CIVITAS Resources, Inc.

Emergency Response Plan, Washington Pad, City of Thornton
Extraction Oil & Gas, Inc.
410 17th St, Suite 1400, Denver, CO 80202
24 Hour Emergency Hotline: 720-927-1813
Non-Emergency Contact: Bryan Mickiewicz- Director, Environmental, Health, and Safety
Phone: 720-539-9978
Email: bmickiewicz@civiresources.com

DOCUMENT OWNER	NAME	REVISION	DATE	APPROVED
EHS	Bryan Mickiewicz	1	6/10/23	

Change Log

REV	SECTION	CHANGE DESCRIPTION
1	Throughout	Updated EHS Director name and contact info
	Throughout	Updated Company Address
	4.1	Added Greg Gibson as production contact, removed Mike Mason
	App. A	Updated response contractor table on pg. 43
	Throughout	Updated entire document to new standardized template and corrected formatting

Table of Contents

1.0 Introduction

1.1 Owner & Operator

This Emergency Response Plan (ERP) is developed for:

Extraction Oil & Gas, Inc.

410 17th Street, Suite 1400

Denver, CO 80202

Civitas Resources, Inc. is the parent company of Extraction Oil & Gas, LLC, and Extraction Oil and Gas, LLC will be the wholly owned subsidiary Operator of the wells supported by this Emergency Response Plan.

1.2 Purpose

This City of Thornton, CO specific Emergency Response Plan (ERP) is designed to provide Extraction representatives and designated Emergency Response Team (ERT) members 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 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, as far as practical, any injury or loss of life, damage to property, wildlife, or the ecology. The health and safety of the public, Extraction representatives, and our contractors will always be the primary objective of this plan.

1.3 Emergency Preparedness and Response Mission

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

1.4 Emergency Preparedness and Response Goal

Our goal is to add value to the Company, demonstrating measurable performance in alignment with Extraction's core values and business strategies, by effectively preparing for and responding to all Extraction emergencies.

1.5 Scope

This ERP applies to emergency response operations carried out by Extraction representatives in the City of Thornton, CO. This ERP also applies to all types and sizes of incidents that occur or result from Extraction operations.

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;
- Spell out responsibility, priority and importance in countering an emergency situation;
- Provide information on the means of handling incidents and identify the organizations which are involved;
- 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 Safety and Health Manager

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

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

Strategic changes are defined as those that result in a change in:

- Organizational Changes
- Procedure Modifications
- Change in Commodities Transported
- Regulatory Mandates
- Asset Acquisitions

- Leaks I Spills I Releases I Incidents

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 the Document Control Table on page 2 in this ERP.

2.2 Plan Administration

The Health and Safety Manager is responsible for the overall administration of the ERP. Overall administrationshall include ensuring that this ERP contains the necessary information to effectively support an Extraction incident or event response.

2.3 Plan Review

This Plan shall undergo a review once per year by the Safety Committee. Lessons learned from training, exercises and/or real event critiques shall be taken into consideration in the review process and as such provide input in the review process. Any revisions made to this ERP will be listed in the DocumentControl Table.

Manager	Bryan Mickiewicz, Director-Safety/Health- Extraction Oil & Gas Mobile: (720) 539-9978
Annual Review	This ERP will be reviewed annually to ensure that it is current regarding personnel changes, contact information, contractor and available equipment changes, and other relevant information as required.
Significant Updates	ERP revisions should be made in the event of: 1. Changes occur which will impact response capabilities; 2. Any change occurs with regards to primary response personnel listed on the response team; 3. If any change occurs with regard to the name or capabilities of the primary response contractors; 4. Company name changes or significant facility updates due to mergers and acquisitions;

ERP Updates	ERP modifications will be made as needed and will follow the MOC procedure listed in **Section 2.1.**
Documentation	All revisions will be recorded on the Document Control Table.

3.0 Incident Severity Levels

Severity Rating	Injury or Occupational Illness	Pressure Event	Well Control Event	Fire / Flammable Atmosphere	Environmental / Unplanned Atmospheric Release	Motor Vehicle Accident (MVA)	Agency Inspections or Compliance Notifications	Property Damage
I	Fatality or one 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 impact.	• National Response Center reportable. • Release that has impacted groundwater, cultural resources or a threatened or endangered species. • Unplanned atmospheric release resulting in evacuation and/or shelter in place of the public.	Employee, contractor, sub-contractor or third- party fatality associated with an MVA.	Site inspection from OSHA or the criminal division of a federal or state agency. Notice of violation that requires written response to the agency with corrective action.	A line strike to an Extraction or third party pipeline or utility line that results in pipeline replacement.
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; • 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 of greater than or equal to 100 bbls of materials / fluids other than freshwater; or • Release that has gone off location or left the right-of-way and is reportable to a state or federal agency. • Release impacting wildlife other than threatened and endangered species. • Unplanned atmospheric release or permit exceedance triggering federal reportable quantity limit for volatile organic compounds or hazardous air pollutants.	Rollover; or MVA where a company, contractor or sub-contractor has a lost-time accident associated with the MVA.	Notice of non-compliance that requires written response to the agency with corrective action by specific deadlines and threatens further enforcement action including penalties.	A line strike to an Extraction or third party pipeline or utility line that results in a high pressure in-service repair.
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. • Discovery of an unplanned flammable atmosphere.	• Release of greater than or equal to 100 bbls of materials / fluids other than freshwater. • Release that has breached secondary containment but remains on location and is reportable to a state or federal agency. • Unplanned atmospheric release triggering a state-reportable quantity threshold limit for volatile organic compounds or hazardous air pollutants, or exceeds permit conditions.	• MVA where a company, contractor or sub-contractor has a recordable injury (medical treatment, job transfer or restricted work) associated with the MVA. • MVA where the vehicle cannot be driven from the scene under its own power in a roadworthy state.	Notice of non-compliance that requires written response to the agency with corrective action by specific deadline and does not threaten further enforcement action and does not include penalties.	• A line strike to an Extraction or third party pipeline or utility line that results in coating damage only or a low pressure in-service repair. • Discovery of an unplanned/undocumented encroachment or 3rd party crossing of a pipeline right-of-way with the potential to impact pipeline integrity.
IV	Injury or occupational illness requiring attention up to and including first aid.	• Actuation of any overpressure-relieving device. • 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	Company, contractor or sub-contractor MVA resulting in either no injury, or up to and including first aid.	Agency Inspection with corrective actions.Notice of non-compliance that requires internal documentation of corrective action, but no verbal or written response to the agency and does not threaten further enforcement action and does not include penalties.	• A line strike to an Extraction or third party pipeline or utility line that results in no repair to the pipe or coating. • Discovery of an unplanned/undocumented encroachment or third party crossing of a pipeline right-of-way without the potential to impact pipeline integrity.

4.0 Notification Procedures

4.1 Emergency Response Notification Procedure

Extraction personnel will utilize the 911 system to notify emergencyresponse services and the City/County of any incident causing or threatening to cause personal injury or property damage. In the event of such an incident, the City/County will be notified as quickly thereafter as practicable and in no instance more than 24 hours following the incident. Emergency response services will also be notified immediately upon the imminent threat or occurrence of such incidents. To avoid confusion and unnecessary delays during an emergency, personnel will report emergencies utilizing 911 and will avoid directly contacting emergency response agencies on their non-emergency administrative numbers. Third party emergency response contractors contact information can be found in Appendix A.

Emergency Response Agencies, the City of Thornton, and the Public can notify Extraction of emergencies at their locations by calling the 24-hour hotline, which is listed on the cover page of this ERP. Extraction utilizes an internal dispatching system in which personnel answering the 24-hour hotline will notify the closest, on-duty operator who is responsible for emergency field operations. The 24-hour hotline and internal dispatching system are utilized to account for the dynamic nature of personnel staffing which makes listingspecific names and numbers of various personnel impractical. The 24-hour hotline and internal dispatching system will ensure that only personnel on-duty, and in the area available to respond are notified, therefore reducing the potential for emergency response delays on the part of Extraction.

Extraction conducts 24- hour operations and will have personnel available to respond in a timely manner. While the hotline is the primary and most effective way to request emergency response from Extraction; the following representatives can also be contacted: Bryan Mickiewicz, 650 Southgate Dr, Windsor, CO 80550, 720-539-9978 or Greg Gibson, 650 Southgate Dr, Windsor, CO 80550, 303-827-6007

4.1.1 Emergency Response Reimbursement

Extraction will reimburse the appropriate response service provider(s) pursuant to 29-22-104(6)(a) and (6)(b), C.R.S., Rules and Regulations Concerning Claims for Reimbursement for the Costs of Handling Hazardous Substance Incidents.

4.2 Non-Emergency Notifications

As Extraction develops any future assets in the City of Thornton, CO or conducts any well servicing operations in the City of Thornton, they will conduct community engagement with surrounding neighbors and landowners to educate them on potential risks. Community engagement may consist of flyers delivered via mail and community meetings (in person or virtual depending on pandemic protocols). Community concerns and complaints can be directed to the company hotline and will be answered in a timely manner.

