

SAUDI ARABIAN OIL COMPANY (Saudi Aramco)

GENERAL INSTRUCTION MANUAL

GI NUMBER 70.500 Approved

ISSUING ORG. FIRE PROTECTION DEPARTMENT

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SUBJECT DISASTER CONTINGENCY PLAN, DHAHRAN AREA

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CONTENT:

This General Instruction describes the contingency plan for any disaster that may occur within the Dhahran Area. Each proponent covered by the Dhahran contingency plan shall develop its own local plan in accordance with this General Instruction. The GI includes the following information:

1. Definitions
2. Purpose
3. Responsibilities
4. Activation Authority
5. Activation Procedures
6. Communications
7. Approval Authority
8. Supplements

1.0 DEFINITIONS:

- 1.1 Area Leader: appointed by the Chief Executive Officer to control an emergency within a geographical area.
- 1.2 Area Emergency: an emergency of a significant magnitude to affect one or more Saudi Aramco communities and the immediate surrounding areas.
- 1.3 Disaster Contingency Plan: A plan outlining the duties and responsibilities of departments and individuals during a disaster situation.
- 1.4 Deputy Disaster Commander: A person, with appropriate experience, appointed by the Disaster Commander to assist the Disaster Commander in disaster response and mitigation efforts in the Emergency Control Center (ECC).
- *1.5 Dhahran Area: All facilities that are owned or operated by Saudi Aramco and located within the jurisdiction of the Dhahran Fire Control Unit. This includes, but is not limited to, the following:
 - Industrial and non-industrial support facilities
 - Residential facilities in the Dhahran Community
 - Bulk plants and their storage facilities
 - DHA pump-station, storage tanks, and pipelines
 - Dammam office buildings complex
 - North and East Park
 - Support facilities in Danah and Doha
- *1.6 Disaster: The most serious form of an emergency, where the resources, personnel, and materials of the concerned department are insufficient to bring an emergency situation under control.
 - Industrial Disaster – Any disaster relating to hydrocarbons such as tank farm, GOSP, pipelines, etc. where OSPAS will be involved or affected.

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- Non-Industrial Disaster – Any disaster relating to non-hydrocarbons such as community, core area, warehouses, dining hall, hospital, etc. in either Saudi Aramco facilities or community.
- 1.7 Disaster Command Post (DCP): A vehicle equipped with necessary communications equipment and sent to the disaster site.
- 1.8 Disaster Commander: The person in charge of the Emergency Control Center and the overall effort to gain control of the disaster and mitigate its consequences. The Executive Director, Industrial Services, is the Disaster Commander for the Dhahran area.
- 1.9 Emergency Control Center (ECC): A room equipped with communications equipment, located on the second floor of Dhahran Fire Station Number 1. Key personnel report to this room, if requested, to monitor the disaster situation and coordinate response efforts. If this room is affected by the disaster, the alternate location is the back-up OSPAS control center located in the administration office building, ground floor, near passports control office.
- 1.10 Disaster Post Commander (DPC): The person at the scene of the incident who is in charge of response procedures. The Senior Fire Officer at the scene will act as the DPC until replaced by the affected area proponent or a person designated by the Disaster Commander.
- 1.11 Emergency: A natural or human-caused incident that causes or could cause multiple injuries, major property damage, or major environmental impact but which can be controlled using the resources available at the facility involved.
- *1.12 Hostility risk level:
- Condition Green – normal operation; when there is little or no evidence of recent political or military tension along the Saudi Arabian borders or within specific areas of Saudi Arabia, with an overall low level of risk. No area emergency currently exists. Standard security precautions apply. Declared by the Chief Executive Officer in one or more Saudi Aramco communities.
 - Condition Yellow – risk of terrorist attack; when there is evidence of political or military tension along the Saudi Arabian borders or within specific areas of Saudi Arabia. This tension may be the result of aggression or threats from a foreign power or terrorist group, and may include isolated acts of sabotage. Alternatively, there is a risk of an area emergency. Elevated security precautions apply. Non-essential travel outside communities or between communities by employees and/or dependants may be restricted. Declared by the Chief Executive Officer in one or more Saudi Aramco communities.
 - Condition Orange – high risk but no specific target has been identified; and when hostile action is probable against Saudi Aramco personnel and/or facilities. Such hostile action could include terrorist or military attacks involving a significant risk of loss of life or property. Alternatively, there is a high risk of an imminent area emergency. Non-essential travel outside communities or between communities by employees and/or dependants is restricted. High security precautions apply. Declared by the Chief Executive Officer in one or more Saudi Aramco communities.
 - Condition Red – a specific target has been identified; and when there is imminent danger of hostile ground forces over-running Saudi Aramco facilities. Alternatively, an area emergency has occurred. All remaining personnel other than a volunteer cadre of expert oil and gas production technicians will be evacuated. Highest security precautions and personnel evacuation apply. Non-essential

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travel outside communities or between communities by employees and/or dependants is restricted. Declared by the Chief Executive Officer in one or more Saudi Aramco communities.

