



Azerbaijan SPU

Incident Management System Manual

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**This document incorporates the following documents which were turned into
Obsolete:**

AzSPU Incident Management System (IMS) Manual	AZSPU-HSSE-DOC-00087-2
AZERBAIJAN SPU Business Support Plan	AZSPU-HSSE-DOC-00151-2
AZERBAIJAN SPU Incident Management Plan	AZSPU-HSSE-DOC-00150-2
Azerbaijan Business Continuity Plan	AZSPU-HSSE-DOC-00024-2
AzSPU Pandemic Response Plan	AZSPU-HSSE-DOC-00099-2
Philosophy and Strategy for ER&CM	AZSPU-HSSE-DOC-00019-2
Incident Management Team Resourcing Strategy	AZSPU-HSSE-DOC-00133-2
BP Azerbaijan SPU Upstream Oil Spill Response Plan	AZSPU-HSSE-DOC-00105-2
Activation of OSR contractors Baku IMT SOP	AZSPU-HSSE-DOC-00261-2

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GLOSSARY

It is important in BP's integrated programme that a common vocabulary be adopted. This section defines some important terms associated with BP's integrated three-tier crisis management programme.

Business Continuity Plan

A documented collection of procedures and information that is developed, compiled and maintained in readiness for use in an incident to ensure continuity of business activities

Business Support Team

The personnel identified to staff the organisational structure identified in a Business Support Plan to manage the actual or potential business impacts resulting from an incident.

Civil Crisis Plan (CCP)

The Civil Crisis Plan provides for the safety and well being of all AzSPU expatriate employees, family dependants, direct contractors and BP sponsored visitors in the event of civil crisis. This includes provision for providing safe refuge within all areas of AzSPU regional responsibility and for the evacuation of expatriates to a safe overseas location.

Country Support Plan (CSP)

A document to define the role of Country Leadership (i.e. Head of Country, Segment Leadership and Functional Leadership) during an actual or potential incident that could create a crisis for the BP Group. It addresses incidents that are National in scale and from BP Business and/or from external events not of BP's making (i.e. terrorism, Pandemic).

Country Support Team (CST)

A team convened by the Head of Country, comprising relevant Segment and Function representatives. The Country Support Team addresses country-wide issues during a crisis.

Crisis

Any incident, series of events, or set of circumstances that threatens to fundamentally affect or alter the way BP chooses to do business.

Crisis Management

Those measures taken to prevent, prepare for, respond to, and recover from a potential crisis. These activities can include tactical response and incident management at the scene, and management of business consequences that may arise from an emergency or other circumstances.

Executive Support Team (EST)

That group of BP executives charged with developing and implementing crisis management efforts and strategies to minimise the impact of a crisis on the Group.

Emergency

An unforeseen combination of circumstances that disrupts normal operating conditions and poses an actual or potential threat to human life, health, property or the environment if not controlled, contained, or eliminated immediately.

Incident

An event, series of events or set of circumstances that interrupts normal operating procedures and has the potential to precipitate an emergency or crisis.

Incident Command System (ICS)

A formal type of command and control system designed to manage response to an incident using the combination of facilities, equipment, personnel, procedures and communications. This organisation operates within a common organisational structure, with clearly defined roles and responsibilities, and with responsibility for the management of resources assigned to response operations.

Incident Management Team (IMT)

The personnel identified to staff the organisational structure identified in an Incident Management Plan to manage response plan implementation.

Non-represented Business

A Business Unit (BU) that conducts commercial activity in a country where no representation of the BU exists whatsoever.

Non-resident Business

A Business Unit (BU) that conducts commercial activity in a country where the core BU is not located. Non-resident businesses usually have some form of representation in-country.

Pandemic Response Plan

Each BP site must be included in the scope of a site Pandemic Response Plan (PRP). PRP scope covers people, facilities, systems, and the value chain. PRP response details the organisation, communication, and strategy to support the critical processes identified in the value chain.

Preparedness

Those activities involving identifying existing dangers and concerns, defining management and response roles and requirements, and achieving and maintaining the capability to perform those roles and requirements.

Prevention

For BP, the most important of the four phases of an emergency or crisis management program. It is those activities designed to eliminate the possibility of human or technological systems failure.

Response

That phase of emergency or crisis management that involves performing planned actions to contain an incident and protect life and property.

Examples include:

- ☐ Protecting people, the environment, property and business interests
- ☐ Mobilising personnel and equipment
- ☐ Notifying government authorities
- ☐ Fighting fires, putting booms in place and closing leaking valves
- ☐ Anticipating the potential implications of an incident for other BP operations, its customers, the community, and environment as well as for the Group as a whole
- ☐ Protecting the corporate reputation in accordance with BP's Core Values

DISTRIBUTION LIST

GLOSSARY

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1 INTRODUCTION

1.1 Crisis Management Framework

Crisis Management Framework sets out a management system for Crisis, Continuity Management and Emergency Response (CCM&ER) in BP and the recommended good practice for each stage in the process. This plan is aligned to the CCM&ER Framework and adapted to AzSPU Crisis, Continuity Management and Emergency Response structure and experience

1.2 Purpose

This document describes the BP Azerbaijan Strategic Performance Unit's (AzSPU) Incident Management System, includes BP's Corporate Guidance and Expectations and applies across BP AzSPU assets in Azerbaijan, Georgia and Turkey. The document is intended to be a "high level" document which gives an overview of the AzSPU's Crisis, Continuity Management and Emergency Response organisation and process. It is expected that there will be hierarchy of procedural documents "below" this one produced for relevant areas of the response and for each facility/operation as appropriate in order to adequately implement the AzSPU Philosophy and Strategy for Crisis and Continuity Management.

The philosophy of AzSPU aligns to Group requirements for CCM&ER:

- (i) over-react
- (ii) assess situation
- (iii) respond accordingly
- (iv) stand-down

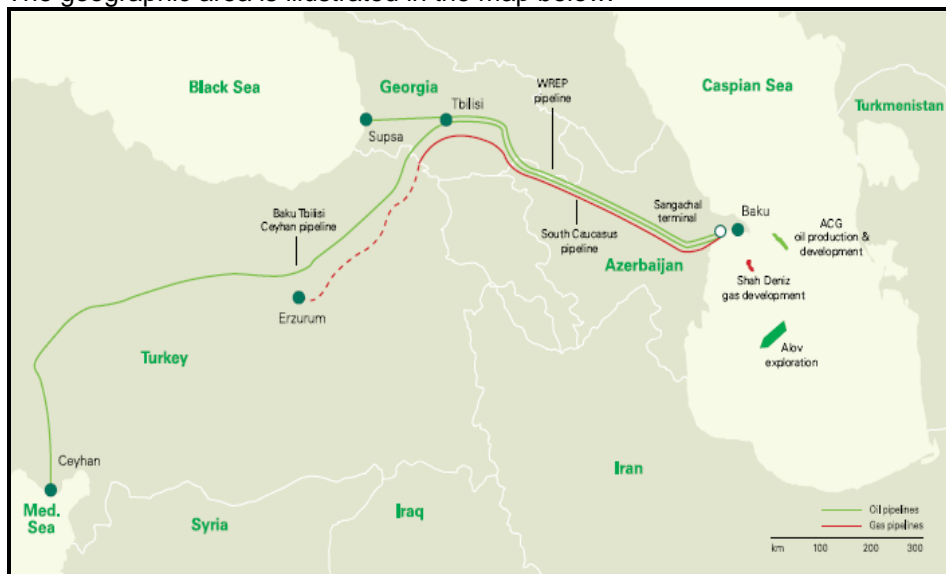
The system applies:

- wholly and directly to the AzSPU managed operations
- to AzSPU projects
- to operating contractors.
- for support in managing the incidents from other BP businesses

1.3 Scope

The AzSPU area of responsibility covers the three countries of operation: Azerbaijan and Georgia directly, and Turkey through the government and BOTAS International Ltd (BIL).

The geographic area is illustrated in the map below.