5.0 Response Procedures

The purpose of this section is to quickly identify facilities and necessary response checklist/procedures to follow based on the type of incident that could occur. The checklists below are developed to allow Extraction 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. Refer to Section 3.0 for information on the threshold or triggers constituting various potential types of emergencies. The City and response agencies will be notified of incidents of level I, II, or III. If an emergency arises that creates an imminent threat to health and safety, Extraction will work with City officials to abate the emergency. This may include cessation of operations if safe to do so.

Extraction personnel undergo regular training to ensure they can implement this Plan. Extraction also maintains contracts with numerous private contractors that have adequate personnel, training, supplies, and equipment necessary to implement this Plan. A list of various training topics and response contractors can be found in Appendix A. Appendix A is a living document intended to be used illustratively only, as training topics can vary based on variety of factors. Additionally, response contractors can change from time to time based on the best interest of the company and therefor Appendix A is illustrative of response contractors at the time of publishing this document and may vary as needed.

Safety Data Sheets (SDS) are important components to implement an effective emergency response and are therefore kept with operators at all times. Producing wells typically have 4 consistent products on location at all times; crude oil, natural gas, condensate, and produced water. These SDS are included in this plan in Appendix C. Should additional chemicals be brought to location for well maintenance or for future well development (drilling, fracking) SDS will be kept on location through the duration of said maintenance or development. SDS will be made available to public written requests in a timely manner. Written requests can be sent to the Company address listed on the cover page of this plan. The public may also utilize FracFocus.org which is a comprehensive chemical disclosure database in which Extraction is an active participant.

5.1 Incident Detection

The appropriate Extraction field personnel are to conduct visual observations and routine inspections of locations and equipment to ensure proper operation of all facilities. In the event of an incident at a facility, prompt response and reporting are required.

Response Procedures/Checklist Table of Contents	
Type of Incident	
5.2	Field Employees Response to an Emergency Situation
5.3	Fire & Explosion
5.4	Injury/Medical/Rescue

5.5	Liquid Spill or Gas Release
5.6	Well Control
5.7	H_2S Release
5.8	Pipeline Control
5.9	Carbon Dioxide Release
5.10	Decontamination
5.11	Suspicious Packages
5.12	Bomb Threat Checklist
5.13	Pandemic
5.14	Suspicious Persons
5.15	Active Shooter
5.16	Unknown Substances
5.17	Intruder/Hostile Persons
5.18	Lockdown Procedures
5.19	Rig Evacuations
5.20	Wildfires
5.21	Traffic Control
5.22	Severe Weather
5.23	Earthquakes
5.24	Response Termination

5.2 Field Representatives Response to an Emergency Situation

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

Initial Response to an Emergency Situation Checklist	
The first Extraction representative who responds to the scene of emergency should take the followingaction:	
☐	Survey the scene, stay calm – park your vehicles upwind and away from the scene of the emergency and turn off the engine.
☐	Call 911 to Notify emergency personnel and emergency services as soon as possible.
☐	Never jeopardize your safety or that of another individual.

	If safe, take prompt action to eliminate any dangers.
☐	If safe, provide medical aid for any injured personnel.
☐	Utilize air monitoring equipment to determine isolation zones.
☐	If your personal safety may be in jeopardy move to a pre-designated muster point upwind and perform accountability roll call.
☐	Begin internal notification process as soon as possible.
☐	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 if safe and trained to do so.
☐	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 Foreman/supervisor arrives.
☐	Establish Incident Command and make direct contact with emergency responders and provide them with any information they require for the performance of their duties.
☐	Inform emergency responders of any potentially dangerous situations (e.g. H_2S, toxic chemicals, etc.)
☐	After taking the above actions, the Environmental Supervisor will notify the proper government agencies, along with the landowner.
☐	Ensure proper documentation is being completed.

Foreman/Supervisor	
☐	Upon receiving word of the emergency situation, determine the Incident Level of the emergency and what backup personnel and/or equipment may be required.
☐	Notify two Managers. 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.
☐	Transfer command from Initial Responder
☐	Establish direct contact with emergency responders and provide them with any information they require for the performance of their duties.
☐	Inform emergency responders of any potentially dangerous situations (e.g. H_2S, toxic chemicals, etc.)
☐	Notify and provide necessary information and/or reports to the appropriate governmental agencies.
☐	Investigate the incident.

☐	Ensure proper documentation is being completed.

Manager	
☐	Transfer command from Foreman/supervisor if needed
☐	Notify the appropriate Federal and State agencies. Ensure that these notifications are captured on the Notification Status Report.
☐	Cooperate with the government agencies on site and, if safe to do so, provide tasking to available personnel.
☐	Ensure proper documentation is being completed.

Environmental	
☐	Notify Emergency Response contractors.
☐	Notify the appropriate Federal and State agencies. Ensure that these notifications are captured on the Notification Status Report.

5.3 Fire and Explosion

Product specific fire and explosion information can be obtained from the SDS.

Initial Discovery	
Personnel that discover an incident must:	
☐	Assess the scene and prioritize response needs.
☐	Alert others nearby by sounding the alarm, horn, or by voice command.
☐	If your personal safety may be in jeopardy move to a pre-designated muster location up wind and perform accountability roll call.
☐	Attempt to extinguish incipient stage fire, if trained to do so.
☐	Call 911 and report incident, indicate: • Incident magnitude, evacuated area, and the location of the muster point(s) **Note: Activate Medical and/or Spill/Release Checklist as necessary (5.4 *&* *5*.5).** • ***When calling 911 include State, County, Name of Well and detailed directions.***
☐	Secure the scene/location, as necessary ☐ Isolate all potential ignition sources. ☐ Engage emergency shutdown procedures and/or manually, from a safe distance, isolate fuel sources. ☐ Preserve the incident scene.
☐	Provide information for first report of incident and additional documentation.

5.3.1 Fire

Flammable Liquid Fire Procedures	
☐	Use caution when approaching due to the possibility of intense heat.
☐	Before extinguishing any fire, locate and shut off the source of the liquid as soon as possible and if safe to do so.
☐	Only attempt to extinguish if the fuel source has been shut off and adjacent equipment is cool, to prevent re-ignition.
☐	Do not attempt to fight any fire that may endanger your personal safety.
☐	Only fight the fire with the wind at your back once the source has been stopped.
☐	Extinguish the fire using appropriate extinguisher and use the proper fire extinguisher procedures.
☐	Utilize air monitoring equipment to identify isolation zones.

5.3.2 Explosion

Explosions	
☐	In the event of an explosion on a lease or at a facility, more than likely it will result in a fire.
☐	Be aware that multiple gas leaks and/or fires may result in an explosion. Caution should be used, and a complete containment plan established before proceeding.
☐	Utilize air monitoring equipment to identify isolation zones.
☐	Conduct a damage assessment on remaining containers to ensure their integrity.

☐ 5.3.3 Flammable Liquids - Non-Fire Related

Flammable Liquids- Non-Fire Related Checklist	
☐	Ensure safety of personnel involved.
☐	Eliminate all ignition sources onsite.
☐	Assess situation, identify product and associated hazards.
☐	Restrict access to the affected area and establish isolation zones.
☐	Contain the spill if safe to do so.
☐	Coordinate deployment of containment and recovery equipment.
☐	Utilize air monitoring equipment to identify zones.

5.4 Injury / Medical / Rescue

Injury / Medical / Rescue Checklist	
The following checklist can assist in preparing for and responding to workplace injuries.	
☐	Properly respond to any injured personnel by first making sure that the area is safe for others to properly respond.
☐	Always use the proper PPE when responding.
☐	It is preferred to provide first aid treatment to injured person in place. However, move an injured person to a safe location if an immediate threat to their life exists. If you need to move a person you suspect has a neck injury, keep their head and neck immobile and attempt to move them as one unit. Do the same if an injured person must be rolled over.
☐	Call 911 to Notify emergency personnel and emergency services as soon as possible.
☐	Allow trained personnel to administer first aid until medical attention arrives. If an injured person can be safely transported to a medical facility they should be accompanied by someone trained in first aid.
☐	Begin internal notification process as soon as possible.
☐	Complete a formal report within 24 hours. Only document the facts.
☐	Follow up on any actions identified by the incident or root cause investigation, and follow-up with the injured person to determine their condition.
When responding to an incident:	
☐	Do not ask any questions of the injured person that could be a violation of their medical privacy.
☐	Do not violate the confidentiality that exists between the physician and the injured person.
☐	Do not attempt to have the physician exclude any treatment that is deemed to be in the patient's best interest.