- 1.13 Key Persons: The primary and alternate individuals who are required to be available by this plan in a disaster situation because of their position, authority, or service. The key personnel roster is maintained by the Fire Protection Department
- *1.14 Phased Evacuation: planned evacuation of personnel from one Saudi Aramco community to another, and/or to another region of the country, and/or to the employee's point of origin. The order of priority would be (i), hospital patients and employees' dependents, (ii), female employees, and (iii), male employees.
- 1.15 Plan Manager: The person responsible for maintenance and administration of this Disaster Contingency Plan. The Manager, Fire Protection Department (FrPD), is the Plan Manager for the Dhahran Area Disaster Contingency Plan.
- 1.16 Post-Incident Actions: The actions taken after a disaster is declared to be under control by the Disaster Commander. These actions include, but are not limited to: fire watch, access control, relief of response personnel, collection, and preservation of evidence, formation of the incident investigation team, and restoration activities.
- 1.17 Saudi Aramco Corporate Contingency Plan (SACCP): To ensure company preparedness and efficiency in responding to major emergencies. Oil Supply, Planning and Scheduling is the owner of this plan.
- 1.18 Stand Down/Emergency under Control: The conclusion of the active efforts necessary to control a disaster based on the decision of the Disaster Commander. Post-Incident Actions are initiated at this time, if not already in progress.

2.0 PURPOSE:

- 2.1 The intent of this plan is to assign responsibilities to various departments and to set forth an organized, planned, and coordinated course of action to be followed in case of a disaster which may involve fire, explosion, release of hazardous gases or materials, or any other incident which threatens human life, property or the environment.
- 2.2 This General Instruction augments other Saudi Aramco General Instructions such as G.I. 1420.001, "Saudi Aramco Community Reaction Plan". The community reaction plan deals with area emergency incidents that affect Company communities; as well as periods of rising tensions and possible hostile acts, including terrorist attacks against Saudi Aramco personnel or sensitive facilities. The area emergencies or hostile acts may be protracted and/or repeated in several locations making recovery more difficult and prolonged. In such eventualities selective and phased evacuation of personnel may be necessary. Total evacuation, though unlikely, is also covered in this plan.

3.0 RESPONSIBILITIES:

- 3.1 All departments and organizations operating within the Dhahran Area are responsible to perform the following:

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- *3.1.1 Develop emergency response plans in accordance with the Company's Safety Management System (SMS), Element 8 "Emergency Preparedness" and the Emergency Management Guide.
- *3.1.2 Develop disaster contingency plans to expedite their normal services in accordance with the requirements of this General Instruction, including the equipment and manpower listed. Conduct local department drills to test the local plan.
- *3.1.3 Review their disaster contingency plans annually and advise the Plan Manager of changes. Updated plans should be sent to the Plan Manager.
- *3.1.4 Designate the manager of each department as the key person for that department and appoint an alternate, identified by name, job title, office, home, and mobile telephone number.
- *3.1.5 Maintain files of up-to-date drawings of facilities under their jurisdiction (written procedures, plot plans, and layouts). Yearly updates of the written procedures and plans (soft and hard copies) should be forwarded to the Fire Protection Department and stored in the ECC.
- *3.1.6 Maintain an up-to-date list of employees. In the event that the work site has to be evacuated, the key person or alternate should conduct a head count at their designated assembly area and report the result to the Disaster Post Commander.
- *3.1.7 Instruct personnel with disaster responsibilities on the contents of this General Instruction and their department's disaster contingency plan on a quarterly basis. All key personnel and their alternates should attend and successfully complete Incident Command System Course and attend refresher courses.
- 3.1.8 Identify and maintain other relevant services which could be required in a disaster.
- 3.1.9 Review, on a monthly basis, the names, and contact telephone numbers of designated key personnel and notify the Manager, Fire Protection Department, of any changes.
- 3.1.10 Participate in annual drills of the disaster contingency plan responsibilities assigned by this GI.
- 3.1.11 Instruct all department employees to report emergency situations and inform them that ONLY Saudi Aramco Affairs personnel are authorized to release information outside the Company.