1.4 Policy and Expectations

1.4.1 Policy

At BP, we strive to create a working environment within Azerbaijan, Georgia and Turkey, where accidents will not occur and in which employees, customers, contractors and the public will not be exposed to unacceptable health hazards. Prevention through the implementation of our HSE Policy and Expectations is the key to this commitment.

However, should an emergency occur, BP will be prepared to respond quickly and effectively. Our goal is to mitigate the incident as rapidly as possible while minimizing the impact on people, the environment, property and our reputation.

To assure a consistent and effective response, BP AzSPU will be prepared on three levels:

1. Each of our facilities, operations, and projects will have and maintain appropriate site-specific emergency response plans. These plans will address response procedures and needed resources for all reasonably anticipated emergencies. Personnel with assigned duties in the plan will be trained and maintain abilities to carry out their responsibilities. We will effectively over respond to emergencies in an effort to minimize consequences.
2. We will rely on the BP Incident Management Team (IMT) for support to co-ordinate company-wide resources and supplement the facility-based teams.
3. We will rely on the BP Business Support Team (BST) and BP Executive Support Team for policy direction and executive assistance when activated.

Emergency response exercises and training will be an essential element in determining BP level of preparedness and process for continuous improvement (Refer to Appendix D – Training and Exercises Guidelines). The Health, Safety and Environment Department is responsible for reviewing and revising this policy and the response plans, as necessary.

1.4.2 Expectations

Emergency planning and preparedness are essential to ensure that, in the event of an accident, all necessary actions are taken for the protection of the BP personnel, the public, environment and assets.

To that extent, the following are expectations of this Incident Management System Manual:

- Incident Management System Manual is written, accessible, practical, and clearly communicated for all BP operations within the Strategic Performance Unit
- The incident management systems include:
 - organizational structure, responsibilities and authorities
 - internal and external communications procedures
 - procedures for accessing personnel and equipment resources
 - procedures for interfacing with other BP and community emergency response organizations
 - a process for periodic review and updates
- Equipment, facilities and trained personnel needed for responding to emergencies are defined and readily available.
- A system is in place to recognize and communicate with Azerbaijani, Georgian and Turkish organizations, which have incident management roles to meet company and governments expectations.
- A system for providing simulations, drills and exercises is in place, which includes consideration and involvement of external resources and necessary communication.

1.4.3 IMS Custodian

The Manager, Crisis, Continuity Management and Emergency Response is responsible for:

- Implementing the company Incident Management System established here, including the co-ordination and evaluation of company response preparedness at all levels of emergency.
- Maintaining and updating this incident management system.
- Disseminating information on emergency preparedness issues, technologies, and techniques to affected operations within the Strategic Performance Unit (SPU).
- Co-ordination with contractors to ensure compliance and consistency with BP response plans.

1.5 Testing and exercising

- The full IMS will be revised at least once per year or as needed.
- Training exercises of each unit within the IMS should be undertaken at more frequent intervals during the year as appropriate in preparation for the main annual exercise.
- Notification exercises will be undertaken at least once per year. These involve unannounced checks on the communication systems and contacting of key staff.
- When appropriate, Incident Management Team training exercises should be carried out with links to site operations. In addition, training with links into the Business Support Team should also be held.
- The partial activation exercises are in addition to the main exercise, which is based solely on ensuring that the objectives and roles of the Incident Management Team are fully exercised and that focused staff training is achieved.
- The Table-top exercises will be conducted on weekly basis during IMT Hand-over meetings.

1.6 Plan Maintenance

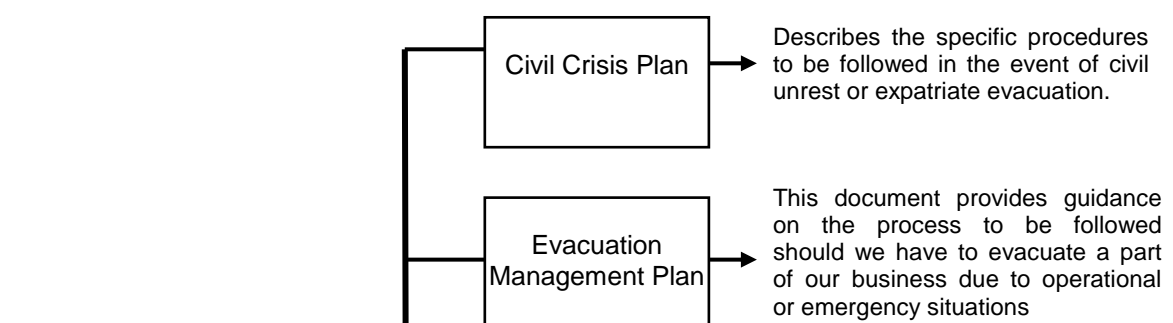
The plans attached to Incident Management System should be regularly validated through exercises to measure their effectiveness and to provide training for the response organisation.

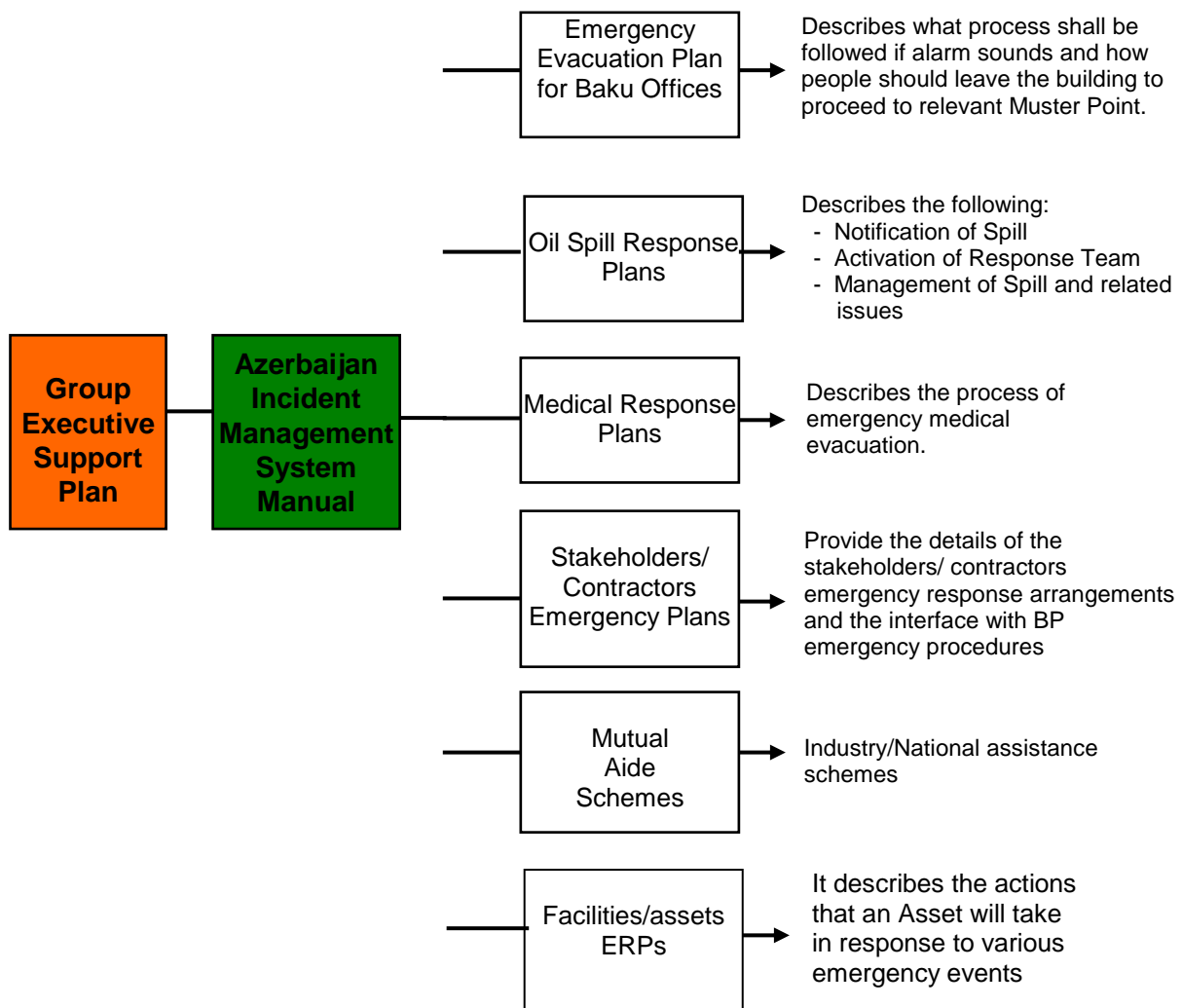
Plan Maintenance	Weekly	Monthly	6 months	Annually	As Relevant
Duty Rota	X				X
Contact Amendments			X		X
Resource Review*			X		X
Plan Review				X	X
Plan change due to operations/ structure					X