Determining Hospitals	
One of the best ways to be prepared for a workplace injury or illness is to pre-identify hospitals that are properly equipped to deal with an injury that may result from the types of hazards involved with Extraction operations.	
The following may assist in determining any additional hospitals:	
☐	Types of special care units.
☐	Air ambulances service.
☐	Knowledge of hazards associated with oil and gas operations.
☐	Location.
☐	Utilize Appendix C and refer to the specific facility map for location of initial hospital determination

5.5 Liquid Spill or Gas Release

Spill or Release Detection	
The appropriate Extraction field personnel are to conduct routine inspections of facilities and equipment to ensure proper operation. In the event of a spill or release at a facility, including from hazardous materials vehicles, immediate response and reporting is required. Failure to do so can increase the environmental impact and/or property damage and subject Extraction to fines and enforcement actions.	
Initial Response	
Notify the Company Chain of Command and proper authorities	
☐	Notify your immediate supervisor using the double call procedure. If you're unable to reach your immediate supervisor after the second phone call, move up the chain of command to the next supervisory level.
☐	Any spill outside of containment area or that has the potential to leave the facility or to threaten a water body or groundwater must be reported to the emergency dispatch and the County Director immediately, and in no case more than 4 hours after such a spill is discovered. This shall be in addition to reporting to all necessary state agencies. This notification will typically be made utilizing the 911 system.
Ensure Safety of Citizens & Response Personnel	
☐	Evaluate personal safety first.
☐	Identify product and hazard(s) of spilled/released material.
☐	Establish site control (safe perimeter and security).
☐	Consider evacuations as needed.
☐	Establish transportation restrictions.
☐	Monitor air for elements of concern to determine impacted areas and establish zones.
☐	Ensure safety briefings are conducted.
Stop the Leak (if possible and safe)	
☐	Complete emergency shutdown.
☐	Initiate temporary repairs.
Shut Off All Ignition Sources	
☐	No smoking at or around spill/release site.
☐	No open flames or portable lighting.
☐	No hot work unless approved by Safety Officer.
<u>For Liquid Spills</u>: Contain the Spill	
☐	Determine proper PPE.
☐	Deploy containment boom at appropriate collection areas.
☐	Conduct recovery operations.
☐	Contact qualified response contractors.

☐	Develop waste disposal plan.
☐	Construct initial containment berm(s) and/or deploy containment boom at the spill source.

Estimate Spill Volume	
☐	Retrieve detailed information regarding the spill/release (daily production, duration of spill/release site for its dimensions.
☐	Survey spill/release site for its dimensions.

5.6 Well Control

In the event of a well control emergency, the Foreman/Supervisor will immediately begin the notification process.

Foreman/Supervisor	
At the time the well can no longer be controlled, the Foreman/Supervisor shall carry out the following:	
☐	Assumes control until the Manager or Incident Commander (IC) arrives on location.
☐	Perform Emergency Shut Down (ESD) of equipment if possible.
☐	Evacuate personnel according to Rig Evacuation Procedures.
☐	Assemble at Muster Point and perform accountability roll call.
☐	Call 911
☐	Secure the location: ☐ Block entrance to location. ☐ Contact Local Responders to set up road blocks if necessary.
☐	Assess the incident and determine if any impact has occurred to the environment off location.
☐	If well is on fire, notify fire department of exposures on and off site (other well heads, high pressure vessels, buildings, etc.)
☐	Keep all unauthorized personnel away from location.
☐	Begin initial ICS documentation.
☐	Prepare briefing for conference call with Management.

Manager	
☐	Activate the ERT.
☐	Determine if nearby wells need to be shut-in and shut-in if necessary.
☐	Receive briefing of incident details and what actions have been taken.

☐	Notify Environmental Supervisor.
☐	Notify Rig Contractor Superintendent that a well control incident has occurred and current actions taken.
☐	If not already done so, establish Incident Command Post (ICP) location. ☐ Should be relatively close to location, but out of hazardous area. ☐ Space large enough to accommodate command trailers.
☐	Discuss evacuation considerations of any nearby areas if necessary. ☐ If evacuations are recommended, request the local responders to facilitate the evacuations.
☐	Locate and identify Staging Areas for equipment.
☐	Determine if spill response operations are needed.
☐	Establish communications at ICP.
☐	Continue Initial ICS Documentation.
☐	Continue preparing Well Status Forms.
☐	Prepare well control plan with Well Control Specialist, Engineer, and Foreman/Supervisor.
☐	Prepare data for management conference call.

Environmental Supervisor	
☐	Notify construction group to call heavy equipment contractors to provide dozers for building berms and fire breaks if necessary.
☐	Contact Emergency Response Contractors.
☐	Contact Well Control Specialists. ☐ Request First Responders report to location for incident assessment. ☐ Request well control specialist team to be mobilized to location with ETA. ☐ Request well control equipment be mobilized to location with ETA.
☐	Prepare Site Safety Plan with Safety Contractor.
☐	Notify State and Federal Regulatory Agencies.
☐	Ensure proper documentation.

5.7 H_2S Release

Hydrogen Sulfide (H_2S) Release	General Information
Hazard information	**Physical Description**: H_2S or sour gas is a flammable, colorless gas with an odor resembling rotten eggs at low concentrations. It is heavier than air, and may accumulate in low-lying areas. At high concentrations (150 – 500 ppm) olfactory fatigue (loss of the sense of smell) can occur. Most people can smell H_2S at concentrations ranging from 0.1 ppm to 2 ppm. H_2S can deaden the sense of smell in a few minutes. At higher concentrations, respiratory paralysis and death may occur. **Primary hazards**: Toxic, flammable gas. Respiratory hazard. Moderately irritating to eyes, mucous membranes. **Exposure limits**: OSHA PEL: 10 ppm OSHA Ceiling: 20 ppm IDLH: 100 ppm ACGIH TLV: 1 ppm A potentially hazardous volume of hydrogen sulfide is defined as one which could result in a ground level concentration of 10ppm or higher where people are known or expected to be located. Concentrations of 100ppm are immediately dangerous to life or health. **Fire hazards/special firefighting considerations**: Flammable gas. (4% - 40% flammable range) Note: H_2S concentration will be lethal at lower explosive limits, as 4% = 40,000 ppm. Gives off sulfur dioxide when burning. Wear positive pressure respiratory protection during firefighting efforts involving H_2S. **Spill/Release considerations**: H_2S is heavier than air and can accumulate in low-lying areas such as sewers, pits, bottoms of tanks, tank dike areas, etc. H_2S is corrosive to many materials in the presence of water or water vapor and is reactive with oxidizing agents. H_2S is converted to SO_2 when burned with excess air and can be converted to elemental sulfur when burned in an oxygen deficient environment.
☐	If a fixed or personal monitor alarm is activated the representative must assume that H2S ispresent.
☐	The representative shall immediately leave the area by the safest route possible.
☐	Notify your supervisor.
☐	Windsocks will help the representative determine the wind direction.
☐	The representative should move crosswind and then proceed upwind.
☐	H_2S will collect in low lying areas. Representatives should also move uphill where applicable.
☐	All representatives will follow the Extraction H_2S Policy & Procedures in the Occupational Healthand Safety Compliance Manual.
☐	If this event involves liquid product, refer to the appropriate procedure for the specific product listed in this section if safe to do so.

Representative Responsibility	
Be familiar with:	
☐	Evacuation routes.
☐	Location of plant alarms, if applicable.
☐	Designated assembly areas.
☐	Windsocks.
☐	Annual training.
☐	Maintain air monitoring equipment.

5.8 Pipeline Control

This section provides guidelines for controlling a release near the source and mitigating the associated consequences. Source control and mitigation involve anything from shutdown of operations to patching a leak, containing a spill, dispersing a vapor cloud, protecting a sensitive area, recovering the spilled material, or other such activities that are involved in an emergency response.

Gas

In the event of a pipeline leak or rupture, the initial mitigation actions will likely consist of:	
☐	Notification of the appropriate Federal / State agencies if the specific incident criterion has been met.
☐	Call 911
☐	Evacuation of the immediate areas allowing emergency responder access only.
☐	Protect people first, then property.
☐	Shutting down the pipeline.
☐	Relieving the pressure on the affected line section.
☐	Isolating the pipeline section by closing the appropriate valves.
☐	Identifying the remaining contents of the affected line section.
☐	Stress the importance of utilizing leak detection equipment and not an individual's sense of smell.
☐	Exposing the leak or rupture and installing a temporary or permanent repair.

Pipeline Leak or Rupture Checklist	
☐	Assess situation, identify product and associated hazards.
☐	Eliminate all ignition sources onsite.
☐	Shut down compressors, close block valves and shut down affected pipeline.
☐	If personnel injured, refer to **Injury/Medical/Rescue Checklist**. (**Section 5.4**).
☐	Assign person to direct emergency response vehicles.
☐	Conduct air monitoring per the Safety Officer's instruction.
☐	Ensure proper documentation of notifications, equipment, and operational activities.
☐	Control return access into affected area until deemed safe.
☐	Designate staging areas for personnel and equipment.
☐	Set up Incident Command Post, if warranted.

Liquid

In the event of a spill involving a pipeline leak or rupture, the initial mitigation actions will likely consist of:	
☐	Notification of the appropriate Federal / State agencies if the specific incident criterion has been met.
☐	Call 911
☐	Evacuation of the immediate area allowing emergency responder access only.
☐	Protect people first, then property.
☐	Shutting down the pipeline.
☐	Relieving the pressure on the affected line section.
☐	Isolating the pipeline section by closing the appropriate valves.
☐	Identifying the remaining contents of the affected line section.
☐	Stress importance of possible vaporization from liquid products.
☐	Exposing the leak or rupture and installing a temporary patch.

