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Emergency Response Plan

SANDRIDGE® energy

Notice: Any printed copy of this Emergency Response Plan is considered an unofficial version at the time of printing.
The official version of this document may be found on the SandRidge Energy internal website.
For information on how to obtain an official copy, please contact the appropriate SandRidge Energy official.

Version: 0.1
Effective Date: 06/20/2015

Contents

1.0 Introduction

1.1 Owner & Operator

This Emergency Response Plan (ERP) is developed for:

SandRidge Energy, Inc. and Subsidiaries
123 Robert S. Kerr Ave
Oklahoma City, OK 73102

SandRidge (SandRidge Energy, Inc. and Subsidiaries) is a producer of natural gas, natural gas liquids, and oil focused on discovering and developing natural gas and oil resources onshore in the U.S.

1.2 Purpose

This Emergency Response Plan (ERP) is designed to provide SandRidge employees with the information necessary to respond to incidents in a safe, rapid, effective, and efficient manner. For purposes of this ERP, incidents are defined as events that happen within a facility or outside the facility (including well sites) that could create unacceptable impacts on people, the environment or property, and require emergency response operations. The ERP's primary goal is to help the company prevent injury or loss of life and damage to the environment. The health and safety of the public, SandRidge employees, and our contractors will always be the primary objective of this plan.

1.3 Emergency Preparedness and Response Mission

We will prudently over respond to incidents, emphasizing our commitment for the safety of all people, the protection of our environment and the integrity of our assets.

1.4 Emergency Preparedness and Response Goal

Our goal is to work in a manner that minimizes the risk of emergency situations and to effectively prepare for and respond to significant incidents if and when they do occur.

1.5 Scope

This ERP applies to emergency response operations carried out by SandRidge employees or significant incidents that affect SandRidge operations.

The members of the emergency response team may require a wide variety of 'tools' to carry out their responsibilities. Some of these tools are included throughout this ERP. However, most tools reside outside this ERP and may have to be accessed, along with this ERP, at the time of an incident.

Although this ERP contains procedures applicable to most foreseeable incidents, actual conditions will dictate whether deviations from the ERP are appropriate.

1.6 Objectives

- Serve as the basis for an organized action plan in dealing with incidents;
- Identify responsibility, priority and importance in countering an emergency situation;
- Provide information on the means of handling incidents, and identifying the organizations, which are involved;
- Provide proper documentation of action and personnel notified.

2.0 Plan Maintenance & Review

2.1 Management of Change

This section describes the Management of Change (MOC) procedure that is followed to make changes to this ERP. The MOC Coordinator for this ERP is the Environment, Health, Safety & Regulatory (EHS&R) Vice President.

All recommended changes must be submitted in writing to the MOC Coordinator and include the following information:

- Name and position of person submitting the changes
- The recommended changes
- The reason for the changes

Changes that are deemed by the MOC Coordinator to be tactical or editorial in nature can be made by the MOC Coordinator without further review.

Revisions are documented in **Section 12** Document Control Table in this ERP.

2.2 Plan Administration

The EHS&R Department and Operations Vice Presidents are responsible for the overall administration of the ERP. Overall administration shall include ensuring that this ERP contains the necessary information to effectively support a SandRidge incident response.

2.3 Plan Review

This Plan shall be reviewed following training exercises and/or actual incidents. Any revisions made to this ERP will be listed in **Section 12** Document Control Table.

Response personnel, and roles and responsibilities will be updated quarterly and / or after any significant organizational changes.

3.0 Incident Severity Levels

3.1 Incident Levels

Severity Rating	Injury or Occupational Illness	Pressure Event	Well Control Event	Fire / Flammable Atmosphere	Environmental / Unplanned Atmospheric Release
I	Fatality or three (3) or more employees requiring hospitalization	Pressure breach or unplanned release with manual intervention required to interrupt uncontained flow	Uncontrolled release of formation fluids from wellbore that requires third-party specialized well control support measures and comprehensive mitigation effort	Fire or flammable material release that requires support from specialized emergency response contractor or has off-site	• Releases greater than 1 bbl that has impacted water (ground or surface), cultural resources, and/or endangered species • Unplanned release (including atmospheric release) that results in evacuation or shelter in place • Any event that affects the public or is likely to attract adverse media coverage
II	OSHA- defined lost time injury that results in one or more days away from work or a high potential incident or near miss	• Pressure breach or unplanned release where equipment component is discharged, or its contained contents emitted with sufficient energy to injure; or • Pressure breach or unplanned release where discharged contents are ignited or result in unplanned flammable atmosphere	Unplanned formation fluid influx where resulting pressures may contribute to surface or downhole equipment failures that have compromised control integrity that requires third-party specialized well control support measures	Fire or flammable material release beyond the site's ability to extinguish or control that requires support from regional offsite resources	• Release equal to or less than 1 bbl that has impacted water (ground or surface) • Release off location that is greater than 100 bbls • Release that has the potential to affect wildlife or cultural resources • Any release that may create serious risk to life, property or the environment • Any release event that has the potential to affect the public or is likely to attract adverse media coverage

Severity Rating	Injury or Occupational Illness	Pressure Event	Well Control Event	Fire / Flammable Atmosphere	Environmental / Unplanned Atmospheric Release
III	OSHA- defined recordable injury (medical treatment, job transfer or restricted work)	Operating pressure exceeding maximum allowable working pressure	Unplanned formation fluid influx managed by application of well control measures beyond constant bottom hole pressure well control methods (e.g., bullheading, heavy mud weight, high pump rates, etc.)	• Fire not immediately extinguished by on-site resources; or • Discovery of an unplanned flammable atmosphere	• Release to the ground surface or into containment that can be absorbed, neutralized or otherwise controlled at the time of the release by employees in the immediate area and does not pose a significant risk to the health or the environment
IV	Injury or occupational illness requiring attention up to and including first aid	• Actuation of any overpressure-relieving device; or • Activation of any high-pressure triggered emergency shutdown	Unplanned formation fluid influx managed by constant bottom hole pressure well control methods using accepted industry practices	Incipient fire immediately extinguished by on-site personnel	• Release of less than 1 bbl. of materials / fluids other than freshwater; or • Release that remains within secondary containment and has no potential to impact waters of the US / groundwater; or • Release of a substance which can be absorbed, neutralized, or otherwise controlled at the time of a release by employees in the immediate area that does not pose a potential safety or health hazard or threat to the environment; or • Unplanned atmosphere release event resulting in a release to the atmosphere with no adverse impact to the public or the environment

4.0 Incident Management System

4.1 Incident Command System (ICS) Structure

SandRidge has adopted the National Incident Management System (NIMS) ICS organization as outlined in:

- Homeland Security Presidential Directive Five (HSPD-5)
- National Response Framework (NRF), January 2008

All federal, state, tribal and local levels of government, as well as many private sector and non-governmental organizations use ICS for a broad spectrum of emergencies. These range from small to complex incidents, both natural and manmade which also can be acts of catastrophic terrorism. The company has adopted the NIMS ICS to allow the partnership of Unified Command to be developed when required in training, exercises or responses.
Note: The document, FEMA 501, National Incident Management System was referenced in the development of this document.

ICS Organization	
The ICS is applicable across a spectrum of incidents that may differ in terms of size, scope, and complexity because of its:	
√	Functional unit management structure.
√	Modular organizational structure that is extendable to incorporate all necessary elements. Responsibility and performance begin with the incident command element, the Incident Commander (IC), and build from the top down.

ICS is usually organized around five major functional areas:	
√	Command.
√	Operations.
√	Planning.
√	Logistics.
√	Finance/Administration.
The IC may establish the sixth functional area, intelligence, based on the requirement of the situation at hand.	

Incident Command System Structure (Cont.)

Transitional Steps	
Some of the more important transitional steps that are necessary to apply ICS in a field incident environment include the following:	
√	Recognize and anticipate the requirement that organizational elements will be activated and take the necessary steps to delegate authority as appropriate.
√	Establish incident facilities as needed, strategically located, to support field operations.
√	Establish the use of common terminology for organizational functional elements, position titles, facilities, and resources.
√	Rapidly evolve from providing oral direction to the development of a written Incident Action Plan (IAP).

Modular Extension	
The modular concept is based upon the following considerations:	
√	Develop the form of the organization to match the function or task to be performed.
√	Staff only those functional elements that are required to perform the task.
√	Observe recommended span-of-control guidelines.
√	Perform the function of any non-activated organizational element at the next highest level.
√	Deactivate organizational elements no longer required.

Management Assignments	
The IC's initial management assignments will normally be one or more section chiefs to manage the major ICS functional areas.	
√	Section chiefs will further delegate management authority for their areas as required.
√	If needed, section chiefs may establish branches or units as appropriate for the section.
√	Each functional unit leader will further assign individual tasks within the unit as needed.
√	Section chiefs serve as the general staff for the IC.

Staffing	
Use the separate sections to organize staff as the need arises.	
√	Section chiefs will further delegate management authority for their areas as required.
√	If needed, section chiefs may establish branches or units as appropriate for the section.

Incident Command System Structure (Cont.)

Partners	
Several types of agencies could be in the operations section and work together or in combinations depending on the situation.	
√	Fire.
√	Law enforcement.
√	Public health.
√	Public works.
√	Emergency services.
√	Regulatory Agencies.
Other participants may include private individuals, companies, or non-governmental organizations, some of which may be fully trained and qualified to participate as partners in the operations section.	

Tactical Operations	
The specific method selected for organizing and executing incident operations will depend on the:	
√	Type of incident.
√	Agencies involved.
√	Objectives and strategies of the incident management effort.

Organization	
The organizational structure for incident tactical operations can vary and may be based on:	
√	A method to accommodate jurisdictional boundaries.
√	An approach that is strictly functional in nature.
√	A mix of functional and geographical approaches.

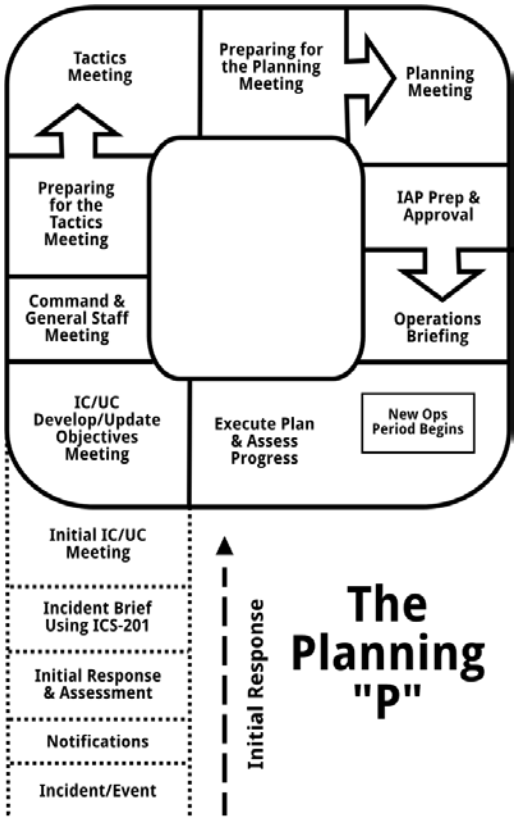
Branches	
Establish branches for reasons such as:	
√	The numbers of divisions and/or groups exceed the recommended span of control for the operations section chief.
√	The nature of the incident calls for a functional branch structure.
√	The incident is multi-jurisdictional.

Span of Control
The section chief may set up branches and allocate divisions and groups within them to stay within the recommended span of control – 1 Supervisor per 7 people.

Incident Command System Structure (Cont.)

The ICS organization principles that have been adopted are:	
√	Ability to address all risks and hazards.
√	Ability to mobilize an organization that is functional (i.e. one that is organized to perform the tactical and strategic work necessary) to address the incident and to protect people, the environment and property.
√	Ability to activate and deactivate the functional organization in modular fashion.
√	Maintenance of a hierarchical structure that has a clear Chain-of-Command with defined reporting relationships.
√	Ability to establish and maintain a Unified Command with involved incident response organizations.

The planning cycle process to manage large events will be followed to ensure the field is supported and plans are in place to manage the incident in a safe manner.



Incident Command System organizational charts for each operating area can be found on the Emergency Preparedness and Response webpage.

4.2 Incident Command System Organization Charts

Local Emergency Response Team (LERT)

Tactical Response Team (TRT)
Deployed to tactically implement response operations at the field level. Responds directly on-scene to the emergency event. Most incidents are managed at the TRT level.

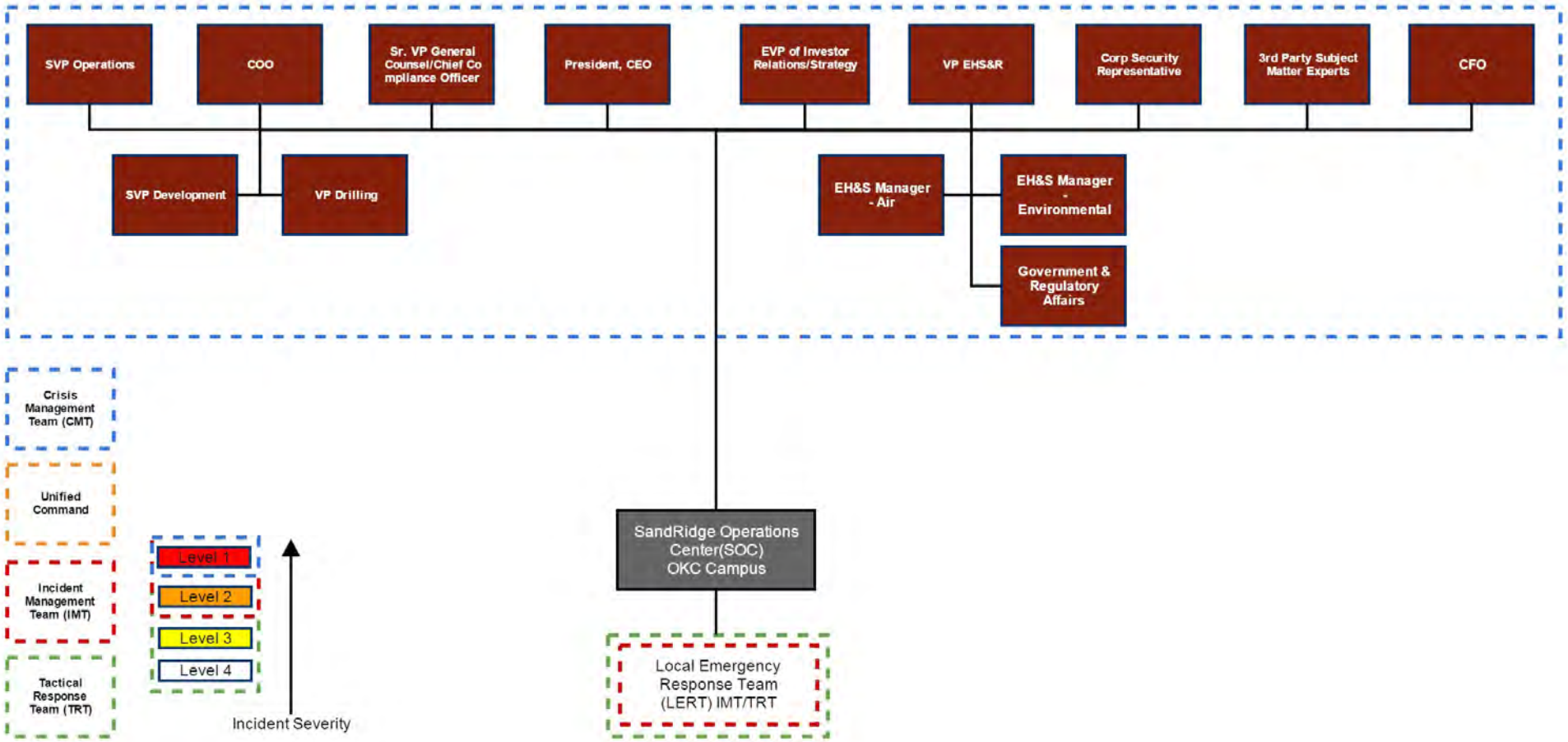
Incident Management Team (IMT)
Responds away from the emergency location at a staging area, field office, corporate office, etc. The IMT is activated when an incident requires non-SandRidge resources and has the potential to have an extended duration.