*Resource includes internal and external manpower, facilities

1.7 Linked Plans

All mentioned plans will have clear linkages with each other to ensure that - in each case - roles and responsibilities are delineated inside the three levels and in the support functions:





2 ORGANISATION AND STRUCTURE

2.1 Business Response Framework

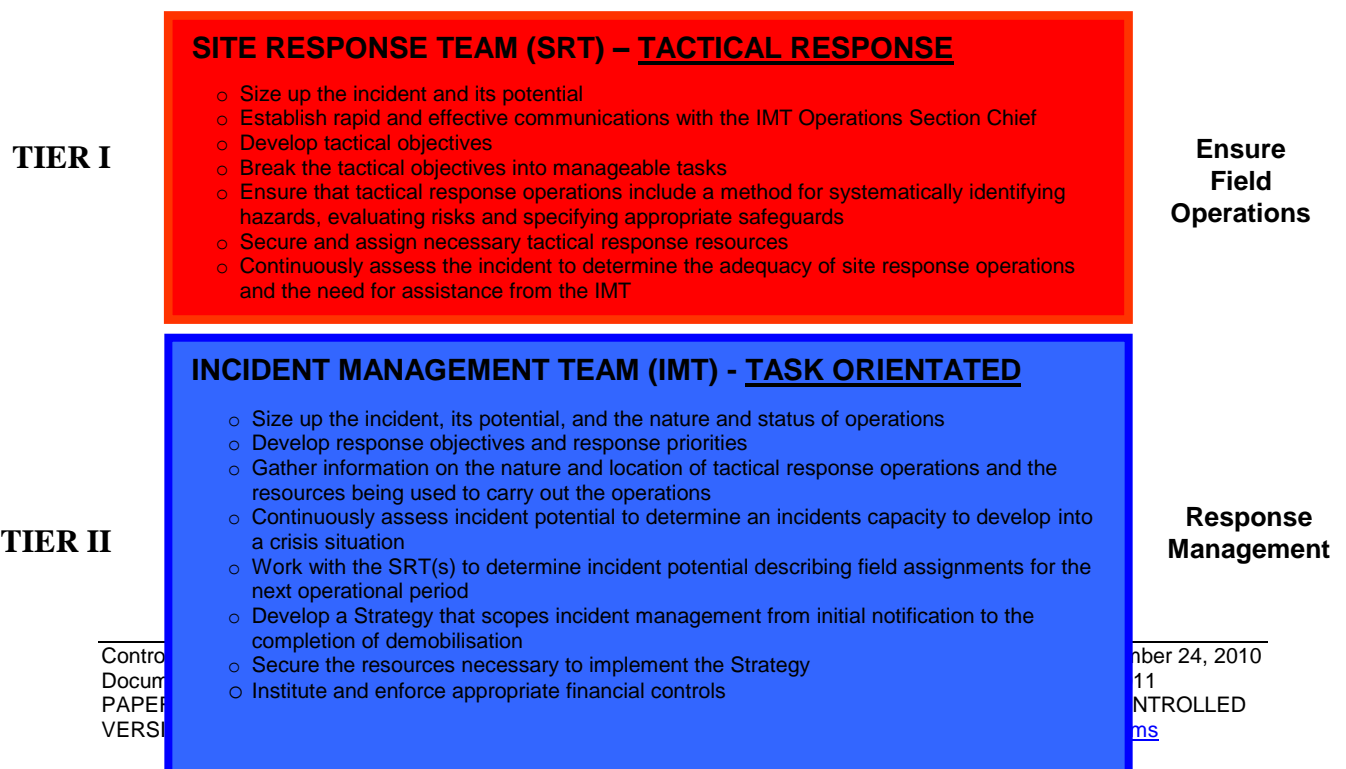
Crisis, Continuity Management and Emergency preparedness are essential to ensure that, in the event of an accident or incident involving health, safety, environment or security, all necessary actions are taken for the protection of the company personnel, public, environment, and assets. This Incident Management System (IMS) provides the basis for effective management support and response to emergencies occurring in the SPU activities, and also ensures that the ongoing business activities are maintained. BP has adopted the ICS (Incident Command System) style of incident management.

The nature of the incident and its potential for escalation determine the level of response at each tier. The rule is **"over-react if there is doubt about the incident potential"**

At each level of response the priorities are always:-

1st People:	Employees, contractors, suppliers, customers, and communities
2nd Environment:	Air, water, land, and areas of sensitivity
3rd Property:	BP, JV Contractors, communities and third party facilities and offices
4th Business:	Supply, production, and reputation

SPU Leader is accountable for ensuring that the system is in place for the adequate response for the first two tiers of response to the emergencies within the organization.



TIER III**BUSINESS SUPPORT TEAM (BST) - ISSUES ORIENTATED**

- When activated, determine what, if anything, must be done to support the SRT and/or IMT response efforts
- Size up the incident, its potential, and the nature and status of the incident management operations
- Identify, evaluate, and pro-actively address the crisis implications of the incident, its potential, and any affect of incident management operations on the Group
- Avoid crisis situations whenever possible, and mitigate crisis situations that cannot be avoided to the maximum extent possible

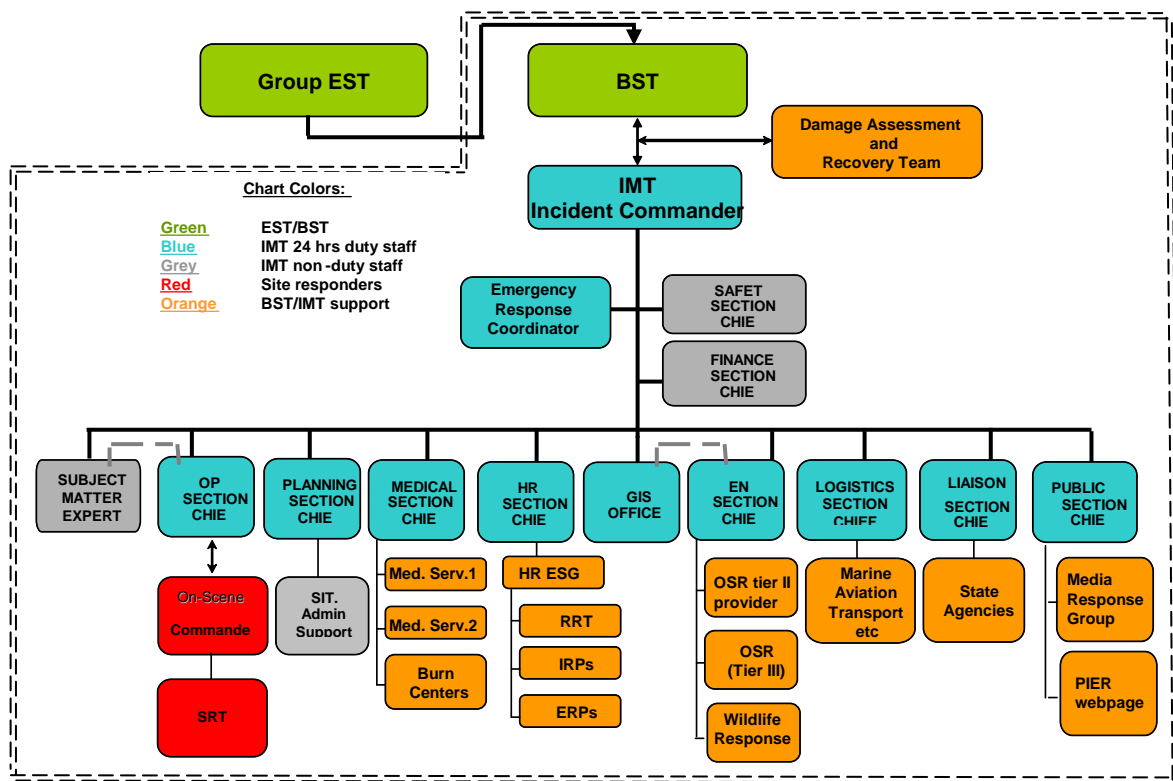
**Support IMT
and Business
Continuity**

EXECUTIVE SUPPORT TEAM (EST)