If the incident were to involve a breakout tank leak or overfill, the initial mitigation action may include:	
☐	Terminating transfer operations to the tank if in progress.
☐	Ensuring associated secondary containment system drain valves are closed.
☐	Transferring the tank contents into available tankage or back into the pipeline.
☐	Patching the leak if feasible and safe.

Source control measures are implemented as close as possible to the source of a spill to minimize the extent of the affected area and generally involve:	
☐	Construction of barriers, trenches, or earthen berms for containment.
☐	Construction of berms or trenches for diverting spill to containment area.
☐	Deployment of containment booms in waterways down current of the source.
☐	Deployment of recovery equipment (pumps, vacuum trucks, skimmers).

Pipeline Leak or Rupture Checklist:	
☐	Assess situation, identify product and associated hazards.
☐	Eliminate all ignition sources onsite.
☐	Shut down compressors, close block valves and shut down affected pipeline.
☐	If personnel injured, refer to **Injury/Medical/Rescue Checklist**. (**Section 5.4**).
☐	Contain spill (if safe to do so).
☐	Assign person to direct emergency response vehicles.
☐	Conduct air monitoring per the safety officer's instruction.
☐	Ensure proper documentation of notification, equipment, and operational activities.
☐	Control return access into affected area until deemed safe.
☐	Ensure safety of personnel involved in spill response activities.
☐	Coordinate deployment of containment and recovery equipment.
☐	Designate staging areas for personnel and equipment.
☐	Set up Incident Command Post, if warranted.

5.9 Carbon Dioxide Release

Carbon Dioxide Release	**General Information**
Hazard Information	**Primary hazards**: Respiratory hazard due to oxygen displacement. Frostbite or freeze burn may result from skin contact. Sour CO_2 may contain hazardous levels of hydrogen sulfide. **Exposure limit**: 5,000 ppm (8hr) **IDLH level**: 40,000 ppm (Immediately dangerous to life and health). **Fire hazards/special firefighting considerations**: Not applicable. **Spill/release considerations**: Utilize hand-held gas detection to monitor oxygen levels

Carbon Dioxide Release Response	
☐	A release of CO_2 will be indicated by a white vapor cloud. There may be a loud noise associated with the release as the product may be under high pressure.
☐	The product normally contains less than 100ppm H_2S. However, it is possible the concentration may increase.
☐	If entry into the vapor cloud is necessary to control the release, positive pressure breathing apparatus and appropriate personal protection equipment must be worn.
☐	Use a combination O_2/LEL/CO/H_2S monitor to measure concentrations while performing work. Concentrations of 10ppm H2S and/or ≤19.5% and ≥23.5% enriched O_2 will require positive pressure breathing apparatus.
☐	It is extremely important not to block in CO_2 where it may be trapped with no thermal relief. It may be more advantageous to let the CO_2 vent. Consult Foreman/Supervisor before blocking in CO_2.
☐	Personnel noticing a CO_2 release shall notify Field office personnel by radio, phone or in person.
☐	Field office personnel will announce over the radio or by cell phone the location and nature of the emergency and if additional assistance is required.
☐	Operator will: ☐ If possible block in the source of the release and if safe to do so. ☐ If this is not possible the release will be blocked in at the closest source. ☐ Do not attempt to close valves in the area of the release without full protective clothing and SCBA.
☐	Evacuate immediate area and begin notification procedures.

5.10 Decontamination

Decontamination (Decon) Disposal Procedures

Decontamination (Decon) - the process of removing or neutralizing contaminants that have accumulated on personnel and equipment - is critical to health and safety at contaminated sites. Decontamination protects workers from hazardous substances that may contaminate and eventually permeate the protective clothing, respiratory equipment, tools, vehicles and other equipment used on site; it protects all site personnel by minimizing the transfer of harmful materials into clean areas; it helps prevent mixing of incompatible chemicals; and it protects the community by preventing uncontrolled transportation of contaminants from the site.

Decontamination Plan - A decontamination plan should be developed (as part of the Site Safety Plan) and set up before any personnel or equipment may enter areas where the potential for exposure to hazardous substances exists. The decontamination plan should:

- Determine level of decon based on type of contamination present;
- Determine the decontamination equipment needed;
- Establish procedures to prevent contamination of clean areas;
- Establish methods and procedures to minimize worker contact with contaminants during removal of personal protective clothing and equipment (PPE);
- Establish methods for disposing of clothing and equipment that are not completely decontaminated.

The plan should be revised whenever the type of personal protective clothing or equipment changes, site conditions change or site hazards are reassessed based on new information.

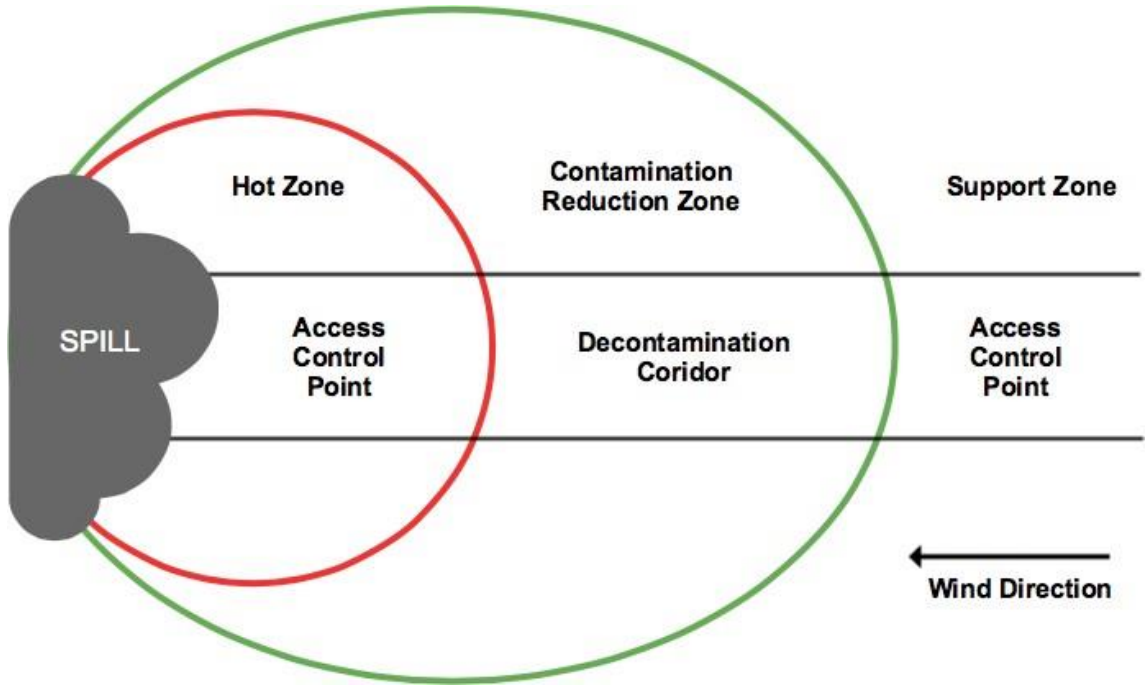
Contaminants can be located either on the surface of personal protective equipment or permeated into the PPE material. Surface contaminants may be easy to detect and remove. However contaminants that have permeated a material are difficult or impossible to detect and remove. If contaminants have permeated a material, removal of clothing prior to decontamination is critical.

☐ Decontamination (Cont.)

Hazardous Chemicals Decontamination Procedures

Emergency Decontamination

In addition to routine decontamination procedures, emergency decontamination procedures must be established. In an emergency, the primary concern is to prevent the loss of life or severe injury to site personnel. If immediate medical treatment is required to save a life, decontamination should be delayed until the victim is stabilized. If decontamination can be performed without interfering with essential life-saving techniques or first aid, or if a worker has been contaminated with an extremely toxic or corrosive material that could cause severe injury or loss of life, decontamination must be performed immediately. If an emergency due to a heat-related illness develops, protective clothing should be removed from the victim as soon as possible to reduce the heat stress. During an emergency, provisions must also be made for protecting medical personnel and disposing of contaminated clothing and equipment.



5.11 Suspicious Packages

Characteristics of Suspicious Packages:

Look for anomalies:

- Rigid or bulky
- Lopsided or uneven
- Wrapped in string
- Poorly written or misspelled labels
- Generic or incorrect titles
- Not addressed to a specific person
- Excessive postage
- Foreign writing, postage, or return address
- Missing, absurd, or unknown return address
- Leaks, stains, odors, powders, or protruding materials
- Ticking, vibration, or other sound

	In the case of a suspicious package, immediately follow the below listed instruction:
☐	Do not touch the package. Leave the package where it was found. Do not disturb.
☐	Do not use electronic devices in the vicinity of the package. (e.g. cell phones).
☐	Begin notification procedures.
☐	Notify local law enforcement.
☐	Notify local fire department.
☐	Clear the immediate area of all persons and keep others away.
☐	Instruct people in the immediate area to wash hands.
☐	Direct people to a designated area away from the package and await further instruction.
☐	List the names of the persons in the immediate area of the package.
☐	Shut down all equipment in the area and HVAC systems (heating, cooling, and ventilation).
☐	If possible without disturbing the package, document the following: ☐ Location of the package. ☐ Description of the package (markings, labels, postage). ☐ Addressee's name and address. ☐ Mailer's name and address.