3.2 The Disaster Commander is responsible for the following:

- 3.2.1 Assume control of the ECC and implement this plan.
- 3.2.2 Assess information reported from the site and direct actions to minimize the loss of life and property.
- 3.2.3 Keep upper management and Saudi Aramco Affairs informed of the situation.
- 3.2.4 Coordinate mutual aid activities.
- 3.2.5 Decide when the situation is under control and authorize Stand Down and Post-Incident Actions.
- 3.2.6 Designate an alternate during any absence.

3.3 The Deputy Disaster Commander is responsible for assisting the disaster commander in directing disaster response efforts in the Emergency Command Center, as requested by the Disaster Commander.

3.4 The Disaster Post Commander (DPC) is responsible for the following:

- 3.4.1 The affected area proponent will be the Disaster Post Commander
- 3.4.2 Establish the DPC at a safe distance from the disaster site, preferably upwind.
- 3.4.3 Coordinate on-site resources and facilitate communications back to the ECC.
- 3.4.4 Keep the Disaster Commander informed of the overall situation.

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3.5 The following personnel shall report to the Disaster Command Post to assist in the implementation and direction of disaster response activities:

- 3.5.1 Fire Marshal, Dhahran Area FPD.
- 3.5.2 Superintendent, affected area. (Facility Proponent Operations Superintendent)
- 3.5.3 Superintendent, Dhahran Area Loss Prevention.
- 3.5.4 Superintendent, Dhahran Industrial Security Operations or Superintendent, Dhahran Community Security Operations.
- 3.5.5 Chief Triage Physician.
- 3.5.6 Superintendent, Facilities Maintenance Division (UD)
- 3.5.7 Superintendent, Central Area Transportation Division.
- 3.5.8 Superintendent, Central Equipment Services Division.
- 3.5.9 Superintendent, Dhahran Residential Services Division
- 3.5.10 Superintendent, Dhahran Area Environmental Protection Department
- 3.5.11 Dhahran Area Employee Relations Representative

3.6 The following personnel shall report to the Emergency Control Center, if requested, to assist in the support and assistance of disaster response activities:

- 3.6.1 Disaster Commander.
- 3.6.2 Deputy Disaster Commander.
- 3.6.3 Manager, Fire Protection.
- 3.6.4 Manager, Loss Prevention.
- 3.6.5 Manager, Dhahran Area Industrial Security Operations.
- 3.6.6 Manager, Saudi Aramco Affairs, Eastern Province.
- 3.6.7 Manager, Aviation
- 3.6.8 Manager, Equipment Services.
- 3.6.9 Manager, Transportation.
- 3.6.10 Manager, Central Community Services.
- 3.6.11 Manager, Utilities Department
- 3.6.12 Manager, Power Distribution.
- 3.6.13 Manager, Distribution Operations, Eastern Province (if Distribution facility is involved).
- 3.6.14 Executive Director, Drilling
- 3.6.15 Manager, Northern Area Pipelines Department.
- 3.6.16 Manager, RT Producing.
- 3.6.17 VP, Medical Services
- 3.6.18 Executive Director, Community Services
- 3.6.19 Communications, Backbone Operations Control Center
- 3.6.20 Manager, Environmental Protection
- 3.6.21 Administrator, Dhahran Area Personnel
- 3.6.22 Manager, NA Materials Services
- 3.6.23 Manager, Office Services
- 3.6.24 Manager, Materials Logistics Department

3.7 The Plan Manager is responsible for the following:

- 3.6.1 Conduct or coordinate annual drills of the local department plans and coordinate an annual Dhahran Area Drill with the affected organization(s).

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- 3.6.2 Update and distribute the roster of Key Personnel, monthly, to each department.
- 3.6.3 Review this General Instruction on a 5-year cycle and advise all departments of any revisions.

3.8 The Fire Protection Department is responsible for maintaining the ECC, availability of call-in / on-call personnel inside the community, the DCP communications vehicle, and disaster-related equipment in a fully operational condition.

- *3.7.1 ECC on-call persons will be provided from the Fire Protection Department (FrPD) to maintain and provide manpower to the DHA ECC during disasters and drills. FrPD on-call persons should be able to respond to the Dhahran ECC within 20 minutes of a declared disaster. ECC on-call persons will be available 24-hours per day, 7 days per week, including company and Kingdom holidays.

4.0 ACTIVATION AUTHORITY:

The following personnel, or their designated alternates, are authorized to declare a disaster:

- 4.1 Fire Marshal, Dhahran Area FPD.
- 4.2 Manager, Fire Protection Department.
- 4.3 Superintendent of the affected facility.
- 4.4 Chief, Emergency Medical Services.