- Form a Group response strategy and proactively manage such issues as BP's image, Licence to Operate, and liabilities or loss potential that can threaten the Group as a whole
- Identify how Group resources and personnel will be made available to support the BST and IMT organisations
- Review the Business response to the incident and be assured that Group concerns (e.g. external media, governmental and shareholder issues) are considered and appropriately managed

**Group
Strategic
Management**

Azerbaijan Crisis, Continuity Management and Emergency Response Organization Structure



2.1.1 Site Response Team (SRT)

Composed of specially trained and equipped personnel who can respond safely and rapidly to an incident scene and mount and sustain tactical response operations.

Every manager of BP operation facility or project is responsible for:

1. Developing, reviewing and revising facility/operation specific response plans, utilizing a comprehensive planning process, which address the response procedures and resources needed to effectively mitigate all reasonable anticipated emergencies.
2. Developing and maintaining emergency response capability that properly reflects the facility/operations' risks for all reasonably anticipated emergencies. This capability includes equipment and personnel with skills consistent with BP standards.
3. Conducting and participating in emergency response training and exercises to assure the readiness of plans, personnel and resources.
4. Responding to and managing emergencies affecting their facilities/operation utilizing the facility/operation specific Emergency Response Plan and the SPU Incident Management System.
5. Reporting all events, major emergencies and crisis, as required by this program.

2.1.2 Incident Management Team (IMT)

All BP facilities are to use the Incident Command System (ICS) for initial response. The IMT organization structure is also based on ICS and is intended to be an expansion of the initial response based on the size and magnitude of the event. The specific components of the organization established for any given event would be tailored to the management needs of the event. In all cases, the organization's staff builds from the top down with responsibility and performance placed initially with the Incident Commander. As the need arises, separate sections can be developed, each with several units that can be established if necessary.

The IMT in Baku is composed of personnel, specially trained in accordance with the AzSPU CCM&ER Training Standard, who provide support to the SRT and interface with company management, government agencies, media, and the public.

There is a fixed Incident Management Rota for the period of 15 months. The duty handover is taking place on a weekly basis. Incident Commanders lead the handover process, which also includes the tabletop exercises to ensure the competences of the duty team.

Incoming and ongoing duty team shall participate in the hand-over meetings. If any member of duty team cannot make the meeting for any reason he/she must seek permission from the incoming Incident Commander. Each member of IMT whilst on IMT duty shall:

- Comply with the BP Substance Abuse Policy
- Not leave the duty phone somewhere unattended or give it to any unauthorised person
- Keep the phone charged all the time
- Be able to be mobilized within 1 hour
- Upon receipt test or emergency text message from switchboard call back to switchboard to confirm the receipt of the text message within 5 minutes

The primary role of the Incident Management Team is to support the Site Response Team with: mobilizing required internal and external resources, develop response strategy, notification of government organizations and media and other issues related to the emergency. Members of the Incident Management Team are responsible for:

1. Attendance at mandatory training in line with current AzSPU ER and CM Training Standards – IMT Competency Matrix.
2. Attendance at Weekly handover meetings (incoming and outgoing teams) including participation in weekly tabletop exercises
3. Taking personal accountability for rota schedule i.e. once rota has been agreed and issued, finding replacement for personal changes
4. Participation at Tier 2 and Tier 3 exercises that occur in their IMT duty week to demonstrate ongoing competency and experience
5. Managing incidents and functioning in a predetermined position on the IMT.

The IMT in Tbilisi has the same responsibilities and response expectations as the Baku IMT and will be activated to provide support for incidents occurring within Georgia. The Tbilisi IMT may be

mobilized in conjunction with the IMT in Baku who will provide support to the Georgian team as required.

In Turkey BIL manages incidents that occur at the BTC Pipeline facilities, or in the field in relation to Pipeline and Terminal Operation, and may involve BIL and BTC Co field personnel and /or any of their contractors, including sub-contractors. The responsibility for managing the emergency response shall remain with BIL, while BTC Co. may activate IMT in Turkey, in order to assist BIL in managing and supporting emergency situations as required. Where incidents involve BTC Co personnel and contractors, the responsibility for those personnel shall remain with the Turkey IMT irrespective of whether the incident is managed by BIL or BTC. Co.

The Incident Commander is responsible for the overall management of the incident, carries the overall accountability for the emergency, and will need to satisfy himself that the management and response can be handled adequately. He/she reports to the AzSPU Business Support Manager.

Note: *In case of an incident in a project operated by contractors the project's representative will be called out to stand in as an expert within the IMT Operations Section.*

If outside resources are called, e.g. response management firms, environmental consultants, specialists, etc., they will be assigned to a specific position within the IMT organization and will follow the chain of command accordingly.

During a major event, the role of the Section Chiefs is to co-ordinate the activities within their sections, while ensuring that there is support and information exchange across sections and units.

The Incident Commander is normally a Senior Manager who has full authority to lead the IMT while on duty. It is essential that the Emergency Response Co-ordinator is always activated to facilitate the Team processes on behalf of the Incident Commander.

The structure is based on the Incident Command System. The system expands and contracts whilst ensuring that the critical incident management functions are addressed and that an appropriate level of response can be provided to deal with the ever changing requirements of an incident.

- The response Teams build from the top down with responsibility and performance placed initially with the Incident Commander and Business Support Team Manager. The Incident Commander has full autonomy of operation and provides regular briefings to the Business Support Manager who is responsible for assessing and managing any repercussions arising that may impact the Business.
- Regardless of size, scope or complexity the same format is used for all incidents throughout the Group.
- The team develops under the standard format and, as needed, separate 'Sections' are expanded with specialist functional 'Units' established.
- Not all of the skills will be needed at any one time and for the majority of incidents key representatives will be able to manage and assess all the functional issues and activities involved.
- The Incident Command System chart should itself be used as a checklist to ensure that all activities are covered.
- Each unit should be allocated to a team member. By doing this any potentially overlooked aspects of a response are covered. It prevents duplication of effort, reduces confusion and ensures that a flexible, focused response is achieved with a team that will vary in strength and size throughout the response.
- The specific team members involved in any given incident will be based upon the management needs of the incident. If one individual can simultaneously manage all major functional areas, no further organisation is required. If one or more of the areas requires independent management, an individual is named to be responsible for that area.
- Within each Section the specialist Units are empowered to carry out their particular roles to achieve the objectives of Incident Commander or Business Support Manager. The structure is expanded as the incident demands.
- When working as part of the team it is critical that each functional 'Section Chief' understands the roles of the other Sections operating within the team. Without this