5.12 Bomb Threat Checklist

Bomb Threat Checklist	
Incident:	Prepared By:
Period:	Version Name:
Time and Date Reported:	
Who Reported:	
Caller Name:	
Exact Words of Caller:	
Time Call Ended:	
Questions to Ask	
When is the bomb going to explode?	
Where is the bomb right now?	
What kind of bomb is it?	
What does it look like?	
Why did you place the bomb?	
Where are you calling from?	

Bomb Threat Checklist (Cont.)

Description of Callers Voice					
☐Male ☐Female ☐Young ☐Middle Aged ☐Old ☐Accent					
Voice	Speech	Language	Accent	Manner	Background Noises
☐ Loud ☐ High Pitch ☐ Raspy ☐ Intoxicated ☐ Clearing Throat ☐ Soft ☐ Deep ☐ Pleasant ☐ Deep Breathing	☐ Fast ☐ Distinct ☐ Stutter ☐ Slurred ☐ Slow ☐ Distorted ☐ Nasal ☐ Other:	☐ Excellent ☐ Fair ☐ Foul ☐ Educated ☐ Good ☐ Poor ☐ Other:	☐ Local ☐ Foreign ☐ Not Local ☐ Regional ☐ Explain:	☐ Calm ☐ Rational ☐ Coherent ☐ Deliberate ☐ Righteous ☐ Angry ☐ Irrational ☐ Incoherent ☐ Emotional ☐ Laughing	☐ Office Machinery ☐ Factory Machinery ☐ Bedlam ☐ Animals ☐ Quiet ☐ Mixed ☐ Music ☐ Street Traffic ☐ Airplanes ☐ Trains ☐ Voices ☐ Party ☐ Atmosphere ☐ Shopping Mall
Call Recipient Information					
Call Recipient(s):					
Date / Time:					

5.13 Pandemic

In the case of an influenza pandemic, follow the checklist below:	
☐	If you are sick, keep your distance from others to protect them.
☐	If possible, stay home from work.
☐	Avoid close contact with people who are sick.
☐	Cover your mouth and nose with a tissue when coughing or sneezing, not your hand.
☐	Wash your hands often and use hand sanitizer if available.
☐	Avoid touching your eyes, nose or mouth.
☐	Wipe down work surfaces, telephones, computer equipment and other frequently touched surfaces with a disinfectant. A virus can remain on a surface for 2-8 hours if not treated.
☐	Provide tissues, hand sanitizer, hand soap and disinfectants to co-workers.
☐	Consider practices to minimize face-to-face contact between representatives such as emailsor conference calls.
☐	Avoid shaking hands.
☐	Do not use co-workers phones, desks, offices or other office equipment.

5.14 Suspicious Persons

In case of a suspicious person, follow the checklist below:	
☐	Do not physically confront the person.
☐	Do not let anyone into a locked building/office.
☐	Do not block access to the exits.
☐	Ask the person how you can help them.
☐	Call your Foreman/supervisor.
☐	Call 911, if necessary.
☐	Observe and document details about the person.

5.15 Active Shooter

If faced with a situation involving an active shooter, you should quickly determine the most reasonable way to protect the safety of yourself and fellow colleagues.	
If an representative decides to RUN, they should follow these procedures:	
☐	Have escape routes and a plan in mind.
☐	Leave your belongings behind.
☐	Help others escape, if possible.
☐	Evacuate regardless of others.
☐	Warn/prevent individuals from entering.
☐	Do not attempt to move wounded people.
☐	Keep your hands visible.
☐	Follow police instructions.
☐	Call 911 when safe.
If an representative decides to HIDE, they should follow these procedures:	
☐	The hiding spot should be out of the active shooter's view.
☐	Hide behind an object that will provide protection if shots are fired (e.g. desks, cabinets).
☐	The hiding spot should not restrict options for movement.
☐	Lock doors.
☐	Silence cell phones.
☐	Remain quiet.
Important Information	
Provide law enforcement or 911 with the following: • Location • Number of shooters • Physical description of shooters • Number and types of weapons • Number of potential victims	

5.16 Unknown Substances

Individuals who find unknown substances should consider it suspicious and contact the Environmental Supervisor.

In the instance that an unknown substance is found, follow the below listed instruction:	
☐	**Leave it alone**, put it down, cover it up and do not try and clean it up. Do not sniff or touch or try to look closely at the substance.
☐	**Evacuate the area**, have individuals within the vicinity leave the room or general area where the substance is located until an assessment of risk can be made.
☐	**Report it immediately** to a supervisor or Foreman. Call 911 and report the substance that has been found.
☐	If the substance is spilled on clothing, take off affected clothing and place them in a plastic bag to avoid spreading the substance.

5.17 Intruder/Hostile Persons

If a hostile person is exhibiting disruptive, threatening, or abusive behavior and if forced to interact with the hostile individual, follow the listed procedures:	
☐	Immediately contact a Foreman/supervisor, if possible regarding the problem.
☐	The Foreman/Supervisor will assess the situation and if necessary, contact local law enforcement.
☐	Stay calm, yet in charge approach, which includes listening, not over-reacting and trying to gain the person's cooperation in settling the disturbance.
☐	Be aware of the possibility of violence.
☐	Do not put yourself or others at risk. Do not touch the person or invade his/her personal space.
☐	If you are afraid for yourself or others, implement an escape when feasible.

In the case of an intruder or unauthorized visitor:	
☐	Immediately contact a Foreman/Supervisor, if possible regarding the problem.
☐	The Foreman/Supervisor will assess the situation and contact the appropriate Manager, and if necessary, local law enforcement.
☐	Stay calm, yet maintain an in-charge approach, which includes listening, not over-reacting and try in to gain the person's cooperation in settling the disturbance.
☐	Be aware of the possibility of violence.
☐	Do not put yourself or others at risk. Do not touch the person or invade his/her personal space.
☐	If you are afraid for yourself or others, implement an escape when feasible.

5.18 Lockdown Procedures

Lockdown means that representatives are to remain in the building or are to move to a secured location.During lockdown, no one is to enter or exit the locked area.

	In the case of implementing lockdown, follow the recommended procedures below:
☐	If a lockdown is deemed necessary, it will be reported to the affected area(s) in a manner that is as practical as possible, which can include telephone, email and/or the use of management personnel.
☐	No one is to enter or exit the lockdown area.
☐	Secure the exterior doors and proceed to an office that can be locked.
☐	Move away from windows and doors.
☐	If you are not in an area that cannot be locked, proceed immediately to an area that can be locked or secured.
☐	Managers and other representatives need to check, if safety permits, in conference rooms andbathrooms and instruct individuals to go to the nearest locking area.
☐	No one should enter or leave a locked area until appropriately advised to by Extraction management.

5.19 Rig Evacuations

	In the case of a rig evacuation, follow the recommended procedures below:
☐	Ensure all personnel are notified of an evacuation. Use either predetermined signals such as horn blasts, radio communication, or gestures.
☐	If safe, shut down equipment.
☐	Follow safe evacuation routes to the predetermined Muster Point. • Refer to Rig/Facility Evacuation Map for safe evacuation routes. • Refer to Site Safety Plan for listed Muster Points.
☐	Call 911 if any injured personnel and refer to **Injury/Medical/Rescue Checklist**. (**Section 5.4**) for further instruction.

5.20 Wildfires

In the case of a wildfire, follow the checklist below	
Wildfires can move quickly and change direction without warning. If you see a wildfire, call 911 immediately.	
☐	If you are near any flammable liquids/gas and it's safe to shut off, do so immediately.
☐	**Evacuate the area.**
☐	Survival in a Vehicle: • If you are in a vehicle, roll up windows and close the air vents. Drive slowly with headlights on. Watch for other vehicles and pedestrians. Do not drive through heavy smoke. • If you have to stop, park away from the heaviest trees and brush. Turn headlights on and ignition off. Roll up windows and close air vents. • Get on the floor and cover up with a blanket or coat. • Stay in the vehicle until the main fire passes. • Stay in the car. Do not run! Engine may stall and not restart. Air currents may rock the vehicle. Some smoke and sparks may enter the vehicle. Temperature inside will increase. Metal gas tanks and containers rarely explode.
☐	If caught in the open: • If you are in the open, get to a sparse fuel area. Avoid canyons or other natural 'chimneys'. • If the road is nearby, lie face down along the road cut or in the ditch on the uphill side. Cover yourself with anything that will shield you from the fire's heat.
☐	Watch for changes in the speed and direction of the fire.
☐	Tell someone when you have left the area and where you are going.

5.21 Traffic Control

The purpose of traffic control is to monitor all traffic into the facility, lease, or emergency area and set up roadblocks where necessary in order to keep people off the leases.