The **LERT** is a team of local SandRidge personnel identified by management to respond to Level 1 and 2 incidents and Level 3 incidents as necessary. The **LERT** integrates personnel from both the **TRT** and **IMT.** The Operations Section Chief / On-site IC bridges the information between the **TRT** and **IMT.** **LERT** personnel will be trained in emergency response management and operations to ensure SandRidge responds to incidents as effectively and efficiently as possible.

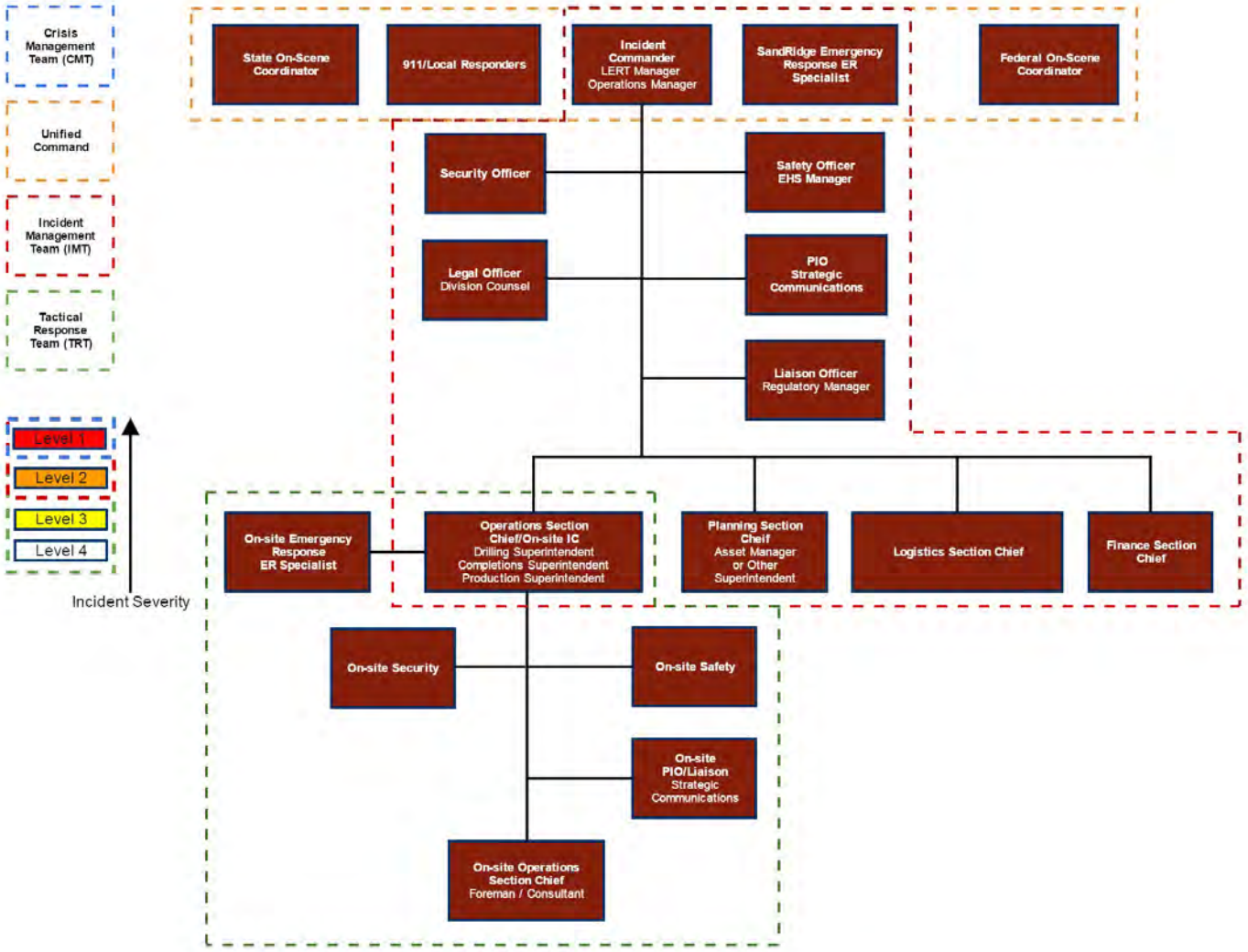
Crisis Management Team (CMT)

Deployed to manage and support the IMT in their strategic planning and responds from the Operations Center in Oklahoma City. Direct involvement in facilitating plans, addressing the public, governmental and media concerns. The CMT is activated when an incident has the potential to significantly impact the public, environment, or our company.

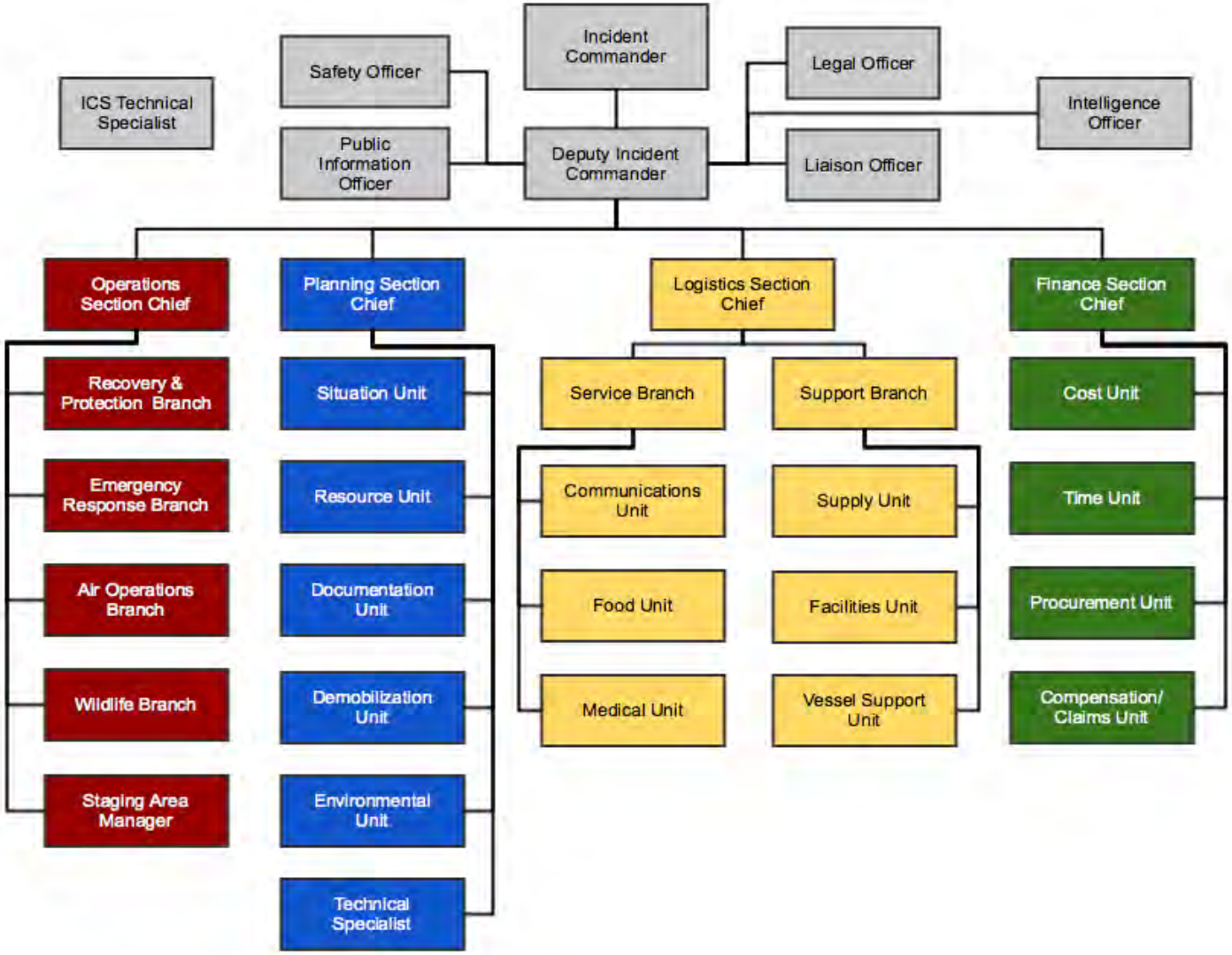
4.2.1 Crisis Management Team (CMT) Org Chart



4.2.2 Local Emergency Response Team (LERT) Org Chart



4.2.3 General ICS Org Chart



4.3 ICS Personnel Common Responsibilities

Common Responsibilities Checklist	
Receive assignment from your organization, including:	
☐	Job assignment (e.g., Strike Team designation, position, etc.).
☐	Reporting location & time.
☐	Travel instructions.
☐	Any special communications instructions (e.g., travel, radio frequency).
☐	Inform others as to where you are going and how to contact you.
Upon arrival at the incident, check-in at the designated check-in location. Check-in may be found at any of the following locations:	
☐	Incident Command Post (ICP) or Staging Areas.
☐	If you are instructed to report directly to a line assignment, check-in with the supervisor.
☐	Receive briefing from assigned supervisor.
☐	Acquire work materials.
☐	Participate in Incident Management Team (IMT) meetings and briefings as appropriate.
☐	Conduct all tasks in a manner that ensures the safety and welfare of you and your co-workers utilizing accepted risk analysis methods.
☐	Supervisors shall maintain accountability for their assigned personnel with regard as to exact location(s) and personal safety and welfare at all times, especially when working in or around incident operations.
☐	Organize and brief subordinates.
☐	Know your assigned communication methods and procedures for your area of responsibility and ensure that communication equipment is operating properly.
☐	Use clear text and Incident Command System (ICS) terminology (no codes) in all communications.
☐	Complete forms and reports required of the assigned position and send through supervisor to the Documentation Unit.
☐	Ensure all equipment is operational prior to each work period.
☐	Report any signs/symptoms of extended incident stress, injury, fatigue or illness for yourself or co-workers to your supervisor.

4.4 Roles and Responsibilities Checklists

Incident Commander (IC) and Deputy Incident Commander (DIC) Checklist	
☐	Review Common Responsibilities.
☐	Obtain a briefing from the prior Incident Commander (IC) (201 Briefing).
☐	Determine incident objectives & strategy.
☐	Establish immediate priorities.
☐	Establish an Incident Command Post (ICP).
☐	Consider need for Unified Command.
☐	Establish an appropriate organization.
☐	Ensure planning meetings are scheduled as required.
☐	Approve and authorize the implementation of an Incident Action Plan (IAP) .
☐	Ensure that adequate safety measures are in place.
☐	Coordinate activity for all Command and General Staff.
☐	Coordinate with key people and officials.
☐	Approve requests for additional resources or for the release of resources.
☐	Keep agency administrator informed of incident status.
☐	Approve the use of trainees, volunteers, and auxiliary personnel.
☐	Authorize release of information to the news media.
☐	Ensure ICS 209 (Incident Status Summary) is completed and forwarded to appropriate higher authority.
☐	Order the demobilization of the incident when appropriate.

Roles and Responsibilities Checklists (Cont.)

	Safety Officer (SOFR) Checklist
☐	Review Common Responsibilities.
☐	Participate in tactics and planning meetings, and other meetings and briefings as required.
☐	Identify hazardous situations.
☐	Review the Incident Action Plan (IAP) for safety implications.
☐	Provide safety advice in the Incident Action Plan (IAP) for assigned responders.
☐	Exercise emergency authority to stop and prevent unsafe acts.
☐	Investigate accidents that have occurred within the incident area.
☐	Initiate appropriate mitigation measures, i.e., personnel accountability.
☐	Assign assistants, as needed.
☐	Review and approve the medical plan (ICS Form 206).
☐	Develop the Site Safety Plan.

Roles and Responsibilities Checklists (Cont.)

	Public Information Officer (PIO) Checklist
☐	Review Common Responsibilities.
☐	Determine from the Incident Commander (IC) if there are any limits on information release.
☐	Develop material for use in media briefings.
☐	Obtain Incident Commander (IC) approval of media releases.
☐	Inform media and conduct media briefings.
☐	Arrange for tours and other interviews or briefings that may be required.
☐	Manage a Joint Information Center (JIC) if established.
☐	Obtain media information that may be useful to incident planning.
☐	Maintain current information summaries and/or displays on the incident and provide information on the status of the incident to assigned personnel.

Roles and Responsibilities Checklists (Cont.)

Liaison Officer (LOFR) Checklist	
☐	Review Common Responsibilities.
☐	Be a contact point for Agency Representatives.
☐	Maintain a list of assisting and cooperating agencies and Agency Representatives, including name and contact information. Monitor check-in sheets daily to ensure that all Agency Representatives are identified.
☐	Assist in establishing and coordinating inter-agency contacts.
☐	Keep agencies supporting the incident aware of incident status.
☐	Monitor incident operations to identify current or potential inter-organizational problems.
☐	Participate in planning meetings, providing current resource status, including limitations and capability of assisting agency resources.
☐	Coordinate response resource needs for incident investigation activities with OSC.
☐	Ensure that all required agency forms, reports and documents are completed prior to demobilization.
☐	Brief Command on agency issues and concerns.
☐	Have debriefing session with the Incident Commander (IC) prior to departure.
☐	Coordinate activities of visiting dignitaries.

Roles and Responsibilities Checklists (Cont.)

	Legal Officer Checklist
☐	Review Common Responsibilities.
☐	Obtain briefing from the Incident Commander (IC).
☐	Advise the Incident Commander (IC) and the Unified Command (UC), as appropriate, on all legal issues associated with response operations.
☐	Establish documentation guidelines for and provide advice regarding response activity documentation to the response team.
☐	Provide legal input to the Documentation Unit, the Compensation/Claims Unit, and other appropriate Units as requested.
☐	Review press releases, documentation, contracts and other matters that may have legal implications for the Company.
☐	Participate in Incident Command System (ICS) meetings and other meetings, as requested.
☐	Participate in incident investigations and the assessment of damages (including natural resource damage assessments).