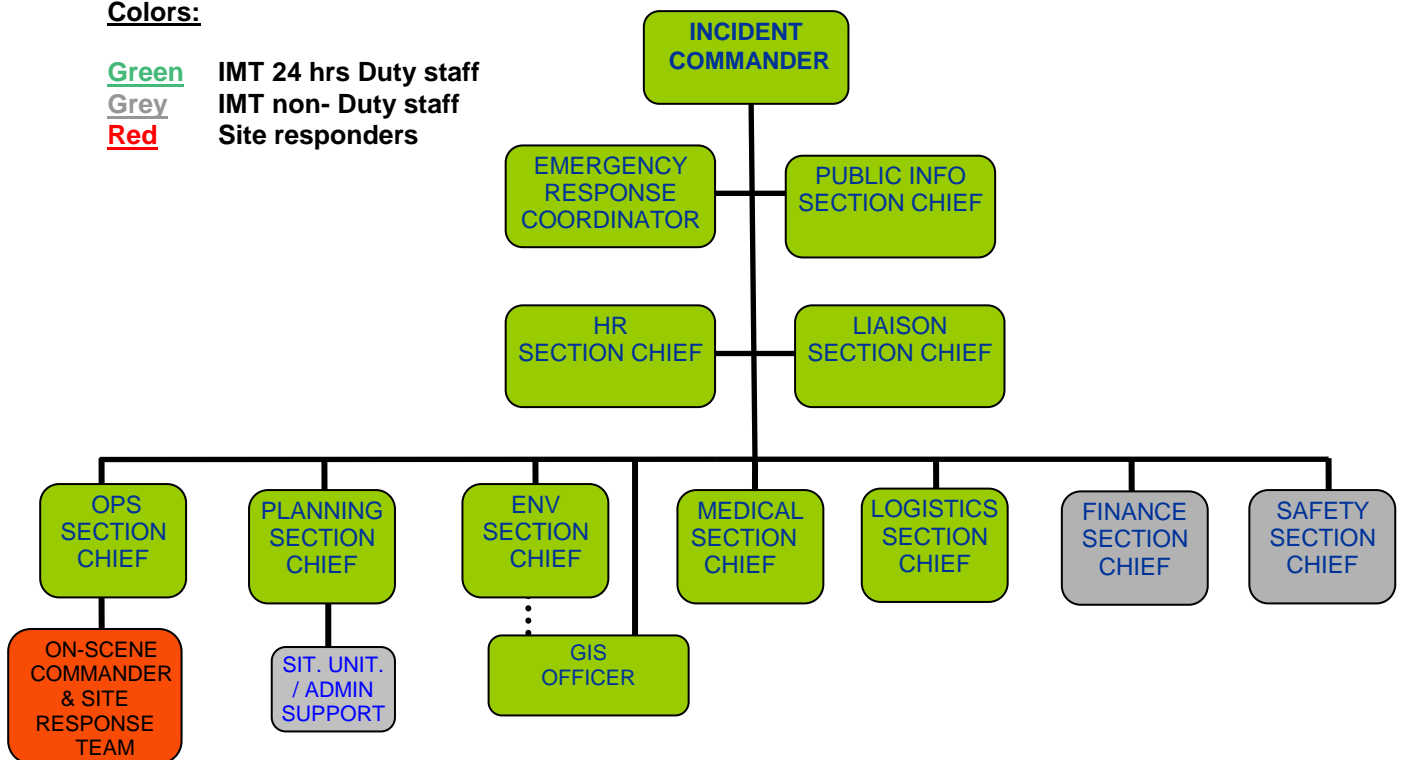
understanding and focusing of activities within each Section, duplication, confusion and chaos can quickly result in a fast moving crisis situation.

Fully Expanded IMT Structure to deal with the incidents

The following roles and responsibilities for IMT members are designed to cover most issues and incidents that have the potential to impact the Business, however, users should be aware that some emergencies of significant potential may require additional roles within the IMT which are not specifically identified in this Plan.

Colors:

Green IMT 24 hrs Duty staff
Grey IMT non- Duty staff
Red Site responders



2.1.3 Business Support Team (BST)

The BST is composed of senior management personnel who provide support to the IMT and analyze the implications of an incident and response operations on the company's viability, operability, and credibility. There is only one BST in AzSPU which covers three countries – Azerbaijan, Georgia and Turkey.

The BST will be led by the Business Support Team Manager (AzSPU Leader or his/her delegate). The BST's responsibilities are to:

1. Provide support to the Incident Management Team
2. Address issues that are related to the incident, but fall outside the IMTs' responsibility
3. Ensure effective communications with the Incident Management Teams, BP corporate head office, and the BP Executive Support Team (if formed).
4. Manage business impacts, including invocation of business continuity plans.
5. Implement any strategic decisions taken by the Executive Support Team.

The Vice President whose operational area or business activities are impacted by an incident will be the member of the BST and may assume the Deputy BST Manager role upon the BST Manager's decision.

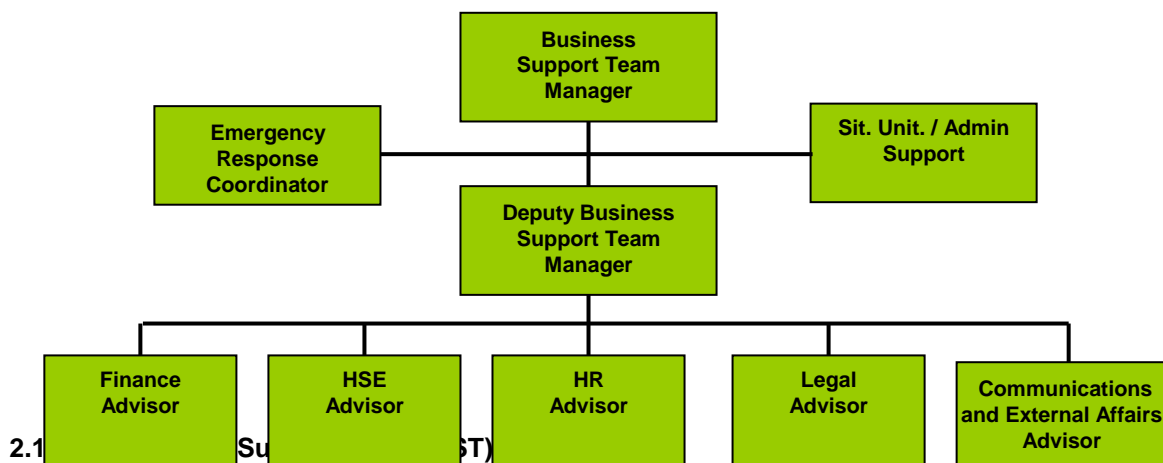
Senior Management of unaffected businesses will serve as advisors; their involvement in this capacity is vital to ensuring that BST strategy properly reflects the interests of the entire company. In addition, they may be called upon to supplement the affected business' capabilities with personnel and equipment from within their own organization. These resources may be needed either to support the Business Support Team or to assist in maintaining the affected units ongoing business.

It is important to note that the BST does not give response direction to the IMT. However, it is the responsibility of the BST Leader to ensure that the Incident Commander has the necessary competencies for leading the IMT, and if appropriate to designate a better qualified Incident Manager to lead the IMT.

It is essential that an Emergency Co-ordinator is always activated to facilitate the Team processes on behalf of the BST Manager.

A distinction is drawn between "Core BST" and "Support BST" members. "Core BST" members are those that are usually mobilised when the BST is activated. Based upon the severity of the incident or its potential, the Deputy BST Manager may, at any time, also activate "Support BST" members. "Support BST" members will be drawn from those BP AzSPU personnel available who have the necessary skills and experience relevant to the needs defined by incident requirements.

Structure of the Business Support Team



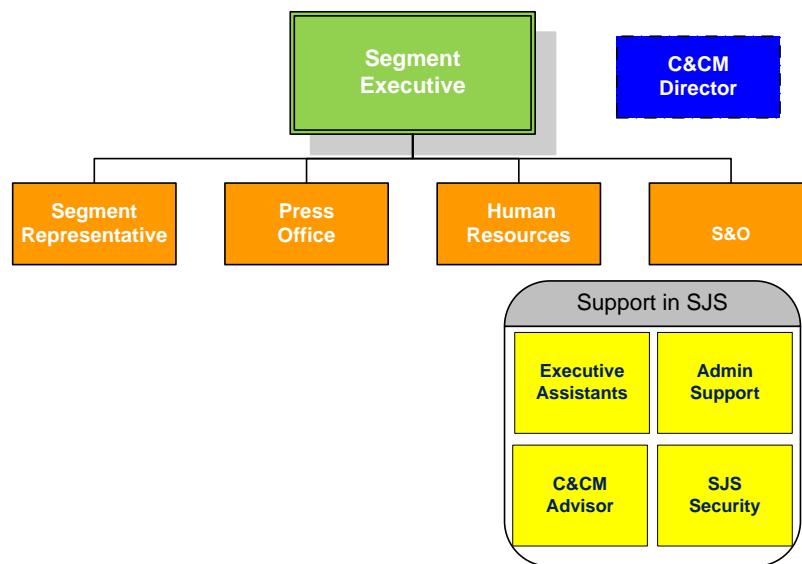
The EST has direct responsibility for managing any issues arising from the incident that could have Group-wide implications. These high level concerns include the protection of the Group's reputation, operability, viability and earning power. The team generally comprises the senior executive from each segment and function. The EST does not give tactical commands to the IMT or the BST. However, strategic actions that are decided by the EST are implemented at the BST and/or CST Level.