Traffic Control Procedures	
☐	The first responsibility is to establish control at the entrance to keep unauthorized personnel from entering the area.
☐	In cooperation with law enforcement agencies, the Foreman/Supervisor in charge will assist in directing the setting up of roadblocks.
☐	Do not impede emergency responders from entering the scene. Provide escort upon entering the areas.
If an emergency occurs away from the lease and endangers a public highway, such as a pipeline break at a road crossing:	
☐	The proper law enforcement agency shall be notified as soon as possible.
☐	If there is a real danger to the traveling public, the roadway should be blocked see note below and all traffic warned of the danger.

NOTE: Company representatives, as individual citizens, do not have the right to detain or to prevent someonefrom proceeding should someone choose to do so. Every attempt should be made to make the person aware of the danger. Only authorized representatives of the law have the right to detain a person.

5.22 Severe Weather

Up-to-date weather information may be found on the internet, radio, or television. Perform routine checks on severe weather supplies, such as first aid kits, flashlights, and scanners or weather radios. In the event of severe weather, checklist below should be followed when applicable.

Severe Weather Checklist	
The following checklist identifies key items to consider during an event which severe weather could impact the facility:	
Weather Monitoring	
☐	Radios and scanners can be used to monitor severe weather reports provided by local emergency response frequencies and radio stations.
☐	When severe weather approaches, scanners and radios should be turned on and monitored.
☐	All personnel should be notified of severe storms in the area. All personnel can then assist in the weather watch as they go about their regular duties.
☐	Be aware of pre-designated shelters.

Thunderstorms / Lighting / High Winds Checklist
This checklist identifies actions to be taken when operations are threatened by thunderstorms producing lightning or high winds.

☐	Upon notification by weather monitoring of impending severe weather conditions, notify the Foreman/Supervisor of the situation.
☐	Immediately bring personnel off vessels, tanks, scaffolding, pipe racks and other elevated work areas. Suspend product loading operations and close all tanks.
☐	Take shelter until the storm has passed.

Flooding Checklist	
☐	Evacuate immediately if advised to do so.
☐	Avoid areas that are prone to flooding (e.g. dips, low spots, canyons, and washes).
☐	Avoid areas that are already flooded.
☐	Never walk through a flooded area. As little as six inches of flowing water can sweep a person off their feet.
☐	Do not drive through a flooded area. Only two feet of water can lift and wash away a truck.
☐	Do not park vehicles near streams and washes especially during severe storm warnings.

Tornado - General Information
The primary tornado season is from March to August
Tornado Watch indicates that conditions are favorable for development of a tornado.
Tornado Warning indicates that a tornado has been spotted in the area. Take shelter immediately.

Tornado Checklist	
Tornado Watch	
☐	Be on alert.
☐	If funnel-shaped clouds are sighted, call the local field office and follow procedures below.
Tornado Warning	
☐	The Foreman/Supervisor will make the decision to initiate emergency shutdown procedures.
☐	**If seeking shelter inside a building**, move to the interior away from windows at the lowest level possible. Seek protection from falling or flying objects by sheltering in a closet, bathroom, safe room, basement, storm shelter or the lowest level of a building.
☐	**If seeking shelter outside**, move away from process areas, product storage or other areas where release of hazardous materials may be possible due to storm damage. If in open areas, move to a low-lying area such as a road ditch, culvert, etc. Lie face down and cover our head to protect yourself from falling in debris.
☐	**If driving in open country**, move away from the approaching tornado at right angles if possible. If there is not time to find shelter, abandon your vehicle and lie flat in a ditch or deep recession. Avoid areas with large trees and power lines.
☐	If the area is hit by a tornado, be aware there is a chance of escaping gas, as well as the possibility of a fire and energized electrical equipment.

A winter storm is an event which can produce precipitation and when exposed to very cold temperatures can produce snow or sleet. A rainstorm where ground temperatures are cold enough could allow ice to form. In temperate continental climates, these storms are not necessarily restricted to the winter season, but may occur in the late autumn and early spring as well.

Winter Storm Checklist	
This checklist identifies actions to be taken when company offices are threatened by a winter storm.	
☐	During the winter storm season, the Manager, with the help of the Foremen/Supervisors will monitor weather forecasts and notify field personnel via 2-way radio or cell phone of winter storm watches or warnings.
☐	If a winter storm strikes and storm severity warrants field evacuation, all personnel will report to the Field Office for a head count. The Superintendent will ensure that all persons are accounted for prior to closing down operations. Individuals traveling to their residence will telephone and notify the on-duty Foreman/Supervisor of their safe arrival home.
☐	In the event an individual becomes stranded in the field or on the road, he/she is urged to stay with their vehicle and follow winter survival rules until the storm abates or help arrives. Do not attempt to travel on foot until storm conditions abate.
☐	After the storm abates, facilities will be checked with the aid of four-wheel drive vehicles. All personnel shall maintain 2-way radio or cell phone communication with the office when in the field during or immediately after a storm.

Winter Survival Checklist	
This checklist identifies actions to be taken when company offices are threatened by a winter storm.	
☐	Vehicle Emergency kit (tire changing tools, fuses, tow chain, sand, flares, booster cables, etc.).
☐	Store food i.e. energy bars (high calorie) that won't freeze. Enough for 24-48 hours.
☐	Store blankets and cold-weather gear in trunk or truck cab.

5.23 Earthquakes

Earthquake Checklist	
IF INDOORS DURING AN EARTHQUAKE	
☐	Stay calm and do not panic.
☐	Stay in your general work area, if safe.
☐	Take cover under your desk or similar heavy furniture, in doorways (note: watch for closing doors), against load bearing walls, or under other areas of structural strength.
☐	If you cannot take cover under a piece of furniture, tuck your head into your knees and cover your head with your arms.
☐	Move away from exterior walls with windows.
☐	Evacuate only after shaking has stopped and it is safe to do so.
☐	DO NOT USE ELEVATORS.
☐	If in an elevator, the elevator may be disabled. The elevator will then have to be reset manually. Remain calm. Use the emergency phone in the elevator to alert someone of your situation. Facility operations personnel will respond as quickly as possible.
IF OUTDOORS DURING AN EARTHQUAKE	
☐	Remain outdoors, DO NOT enter a building.
☐	Move away from buildings, trees, streetlights, and utility wires.
☐	Go to an open area and stay alert for changing conditions.
☐	Stay in an open area; the greatest danger exists directly outside buildings, at building exits, and alongside exterior walls.
IF IN A VEHICLE DURING AN EARTHQUAKE	
☐	Stop as quickly as safety permits and stay in the vehicle.
☐	Avoid stopping near or under buildings, trees, overpasses, and utility wires.
☐	Proceed cautiously once shaking has stopped.
☐	Avoid roads, bridges, or ramps that might have been damaged by the earthquake.

Earthquakes (Cont.)

Earthquakes Checklist	
AFTER SHAKING STOPS	
☐	DO NOT USE MATCHES/LIGHTERS OR OTHER SOURCES OF IGNITION.
☐	Power outages may occur, fire alarms and sprinkler systems may be activated.
☐	If possible, provide assistance to persons with disabilities who may need it or alert emergency responders to their location.
☐	Do not enter any building that has been deemed or appears to be unsafe/damaged.
☐	Leave the area if you smell gas or chemical fumes.
☐	Be prepared for aftershocks.
☐	Open doors carefully.
☐	Watch for failing objects.
☐	Avoid using telephones unless reporting an emergency.
☐	Watch for downed power lines.

5.24 Response Termination

Response Termination	
Termination activities are divided into three phases: debriefing the incident, post-incident analysis, and critiquing the incident. The extent to which these phases are undertaken depends on the nature and magnitude of the spill or release. Even a small product release could elicit very detailed termination activities. For example, a release of H2S with subsequent representative or publicnegative impact. Additionally, some spills or releases trigger outside agency reporting. These events would trigger the formal termination procedures outlined in this section.	
General Information	
Debriefing the Incident:	
☐	Debriefings should begin as soon as the "emergency" phase of the operation is completed. Ideally, this should be before first responders leave the scene. It should include the hazmat response team, sector officers and other key players such as public information officers and agency representatives who the IC determines would benefit from being involved.
☐	Inform responders exactly what hazardous materials they were (possibly) exposed to and the signs and symptoms of adverse exposure
☐	Identify equipment damage and unsafe conditions requiring immediate attention or isolation for further evaluation.
☐	Assign information-gathering responsibilities for a Post-Incident Analysis (PIA) and critique.
☐	Summarize the activities performed by each sector, including topics for follow-up.
Safety meeting attendance forms and or memoranda may be utilized to document the debriefing.	
After Action Report (AAR):	
☐	AAR is the detailed step-by-step review of the incident to establish a clear picture of the events that took place during the incident. It is conducted to establish a clear picture of the emergency response for further study.
☐	The AAR is not the same as investigations conducted to establish the probable cause of the accident. Those are usually conducted utilizing root cause or hazard and operability methodologies.
☐	Once all available data has been assembled and a rough draft report developed, the AAR should focus on four key topics: *Command* and *Control*, *Tactical Operations*, *Resources and Support Services.*

Response Termination (Cont.)