Roles and Responsibilities Checklists (Cont.)

Intelligence/Security Officer Checklist	
☐	Review Common Responsibilities.
☐	Collect and analyze incoming intelligence information from all sources.
☐	As requested, provide intelligence briefings to the Incident Commander (IC)/Unified Command (UC).
☐	Provide intelligence briefings in support of the Incident Command System Planning Cycle.
☐	Provide Situation Unit with periodic updates of intelligence issues that impact consequence management operations.
☐	Answer intelligence questions and advise Command and General Staff as appropriate.
☐	Supervise, coordinate and participate in the collection, analysis, processing, and dissemination of intelligence.
☐	Assist in establishing and maintaining systematic, cross-referenced intelligence records and files.
☐	Establish liaison with all participating law enforcement agencies including the CGIS, FBI/JTTF, State and Local police departments.
☐	Conduct first order analysis on all incoming intelligence and fuse all applicable incoming intelligence with current intelligence holdings in preparation for briefings.
☐	Prepare all required intelligence reports and plans.
☐	As the incident dictates, determine need to implant Intelligence Specialists in the Planning and Operations Sections.

Roles and Responsibilities Checklists (Cont.)

Operations Section Chief Checklist	
☐	Review Common Responsibilities.
☐	Develop the operations portion of the Incident Action Plan (IAP) and complete the appropriate ICS Forms.
☐	Brief and assign Operations Section personnel in accordance with Incident Action Plan.
☐	Coordinate and consult with the Planning Section Chief (PSC), SOFR technical specialists, modeling scenarios, trajectories, etc., on selection of appropriate strategies and tactics to accomplish objectives.
☐	Supervise Operations Section ensuring safety and welfare of all personnel.
☐	Determine needs and request additional resources.
☐	Develop work assignments and allocate tactical resources based on strategy requirements.
☐	Assist with development of long-range strategic, contingency, and demobilization plans.
☐	Review suggested list of resources to be released and initiate recommendation for release of resources.
☐	Evaluate and monitor current situation for use in next operational period planning.
☐	Interact and coordinate with Command on achievements, issues, problems, significant changes special activities, events, and occurrences.
☐	Troubleshoot operational problems with other Incident Management Team (IMT) members.
☐	Report information about special activities, events, and occurrences to Incident Commander (IC).

Roles and Responsibilities Checklists (Cont.)

Planning Section Chief Checklist	
☐	Review Common Responsibilities.
☐	Collect, process, and display incident information.
☐	Assist OSC in the development of response strategies.
☐	Supervise preparation of the Incident Action Plan (IAP).
☐	Facilitate planning meetings and briefings.
☐	Assign personnel already on-site to Incident Command System (ICS) organizational positions as appropriate.
☐	Establish information requirements and reporting schedules for Planning Section Units.
☐	Determine the need for any specialized resources in support of the incident.
☐	Establish special information collection activities as necessary (e.g., weather, environmental, toxics, etc).
☐	Assemble information on alternative strategies.
☐	Provide periodic predictions on incident potential.
☐	Keep Incident Management Team (IMT) apprised of any significant changes in incident status.
☐	Oversee preparation and implementation of the Incident Demobilization Plan.
☐	Incorporate plans (e.g., Traffic, Medical, Communications, and Site Safety) into the Incident Action Plan (IAP).
☐	Develop other incident supporting plans (e.g., salvage, transition).
☐	Compile and display incident status information.

Roles and Responsibilities Checklists (Cont.)

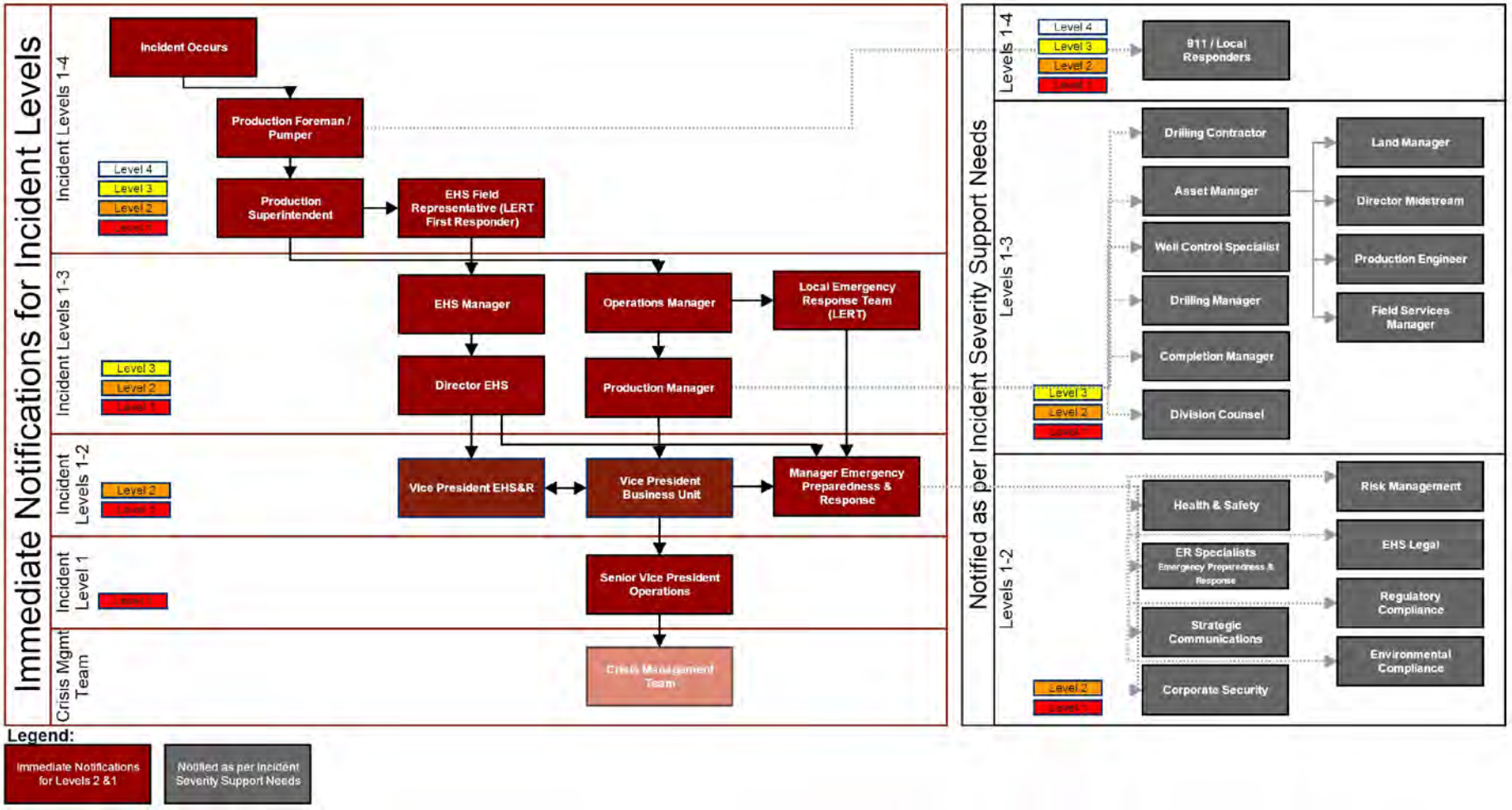
Logistics Section Chief Checklist	
☐	Review Common Responsibilities.
☐	Plan the organization of the Logistics Section.
☐	Assign work locations and preliminary work tasks to Section personnel.
☐	Notify the appropriate Resources Unit of which Logistics Section Units have been activated, including names and locations of assigned personnel.
☐	Assemble and brief Logistics Branch Directors and Unit Leaders.
☐	Determine and supply immediate incident resource and facility needs.
☐	In conjunction with Command, develop and advise all Sections of the Incident Management Team (IMT) resource approval and requesting process.
☐	Review proposed tactics for upcoming operational period for ability to provide resources and logistical support.
☐	Identify long-term service and support requirements for planned and expected operations.
☐	Advise Command on resource availability to support incident needs.
☐	Provide input and review the Communications Plan, Medical Plan and Traffic Plan.
☐	Identify resource needs for incident contingencies.
☐	Coordinate and process requests for additional resources.
☐	Track resource effectiveness and make necessary adjustments.
☐	Advise on current service and support capabilities.
☐	Develop recommended list of Section resources to be demobilized and initiate recommendation for release when appropriate.
☐	Receive and implement applicable portions of the incident Demobilization Plan.

Roles and Responsibilities Checklists (Cont.)

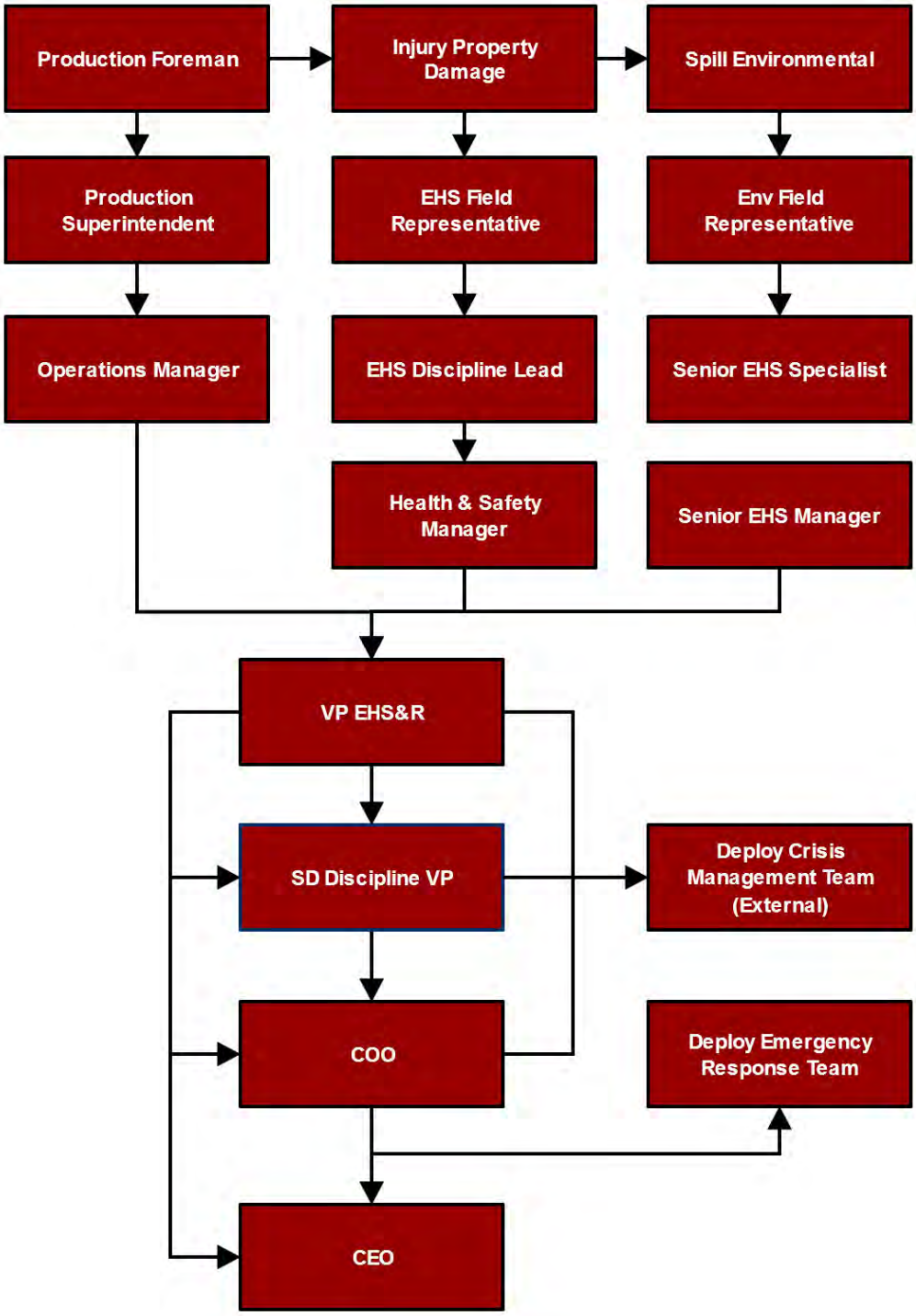
Finance Section Chief Checklist	
☐	Review Common Responsibilities.
☐	Participate in incident planning meetings and briefings as required.
☐	Review operational plans and provide alternatives where financially appropriate.
☐	Manage all financial aspects of an incident.
☐	Provide financial and cost analysis information as requested.
☐	Gather pertinent information from briefings with responsible agencies.
☐	Develop an operating plan for the Finance/Admin Section; fill supply and support needs.
☐	Determine the need to set up and operate an incident commissary.
☐	Ensure that all personnel time records are accurately completed and transmitted to home agencies/organizations, according to policy.
☐	Provide financial input to demobilization planning.
☐	Ensure that all obligation documents initiated at the incident are properly prepared and completed.
☐	Develop recommended list of Section resources to be demobilized and initial recommendation for release when appropriate.