Attributes of the EST are:

- Members are selected as appropriate to the situation and the team may be quite small in number
- It can work as a virtual team or it can meet and work from the Lead Senior Executive (SE) office location or use the SJS Group Crisis Centre.
- There is only one EST. It is based at the Group's headquarters in London, though team members may be located at other locations around the world and dial in remotely.

- It is activated when the Lead SE, after reviewing the situation with other senior leaders, decides the situation requires the support of the EST.
- It convenes, reviews the situation and determines a strategic action plan for others to implement, then stands-down. This cycle continues until the crisis is resolved.
- It does not give tactical commands to the IMT or the BST.
- Strategic actions that are decided by the EST are implemented at the BST and/or CST Level.
- It supports the BST and CST, and considers Group-wide implications, considering “worst case scenarios” and thinking “outside-the-box”.
- The Lead SE will consider activating an EST at times when an incident has the potential to impact one or several countries and which requires a greater degree of co-ordination. The Lead SE may lead the team themselves, or, delegate responsibility to an appropriate Segment or Function senior leader. The Lead SE may select a Head of Country (HoC) from one of the impacted countries to take the lead using the resources of their own CST.

The graphic below provides an example structure of an Executive Support Team



2.2 Country Support Structure

The Country Support Plan will be activated when an incident is considered to be of sufficient magnitude where multiple businesses in country/out of country and BP's operations as a whole may be impacted, the Head of Country will convene the Country Support Team.

Azerbaijan Country Support Team structure will be the same as the AzSPU Business Support Team with some additional roles brought into the team and certain expansions in roles and responsibilities. Georgia and Turkey has their own Country Support Team (please refer to the Georgia and Turkey Country Support Plans). The additions in roles and responsibilities for Azerbaijan Country Support Plan and also some specific information can be found in [Appendix A1](#).

2.3 Business Continuity Structure

Business continuity plan (BCP) is fundamental to the wellbeing of AzSPU. It provides for continuity of business operations in the face of unforeseen disruption. The purpose is to ensure that business activities can continue, or resume as soon as possible following an occurrence of catastrophic event or a declared disaster. The detailed information on the Business Continuity Plan can be

found in Appendix A2. Georgia and Turkey has their own Business Continuity Plans (please refer to the Georgia and Turkey business continuity plans).

Pandemic Event

In the event of a pandemic a specific Azerbaijan Pandemic Response Plan has been developed which clarifies the notification and activation processes and procedures as well as providing additional responsibilities for each team. The pandemic response information can be found in Appendix A3. Georgia and Turkey has their own Pandemic Response Plans (please refer to the Georgia and Turkey pandemic response plans).

2.4 IMT-BST Liaison

The BST Business Support Center serves as a central communications point for the IMT. The BST keeps requests for information from the IMT Incident Management Center to a minimum; most communication is initiated from the IMT to the BST, and falls into three categories:

- regular updates
- requests for assistance
- consultation

Regular updates on a speakerphone or person at the Business Support Center provide a structural means of exchanging information between the BST and IMT. These discussions must be held timely e.g., every 2-4 hours, comprehensive, and concise. Intervals are determined at the initial BST meeting, and may coincide with its own task meeting schedule or the IMT Incident Commander is expected to initiate this call or designate a qualified alternate. The BST keeps a running list of questions to cover each update call. Updates from the IMT are confined to matters of immediate relevance to the site. The Business Support Team Manager who may, at his discretion, request privacy chairs update calls.

The main mean of the communication between the IMT & BST is done through the Planning Section Chief using Incident Status Report (these forms can be found in Appendix E).

Informal consultation between IMT and BST, counterparts are generally "off-line" and should not be inhibited. Consultation on questions that may have policy implications should involve the Business Support Team Manager. Documentation of these communications focuses on events, decisions, and actions as opposed to deliberations.

2.5 Post-Crisis Review

Review of crisis management effectiveness will take place following an incident:

Post-crisis review includes, but not limited by, the following general topics, as well as others specific to the event:

1. What happened?
2. How did we respond?
3. Where did we succeed?
4. Where can we improve?
5. How does the actual impact compare with our predictions?
6. Did we adequately address external impacts?
7. Were our actions consistent with industry standards and Company policies?
8. Did the various crisis management organizations perform as expected? Were they properly integrated?
9. Were there any specific errors in strategy or tactics?
10. What would we do differently if the same incident occurred today?
11. Acknowledge involvement of external and internal resources
12. Develop an Action Plan for improvement, if necessary.

The goal of these reviews is not to find fault with individual performance, but to assess the overall system and to identify actions that can be taken to improve future performance.

3 ROLES & RESPONSIBILITIES

3.1 Business Support Team (BST)

- 3.1.1 Business Support Team Manager
- 3.1.2 Deputy Business Support Team Manager
- 3.1.3 Situation Unit/Administrative Assistant
- 3.1.4 Legal Advisor
- 3.1.5 HR Advisor
- 3.1.6 Communications & External Affairs (C&EA) Advisor
- 3.1.7 HSE Advisor
- 3.1.8 Finance Advisor
- 3.1.9 Emergency Response Coordinator

3.2 Incident Management Team (IMT)

3.2.1 On-duty IMT roles

- 3.2.1.1 Incident Commander
- 3.2.1.2 Operations Section Chief
- 3.2.1.3 Planning Section Chief
- 3.2.1.4 Environmental Section Chief
- 3.2.1.5 Logistics Section Chief
- 3.2.1.6 Medical Section Chief
- 3.2.1.7 HR Section Chief
- 3.2.1.8 Liaison Section Chief
- 3.2.1.9 Public Information Section Chief
- 3.2.1.10 Emergency Response Coordinator
- 3.2.1.11 Geographic Information System (GIS) Officer

3.2.2 Non-duty IMT roles

- 3.2.2.1 Situation Unit/Administrative Assistant
- 3.2.2.2 Safety Section Chief
- 3.2.2.3 Finance Section Chief

3.3 Site Response Team (SRT)

3.4 Switchboard Operator (Baku Office)

3.5 Country Support Team – Refer to Appendix A1

3.6 Business Continuity Team – Refer to Appendix A2

3.1 BST ROLES & RESPONSIBILITIES

The following roles and responsibilities for BST members are designed to cover most issues and incidents that have the potential to impact the Business, however, users should be aware that some emergencies may require actions that are not listed.

3.1.1 Business Support Team Manager

Responsibilities

- ☐ Decide whether to activate BST
- ☐ Task BST Primary Administrative Assistant on duty to call out BST
- ☐ Conduct an initial briefing to inform BST members about organizational assignments, the incident, the response to the incident, and initial CM objectives and priorities
- ☐ Assume overall responsibility for oversight of the management of incident response operations
- ☐ Organize and manage crisis management operations
- ☐ If Executive Support Team is activated, ensure that there is seamless communication between BST and Executive Support Team
- ☐ Serve as Single Point of Contact (SPOC) for IMT Incident Commander and Executive Support Team Leader
- ☐ Conduct periodic briefings as new information about the incident and/or incident response operations is received in Business Support Centre that is of interest to BST members
- ☐ Provide broad strategic and policy guidance to members of BST, Incident Commander, and other personnel involved in incident response and crisis management operations
- ☐ Approve BST Crisis Strategy
- ☐ Ensure that IMT's Strategic Objectives are compatible with the BST's Strategy
- ☐ Review and assign Incident Commander and/or Executive Support Team Leader requests for assistance to appropriate BST members

NOTE: The AzSPU Onshore Vice President will serve as a primary point of contact for incidents involving mobilization of Georgia and Turkey IMT.

