	
AMOUNT SPILLED/EMITTED	_____	_____	_____
CHEMICALLY DISPERSED	_____	_____	_____
BURNED	_____	_____	_____
AMOUNT RECOVERED	_____	_____	_____
EVAPORATION FACTOR	_____ percent	_____ percent	_____ percent
NATURAL DISPERSION FACTOR	_____ percent	_____ percent	_____ percent
EMULSIFICATION FACTOR	_____ percent	_____ percent	_____ percent
AMOUNT REMAINING:			
ON WATER	_____	_____	_____
ON LAND	_____	_____	_____

10.7. Sensitive Areas

SENSITIVE AREA STATUS BOARD		
MAP DESIGNATION	NAME / LOCATION OF AREA	NATURE OF SENSITIVITY

10.8. Resources List

RESOURCES LIST STATUS BOARD							
EN ROUTE		AVAILABLE		ASSIGNED		OUT-OF-ORDER	
1.	ETA	2.	LOCATION	3.	TASK(S)	4.	LOCATION

10.9. Strategic Objectives

OBJECTIVES STATUS BOARD	
INCIDENT NAME:	
MOST RECENT UPDATE: (DATE)	(TIME)
OPERATIONAL PERIOD:	
OBJECTIVES FOR CURRENT OPERATIONAL PERIOD	
OBJECTIVES FOR NEXT OPERATIONAL PERIOD	

10.10. Organisational Assignment & Contact Details

ORGANISATION ASSIGNMENT & CONTACT STATUS BOARD	
COMMAND SECTION:	
Duty Incident Commander	_____
Deputy (as necessary)	_____
Safety Officer	_____
Human Resources Officer	_____
Security Officer	_____
C&EA Officer (Media & Press)	_____
C&EA Officer (Liaison)	_____
Law Officer	_____
Other invited Command Staff	_____
PLANNING SECTION:	
Chief	_____
Situation Unit	_____
Documentation Unit	_____
Environmental Unit	_____
Technical Specialist(s)	_____
Others	_____
LOGISTICS SECTION:	
Chief	_____
Food Unit	_____
Procurement/Supply Unit	_____
Medical Unit	_____
Facilities Management Unit	_____
Security Group	_____
Aviation/Vessel Officer	_____
IT&S Unit	_____
Others	_____
FINANCE/ADMINISTRATION SECTION:	
Chief	_____
Finance Officer	_____
HR Officer (Compensation /Claims Unit)	_____
Others	_____
OPERATIONS SECTION:	
Chief	_____
On-scene Commander	_____
Staging Area Manager	_____
Aide(s)	_____
Others	_____
Branch I: Deputy Commander	
Director	_____
Division/Group	_____
Division/Group	_____
Division/Group	_____
Branch II: Radio Operator	
Director	_____
Division/Group	_____
Division/Group	_____
Division/Group	_____
Branch III: Muster Controller / Log Keeper	
Director	_____
Division/Group	_____
Branch IV: Others	
Director	_____
Division/Group	_____
Branch V: Others	
Director	_____
Division/Group	_____
Division/Group	_____
Division/Group	_____

10.11.Operational Period / Meeting Schedule

OPERATIONAL PERIOD / SCHEDULE OF MEETINGS STATUS BOARD			
CURRENT OPERATIONAL PERIOD			
STARTING DATE:	_____ _____ _____	STARTING TIME:	_____ _____ _____
ENDING DATE:	_____ _____ _____	ENDING TIME:	_____ _____ _____
MEETINGS FOR CURRENT OPERATIONAL PERIOD			
TIME:	_____	MEETING:	_____
TIME:	_____	MEETING:	_____
TIME:	_____	MEETING:	_____
TIME:	_____	MEETING:	_____
TIME:	_____	MEETING:	_____
TIME:	_____	MEETING:	_____
NEXT OPERATIONAL PERIOD			
STARTING DATE:	_____ _____ _____	STARTING TIME:	_____ _____ _____
ENDING DATE:	_____ _____ _____	ENDING TIME:	_____ _____ _____
MEETINGS FOR NEXT OPERATIONAL PERIOD			
TIME:	_____	MEETING:	_____
TIME:	_____	MEETING:	_____
TIME:	_____	MEETING:	_____
TIME:	_____	MEETING:	_____
TIME:	_____	MEETING:	_____
TIME:	_____	MEETING:	_____

10.12.Requests for Assistance

REQUESTS FOR ASSISTANCE STATUS BOARD	
ASSISTANCE & SUPPORT REQUIRED	STATUS