5.0 Emergency Response Notifications

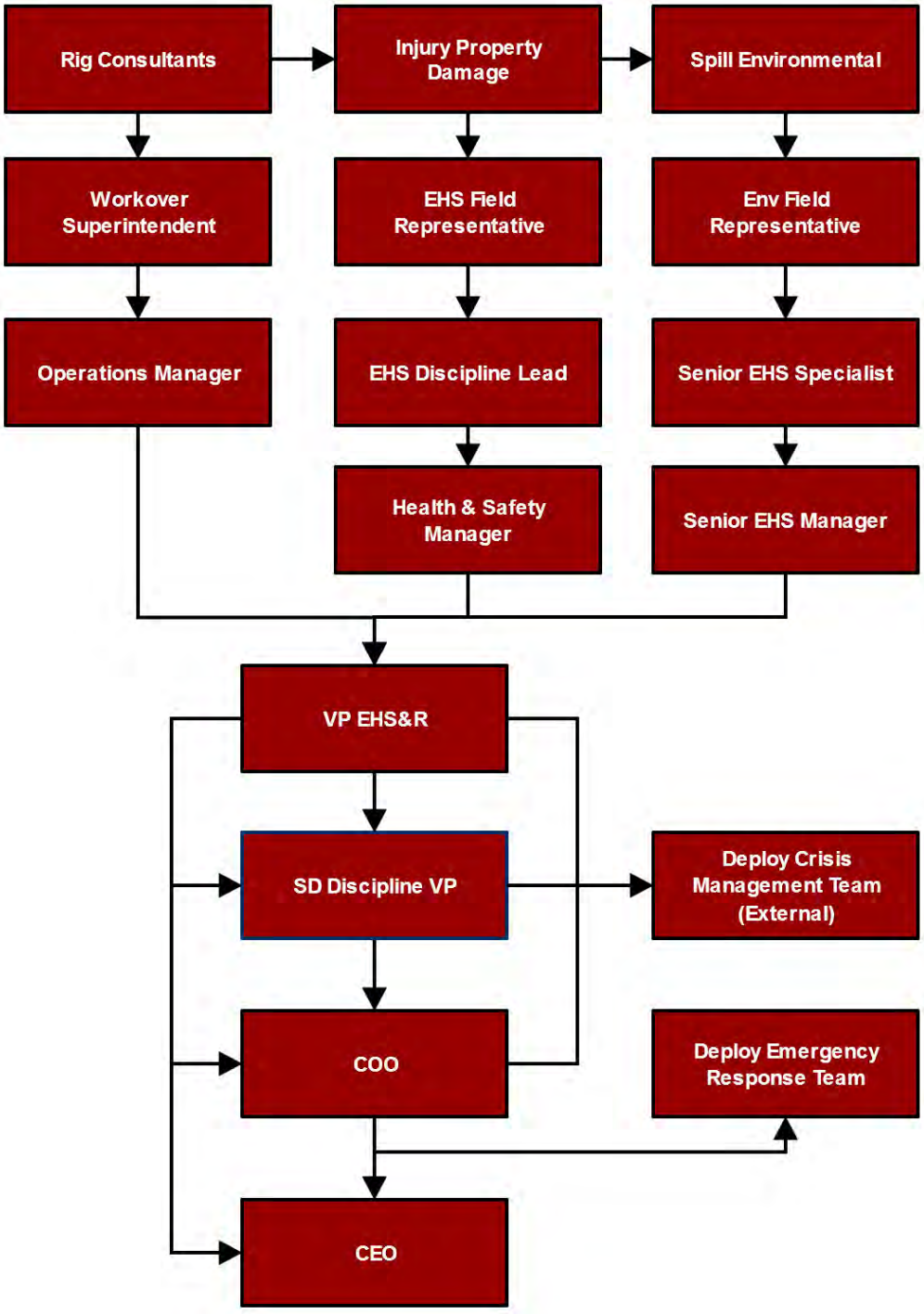
5.1 Notifications Flow Chart



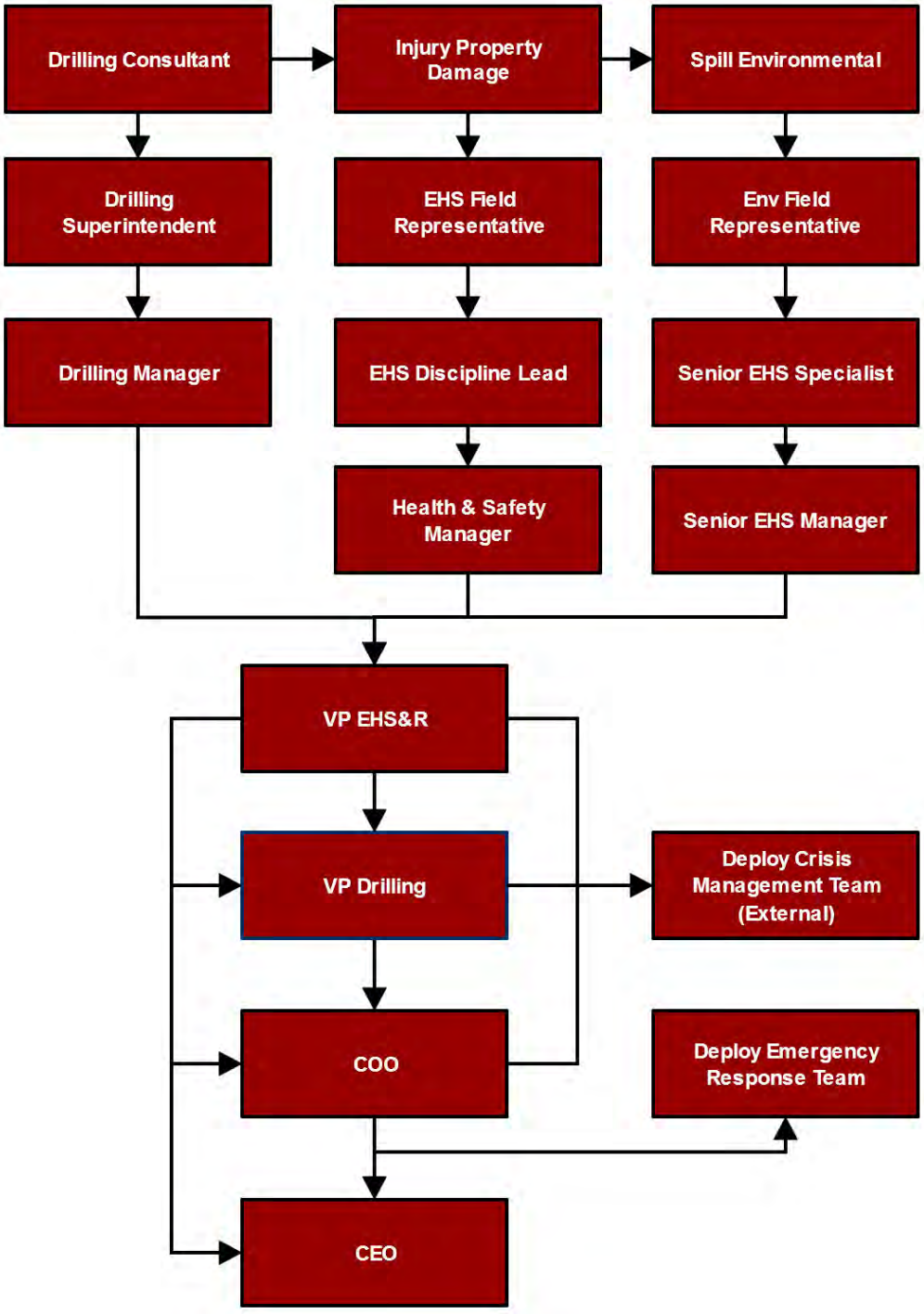
5.1.1 Production Operations Flow Chart



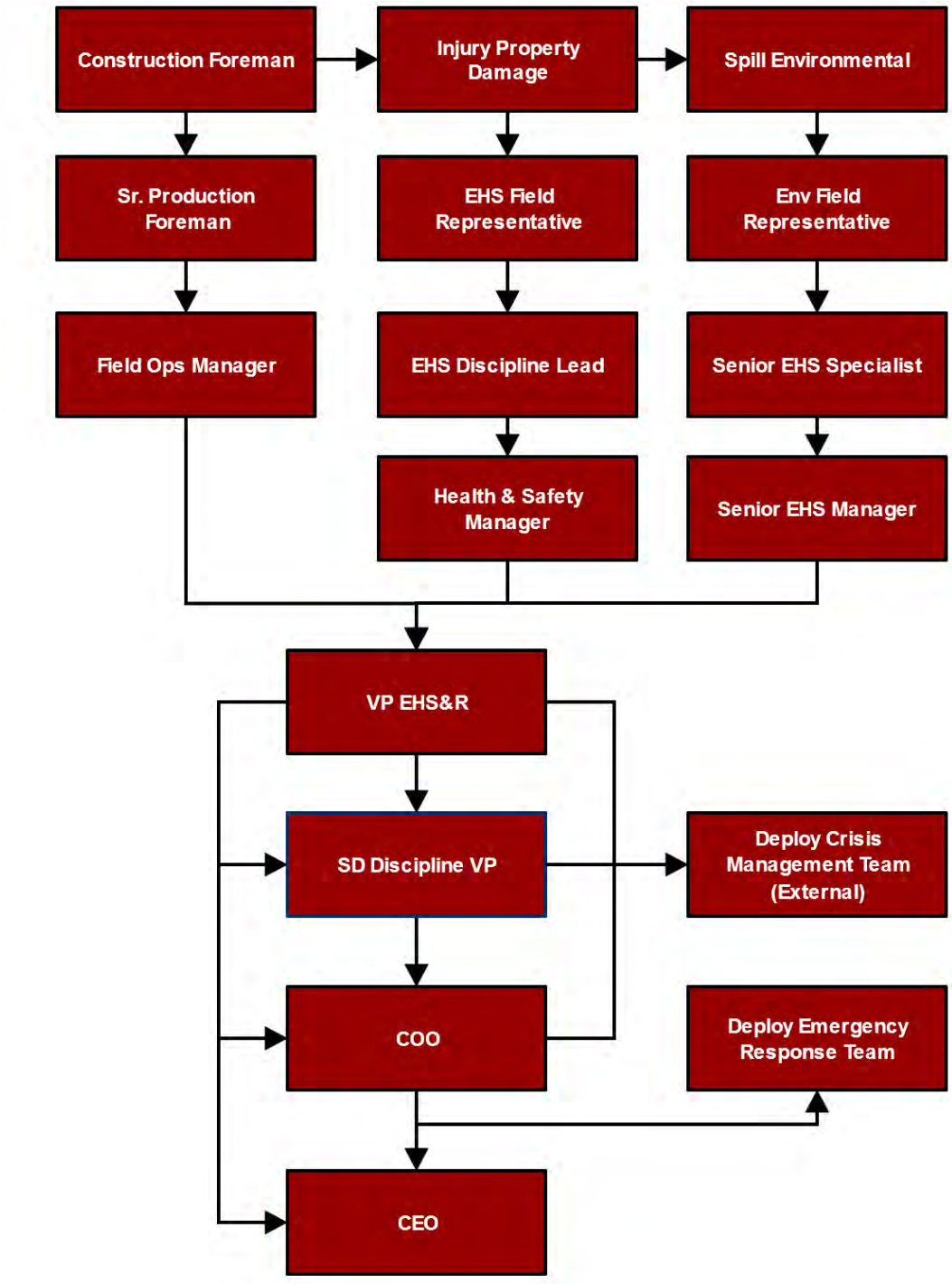
5.1.2 Workovers & Completions Flow Chart



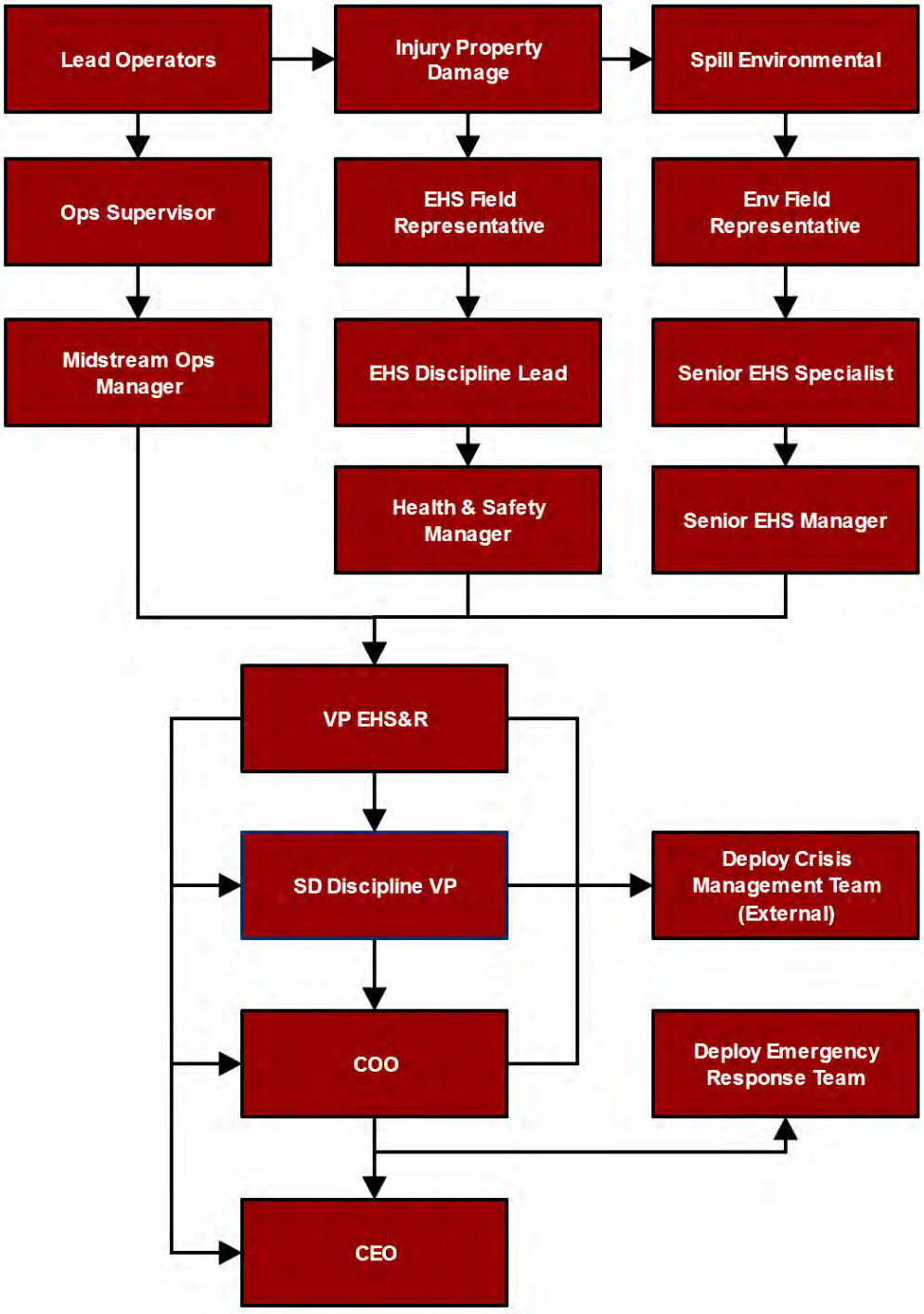
5.1.3 Drilling Flow Chart



5.1.4 Construction Flow Chart



5.1.5 Midstream Flow Chart



5.2 Crisis Management Team

Name	Title	Office Phone	Mobile Phone
SandRidge Corporate			
Bill Griffin	*President and CEO*	(405) 429-5750	
John Suter	*EVP and Chief Operating Officer*	(405) 429-5700	(405) 397-0354
Michael Johnson	*EVP and CFO*	(405) 429-5509	
Philip Warman	*SVP - General Counsel & Corporate Secretary*	(405) 429-6136	(405) 761-2535
Spence Laird	*EHS&R Manager*	(405) 429-6518	(405) 420-8415
Barry Bainum	*Production Engineering Manager*	(405) 429-6583	(405) 519-4479
Adam Cole	*Drilling & Completions Manager*	(405) 429-5528	(405) 388-1323

5.3 Emergency Response Contractors

Company	*Contact*	Office Phone	Emergency Phone
Oklahoma OSRO			
Acme Environmental		(918) 836-7184	(855) 563-2666
TSC		(855) 723-3329	(580) 603-4500
Response Management			
CTEH		(501) 801-8500	(866) 869-2834
TSC		(855) 723-3329	(580) 603-4500
LT Environmental		(303) 433-9788	(303) 433-9788
Environmental			
Eco Fidelity (Mid Con Region)		(580) 273-3444	(580) 273-3444
TSC Environmental (MidCon Region)		(580) 540-4324	(580) 541-8377
LT Environmental		(303) 433-9788	(303) 433-9788

6.0 Emergency Response Procedures

The purpose of this section is to quickly identify facilities and necessary response checklist/procedures based on the type of incident that could occur. The checklists below were developed to allow SandRidge personnel the ability to make sound decisions during the initial response of an incident. The checklists are not meant to substitute for emergency response knowledge, training, or sound judgment calls and do not account for all circumstances.