3.1.2 Deputy Business Support Team Manager

Responsibilities

- ☐ Serve as the primary contact person for the VP of the affected Business (if the Deputy BST Manager role is not taken up by the VP of the affected Business)
- ☐ Assist Business Support Team Manager in providing oversight of the management of incident response operations
- ☐ Assist Business Support Team Manager in organizing and managing crisis management operations
- ☐ Assist Business Support Team Manager in identification of issues and concerns to be addressed by BST members
- ☐ Ensure that BST members are aware of and are addressing issues and concerns of Business Support Team Manager
- ☐ Work with Business Support Team Manager, IMT Incident Commander, and members of BST to assess and address incident potential
- ☐ Assist Business Support Team Manager in formulation of Crisis Strategy
- ☐ Ensure that requests for assistance received from IMT Incident Commander and Executive Support Team are assigned to and addressed by the BST member(s)
- ☐ Ensure BST members have sufficient resources to address tasks
- ☐ Stand in or replace BST Manager if required

3.1.3 Situation Unit/Administrative Assistant

Responsibilities

Call out the duty BST members according to the duty BST Call-out List if and when requested by BST Manager:

- ☐ Check in at Business Support Center; report to Business Support Team Manager
- ☐ Collect BST forms (refer to Appendix E) and use them to compile BST Organization Chart;
- ☐ Handle security arrangements for Business Support Center
- ☐ Distribute BST Member Specific Folders
- ☐ Verify that all workstations are adequately equipped
- ☐ Work with IT&S to ensure that all telephones, faxes, computers, and video systems in Business Support Center are fully operational
- ☐ Determine and address BST equipment, materials, and supply needs
- ☐ Duplicate and distribute, as appropriate, printed materials received in BSC
- ☐ Arrange for provision of refreshments in Business Support Center

3.1.4 Legal Advisor

Responsibilities

- ☐ Use information from briefings, meetings, BSC Information Center, and other sources to size up situation, identify legal problems and solutions
- ☐ Utilize BST Worksheet for Determining Incident Potential (refer to Appendix E) to organize work on requests for assistance and function-specific issues and concerns
- ☐ Maintain function-specific BST Member Incident Log Sheet (refer to Appendix E)
- ☐ Assist Business Support Team Manager in preparation of Crisis Strategy
- ☐ Provide legal support to IMT Incident Commander if required
- ☐ Determine need for, activate, and dispatch personnel to provide/augment legal capabilities of IMT if required
- ☐ Work with HSE Advisor to activate and dispatch Accident Investigation Team, if appropriate
- ☐ Coordinate BP Exploration (Caspian Sea) Limited's response to any civil or criminal investigations associated with incident and/or incident response operations
- ☐ Provide legal oversight in implementation of all applicable contingency plans
- ☐ Assess whether an incident and/or IMT's response will result in new legislative and/or regulatory initiatives; work with C&EA Advisor to develop strategy to address such initiatives.
- ☐ Liaise with the Human Resources Advisor over liabilities regarding employees, contractors, and the public.
- ☐ Arrange for assistance by outside legal support; if required.
- ☐ Analyze impact of incident on contractual relationships with business partners.

3.1.5 HR Advisor

Responsibilities

- ☐ Utilize BST Worksheet for Determining Incident Potential (refer to Appendix E) to organize work on requests for assistance and function-specific issues and concerns
- ☐ Maintain function-specific BST Member Incident Log Sheet (refer to Appendix E)
- ☐ Assist Business Support Team Manager in preparation of Crisis Strategy
- ☐ Provide human resources support to IMT Incident Commander and/or Human Resources Section Chief, as appropriate
- ☐ Identify and address all human resources issues and concerns at BST level
- ☐ Determine need for, activate, and dispatch personnel to provide/augment human resources capabilities of IMT if required
- ☐ Arrange for necessary human resources support for BP Exploration (Caspian Sea) Limited employees involved in incident response operations, and their families
- ☐ Work to protect jobs of Company employees assigned to response operations
- ☐ If necessary, backfill positions of Company employees assigned to response operations
- ☐ Ensure payroll and benefits continuity for Company employees assigned to response operations
- ☐ Evaluate and work with C&EA Advisor to address adverse impacts on employee morale

3.1.6 Communications & External Affairs (C&EA) Advisor

Responsibilities

- ☐ Use information from briefings, meetings, BSC Information Center, and other sources to size up situation, identify Communications & External Affairs problems and solutions, and break work to be done down into manageable tasks
- ☐ Assist Business Support Team Manager in assessment of incident potential and preparation of Crisis Strategy
- ☐ Identify and address all Communications & External Affairs issues and concerns at BST level
- ☐ Provide Communications & External Affairs support to IMT Incident Commander, IMT Public Information Section Chief, and/or IMT Liaison Section Chief, if required
- ☐ Determine need for, activate, and dispatch personnel to provide/augment Communications & External Affairs capabilities of IMT if required
- ☐ Ensure that Communications & External Affairs staff are aware of and are responding in a manner consistent with Crisis Strategy
- ☐ Ensure that appropriate messages are prepared and disseminated to Company employees, public officials, and news media, as appropriate
- ☐ Provide IMT Incident Commander with clear guidance on type of information needed from IMT to prepare statements to the media and government officials
- ☐ Prepare Business Support Team Manager and Senior Executives for press conferences and meetings with government officials
- ☐ Analyze implications of an incident and/or IMT response operations on Company's reputation
- ☐ Analyze nature and tenor of media reports and government agency reactions at and/or away from incident scene in terms of impacts on Company's reputation
- ☐ Develop strategy to protect/restore Company's reputation
- ☐ Develop a strategy and messages that address broad societal concerns
- ☐ Identify mechanisms for delivery of messages
- ☐ Provide media information on BST's response to incident
- ☐ Analyze credibility and effectiveness of Company spokespersons at IMT and BST levels
- ☐ Determine advisability and timing of Senior Executive visit to incident scene; ensure such visits are carried out in a manner consistent with strategy
- ☐ Establish contact and interact with high level government officials
- ☐ Assess security risks and deal with security issues

3.1.7 HSE Advisor

Responsibilities

- ☐ Utilize BST Worksheet for Determining Incident Potential (refer to Appendix E) to organize work on requests for assistance and function-specific issues and concerns
- ☐ Maintain function-specific BST Individual Incident Log Sheet (refer to Appendix E)
- ☐ Assist Business Support Team Manager in assessment of incident potential and preparation of Crisis Strategy.
- ☐ Analyze Company employee and public concerns related to short-and long-term safety, health and/or environmental impacts; develop a strategy to address the concerns.
- ☐ Monitor accident investigations; work with HR Advisor to ensure adequacy of employee and family support services.
- ☐ Assess whether health, safety or environmental issues may result in new legislative and/or regulatory initiatives; work with Legal Advisor to develop strategy to address such initiatives.
- ☐ Establish program to address waste management, wildlife, and damage assessment-related matters that extend beyond completion of incident response operations.

3.1.8 Finance Advisor

Responsibilities

- ☐ Utilize BST Worksheet for Determining Incident Potential (refer to Appendix E) to organize work on requests for assistance and function-specific issues and concerns.
- ☐ Maintain function-specific BST Individual Incident Log Sheet (refer to Appendix E).
- ☐ Assist Business Support Team Manager in assessment of incident potential and preparation of Crisis Strategy.
- ☐ Identify requests for assistance and function-specific issues and concerns to be included in BST Action Plan.
- ☐ Identify and communicating with stakeholders/partners who need to be notified.
- ☐ Provide funds necessary to finance incident response operations.
- ☐ Establish cost centers for appropriate recording and documentation of incident costs.
- ☐ Analyze impact of incident and incident response-related costs on fiscal integrity of BP Exploration (Caspian Sea) Limited.
- ☐ Provide Finance-related services requested by IMT.