5.0 ACTIVATION PROCEDURES:

5.1 The individual who activates this disaster contingency plan shall immediately inform the Dhahran Area Security Control Center of his decision and the Dhahran Fire Control Unit dispatcher.

5.2 The Security Control Center Dispatchers shall do the following:

- 5.2.1 Announce that all radio and telephone communications are restricted to emergency use only.
- 5.2.2 Record a clear and accurate message about the disaster (type, location, etc.) on the '113 telephone' system. If outside the Saudi Aramco system, then call 862-4115 for the recorded message.
- 5.2.3 Contact the designated ECC on-call FrPD personnel and request them to proceed immediately to the ECC.
 - *5.2.3.1 SCC should use the alerting system to notify the ECC on FrPD personnel. Conduct weekly communications drills of the alerting system for the key personnel on-call roster and ECC on-call persons.

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5.2.4 Notify the following, or their alternates, of the disaster situation in the order shown:

- Disaster Commander.
- Deputy Disaster Commander.
- Manager, Fire Protection.
- Dhahran Health Center Dispatcher.
- Manager, Loss Prevention.
- Shift Coordinator - Power Dispatch.
- OSPAS Shift Coordinator.
- Communications, Backbone Operations Control Center.
- Superintendent, Dhahran Area Loss Prevention.
- Manager, Dhahran Area Industrial Security Operations.
- Manager, Saudi Aramco Affairs, Eastern Province.
- Manager, Aviation.

5.3 The Power Dispatcher shall alert the following key personnel:

- 5.3.1 Vice President, Materials Supply.
- 5.3.2 Executive Director, Community Services.
- 5.3.3 Manager, Equipment Services Department.
- 5.3.4 Manager, Transportation.
- 5.3.5 Manager, Central Community Services.
- 5.3.6 Manager, Utilities Department
- 5.3.7 Manager, Power Distribution.
- 5.3.8 SCECO Shift Coordinator.

5.4 The OSPAS Shift Coordinator shall alert the following key personnel:

- 5.4.1 Manager, Distribution Operations, Eastern Province (if Distribution facility is involved).
- 5.4.2 General Manager, Drilling and Workover.
- 5.4.3 Manager, Northern Area Pipelines Department.
- 5.4.4 Manager, RT Producing.
- 5.4.5 Manager, OSPAS.
- 5.4.6 General Supervisor, Oil & Gas Supply and Distribution, OSPAS.

5.5 The Dhahran Health Center Dispatcher shall alert the following key personnel:

- 5.5.1 Head Physician, Dhahran Emergency Medical Room.
- 5.5.2 Central Nursing Office.
- 5.5.3 Chief, Emergency Medical Services.
- 5.5.4 VP, Medical Services.
- 5.5.5 General Manager, Clinical Services.
- 5.5.6 Director, Surgical & Diagnostic Services.
- 5.5.7 Director, Clinical Medical Services.
- 5.5.8 Director, Nursing Services.
- 5.5.9 Director, Medical Support Services.

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5.6 All key personnel, or alternates, shall call telephone number 113 or 862-4115, then call the ECC on telephone number 876-4046; they will be requested to do one of the following:

- Report in person to the ECC.
- Standby on the line for further information or instruction.
- Transfer to the Conference Circuit, using his dedicated number.
- Perform a specific duty as requested by the Disaster Commander.

5.7 Designated Fire Protection Department staff shall proceed immediately to the ECC.

6.0 COMMUNICATIONS:

6.1 The primary method of communication between the Disaster Command Post and Emergency Control Center will be via Smartzone radio talk group FrPD.EMR

6.2 Alternate communications between the Disaster Command Post and the Emergency Control Center will be via Smartzone radio talk group emergency channel for the affected area.

6.3 The primary method of communications between the Emergency Control Center and supporting departments and organizations with disaster responsibilities will be by telephone in the ECC Conference room.

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7.0 APPROVAL AUTHORITY:

This General Instruction has been reviewed by all organizations who report to the Disaster Control Center. A record of their concurrence is kept on file at the Fire Protection Department.