6.1 Incident Detection

The appropriate SandRidge field personnel are to conduct visual observations and routine inspections of locations and equipment to ensure proper operation. In the event of an incident, prompt response and reporting is required.

Response Procedures/Checklist Table of Contents	
6.2	Field Employees Response to an Emergency Situation
6.3	Well Control
6.4	Pipeline Control

6.2 Field Employees Response to an Emergency Situation

All personnel	
The most important thing is personal safety.	
☐	Always think before responding.
☐	Never rush into the scene of an incident.
☐	Always assess the situation first and recognize the hazards.
☐	Never perform any action that may put your safety at risk.

Initial Response to an Emergency Situation Checklist	
The first SandRidge employee who arrives to the scene of emergency should take the following action:	
☐	Survey the scene, stay calm, park your vehicles upwind and away from the scene of the emergency and turn off the engine.
☐	Never jeopardize your safety or that of another individual.
☐	If anyone is seriously injured, dial 911 immediately.
☐	Contact Foreman/Superintendent.
☐	If safe, take prompt action to eliminate any dangers.
☐	If safe, provide medical aid for any injured personnel.
☐	If properly trained, utilize air-monitoring equipment to determine zones.
☐	If your personal safety may be in jeopardy move to a pre-designated muster point upwind and perform accountability roll call.
☐	Promptly decide: • Whether or not the emergency situation can be readily brought under control and if immediate action can be taken. Always use the correct PPE. • If there is a spill, deploy boom and absorbent material if available. Build containment areas to prevent water contamination and further pollution of the environment. o Contact environmental field representative.
☐	Secure the location - Block the road leading to the site with your vehicle or close the gate to control access. Once the Police or the Sheriff's department arrives, they can assist in monitoring the entrance and securing the location. The media does not have any legal right to be on the property.
☐	Direct the initial phase of control, containment and response until a supervisor arrives.
☐	Ensure proper documentation is being completed.

Field Employees Response to an Emergency Situation (Cont.)

Field Supervisor / Foreman	
☐	Upon receiving word of the emergency situation, determine the Incident Level of the emergency and what backup personnel and/or equipment may be required and contact the Superintendent. Ensure that you always speak to a person and never just leave a message.
☐	Report directly to the scene of the emergency.
☐	Secure the entrance to the area, if not already done.
☐	Establish direct contact with the pumpers (Lease Operators) and emergency responders and provide them with any information they require for the performance of their duties. Establish unified command with local responders.
☐	Inform emergency responders of any potential dangerous situations (e.g. H_2S, toxic chemicals, etc.).
☐	Provide necessary information to Environmental, Health, Safety & Regulatory (EHS&R) for reports to the appropriate governmental agencies.
☐	Relay information to management on actions taken.
☐	Investigate the incident.
☐	Ensure proper documentation is being completed.

Superintendent	
☐	Contact appropriate Manager.
☐	Cooperate with the government agencies on site and, if safe to do so, provide tasking to available personnel.
☐	Ensure proper documentation is being completed.

6.3 Well Control

In the event of a well control emergency, see Well Control manual.

6.4 H2S Release

In the event of an H2S release, refer to H2S Program.

6.5 Pipeline Control

In the event of a pipeline release, see DOT manual.

7.0 Media Relations

Media interaction, particularly during or following a crisis, are best handled by persons trained in media communications. During a crisis, the media team works to have a spokesperson on site as quickly as possible, however there could be a situation where an incident commander may need to provide a company statement and/or correspond with media. It is important to follow the below steps related to media following a crisis.

INITIAL NOTIFICATIONS

Do not interact with media without having contacted your supervisor and one of the individuals below.

If the press or media arrive on scene, please immediately contact:			
	Name	Phone	Email
Primary Contact:	Johna Robinson	405-429-5515	jrobinson@sandridgenergy.com
If you cannot contact the individual above, limit any statement to **"This situation is currently under investigation and a company spokesperson will be available shortly to answer your questions."**			

All information released will be handled in accordance with the following policy:	
✓	In the event of injuries or loss of life, the names will be withheld until the next of kin is notified.
✓	Individuals assigned to guard duty should be courteous, as they will generally be the first company representatives with whom reporters and photographers will have contact. When press representatives ask guards at the facility or lease gates for permission to enter, the guards will tell them, as politely as possible, that they do not have the authority to grant such permission and will suggest that, for official information, they talk to the Public Relations representative who will be at the scene of the emergency.
✓	Reporters, photographers, and other unauthorized personnel are not to be permitted to be on the lease during an emergency.
✓	There is to be no company interference with reporters and photographers who are not on company property. Photographers have rights to take photographs from public highways, railroad property, and the like, and the employees, particularly guards, do not have the right to confiscate phones or equipment when photographers are working on such properties.
✓	**Our representatives must not do any guessing or speculating.** They must state only established facts. Say no more than is needed. Whenever it is evident that the reporter is trying to make a sensation out of the incident to represent the danger or loss as being greater than it is, our representatives are to state the facts as they are.

8.0 Training & Exercises Procedures

8.1 Training

8.1.1 Training Criteria

Training for all Tactical Response Members should be performed on an annual basis.

8.1.2 Tactical Response Team Training

The following provides sections that should be incorporated into the training modules for the Tactical Response Team (TRT). The material should not be considered all-inclusive. Team members receiving this training will have an excellent educational foundation to help them play a highly pro-active role in the incident. It is recommended that this training be performed on an annual basis. Tactical Response Team may consist of SandRidge employees and contractors.

Hazmat Technician	
Hazardous Materials Technicians are individuals trained to respond to releases or potential releases for the purpose of stopping the release. :	
✓	Know how to implement SandRidge emergency response plan.
✓	Know the classification, identification and verification of known and unknown materials by using field survey instruments and equipment.
✓	Be able to function within an assigned role in the Incident Command System.
✓	Know how to select and use proper specialized chemical personal protective equipment provided to the hazardous materials technician.
✓	Understand hazard and risk assessment techniques.
✓	Be able to perform advanced control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available with the unit.
✓	Understand and implement decontamination procedures
✓	Understand termination procedures.
✓	Understand basic chemical and toxicological terminology and behavior.

Tactical Response Team Training (Cont.)

Hazmat Specialist	
Hazardous Materials Specialists are individuals who respond with and provide support to Hazardous Materials Technicians. Their duties parallel those of the Hazardous Materials Technician; however, those duties require a more directed or specific knowledge of the various substances they may be called upon to contain. Hazardous Materials Specialists shall have received at least 24 hours of training above that of the Technician level, and in addition, have competency in the following areas:	
✓	Know how to implement the local emergency response plan.
✓	Understand classification, identification and verification of known and unknown materials by using advanced survey instruments and equipment.
✓	Know the SandRidge emergency response plan.
✓	Be able to select and use proper specialized chemical personal protective equipment provided to the Hazardous Materials Specialist.
✓	Understand in-depth hazard and risk techniques.
✓	Be able to perform specialized control, containment, and/or confinement operations within the capabilities of the resources and personal protective equipment available.
✓	Be able to determine and implement decontamination procedures
✓	Have the ability to develop a site safety and control plan.
✓	Understand chemical, radiological and toxicological terminology and behavior.

Tactical Response Team Training (Cont.)

Incident Commander	
Incident Commanders who will assume control of the incident scene shall receive at least 24 hours of training, and in addition, have competency in the following areas:	
✓	Know and be able to implement the Incident Command System.
✓	Know how to implement the SandRidge emergency response plan.
✓	Know and understand the hazards and risks associated with employees working in chemical protective clothing.
✓	Know and understand the importance of decontamination procedures.
✓	Notification procedures/requirements for facility operations, internal response organization, national and regional authorities, contractors, and the information required for those organizations.
✓	Communication system used for notifications and response.
✓	IMT Roles and Responsibilities.
✓	IMT Incident Command Post (ICP) Facility.
✓	Information on the products stored, used or transferred by the facility/site including familiarity with the Safety Data Sheets (SDS), special handling procedures, health and safety hazards, spill and firefighting procedures.
✓	Potential incident scenarios and response procedures.
✓	The operational capabilities of the contractors to respond to different types of incidents and how to manage them.

8.1.3 Incident Management Team Training

Incident Management Team Members	
✓	Notification procedures/requirements for facility operations, internal response organization, national and regional authorities, contractors and the information required for those organizations.
✓	Communication system used for the notifications and response.
✓	IMT Roles and Responsibilities.
✓	IMT Incident Command Post (ICP) Facility.
✓	Information on the products stored, used, or transferred by the facility/site including familiarity with the Safety Data Sheets, special handling procedures, health and safety hazards, spill and firefighting procedures.
✓	Potential incident scenarios and response procedures.
✓	The operational capabilities of the contractors to respond to different types of incidents and how to manage them.
✓	Know and be able to implement the Incident Command System.
✓	Know how to implement the SandRidge emergency response plan.

8.2 Exercises and Drills

SandRidge conducts exercises to ensure effectiveness and execution of the written Emergency Response Plan and supporting plan(s).
Exercises will simulate scenarios and risks identified in the company's Emergency Response Plan.

8.2.1 Tabletop Exercise

A Tabletop Exercise is an informal gathering of appropriate incident response team personnel to discuss incident response/management issues. The intent of a tabletop exercise is to allow the participants to evaluate plans, procedures and policies as well as resolve issues of coordination, assignment of responsibilities, interaction between departments and organizations.

8.2.2 Functional Exercise

A Functional Exercise is designed to focus on evaluating centralized emergency operations capabilities. This level of exercise involves:
(1) Incident Management Team and/or Tactical Response Team personnel who carry out actions and coordination as though the incident were real;
(2) a team of controllers and simulators who track exercise events and coordinate the incident scenarios, responding field units and levels of government not active in the exercise;
(3) a team of evaluators who assess operational capabilities based on required criteria for successful performance based on the emergency response plan.

8.2.3 Drill Exercise

A Drill is a coordinated, supervised exercise used to test a single specific operation or function. It involves deployment of equipment and personnel to practice and perfect one small part of the response plan. The effectiveness of a drill is its focus on a single, relatively limited portion of the overall emergency management system.

8.2.4 Full Scale Exercise

The Full Scale Exercise is designed to evaluate the operational capability of emergency management systems in an interactive manner. The full scale exercise includes all components of the functional exercise with the addition of the actual responding field units and personnel. This level of exercise activity should test all components of the emergency management system that would be involved in the response given the scenario selected for the exercise.

The potential impact on a community from an incident can be greatly reduced by having good communications between the company and all of the stakeholders (neighbors, emergency response personnel and local officials).

Exercises should be designed to:	
✓	Test the IMT's ability to act as expected and required to emergencies that could occur within the Division.
✓	Provide response personnel with an opportunity to apply their training and exercise. It allows them to become acclimated with their roles & responsibilities and the Incident Management System.
✓	Identify gaps, limitations, and areas of concern to address with the response team, plans, equipment, and response tools.
✓	Build on lessons learned from previous experiences and drills or actual spill response events.

8.2.5 Documentation

Following any exercise or actual incident, the EHS&R Department will conduct a critique to determine how the response went, how the ERP was used and followed, and identify any improvements. An After Action Report (AAR) is developed to review all aspects of the preparations for immediate response to an initial recovery from the incident. The AAR identifies both strengths and areas for improvement and provides recommendations for future response and recovery efforts.

Exercise documentation should include the following:	
✓	Type of exercise/response.
✓	Date and time of exercise/response.
✓	Description of exercise/response.
✓	Objectives met.
✓	Lessons learned.

9.0 ICS Form Templates

ICS 201-1: Incident Briefing Map/Sketch

Incident:	Prepared By: at
Period: to	Version Name:

Current Situation:

ICS 201-2: Summary of Current Actions

Incident:	Prepared By: at
Period: to	Version Name:

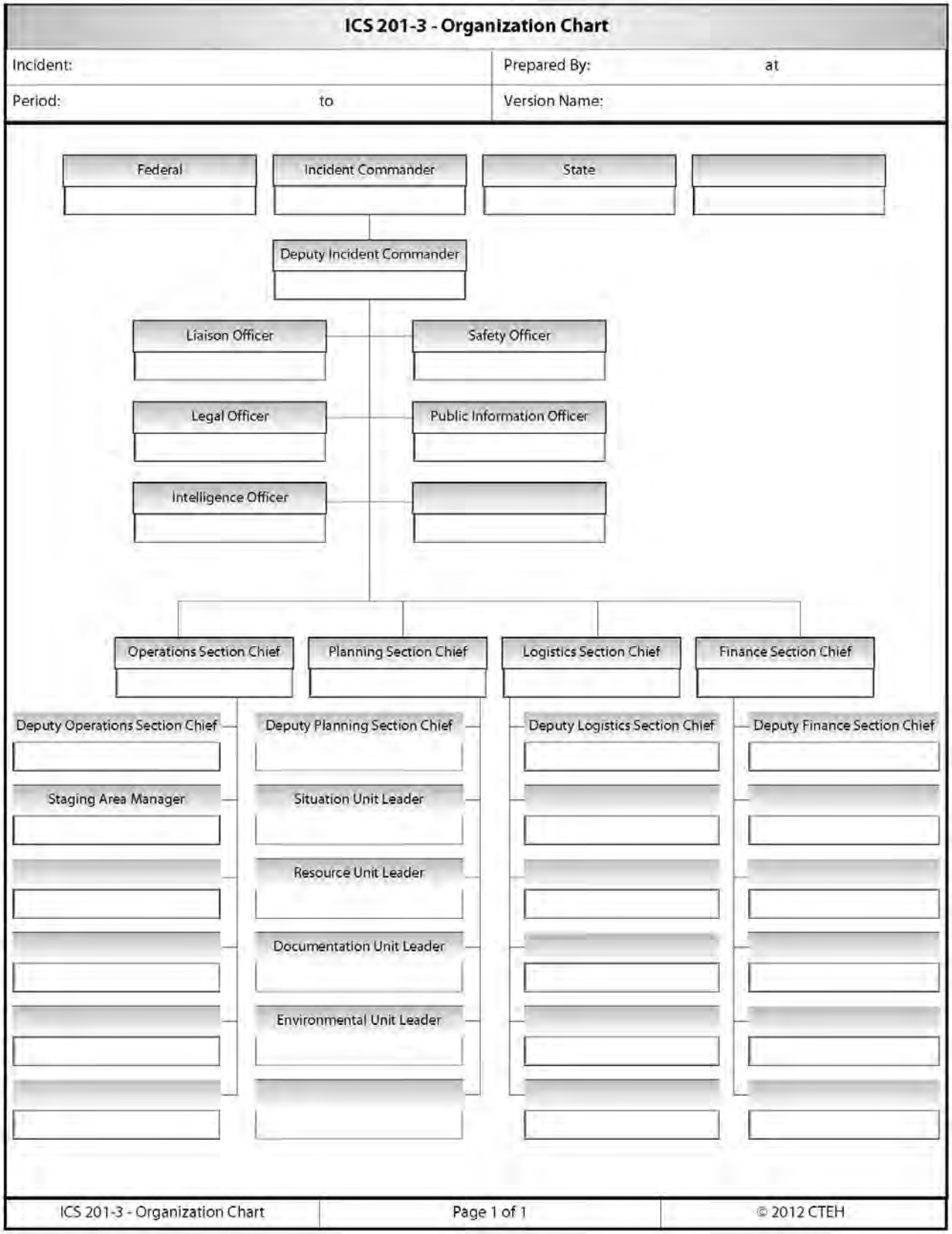
Incident Information

Incident Objectives

Objective

Summary of Actions & Events

Date & Time	Action/Event Description


ICS 201-3 - Organization Chart
Incident:
Prepared By:
at
Period:
to
Version Name:
Federal
Incident Commander
State
Deputy Incident Commander
Liaison Officer
Safety Officer
Legal Officer
Public Information Officer
Intelligence Officer
Operations Section Chief
Planning Section Chief
Logistics Section Chief
Finance Section Chief
Deputy Operations Section Chief
Deputy Planning Section Chief
Deputy Logistics Section Chief
Deputy Finance Section Chief
Staging Area Manager
Situation Unit Leader
Resource Unit Leader
Documentation Unit Leader
Environmental Unit Leader
ICS 201-3 - Organization Chart
Page 1 of 1
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ICS 201-4: Resource Summary