After Action Report (AAR) (Cont'd)	
☐	*Command and Control* - Was command established? Did information flow from operations personnel to the Incident Commander? Were response objectives communicated to the personnel expected to carry them out?
☐	Tactical Operations - Were the tactical options ordered by the IC and implemented by emergency response personnel effective? What worked? What did not?
☐	*Resources* - Were the resources adequate for the job? Are improvements needed to apparatus and/or equipment? Were personnel trained to do the job effectively?
☐	*Support Services* - Were the support services received from other organizations adequate? What is required to bring support to the desired level?
Critiquing the Incident:	
A commitment to critique an all-hazardous material response will improve ERT performance by improving efficiency and pinpointing weaknesses. Use the tool as a valuable learning experience (everyone came to the incident with good intentions). A good critique promotes:	
☐	Trust in the response system as being self-correcting.
☐	Willingness to cooperate through teamwork.
☐	Continued training of skills and techniques.
☐	Pre-planning for significant incidents.
☐	Sharing information between response agencies.
Critique Format:	
A critique leader is assigned. This can be anyone who is comfortable and effective working in front of a group. The critique leader should:	
☐	Control the critique. Introduce the players and procedures. Keep it moving and end on schedule.
☐	Ensure that specific questions receive detailed answers.
☐	Ensure that all participants follow the critique rules.
☐	Ensure that each operational group presents their observations.
☐	Keep notes of important points.
☐	Sum up the lessons learned.
☐	Follow up.
☐	Following the critique, forward the written comments to management. They should highlight suggestions for improving response capabilities and alternative solutions.
☐	When larger incidents are involved or injuries have occurred, formal reports shall be circulated so that everyone in the response system can understand the "lessons learned".

Appendix A

Extraction Training Topics and Response Contractors

Extraction Training Topics

Safe use of Equipment and Forklift

Personal Protective Equipment

Air Monitoring

Hazard Communication and Placarding

Reclamation Maintenance

Fall Protection

Spill Prevention, Control, and Countermeasures

Heat Stress

Lock Out/Tag Out

Substance Abuse Awareness

Incident Command System

Emergency Response

Fire Prevention/Suppression (fire extinguishers)

Hydrogen Sulfide Awareness and safety

Winter Driving and Cold Weather Operations

Electrical Safety

Active Shooter/Workplace Violence Awareness and Response

Hazard Recognition

Hot Work

Safe Material Handling and Excavation

*First Responder/External Agencies

-Extraction is a willing participant with First Responders and conducts various drills and exercises to coordinate response procedures with First Responders.

-Extraction also utilizes the Colorado Preparedness and Response Network (CPRN) to provide training and educational resources to First Responders.

Emergency Response Contractors

Company	Contact	Office Phone	Emergency Phone
OSRO			
NG- Hydrovac Loan Tree- Vac Truck	Dispatch Dispatch		970-379-5525 970-539-0016
Zito Trucking- Vac Truck 3 Corners- Vac Truck	Dispatch Dispatch		970-686-8091 801-620-0131
Cross Energy- Roustabout	Dispatch		970-388-4032
EnviroServe			800-488-0910
Waste Management	Dispatch	720-977-2102	720-425-1783
Custom Environmental Services			800-310-7445
Response Management			
CTEH	Cory Davis	501-258-7881	866-869-2834
Environmental			
APEX, Environmental	24 hour hotline	307-399-2870	720-215-4720
Tasman Geosciences	Mike Lindstrom	303-487-1228	720-633-7027
CTEH	Cory Davis	501-258-7881	866-869-2834
Well Control			
Boots and Coots		281-871-8444	281-931-8884 1-800-BLOWOUT
Wild Well Control		281-784-4700	281-784-4700

Appendix B

Facility Maps

Maps, transportation routes, and nearest health care facilities for Washington pad can be found within this appendix. Transportation routes are provided in two formats, 1) basic driving directions and 2) latitude and longitude. Each format leads to the lease road entrance, which will lead to each well or tank battery.

A facilities map depicting the proposed locations and type of above and below-ground facilities, including sizes and depths below grade of all flowlines, oil and gas gathering pipelines and transmission lines and associated equipment, isolation valves, surface operations and their functions are not provided as part of this plan due to the sensitive nature of such documents. However, Extraction will make such documents available to the City of Thornton and applicable emergency response agencies during an emergency if said documents are needed to resolve any emergency.

EVACUATION ROUTES AND PROCEDURES:

The primary evacuation route for each pad is typically the lease road entrance. However, personnel are trained to evacuate in the safest direction possible, upwind and uphill from any spill, smoke, vapor cloud, or other hazard. This may not always be the lease road entrance due to specific factors of the incident and weather conditions at the time of an incident. Secondary evacuation routes, if applicable, will be determined at the time of the incident and based on incident specific conditions. It is therefore determined that the evacuation routes for each well site and tank battery are 1) the lease road entrance if safe, and 2) the safest alternate direction that is uphill and upwind of any spill, smoke, vapor cloud, or other hazard at the time that evacuation is occurring.

Extraction will communicate and coordinate with the City and First Responders for the evacuation of schools and any person within ½ mile (2,640 feet) radius. Extraction intends to use the existing, All-Hazards Emergency Management processes already used by the City of Thornton and its First Responders to conduct any evacuations of the public.

WASHINGTON PAD

EXTRACTION OIL & GAS

WASHINGTON PAD

CITY OF THORNTON
ADDRESS PENDING
LAT: 39.977341°N
LONG: 104.978361°W

DIRECTIONS

From E 152nd Avenue and Washington Street, go North .6 miles, then West into location (pending approval)

NOTIFICATIONS

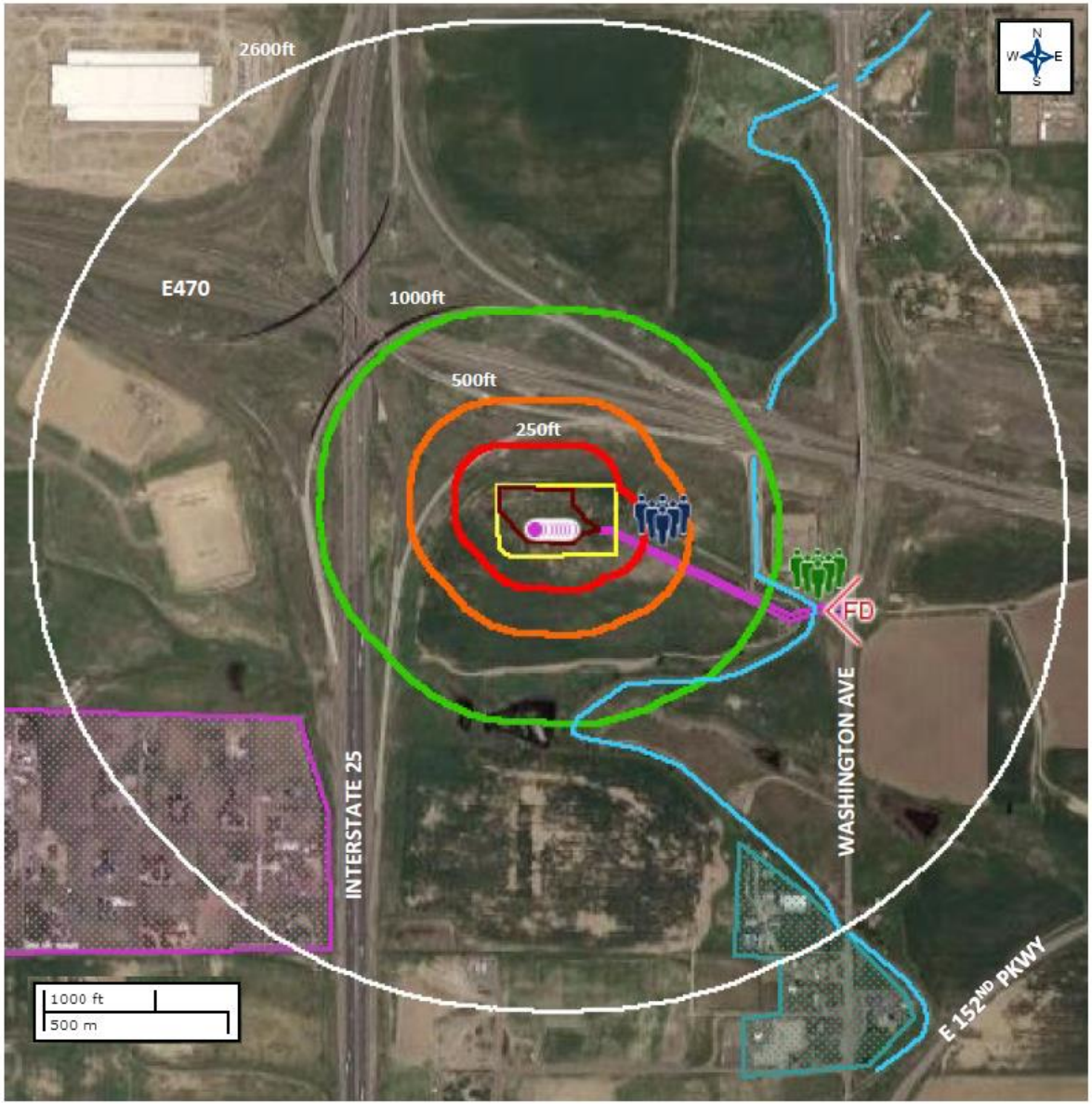
1. Extraction 24-Hour Hotline
   720-370-5540
2. National Response Center
   800-424-8802
3. COGCC Field Supervisors
   719-343-0130, 970-573-1277
4. EPA Region VIII
   303-312-6312
5. Thornton Communications
   303-538-7245
6. Adams County OEM/Thornton OEM
   720-523-6600/720-977-5150
7. COGCC
   303-894-2100
8. CDPHE
   877-518-5608

RESPONSE OBJECTIVES

Ensure safety of the public, first responders, Extraction employees, and contractors. Minimize impact to the environment and local community. Contain and recover released products to the extent possible.