Recommended:

A. A. Mokhtar, Manager
Fire Protection Department

Date: _____

Approved:

Mohammed G. Al Zahrani, Executive Director
Safety and Industrial Security

Date: _____

Mazen Snobar, Executive Director
Industrial Services
Disaster Commander – Dhahran Area

Date: _____

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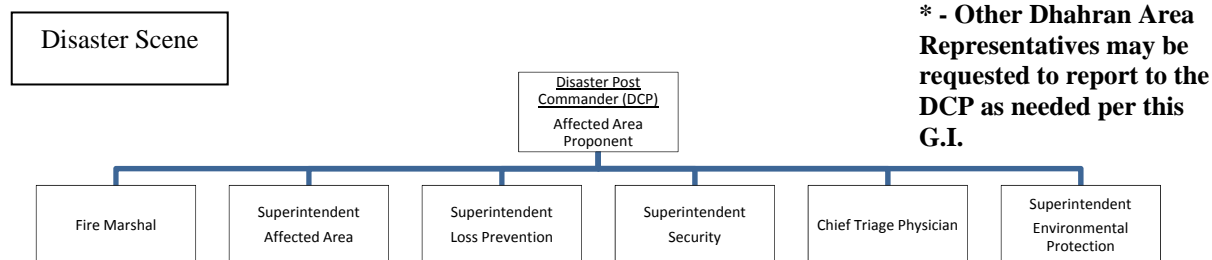
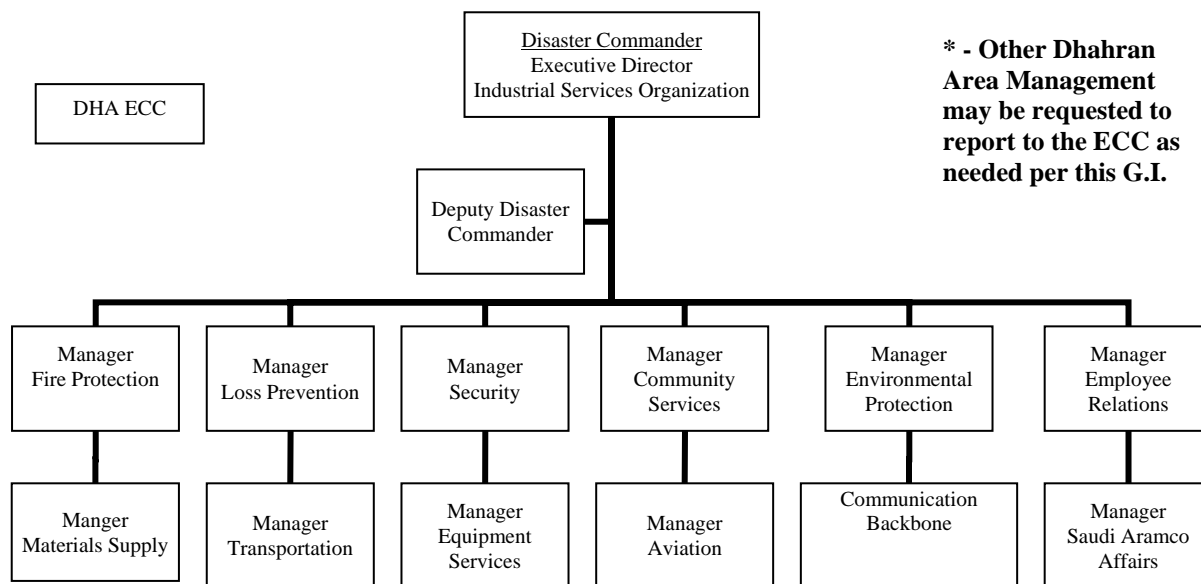
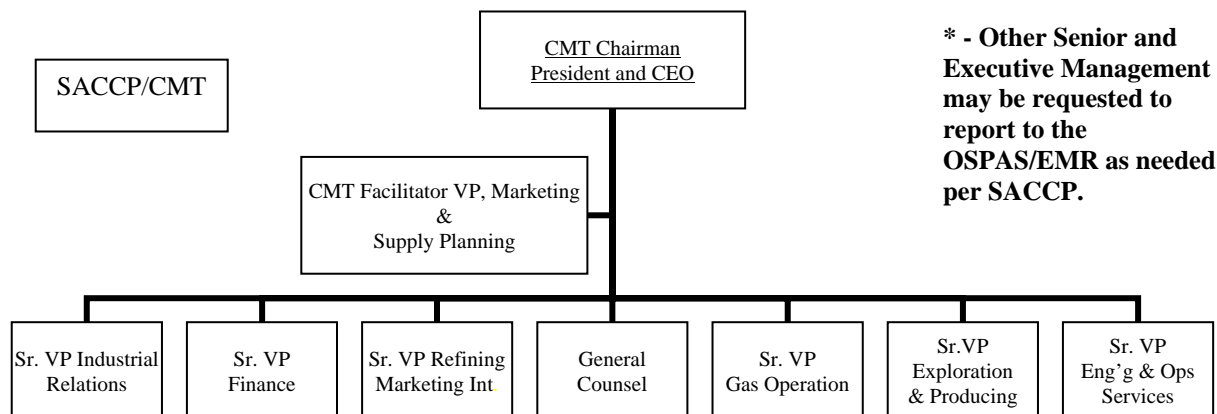
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SUPPLEMENT 70.500-1