Incident:	Prepared By: at
Period: to	Version Name:

Resources

Supplier	Resource Type	Description	Quantity / Size	Phone	Area of Operation	Status	Status Date & Time

ICS 201-5: Site Safety and Control Analysis

Incident:	Prepared By: at
Period: to	Version Name:

Site Control

1. Is Site Control Setup?	2. Is there an on-scene command post? If so, where:
3. Have all personnel been accounted for?	Injuries Fatalities: Unaccounted: Trapped:
4. Are observers involved, or rescue attempts ongoing/planned? Observers: Rescuers:	5. Are decon areas setup? If so, where:

Hazard Identification, immediate signs of: (if Yes, explain in Remarks)

1. Electrical line(s) down or overhead?	2. Unidentified liquid or solid products visible?
3. Wind direction across incident: Wind Speed:	4. Is a safe approach possible?
5. Odors or smells?	6. Vapors visible?
7. Holes, ditches, fast water, cliffs, ect. nearby?	8. Fire, sparks, sources of ignition nearby?
9. Is local traffic a potential problem?	10. Product placards, color codes visible?
11. Other Hazards?	12. As you approach the scene from the upwind side, do you note a change in the status of any of the above?

Hazard Mitigation: (Have you determined the necessity for any of the following)

1. Entry Objectives:	
2. Warning sign(s), barriers, color codes in place?	
3. Hazardous material being monitored? 3a. Sampling equipment: 3b. Sampling location(s): 3c. Sampling frequency: 3d. Personal exposure monitoring:	
4. Protective gear / level: 4b. Respirators: 4d. Boots:	4a. Gloves: 4c. Clothing: 4e. Chemical cartridge change frequency:
5. Decon 5a. Instructions: 5b. Decon equip. and materials:	
6. Emergency escape route established? Route:	
7. Field responders briefed on hazards?	
8. Remarks:	

ICS 202: General Response Objectives

Incident:	Prepared By: at
Period: to	Version Name:

Overall Objectives

Objective

Operational Period Command Emphasis (Safety Message, Priorities, Key Decisions/Directions)

ICS 205: Communications Plan

Incident:	Prepared By: at
Period: to	Version Name:

Phone Listing

+	Title	Name	Phone	Fax	Alternate Phone	Radio
-						☐
-						☐
-						☐
-						☐
-						☐
-						☐
-						☐
-						☐
-						☐
-						☐
-						☐
-						☐
-						☐
-						☐
-						☐

Radio Utilization

+	System	Channel	Function	Frequency	Assignment	Notes
-						
-						
-						
-						
-						
-						
-						
-						

ICS 206: Medical Plan

Incident:	Prepared By: at
Period: to	Version Name:

First Aid Stations

+	Name	Location	EMT On Site	Phone	Radio
-			☐		
-			☐		
-			☐		
-			☐		
-			☐		
-			☐		

Transportation (Ground and/or Air Ambulances Services)

+	Name	Location	Paramedics	Phone	Radio
-			☐		
-			☐		
-			☐		
-			☐		
-			☐		
-			☐		

Hospitals

+	Name	Location	Burn Center	Helipad	Phone	Radio
-			☐	☐		
-			☐	☐		
-			☐	☐		
-			☐	☐		
-			☐	☐		
-			☐	☐		
-			☐	☐		
-			☐	☐		

Special Medical Emergency Procedures

ICS 206: Medical Plan	Page 1 of 1	© 2012 CTEH

ICS 208 - Site Safety Plan

Incident:	**Prepared By:** **at**
Period:	**Version Name:**

Revision:

Applies To Site:

Products: (Attach MSDS)

SITE CHARACTERIZATION

Water:

Wave Height: **Wave Direction:**

Current Speed: **Current Direction:**

Land: **Use:**

Weather: **Temp:**

Wind Speed: **Wind Direction:**

Pathways for Dispersion:

Site Hazards

- ☐ Boat safety
- ☐ Chemical hazards
- ☐ Cold Stress
- ☐ Confined Spaces
- ☐ Drum handling
- ☐ Equipment operations
- ☐ Electrical operations
- ☐ Fatigue
- ☐ Other
- ☐ Fire, explosion, in-situ burning
- ☐ Heat stress
- ☐ Helicopter operations
- ☐ Lifting
- ☐ Motor vehicles
- ☐ Noise
- ☐ Overhead/buried utilities
- ☐ Plants/wildlife
- ☐ Other
- ☐ Pump hose
- ☐ Slips, trips, and falls
- ☐ Steam and hot water
- ☐ Trenching/Excavation
- ☐ UV Radiation
- ☐ Visibility
- ☐ Weather
- ☐ Work near water
- ☐ Other

Air Monitoring

%O2: **%LEL:** **ppm Benzene:**

ppm H2S: ☐ **Other (Specify):**

CONTROL MEASURES

Engineering Controls

- ☐ Source of release secured
- ☐ Site secured
- ☐ Valve(s) closed
- ☐ Facility shut down
- ☐ Energy sources locked/tagged out
- ☐ Other

Personal Protective Equipment

- ☐ Impervious suit
- ☐ Inner gloves
- ☐ Outer gloves
- ☐ Flame resistance clothing
- ☐ Hard hats
- ☐ Respirators
- ☐ Eye protection
- ☐ Personal floatation
- ☐ Boots
- ☐ Other

Additional Control Measures

- ☐ Decontamination
- ☐ Sanitation
- ☐ Illumination
- ☐ Medical Surveillance
- ☐ Stations established
- ☐ Facilities provided - OSHA 29 CFR 1910.120n
- ☐ Facilities provided - OSHA 29 CFR 1910.120m
- ☐ Provided - OSHA 29 CFR 1910.120f

ICS 208 - Site Safety Plan

Incident:	Prepared By: at
Period:	Version Name:

WORK PLAN

- ☐ Booming ☐ Skimming ☐ Vac trucks ☐ Pumping ☐ Excavation
- ☐ Heavy equipment ☐ Sorbent pads ☐ Patching ☐ Hot work ☐ Appropriate permits used
- ☐ Other

TRAINING

- ☐ Verified site workers trained per OSHA 29 CFR 1920.120

ORGANIZATION

Title	Name	Telephone/Radio
Incident Commander:		
Deputy Incident Commander:		
Safety Officer:		
Public Affairs Officer:		
Other:		

EMERGENCY PLAN

- ☐ Alarm system
- ☐ Evacuation plan
- ☐ First aid location

Notified

☐ Hospital	Phone:
☐ Ambulance	Phone:
☐ Air ambulance	Phone:
☐ Fire	Phone:
☐ Law enforcement	Phone:
☐ Emergency response/rescue	Phone:

PRE-ENTRY BRIEFING

- ☐ Initial briefing prepared for each site

INCLUDING ATTACHMENTS/APPENDICES

Attachments

- ☐ Site Map
- ☐ Hazardous Substance Information Sheets
- ☐ Site Hazards
- ☐ Monitoring Program
- ☐ Training Program
- ☐ Confined Space Entry Procedure
- ☐ Safe Work Practices for Boats
- ☐ PPE Description
- ☐ Decontamination
- ☐ Communication and Organization
- ☐ Site Emergency Response Plan

Appendices

- ☐ Site Safety Program Evaluation Checklist
- ☐ Confined Space Entry Checklist
- ☐ Heat Stress Consideration
- ☐ Cold Stress and Hypothermia Consideration
- ☐ First Aid for Bites, Stings, and Poisonous Plant Contact
- ☐ Safe Work Practice for Oily Bird Rehabilitation
- ☐ Spill Site Pre-Entry Briefing
- ☐ Personnel Tracking System

ICS 208 - Site Safety Plan			© 2012 CTEH

ICS 214a - Individual Log			
Incident:		Prepared By:	at
Period:		Version Name:	
Activity Log			
Date/Time	Events/Notes		
ICS 214a - Individual Log			© 2012 CTEH

ICS 230: Meeting Schedule

Incident:	Prepared By: at
Period: to	Version Name:

Meetings

+	Name	Date & Time		Purpose	Attendees	Location
-						
-						
-						
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Notifications Report

Incident:	Prepared By: at
Period: to	Version Name:

Notifications

+	Organization Name	Phone Number	Date & Time Notified		Person Contacted	Notified By	Notes
-							
-							
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Weather Report

Incident:		Prepared By:	
Period:		Version Name:	
Present Conditions			
Date:		Chance Precip.:	
Sunrise:		Sunset:	
High °F:		Low °F:	
Wind Speed MPH:		Wind Direction From:	
Visibility:		Clouds:	
Water °F:		Atmosphere Pressure:	
Lightning:			
Day Notes:			
Night Notes:			
12 Hour Forecast			
Date:		Chance Precip.:	
High °F:		Low °F:	
Wind Speed MPH:		Wind Direction From:	
Visibility:		Clouds:	
Water °F:		Atmosphere Pressure:	
Lightning:			
Day Notes:			
Night Notes:			
24 Hour Forecast			
Date:		Chance Precip.:	
High °F:		Low °F:	
Wind Speed MPH:		Wind Direction From:	
Visibility:		Clouds:	
Water °F:		Atmosphere Pressure:	
Lightning:			
Day Notes:			
Night Notes:			

10.0 Glossary

Term	Definition
A	
Access/Staging Areas	Designated areas offering access to spill sites for the gathering and deployment of spill response equipment and personnel.
Activate	The process of mobilizing personnel and/or equipment within the response organization to engage in response operations.
Adverse Weather	The weather conditions that will be considered when identifying response systems and equipment in a response plan for the applicable operation environment. Factors to consider include significant wave height, ice conditions, temperatures, weather-related visibility, and currents within the area in which the systems or equipment are intended to function.
After Action Report	The final product of an exercise which captures observations and recommendations based on the exercise objectives as associated with the capabilities and tasks. The report identifies specific corrective actions, assigns them to responsible parties, and established targets for their completion.
Agency	A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).
Agency Representative	Individual assigned to an incident from an assisting or cooperating agency that has been delegated full authority to make decisions on all matters affecting his/her agency's participation at the incident.
Allocated Resources	Resources dispatched to an incident.
Assessment	The evaluation and interpretation of measurements and other information to provide a basis for decision-making.
Assigned Resources	Resources checked-in and assigned work tasks on an incident.
Assignments	Tasks given to resources to perform within a given operational period, based upon tactical objectives in the Incident Action Plan.
Assistant	Title for subordinates of the Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be used to supervise activities at camps.
Available Resources	Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.
B	
Barrel (bbl)	Measure of space occupied by 42 U.S. gallons at 60 degrees Fahrenheit.
Base	The location as which the primary logistics functions are coordinated and administered. The Incident Command Post may be collocated with the base. There will only be one base per incident.

Term	Definition
Branch	The organizational level having functional/geographic responsibility for major incident operations. The Branch level is organizationally between Section and Division/Group in the Operations Section, and between Section and Units in the Logistics Section.
Certification	The act of confirming that an exercise: 1) was completed, 2) met the required objectives, and 3) was evaluated to determine effectiveness of the response plan based on exercise performance.
Chain of Command	A series of command, control, executive, or management positions in hierarchical order of authority.
CHEMTREC	Chemical Transportation Emergency Center which provides information and/or assistance to emergency responders. Can be reached 24 hours a day by calling 800-424-9300.
Chief	The ICS title of individuals responsible for command of functional sections: Operations, Planning, Logistics and Finance/Administration.
Command Post	A site located in the cold zone where response decisions and activities can be planned, coordinated, and managed. The Incident Commander and regulatory On-Scene Coordinator(s) may operate from this location.
Command Staff	It consists of the Information Officer, Safety Officer and Liaison Officer, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.
Communications Equipment	Equipment that will be utilized during response operations to maintain communication between the Company employees, contractors, Federal/State/Local agencies. (Radio/telephone equipment and links)
Communications Unit	An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.
Contamination Reduction Zone (CRZ)	The area between the contaminated area and the clean area. This zone is designed to reduce the probability that the clean zone will become contaminated or affected by other site hazards. Also known as the warm zone.
Convergence Lane	A line on the water surface where floating objects and oil collect. A convergence can be in the interface between two different types of bodies of water, or it can be caused by a significant depth change, tidal changes or other common phenomena. Convergences are common in the marine environment.
C	
Coordinate	To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.
Cost Unit	Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates and recommending cost-saving measures.