CRITICAL RECEPTORS

1. Interstate 25
2. Colorado E470
3. Bull Canal



TACTICAL RESPONSE

After assessing the incident level and contacting the appropriate parties, the following steps will need to be taken for the tactical response:

1. Implement National Incident Management System (NIMS) Incident Command System (ICS)
2. Assess hazards to site, workers, and public
3. Safety Officer should complete form ICS 208-Safety Message/Plan
4. Conduct Job Safety Briefing
5. Assess property and environmental impacts
6. Develop ICS 201 Incident Briefing and ICS 202-Incident Objectives
7. Implement Response Actions:
    a. Confine spills to tanks/vessels
    b. Locate leading edge of spilled material
    c. Contain spills on ground and any surrounding drainage ways
    d. Recover spilled materials
    e. Dispose of recovered materials properly
8. Document site conditions and activities
9. Documents impacts to natural, economic, and cultural resources
10. Document site restoration/remediation activities

See the Extraction Emergency Response Plan for the full list of NIMS ICS Forms

PAD STATS

FLOW STATS – 30 DAY AVERAGE IP

Gas (MCF/D)	Oil (BBL/D)	Water (BBL/D)

WELL PAD LIQUID STORAGE

Oil (BBL)	Water (BBL)

NO STORAGE, ALL PRODUCT IS TRANSFERRED VIA PIPELINE

RESPONSE RESOURCE CONTACT INFORMATION

EXTRACTION OIL & GAS CONTACT INFORMATION

Name	Main Phone
24-Hour Hotline	720-370-5540

NEAREST HOSPITALS WITH EMERGENCY ROOMS

Name	Address	24-Hour Phone
St. Anthony North Health Campus	14300 Orchard Pkwy, Westminster, CO	720-627-0000
St. Joseph Emergency- Northglenn	11900 Grant St, Northglenn, CO	720-537-5095

STATE, FEDERAL, MUNICIPAL EMERGENCY RESPONDERS

Name	24-Hour Phone
Thornton Communications (dispatch)	911
Thornton OEM	720-977-5150
Thornton Police (non-emergency)	720-977-5150
Thornton Fire (non-emergency)	303-538-7602
National Response Center	800-424-8802
Colorado Dept. of Natural Resources	303-866-3311
EPA Region 8	303-312-6312
Department of Transportation	855-368-4200
Thornton/Adams County LGD	303-538-7218

RESPONSE CONTRACTORS

Contractor Type	Name	24-Hour	Phone
OSRO	ENVIROSERVE	800-488-0910	
OSRO	Custom Environmental	800-310-7445	303-423-9949
Well Control	Boots & Coots	281-931-8884	800-BLOWOUT
Well Control	Wild Well	281-784-4700	281-784-4700
Environmental	CTEH, LLC	866-869-2834	866-869-2834
Environmental	APEX Companies, LLC	970-260-5457	307-399-2870
Response Management	CTEH, LLC	866-869-2834	866-869-2834

RESPONSE OBJECTIVES

Ensure safety of the public, first responders, Extraction employees and contractors. Minimize the impact to the environment and local community. Contain and recover released product to the extent possible. The following response objective checklist shall be followed:

SAFETY- PROTECT LIFE

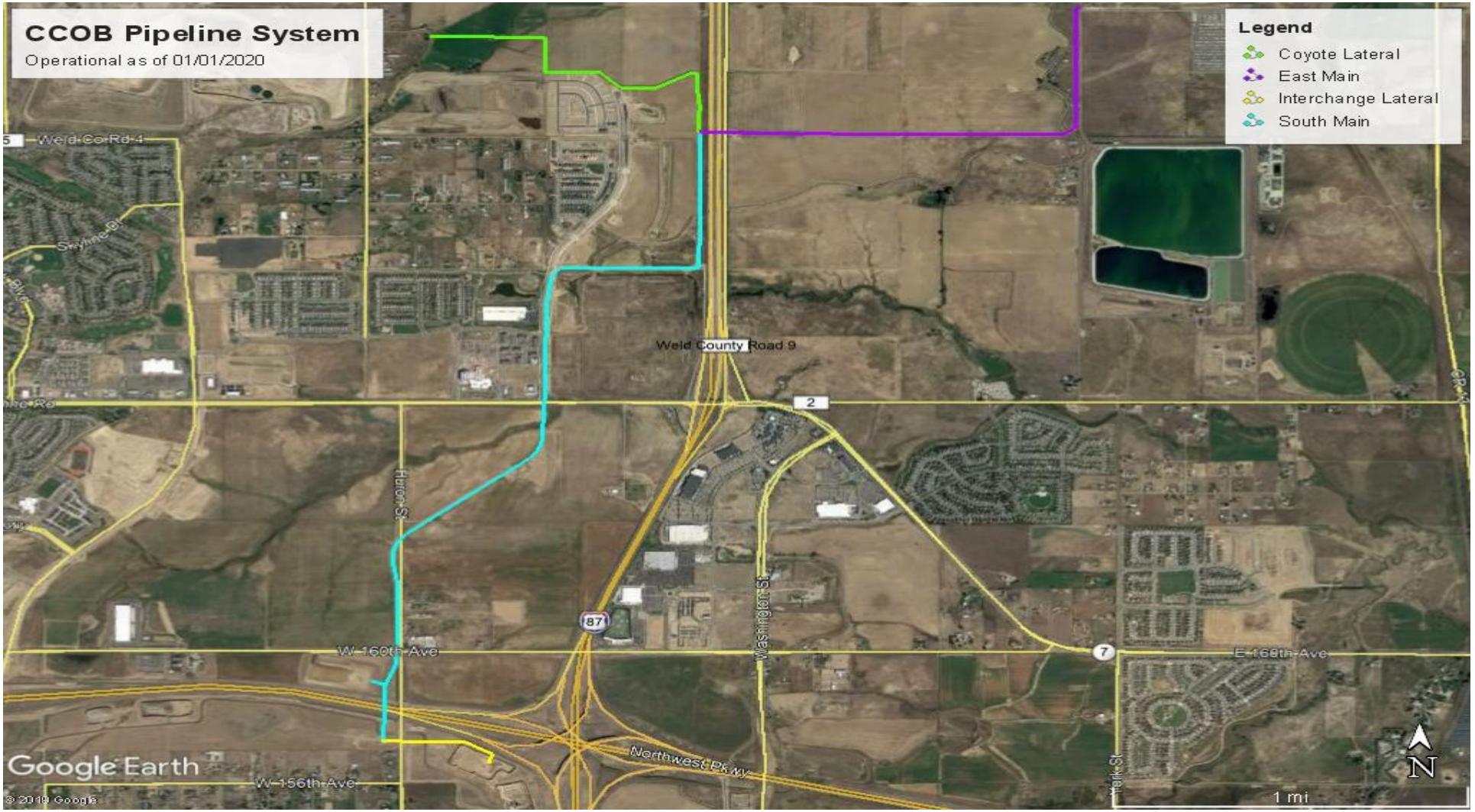
- Evaluate and account for all personnel
- Isolate all potential ignition sources
- Initiate emergency services immediately, as needed (911)
- Identify hazard(s) of material (SDS)
- Establish site control (safe perimeter and evacuation)
- Monitor air
- Develop site safety plan (ICS 208)
- Continually re-assess hazards and risks

RESPONSE- INCIDENT STABILIZATION

- Establish Command post and communications
- Conduct notifications to external agencies and internal personnel
- Identify and implement staging areas to support response
- Activate response companies for equipment and personnel as needed
- Activate response tactics to contain and recover product/material
- Establish flight restriction as needed
- Implement waste handling and disposal
- Initiate decontamination if needed

ENVIRONMENTAL- PROTECT ENVIRONMENT

- Identify, prioritize, and protect environmentally sensitive areas
- Establish wildlife rescue operations
- Verify release if waters impacted
- Conduct visual assessments (spill tracking and surveillance)



CCOB Pipeline System				
Segment	**Segment Length**	**Gas Pipeline (diameter)**	**Oil Pipeline (diameter)**	**Water Pipeline (diameter)**
Coyote Lateral	+/- 9,918 feet	24-inches	12-inches	8-inches
East Main	+/- 17,291 feet	24-inches	12-inches	8-inches (x 2 lines)
Interchange Lateral	+/- 2,228 feet	16-inches	8-inches	8-inches
South Main	+/- 15,375 feet	24-inches	12-inches	8-inches