DISASTER OPERATIONS ORGANIZATIONAL CHART



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SUPPLEMENT 70.500-2

ECC AND DCP EQUIPMENT LIST

1.0 EMERGENCY CONTROL CENTER (ECC) MAJOR EQUIPMENT LIST:

- 1.1 Twenty -one (21) ISDN line telephone line system, four (4) VSAT lines, and one (1) GSM line with fifteen (15) telephone sets.
- 1.2 Radio communications via two (2) desktop-mounted Motorola Smartzone Radio's and five (5) Motorola Smartzone portable radios'.
- 1.3 Six (6) workstations with computers and dual monitors.
- 1.4 Four (4) laptop computers.
- 1.5 Two (2) HF radios.
- 1.6 One (1) each of copier, B/W printer, color printer, color plotter, and fax machine.
- 1.7 Two (2) video conferencing systems.

2.0 DISASTER COMMAND POST (DCP) MAJOR EQUIPMENT LIST:

The mobile communications van will be maintained and operated by FPD personnel and equipped as follows:

- 2.1 Extended Subscriber Radio for Conference Circuit telephone #872-6383.
- 2.2 Extended Subscriber Radio for communications with Command Post telephone #872-6043.
- 2.3 Two (2) Portable-Mobile Radios. (158.84 and 158.96 MHz).
- 2.4 Communications TELEMOTE with the following circuits:
 - a) Emergency 158.96 MHz
 - b) Utilities 160.20 MHz
 - c) Transportation 158.84 MHz
 - d) NA Producing (Oil North) 159.61 MHz
 - e) SA Producing (Oil Central) 159.85 MHz
 - f) Drilling I Rx. 165.50 MHz
Tx. 153.32 MHz
 - g) Construction 159.20 MHz
- 2.5 Air-to-Ground 138.225 MHz
- 2.6 UHF radio:
 - Channel 1 - Tactical Fire Tx. 407.050 MHz
 - Channel 2 - Emergency Tx. 413.975 MHz
Rx. 408.975 MHz

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SUPPLEMENT 70.500-3

TELEPHONE AND RADIO PROCEDURES FOR REPORTING AN EMERGENCY

- 1 The Security Control Center Dispatcher shall be contacted by:
 - 1.1 Telephone call to the emergency number "110", or 872-0110 from outside Saudi Aramco system
 - 1.2 Radio using the designated Saudi Aramco radio channel
- 2 Either the OSPAS Shift Coordinator or the Power Dispatcher will report the disaster to the Security Control Center by Emergency 110 if the person reporting the disaster is unable to contact the Dhahran Security Control Center directly. The Dispatchers and the Security Control Center monitor the following circuits on a 24-hour basis:

<u>OSPAS Shift Coordinator</u> NA Producing Oil North SA Producing Oil Central Oil South	<u>Power Dispatcher</u> Power Dispatch	<u>Dhahran Security Control Center</u> Transportation Emergency
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- 3 When Dhahran emergency telephone number 110 is called, the phones at the Security Control Center, FrPD/Dhahran Dispatcher, Power Dispatcher, and Health Center Dispatcher will be answered simultaneously with the Security Control Center making the first reply. Personnel at these locations shall take immediate action, dispatch fire fighting equipment, ambulances, etc. The Power Dispatcher will advise Utilities Services to take appropriate action to provide fire water, etc.
- 4 Upon notification of the disaster situation, the Security Control Center Dispatcher shall record the information on tape and have the information announced over the Telephone Alert System. This message can be received by calling "113" or 862-4115.

NOTE: Telephone 113 has 20 lines. This will provide the same information to a large number of people in an emergency. If the line is busy, the caller should try again few seconds later.
- 5 The proper method to be used in reporting a disaster is to speak clearly and distinctly and to give information in the following order:
 - 5.1 Identify yourself, stating name and badge number
 - 5.2 Identify location of the disaster
 - 5.3 Describe the incident briefly, i.e., fire, tank rupture, injury, etc.
 - 5.4 State if there are any casualties or injuries
 - 5.5 Repeat message and wait on the line until the SCC dispatcher requests to clear the line
- 6 The Security Control Center Dispatcher must then repeat the information to minimize chance of error.