Term	Definition
Crisis Command Center (CCC)	A designated room intended to be the centralized location for all incident response information. It is equipped with IT equipment for live-video feed and a visual of the Response Dashboard. Provides a place to gather, process, display, and disseminate information.
Crisis Management Team (CMT)	Team deployed to manage and support the IMT in their strategic planning. They have a direct involvement in facilitating plans, addressing the public, governmental, and media concerns. Activated when an incident has the potential to impact the public and environment at the national level.
Critical Areas	An area which must be treated with special consideration due to site factors, size, location, conditions, or significant threat to public health and safety.
D	
Damage Assessment	The process of determining and measuring damages and injury to the human environment and natural resources, including cultural resources. Damages include differences between the conditions and use of natural resources and the human environment that would have occurred without the incident, and the conditions and use that ensued following the incident. Damage assessment includes planning for restoration and determining the costs of restoration.
Decontamination	The removal of hazardous substances from personnel and equipment necessary to prevent adverse health effects.
Deputy	A fully qualified individual who, in the absence of a superior, could be delegated the authority to manage a functional operations or perform a specific task. In some cases, a Deputy could act as relief for a superior, and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.
Director	The ICS title for individuals responsible for supervising a Branch.
Discharge	Any emission (other than natural seepage) intentional or unintentional, and includes, but is not limited to spilling, leaking, pumping, pouring, emitting, or dumping.
Dispatch	The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.
Dispatch Center	A facility from which resources are directly assigned to an incident.
Dispersion	The act of breaking up large particles into smaller ones and distributing them throughout a liquid or gaseous medium.
Division	The organization level having responsibility for operation within a defined geographic area or with functional responsibility. The Division level is organizationally between the Task Force/Strike Team and the Branch.
Documentation Unit	Functional unit within the Planning Section responsible for collecting, recording and safeguarding all documents relevant to the incident.
E	
Emergency	A sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

Term	Definition
Emergency Medical Technician (EMT)	A health-care specialist with particular skills and knowledge in pre-hospital emergency medicine.
Emergency Preparedness and Response	Ensures an organization or community's readiness to respond to an emergency in a coordinated, timely, and effective manner to prevent the loss of life and minimize injury and property damage. Focuses on avoiding, deterring, and preventing disasters preparing the organization to respond to a disaster. The goal of Emergency Response and Preparedness is lifesaving, safety, and initial efforts to limit the impact to asset damage.
Emergency Service	Those activities provided by the state and local government to prepare for and carry out any activity to prevent, minimize, respond to, or recovery from an emergency.
Emergency Shutdown (ESD)	Designed to minimize the consequences of emergency situations by shutting down operations.
Emergency Response Plan (ERP)	Provides employees with the information to respond to incidents in a safe, rapid, effective, and efficient manner.
Evacuation	Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.
Event	A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.
Exclusion Zone	The area where contamination occurs.
F	
Facilities Unit	Functional unit within the Support Branch of the Logistics Section that provides fixed facilities for the incident. These facilities may include the Incident Base, feeding areas, sleeping areas, sanitary facilities, etc.
Facility	Any pipeline, structure, equipment, or device used for handling production fluids including, but not limited to, underground and aboveground storage tanks, impoundments, mobile or portable drilling or work over rigs.
Facility Operator	The person who owns, operates, or is responsible for the operation of the facility.
Federal	Of or pertaining to the Federal Government of the United States of America
Federal On-Scene Coordinator (FOSC)	The pre-designated Federal On-Scene Coordinator operating under the authority of the National Contingency Plan (NCP).
Federal Regional Response Team	The federal response organization (consisting of representatives from selected federal and state agencies) which acts as a regional body responsible for planning and preparedness before an oil spill occurs and providing advice to the FOSC in the event of a major or substantial spill.
Field Operations Guide (FOG)	A pocketsize manual of guidelines regarding application of the Incident Command System.
Finance/Administration Section	The Section responsible for all incident costs and financial considerations. Includes the Time Unit, Procurement Unit, Compensation/Claims Unit and Cost Unit.

Term	Definition
First Responders/First Response Agency	A public health or safety agency (e.g., fire service or police department) charged with responding during the emergency phase and alleviating immediate danger to human life, health, safety, or property.
Food Unit	Functional unit within the Service Branch of the Logistics Section responsible for providing meals for incident personnel.
Function	In ICS, function refers to the five major activities in the ICS, i.e., Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., "the planning function."
G	
General Staff	The group of incident management personnel comprised of: Incident Commander, Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.
Geographic Information Systems (GIS	An electronic information system that provides a geo-referenced data base to support management decision-making.
Ground Support Unit	Functional unit within the Support Branch of the Logistics Section responsible for fueling, maintaining and repairing vehicles, and the ground transportation of personnel and supplies.
Groundwater	Water beneath the earth's surface, often between saturated soil and rock that supplies wells and springs.
Group	Groups are established to divide the incident into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups are located between Branches (when activated) and Single Resources in the Operations Section.
H	
Handle	To transfer, transport, pump, treat, process, store, dispose of, drill for, or produce.
Hazardous Chemicals	All chemicals that constitute a physical hazard or a health hazard as defined by 29 CFR 1910.1200, with the exceptions listed in section 311(e).
Hazardous Material	Hazardous materials or hazardous substances, exposure to which may result in adverse effects on health or safety of employees.
Hazardous Substance	Any substance designed as such by the Administrator of the EPA pursuant to the Comprehensive Environmental Response, Compensation, and Liability Act, regulated pursuant to Section 311 of the Federal Water Pollution Control Act, or discharged by the TWC.
Hazardous Waste	Any solid waste identified or listed as a hazardous waste by the Administrator of the EPA pursuant to the federal Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act (RCRA), 42 U.S.C., Section 6901, et seq as amended. The EPA Administrator has identified the characteristics of hazardous wastes and listed certain wastes as hazardous in Title 40 of the Code of Federal Regulations, Part 261, Subparts C and D respectively.

Term	Definition
HAZWOPER	Hazardous Waste Operations and Emergency Response Regulations published by OSHA to cover worker safety and health aspects of response operations.
Health Hazard	For which there is statistically significant evidence based on at least one study conducted in accordance with established scientific principles that acute or chronic health effects may occur in exposed employees.
Heat Stress	Dangerous physical condition caused by over exposure to extremely high temperatures.
Helibase	A location within the general incident area for parking, fueling, maintaining, and loading helicopters.
Helispot	A location where a helicopter can take off and land. Some helispots may be used for temporary loading.
High Consequence Area (HCA)	Specific locations and areas where a release could have the most significant adverse consequences. Once identified, operators are required to devote additional focus, efforts, and analysis to ensure the integrity of pipelines.
Hydrogen Sulfide (H_2S)	Hydrogen Sulfide (H_2S), also known as sour gas, is a colorless gas with an odor resembling rotten eggs at low concentrations. At higher concentrations, sense of smell can be damaged making it difficult to detect without air monitoring equipment. Exposure to higher concentrations more than 10 ppm can cause respiratory paralysis which could lead to death.
Hyperthermia	An abnormally high body temperature caused by a failure of the heat-regulating mechanisms of the body to deal with the heat coming from the environment.
Hypothermia	Dangerous physical condition caused by over exposure to freezing temperatures.
I	
Incident	An occurrence or event, natural or human-caused that requires an emergency response to protect life or property
Incident Action Plan	The Incident Action Plan, which is initially prepared at the first meeting, contains general control objectives reflecting the overall incident strategy, and specific action plans for the next operational period. When complete, the Incident Action Plans will include a number of attachments.
Incident Area	Legal geographical area of the incident including affected area(s) and traffic route(s) to corresponding storage and disposal sites.
Incident Briefing Meeting	Held to develop a comprehensive, accurate, and up-to-date understanding of the incident, nature of status of control operations, and nature and status of response operations; ensure the adequacy of control and response operations; begin to organize control and response operations; and prepare for interactions with outside world.
Incident Command Post (ICP)	The location at which the primary command functions are executed; may be co-located with the incident base.

Term	Definition
Incident Command System (ICS)	A response system or organization by which the response to a spill is categorized into functional components and responsibility for each component assigned to the appropriate individual or agency.
Incident Commander (IC)	The one individual in charge at any given time of an incident. The IC will be responsible for establishing a unified command with all on-scene coordinators.
Incident Management Team (IMT)	The IC and appropriate Command and General Staff personnel assigned to an incident.
Incident Objectives	Statements of guidance and direction necessary for the selection of appropriate strategies, and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow for strategic and tactical alternatives.
Incident Situation Display	The Situation Unit is responsible for maintaining a display of status boards that communicate critical incident information vital to establishing and maintaining an effective command and control environment.
Initial Action	The actions taken by those responders first to arrive at an incident site.
Initial Notification	The process of notifying necessary company personnel and Federal/State/Local agencies that an incident has occurred, including all pertinent available information surrounding the incident.
Interim Storage Site	A site used to temporarily store recovered oil or oily waste until the recovered oil or oily waste is disposed of at a permanent disposal site. Interim storage sites include trucks, barges and other vehicles used to store waste until transport begins.
J	
Joint Information Center (JIC)	A facility established within, or near, the Incident Command Post where the Information Officer and staff can coordinate and provide incident information to the public, news media, and other agencies or organizations. The JIC is normally staffed with representatives from the FOSC, SOSC and RP.
Joint Information System (JIS)	Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
Jurisdiction	A range or sphere of authority. At an incident, public agencies have jurisdiction related to their legal responsibilities and authority for incident mitigation. Jurisdictional authority at an incident can be political/geographical (e.g., city, county, state, or Federal boundary lines), or functional (e.g., police department, health department, etc.).

Term	Definition
L	
Lead Agency	The government agency that assumes the lead for directing response.
Lead Federal Agency	The agency that leads and coordinates the overall federal response to an emergency.
Lead State Agency	The agency that coordinates state support to Federal and/or Local governments or assumes the lead in the absence of Federal response.
Leader	The ICS title for an individual responsible for a Task Force, Strike Team, or functional unit.
Liaison	A form of communication for establishing and maintaining mutual understanding and cooperation.
Liaison Officer (LNO)	A member of the Command Staff responsible for coordinating with stakeholder groups and representatives from assisting and cooperating agencies.
Local Emergency Planning Committees (LEPC)	Provide input regarding a state's implementation of federal law. LEPC's provide local emergency planning, representing a variety of disciplines interested in hazardous materials management designed to help the State Chemical Emergency Planning and Response Commission (CEPRC) fit the needs of a particular region. CEPRC's are usually established by an Executive Order to fill the requirement in Title Ill, the Federal Superfund Amendments and Reauthorization Act of 1986. The act requires that each governor establish a state emergency response commission to address a variety of hazardous materials planning and community right-to-know issues.
Local Government	A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Logistics	Providing resources and other services to support incident management.
Logistics Section	The Section responsible for providing facilities, services, and materials for the incident.
M	
Management by Objective	A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols: establishing specific, measurable objectives for various incident management functional activities; and documenting results to measure performance and facilitate corrective action.

Term	Definition
Managers	Individuals within ICS organizational units who are assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).
Medical Unit	Functional unit within the Service Branch of the Logistics Section responsible for developing the Medical Plan and for providing emergency medical treatment for incident response personnel
Mitigation	The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident.
M	
Mutual-Aid Agreement	Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.
N	
National	Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.
National Contingency Plan (NCP)	The plan prepared under the Federal Water Pollution Control Act (33 United State Code SS1321 et seq) and the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (42 United State Code SS9601 et seq), as revised from time to time.
National Incident Management System (NIMS)	A system mandated by Homeland Security Presidential Direcitve-5 that provides a consistent nationwide approach for Federal, State, local and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recovers from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.
Nations Response Center (NRC)	A national communications center for activities related to oil and hazardous substance response actions. Located in Washington, DC. The center receives and relays notices of oil and hazardous substance releases to the appropriate Federal OSC.
National Response Plan	A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.
National Response System (NRS)	The mechanism for coordinating response actions by all levels of government in support of the OSC. The NRS is composed of the NRT, RRTs, OSC, Area Committees, and Special Teams and related support entities.

Term	Definition
Natural Gas Liquids	Components of natural gas that are separated from the gas state in the form of liquids. They contain light end hydrocarbons. Mainly, C3 thru C5 with small amount of C6. Basically, this is the condensate/heavv-qas (light ends) that will volatilize at atmospheric pressure and must be kept under pressure to stay in liquid form. Operating pressure range is between 80 to 100 psi.
Natural Resource	Land, fish, wildlife, biota, air, water, groundwater, drinking water supplies, and other resources belonging to, managed by, held in trust by, appertaining to or otherwise controlled by the state, federal government, private parties, or a municipality.
Navigable Waters	(1) all navigable waters of the United States, as defined in judicial decisions prior to the passage of the 1972 Amendments of the Federal Water Pollution Control Act, (FWPCA) (Pub. L. 92-500) also known as the Clean Water Act (CWA), and tributaries of such waters as; (2) interstate waters ; (3) intrastate lakes, rivers, and streams which are utilized by interstate travelers for recreational or other purposes; and (4) intrastate lakes, rivers, and streams from which fish or shellfish are taken and sold in interstate commerce.
Non-Crude Oil	Any oil other than crude oil.
Non-Persistent or Group I Oil	A petroleum-based oil that, at the time of shipment, consists of hydrocarbon fractions: 1. At least 50 percent of which by volume distill at a temperature of 340°C (645°F); and 2. At least 95 percent of which by volume distill at a temperature of 370°C (700°F).
Non-Petroleum Oil	Oil of any kind that is not petroleum-based. It includes, but is not limited to, animal and vegetable oils.
O	
Oil or Oils	Naturally occurring liquid hydrocarbons at atmospheric temperature and pressure coming from the earth, including condensate and natural gasoline, and any fractionation thereof, including, but not limited to, crude oil, petroleum gasoline, fuel oil, diesel oil, oil sludge, oil refuse, and oil mixed with wastes other than dredged spoil. Oil does not include any substance listed in Table 302.4 of 40 CFR 302 under Section 101(14) of the Federal Comprehensive Environmental Response, Compensation and Liability Act of 1980, as amended by P.L. 99- 499.
Oil Spill Cooperative	Multi-company cooperative organization developed by industry to assist with oil spill response and clean up. Typically, manpower and equipment are identified by a company on a voluntary basis.
Oil Spill Response Organization (OSRO)	An entity that provides oil spill response resources, and includes any for-profit or not-for-profit contractor, cooperative, or in-house response resources that have been established in a geographic area to provide required response resources.
Oily Waste	Oil-contaminated waste resulting from an oil spill or spill response operations.

Term	Definition
On-Scene Coordinator (OSC)	The official responsible for monitoring or directing responses to all oil spills and hazardous substance releases reported to the government. The OSC coordinates all government efforts with, and provides support and information to local, state, and regional response communities.
On-site	The area extent of contamination and all suitable areas in very close proximity to the contamination necessary for implementation of a response action.
OPA 90	Federal Oil Pollution Act of 1990
Operational Period	The period of time scheduled for execution of a given set of operational actions specified in the Incident Action Plan. Operational Periods can be various lengths, usually not over 24 hours.
Operations Section	Responsible for all operations directly applicable to the primary mission. Directs unit operational plans preparation, requests or releases resources, makes expedient changes to the Incident Action Plan (as necessary) and reports such to the Incident Commander. Includes the Recovery and Protection Branch, Emergency Response Branch, Air Operations Branch, and Wildlife Branch.
Out of Service Resources	Resources assigned to an incident but unable to respond for mechanical, rest, or personnel reasons.
P	
Persistent Oil	Under OPA 90, persistent oils are petroleum-based oils that do not meet the distillation criteria for a non-persistent oil. Persistent oils are classified based on specific gravities as follows: Group II - specific gravity less than .85; Group Ill - specific gravity between .85 and less than .95; Group IV - specific gravity .95 to and including 1.0.; and Group V - specific gravity greater than 1.0.
Pipeline and Hazardous Materials Safety Administration	Its mission is to protect people and the environment from risks of hazardous materials transportation. To do this, it establishes national policy, sets and enforces standards, educates, conducts research to prevent incidents and prepares the public and first responders to reduce consequences if an incident does occur.
Planning Meeting	A meeting, held as needed throughout the duration of an incident, to select specific strategies and tactics for incident control operations and for service and support planning.
Planning Section	Responsible for collecting, evaluating and disseminating tactical information related to the incident, and for preparing and documenting Incident Action Plans. The section also maintains information on the current and forecast situation, and on the status of resources assigned to the incident. Includes the Situation, Resource, Environmental, Documentation, and Demobilization Units, and Technical Specialists.
Post Incident Analysis (PIA)	Detailed review of an incident to establish a clear picture of events that took place during an incident.
Post-Emergency Response	The portion of a response performed after the immediate threat of a release has been stabilized or eliminated and cleanup of the sites has begun.