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- 7 After the Security Control Center has repeated the message, the Security Control Center will ask, "Are there any questions?" Not until the Security Control Center asks this question do "others" listening to the call ask the caller for additional information.

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DEPARTMENTAL RESPONSIBILITIES

Departments shall be prepared to provide the following manpower and major equipment upon notification of a disaster situation. Additional manpower and equipment may be requested and shall be provided upon request. The manager of each responsible department shall be responsible for ensuring the equipment is maintained and available.

1.0 MEDICAL SERVICES:

- 1.1 Two (2) Medical clearing teams, each made up of one (1) doctor, four (4) nurses and two (2) ambulances with drivers.
- 1.2 Emergency medical services for 300 casualties, predominately suffering from burns, toxic gas inhalation or mutilation injuries.
- 1.3 Radiation decontamination facilities.
- 1.4 Deceased (remains) bags.

2.0 FIRE PROTECTION DEPARTMENT:

- 2.1 All normal equipment and personnel.
- 2.2 A staffed Emergency Control Center.
- 2.3 Twelve (12) self-contained breathing apparatus, with twelve (12) spare cylinders.
- 2.4 Activate the Inter-Area Response Plan (SOP # 16) as applicable.
- 2.5 Activate any Mutual Aid Agreement if applicable.
- 2.6 Summon Volunteer Fire Brigades as necessary.
- 2.7 Summon off-duty officers as necessary.
- 2.8 Upon arrival to the Dhahran ECC in building 318 (Dhahran Main Fire Station (or back-up Dhahran DCC/OSPAS in Old Admin, Ground floor, Room 1288), the designated FPD personnel will:
 - 2.8.1 Gain access and open the room.
 - 2.8.2 Ensure that radios, telephones, computers, monitors, and other DCC equipment are powered-on and are functional.
 - 2.8.3 Arrange the room to receive incoming personnel per the GI and Disaster Operations Organization Chart in Supplement 1.

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- 2.8.4 Obtain an update of the incident to include location, address, building number, plant ID, type of incident, actions being taken, and other pertinent information.
- 2.8.5 Provide and assist in facilitating logistics, clarifications, strategies, radio/computer/equipment operation, or other duties as deemed necessary by the ECC Disaster Commander or the FrPD Manager.

3.0 INDUSTRIAL SECURITY DEPARTMENT:

- 3.1 Five (5) vehicles equipped with communications and voice amplification systems. Each manned by a minimum of two Security personnel.
- 3.2 Five (5) vehicles with two-man units equipped with communications, for traffic and security duties, at the following locations:
 - 3.2.1 Emergency Control Center (ECC)
 - 3.2.2 Disaster Command Post (DCP)
 - 3.2.3 Staging Area or as may be required by the ECC

4.0 AVIATION:

The following is required on a standby status:

- *4.1 One (1) Agusta A109E Power helicopter
- *4.2 One (1) Agusta A139 helicopter, configured for transporting trauma victims.

5.0 LOSS PREVENTION DEPARTMENT:

- 5.1 Assist the Disaster Post Commander in designating a safe area of refuge and a staging area.
- 5.2 Provide additional Loss Prevention personnel as required for technical/safety advice.

6.0 DRILLING AND WORKOVER:

- 6.1 One (1) special oil well assistance team with required equipment and communications.

7.0 EQUIPMENT SERVICES DEPARTMENT:

- 7.1 Shall activate the Industrial Services Emergency Response Center GI and provide the following heavy equipment support upon request:
 - 7.1.1 Two (2) front end loaders with operators.
 - 7.1.2 Two (2) bulldozers with operators.
 - 7.1.3 Two (2) 18-ton cranes with operators and riggers.
 - 7.1.4 Two (2) 5000-pound capacity forklifts with operators.
 - 7.1.5 Four (4) mobile maintenance teams with appropriate tools, equipment, and supplies.
 - 7.1.6 Two (2) flood light units.

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- 7.1.7 Two (2) portable air conditioning units.
- 7.1.8 Two (2) 250 kilowatt generators.
- 7.1.9 One wrecker.

8.0 TRANSPORTATION DEPARTMENT:

Shall mobilize Roads Engineering and Inspection personnel to assure the coordination and required roads/access way, repairs, signs/markings, or temporary access way on by-pass construction, and shall be prepared to deliver the following minimum equipment to the disaster site upon request:

- 8.1 Ten (10) buses with operators for evacuation purposes.
- 8.2 Two filled 6000-gallon water tankers with tractors and drivers.
- 8.3 Four (4) low-bed tractor-trailers to support-ESD.
- 8.4 Two (2) flat-bed tractor-trailers to support ESD.
- 8.5 Two (2) refrigerated trailers to the Dhahran Medical Center for storage.
- 8.6 Service vehicles and fuel to support equipment.

9.0 MGR NA/SA MATERIALS SVC:

- 9.1 Implement the MSO Disaster Contingency Plan to provide logistical support as required.
- 9.2 As required, provide a Director of Disaster Materials Support to the Emergency Control Center, and a Disaster Materials Task Force leader to the Disaster Command Post.

10.0 COMMUNICATIONS:

- 10.1 Communications Services shall activate a communications control facility in Building 840 to provide technical supervision of communications, respond to communications problems, and address special problems.
- 10.2 Computer and Communication Services Department (C&CSD) will provide a Disaster Command Post Mobile Communication Team consisting of:
 - 10.2.1 One (1) Team Chief, three (3) Radio Electronics Technicians.
 - 10.2.2 Ten (10) portable hand-held radios with spare charged batteries for each radio.

11.0 UTILITIES DEPARTMENT:

- 11.1 Two (2) mobile, two (2) man teams with communications, personal protective equipment, and tools, to handle required utility services.
- 11.2 Four (4) each 2000 pound and 150 pound chlorine cylinder repair kits.

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- 11.3 Activate their departmental emergency response plan to begin disaster recovery steps or other functions as may be requested by the ECC Commander.

12.0 CENTRAL COMMUNITY SERVICES:

- 12.1 Temporary shelter for 1000 evacuees, with health and comfort items.
- 12.2 Listing of residents by badge numbers and by house numbers.
- 12.3 Meals, beverages, water, ice and supporting utensils 3 times a day at the evacuation shelter.
- 12.4 Meals, beverages, water, ice and supporting utensils, every 6 hours at the Disaster Command Post.
- 12.5 Meals, beverages, water, ice and supporting utensils, every 8 hours at the Emergency Control Center.
- 12.6 Activate their departmental emergency response plan to begin disaster recovery steps or other functions as may be requested by the ECC Commander.

13.0 SAUDI ARAMCO POWER DISTRIBUTION DEPARTMENT:

- 13.1 Where applicable, implement Power Distribution Instruction (PDI) # 2.0.

14.0 NORTHERN AREA PIPELINES DEPARTMENT:

- 14.1 Activate their departmental emergency response plan to isolate, contain, and/or repair as appropriate or as may be requested by the Disaster Commander.

15.0 SAUDI ARAMCO AFFAIRS:

- 15.1 Public Affairs are the only Saudi Aramco organization authorized to release information outside the Company.
- 15.2 Inform and interface with concerned Government agencies; provide media relations and photograph/video the events (4-6 persons).

16.0 OIL SUPPLY PLANNING AND SCHEDULING (OSPAS):

- 16.1 Where applicable, implement OSPAS Manual (OIM) #31.01, 31.02, 31.03, 31.04.
- 16.2 Provide the Emergency Monitoring Room (EMR) to Executive Management for observation, communication, and coordination during disaster response activities.

17.0 DHAHRAN AREA PERSONNEL:

- *17.1 Provide employee and family assistance at the Disaster Command Post and the Emergency Control Center.

18.0 OFFICE SERVICES:

* CHANGE

** ADDITION

NEW INSTRUCTION ☐

COMPLETE REVISION ☐

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- *18.1 Provide employee relocation and other assistance in the event of a disaster involving offices or where workstations are affected by the disaster.

19.0 RT PRODUCING:

- *19.1 Activate their departmental emergency response plan to isolate, contain, and/or repair as appropriate or as may be requested by the Disaster Commander.

20.0 ENVIRONMENTAL DEPARTMENT:

- *20.1 Assist the Disaster Post Commander in designating a safe area of refuge and a staging area based upon environmental monitoring of air, temperature, and other hazardous indicators such as smoke or other containments.
- *20.2 Provide additional Environmental personnel as required for technical/environmental advice to include such duties as air monitoring and sampling, or other environmental and industrial hygiene activities.

21.0 EASTERN REGION DISTRIBUTION DEPARTMENT:

- *22.1 Activate their departmental emergency response plan to isolate, contain, and/or repair as appropriate or as may be requested by the Disaster Commander.
- *21.2 Assist the Disaster Post Commander with technical assistance and operational related issues.

22.0 COMMUNITY MAINTENANCE DEPARTMENT:

- *22.1 Activate their departmental emergency response plan to begin disaster recovery steps or other functions as may be requested by the ECC Commander.