Term	Definition
Preparedness	The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of governmental and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.
Prevention	Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.
Primary Response Contractors	An individual, company, or cooperative that has contracted directly with the plan holder to provide equipment and/or personnel for the containment or cleanup of spilled oil.
Private Sector	Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).
Proactive Phase	Follows the Reactive Phase and occurs when Command Posts have been established, the Incident Command Organization has been filled, the IMT and TRT have developed a forward plan of action, and well control response operations are ready to begin. The Proactive Phase includes operational periods and multiple planning meetings that take place each day. The Proactive Phase will continue until the well has been controlled and the ICP has been demobilized.
Processes	Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.
Procurement Unit	Functional unit within the Finance/Administration Section responsible for financial matters involving vendor contracts.
Public Information Office (PIO)	A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Term	Definition
Q	
Qualified Individual (QI)	An English-speaking representative(s) of the facility identified in the plan, located in the United States, available on a 24-hour basis, able to arrive at the facility in a reasonable time, familiar with implementation of the facility response plan, and trained in the responsibilities of the Qualified Individual under the response plan. This person must have a document from the owner or operator designating them as a Qualified Individual and specifying their full authority to: • Activate and engage in contracting with oil spill removal organization(s); • Act as a liaison with the pre-designated Federal On-Scene coordinator (OSC); and • Obligate funds required to carry out all necessary or directed response activities.
R	
Reactive Phase	The period of time after an incident where reactions to the event are occurring and emergency response personnel are mobilizing to the site. Depending on the specific situation, the first twelve to twenty-four hours of a Well-Control Event are considered to be the Reactive Phase.
Reception Area	This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.
Recorders	Individuals within ICS organizational units who are responsible for recording information. Recorders may be found in Planning, Logistics and Finance/Administration.
Recoverable Oil	Any oil recovered on land from vacuum operations, absorbent materials, or other methods. Oil in a thick enough layer on the water to be recovered by conventional techniques and equipment. Only black or dark brown oil, mousse and heavy sheens (which are dull brown in color) are generally considered to be thick enough to be effectively recovered by skimmers.
Recovery	The development, coordination, and execution of service-and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned ; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.
Recreation Area	Publicly accessible area where social/sporting events take place.
Release	Any product spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting and/or escaping into the environment, i.e. into ground water, surface water or subsurface soils and the atmosphere.

Term	Definition
Resource Management	Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.
Resource Unit	Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. The Unit also evaluates resources currently committed to the incident, the impact that additional responding resources will have on the incident, and anticipated resources needs.
Resources	All personnel and major items of equipment available, or potentially available, for assignment to incident tasks on which status is maintained.
Response Contractors	Persons/companies contracted to undertake a response action to contain, control, monitor and remediate an incident.
Response Plan	A practical plan used by industry for responding to an incident. It assists SandRidge employees in responding in a safe, rapid and efficient manner. Its features include (1) identifying the notification sequence, responsibilities, response techniques, etc. in an easy to use format; (2) using decision trees, flowcharts, and checklists to insure the proper response for spills with varying characteristics; and (3) segregating information needed during the response from that required by regulatory agencies to prevent confusion during an incident.
Response Resources	The personnel, equipment, supplies, and other capabilities necessary to perform the response activities identified in a response plan.
Restoration	The actions involved in returning a site to its former condition.
Rivers and Canals	Natural stream of water that flows in a channel with more or less defined banks. A large natural flow of water that crosses an area of land and goes into an ocean, lake, etc. A body of water confined within the inland area, including the Intracoastal Waterway and other waterways artificially created for navigation.
S	
Safety Officer (SOFR)	A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations, and for developing measures for ensuring personnel safety. The Safety Officer may have assistants.
Section	The organization level having functional responsibility for primary segments of incident operation such as: Operations, Planning, Logistics, Finance/Administration. The Section level is organizationally between Branch and Incident Commander.
Service Branch	A Branch within the Logistics Section responsible for service activities at the incident. Includes the Communications, Medical, and Food Units.
Sensitive Areas	Areas of explicit importance to the public that due to their proximity to potential spill sources may require special protection and include, but are not limited to; wildlife, schools, railroads, natural resources, housing and waterways. Hospitals, schools, daycares, elderly housing and other facilities.

Term	Definition
Sensitive Receptors	Areas where the occupants are more susceptible to the adverse effects of exposure to toxic chemicals, gases, liquids and pollutants. Extra care must be taken when dealing with contaminants in close proximity to areas recognized as sensitive receptors.
Sheen	A very thin layer of oil (less than 0.0001 inches or 0.003 millimeters in thickness) floating on the water surface. Sheen is the most commonly observed form of oil during the later stages of a spill. Depending on thickness, sheens range in color from dull brown for the thickest sheens to rainbows, grays, silvers, and near-transparency in the case of the thinnest sheens.
Single Resource	An individual, a piece of equipment and its personnel complement, or a crew or team of individuals with an identified work supervisor that can be used on an incident.
Site Conditions	Details of the area surrounding the facility, including shoreline descriptions, typical weather conditions, topography and surrounding exposures.
Site Safety and Health Plan (SSHP)	A document required by OSHA that establishes policies and procedures to protect workers and the public from the potential hazards posed by a hazardous waste site, which must be developed before site activities proceed. The Site Safety Plan must provide measures to minimize accidents and injuries that may occur during normal daily activities. At a minimum, the following should be addressed: Personnel responsible for site safety, risks associated with each operation, confirmation that personnel are trained, PPE, air monitoring, address the actions to be taken to mitigate existing hazards, define site control measures, establish decontamination procedures, Standard Operating Procedures and Contingency Plan.
Site Security and Control	Steps that must be taken to provide safeguards needed to ensure the safety of all personnel and the general public, as well as the property.
Situation Unit	Functional unit within the Planning Section responsible for collecting, organizing and analyzing incident status information, and for analyzing the situation as it progresses. Reports to the Planning Section Chief.
Source Control	Actions necessary to control the source and prevent a continued release into the environment.
Span of Control	How many organizational elements may be directly managed by one person. Span of Control may vary from three to seven, and a ratio of one to five reporting elements is recommended.
Spill	An unauthorized liquid release.
Spill Management Team (SMT)	The personnel required to staff the organization structure identified in a response plan to manage response plan implementation.
Spill Response	All actions taken in responding to spills of oil and hazardous materials including: receiving and making notifications; information gathering and technical advisory phone calls; preparation for and travel to and from spill sites; direction of clean-up activities; damage assessments; report writing, enforcement investigations and actions; cost recovery; and program development.

Term	Definition
Spill Response Personnel	Federal, State, and Local agency, and industry personnel responsible for participating in or otherwise involved in spill response. All spill response personnel will be pre-approved on a list maintained in each region.
Staging Area	The location where incident personnel and equipment are staged awaiting tactical assignment.
State On-Scene Coordinator (SOSC)	The pre-designated State On-Scene Coordinator.
Strategy	The general plan or direction selected to accomplish incident objectives.
Strike Team	A set number of resources of the same kind and type that have an established minimum number of personnel.
Subject Matter Expert (SME)	Functional knowledge and expertise in a specific area or in performing a specialized job, task, or skill to the exercise planning team. They help make the scenario realistic and plausible, and ensure jurisdictions have the appropriate capabilities to respond.
Supervisor	The ICS title for individuals responsible for directing the activities of a Division or Group.
Supply Unit	Functional unit within the Support Branch of the Logistics Section responsible for ordering equipment and supplies required for incident operations.
Support Branch	A Branch within the Logistics Section responsible for providing personnel, equipment and supplies to support incident operations. Includes the Supply, Facilities, Ground Support and Vessel Support Units.
T	
Tabletop Exercise (TTX)	A tabletop exercise is an activity in which key members of the plan holder's staff with emergency management responsibilities are gathered together informally, usually in conference room, to discuss actions to be taken during an incident, based upon the response plan and their standard operating procedures. The primary characteristic is a verbal "walk through" of a response. The tabletop exercise is designed to elicit constructive discussion by the participants, usually without time constraints, as they examine and resolve problems based on the response plan. A tabletop exercise has participants practice problem solving and resolve questions of coordination and assignment of responsibilities in a non-threatening format, under minimum stress.
Tactics	Deploying and directing resources during an incident to accomplish the desired objective.
Task Force	A group of resources with common communications and a leader assembled for a specific mission.
Technical Specialist	Personnel with special skills who can be used anywhere within the ICS organization.
Threat	An indication of possible violence, harm, or danger.
Time Unit	Functional unit within the Finance/Administration Section responsible for recording time for incident personnel and hired equipment.

Term	Definition
Tools	Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
Toxic Substances	Any substances that have the capacity to produce personal injury or illness through ingestion, inhalation or absorption.
Transfer	Any movement of a product to, from, or within a vessel by means of pumping, gravitation, or displacement.
Tactical Response Plan (TRP)	Identifies specific single or area operational assets and provides proactive procedures to contain, control, monitor and remediate an incident.
Tactical Response Team (TRT)	Deployed to tactically implement response operations at the field level. Responds directly on-scene to the emergency event. Most incidents are managed at the TRT level.
U	
Unified Command	The method by which local, state, and federal agencies, on- scene coordinator(s), and the responsible party will work within the Incident Command System to collectively: • Determine their roles and responsibilities for the incident • Determine their overall objectives for management of an incident • Select a strategy to achieve agreed-upon objectives • Deploy resources to achieve agreed-upon objectives
Unit	The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.
Unity of Command	The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.
V	
Vessel	Every description of watercraft or other artificial contrivance used, or capable of being used, as a means of transportation on water, other than a public vessel.
W	
Waste	Waste is any solid, liquid, or other material intended to be discarded or disposed of and generated as a result of a spill.
Watercourse	A stream, creek, brook or river through which water flows, and includes the bed and banks of that watercourse, and any reservoir or other collection of water on a watercourse. This also includes watercourses that only flow occasionally.
Waters of the State	Contact your local EHS&R personnel concerning this definition.
Well Control Event	The uncontrolled flow of liquid, gas or solids at the surface or subsurface from the well bore; or with the well bore shut-in, the casing pressure (SICP) has exceeded the maximum allowable surface pressure (MASP) or the rated pressure of the surface blow out preventer (BOP) equipment.

11.0 Acronyms

Acronym	Meaning
°C	Degrees Centigrade
AAR	After Action Report
API	American Petroleum Institute
AST	Aboveground Storage Tank
BRP	Blowout Response Plan
CCC	Crisis Command Center
CFM	Cubic Feet per Minute
CFR	Code of Federal Regulations
CHEMTREC	Chemical Transportation Emergency Center
CMT	Crisis Management Team
CRZ	Contamination Reduction Zone
CWA	Clean Water Act of 1977
DECON	Decontamination
DOT	Department of Transportation
DPS	Department of Public Safety
EBS	Emergency Broadcast System
EMS	Emergency Medical Service
EMT	Emergency Medical Technician
EPA	Environmental Protection Agency (United States)
ERC	Emergency Response Center
ERP	Emergency Response Plan
ERT	Emergency Response Team
ESD	Emergency Shutdown
ETA	Estimated Time of Arrival
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Administration
FOG	Field Operations Guide
FOSC	Federal On-Scene Coordinator
FWPCA	Federal Water Pollution Control Act
GAL	Gallons
GIS	Geographic Information Systems
GPM	Gallons per Minute

Acronym	Meaning
GT	Gross Tons
H2S	Hydrogen Sulfide
HAZCOM	Hazard Communication
HAZWOPER	Hazardous Waste Operations and Emergency Response
HQ	Headquarters
HR	Human Resources
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
IDLH	Immediately Dangerous to Life or Health
IH	Industrial Hygienist
IMH	Incident Management Handbook
IMT	Incident Management Team
IRT	Initial Response Team
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JRT	Joint Response Team
KW	Kilowatt
LEL	Lower Explosive Limit
LEPC	Local Emergency Planning Committee
LERT	Local Emergency Response Team
LFL	Lower Flammable Limit
LNO	Liaison Officer
LOSC	Local On-Scene Coordinator
LPG	Liquefied Petroleum Gas
LRT	Local Response Team
MOU	Memorandum of Understanding
MSDS	Material Safety Data Sheet
NCP	National Contingency Plan
NGL	Natural Gas Liquids
NIMS	National Incident Management System
NM	Nautical Miles

Acronym	Meaning
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center
NRS	National Response System
NRT	National Response Team
OPA 90	Federal Oil Pollution Act of 1990
ORT	On-Site Response Team
OSC	On-Scene Coordinator
OSHA	Occupational Safety and Health Administration
OSIC	On-Scene Incident Commander
OSRO	Oil Spill Response Organization
PEL	Permissible Exposure Limit
PIA	Post Incident Analysis
PIO	Public Information Officer
PPE	Personal Protective Equipment
PPM	Parts Per Million
PREP	(National) Preparedness for Response Exercise Program
PSI	Pounds Per Square Inch
QI	Qualified Individual
RA	Region Administrator
RCP	Regional Contingency Plan
ROW	Right of Way
RQ	Reportable Quantity
SCBA	Self-Contained Breathing Apparatus
SIM OPS	Simultaneous Operations
SME	Subject Matter Expert
SMT	Spill Management Team
SOFR	Safety Officer
SOP	Standard Operating Procedure
SOSC	State On-Scene Coordinator
SSHP	Site Safety and Health Plan
STEL	Short-term Exposure Level
STREP	Situation Report Message
TRG	Tactical Response Guide
TRP	Tactical Response Plan

Acronym	Meaning
TRT	Tactical Response Team
TTX	Tabletop Exercise
U EL	Upper Exposure Limit
UFL	Upper Flammable Limit
UST	Underground Storage Tank
VHF	Very High Frequency

12.0 12.0 Document Revision Control Table

Title: Emergency Response Plan			**Document Number:**	
Version Number:			**Last Revision Date:**	
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Title: Emergency Response Plan			**Document Number:**	
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Ver. #	**Issue Date**	**Description**	**Author**	**Approved By**