3.1.9 Emergency Response Coordinator

Responsibilities

- ☐ Check in at Business Support Center (BSC); report to BST Manager.
- ☐ Ensure an appropriate incident management structure is established.
- ☐ Support the BST Manager and the Incident Commander on all internal and external notification and reporting procedures.
- ☐ Advise on company policies, precedent, and procedures covering emergency response and crisis management and business continuity.
- ☐ Assist in developing a response strategy for the incident to minimizing the external impact on BP.
- ☐ Provide recommendations on response team skills and expertise required. Identify potential problem areas and issues that can arise during an ongoing response and advise accordingly.
- ☐ Ensure that adequate ongoing communications are maintained with IMT.
- ☐ Ensure that all roles and functions identified in this BST plan are adequately covered, that staff is all clear on their individual roles and responsibilities, both within the team and within their own professional discipline.
- ☐ Maintain visual aids that facilitate BST processes and procedures in Business Support Center.
- ☐ Assess the ongoing requirements for staff and advise BST Manager on stand-down, staff replacement and demobilization.

3.2 Incident Management Team (IMT) Roles and Responsibilities

The following roles and responsibilities for IMT members are designed to cover most issues and incidents that have the potential to impact the Business, however, users should be aware that some emergencies of significant potential may require additional roles within the IMT which are not specifically identified in this Plan. These additional Roles and Responsibilities can be found in the RRT Responder Guide.

3.2.1 On-duty IMT roles

3.2.1.1 Incident Commander

Role

Responsible for the overall management of the IMT providing support to incident response operations.

Responsibilities

- ☐ Activate IMT and delegate of specific tasks where necessary.
- ☐ Ensure that personnel safety is accorded the highest priority during conduct of incident response operations.
- ☐ Establish and maintain an organization that is capable of providing management direction to, and support for, on the scene site response operations.
- ☐ Ensure that the relevant contractor notification and implication in incident management process is appropriate for any incident with contractor involvement
- ☐ Analyze incident potential.
- ☐ Establish Strategic Objectives and response priorities, and ensure IMT and site response personnel are carrying out incident response operations in a manner consistent with objectives and priorities.
- ☐ Conduct regular Time outs to ensure that all IMT members are well aware of the incident management status and in line with the set up strategy.
- ☐ Ensure that all required and appropriate notifications have been made to BP senior management (Business Support Team Manager or Deputy and VP of the affected Business) and government agencies.
- ☐ Keep BP senior management informed of nature and status of incident and incident response operations.
- ☐ Review and approve requests for non-BP owned response resources, allocated critical resources, and authorize demobilization of resources including Tier 3 Oil Spill Response Contractor mobilization when required.
- ☐ Review and approve press releases and statements as they relate to incident response operations.
- ☐ Ensure that concerns of government agencies and impacted citizens are adequately considered in formulation and execution of response strategies.
- ☐ Ensure determination of handover or transfer to a project or operation stage.
- ☐ Consider need for an alternate or backup person for extended coverage.
- ☐ Ensure that all appropriate documentation are compiled and maintained.

3.2.1.2 Operations Section Chief

Role

Provide strategic direction and support to On-scene Commander. Responsible for receiving information on nature and status of at-the-scene site response operations, and providing information to Incident Commander and other members of IMT.

Responsibilities

- ☐ Serve as primary IMT contact person for On-scene Commander; receive Field Reports from On-scene Commander.
- ☐ To have key knowledge of the Operational aspects and understand and build up a picture of the incident.
- ☐ Size up incident, identify Operations Section problems and solutions, and break work of Operations Section down into manageable tasks.
- ☐ Assist Incident Commander in the analysis of incident potential and the preparation of Strategic Objectives and response priorities.
- ☐ Review and ensure the appropriateness of strategy and tactics being employed by On-scene Commander; provide necessary strategic direction.
- ☐ Provide Planning Section Chief up-to-date information on nature and status of site response operations.
- ☐ Provide Logistics Section Chief with information on personnel, equipment, material, and supply needs.
- ☐ Represent Operations Section at all formal IMT Time outs; brief Incident Commander and the members of the IMT on nature and status of work being done by Operations Section.
- ☐ Assist Planning Section Chief in preparation of objectives and Task Assignments.
- ☐ Keep On-scene Commander informed of changing weather conditions.
- ☐ Consider need for an alternate or backup person for extended coverage.
- ☐ Compile and maintain appropriate documentation.
- ☐ Act as Incident Commander when Incident Commander is not available (refer to Incident Commander's Role and Responsibilities).

3.2.1.3 Planning Section Chief

Role

Responsible for provision of short-term and, if necessary, long-term planning; the compilation and display of information on the nature and status of incidents and incident response operations; and the compilation and retention of documentation.

Responsibilities

- ☐ Size up incident, identify Planning Section problems and solutions, and break work of Planning Section down into manageable tasks.
- ☐ Collect data from all team members and summarize into concise briefing reports.
- ☐ Assist Incident Commander in evaluation of incident potential; prepare IMT Worksheet for Determining Incident Potential (refer to Appendix E), either alone or in conjunction with other members of IMT.
- ☐ Assist Incident Commander in the preparation of Strategic Objectives and response priorities.
- ☐ Address Strategic Objectives and response priorities of Incident Commander as they relate to the work of Planning Section.
- ☐ Understand the situation, predict the possible course of events and offer strategies for emergency response.
- ☐ Work with Environmental Section Chief to develop an overall strategy to protect sensitive resources/areas.
- ☐ Ensure the provision of all technical/special advice.
- ☐ Represent Planning Section at all formal IMT Time outs; brief Incident Commander and other members of the IMT on nature and status of work being done by Planning Section.
- ☐ Facilitate preparation and distribution of any incident specific plans, reports, or other required documents.
- ☐ Ensure that personnel involved in response operations have the personnel, equipment, materials, and supplies needed to carry out those operations in a safe, effective, and efficient manner.
- ☐ Ensure that status boards accurately display the current status of the on-going response activities.
- ☐ Facilitate compilation and provision of information on nature and status of incident and incident response operations to Business Support Team (BST).
- ☐ Facilitate collection and retention of appropriate documentation and forms.
- ☐ Consider need for an alternate or backup person for extended coverage.

3.2.1.4 Environmental Section Chief

Role

Responsible for managing all environmental matters associated with incident response operations.

Responsibilities

- ☐ Obtain initial briefing from Incident Commander, attend regular meetings and briefings
- ☐ Size up incident, identify Environmental Unit-specific problems and solutions, and break work of Environmental Unit down into manageable tasks
- ☐ Mobilise Tier 2 Oil Spill Response Contractor(s) if required to the spill site
- ☐ Advise IC on need to mobilize Tier 3 Oil Spill Response Contractor
- ☐ Evaluate and recommend additional support in terms of environmental consultants and contractor services
- ☐ Ensure provision of technical advice to Operations Section on activities including waste disposal, in situ burning, wildlife and sensitive habitat protection and dispersant use
- ☐ Ensure provision of environmental assessment; permitting; surveillance; environmental monitoring and damage assessment
- ☐ Should be able to run OSIS application
- ☐ Assist with post-incident evaluation of incident response operations
- ☐ Consider need for an alternate or backup person for extended coverage
- ☐ Compile and maintain appropriate documentation

3.2.1.5 Logistics Section Chief

Role

Responsible for obtaining the personnel, equipment, materials, and supplies needed to mount and sustain incident response operations, and for providing the services necessary to ensure incident response operations are carried out in a safe and efficient fashion.

Responsibilities

- ☐ Size up incident, identify Logistics Section problems and solutions, and break work of Logistics Section down into manageable tasks
- ☐ Maintain proper span-of-control
- ☐ Assist Incident Commander in analysis of incident potential and preparation of Strategic Objectives and response priorities
- ☐ Address Strategic Objectives and response priorities of Incident Commander as they relate to the work of Logistics Section
- ☐ Deploy any available logistics support for emergency response (FF, Evacuation SAR and etc.)
- ☐ Work with Incident Commander and Section Chiefs to identify and ensure timely and efficient provision of support services:
 - food, water, sanitation, and shelter
 - equipment
 - incident facilities
 - transportation (air, marine, land)
 - communications systems
 - security services
 - Consultancy
 - others, as necessary
- ☐ Ensure that logistics support and service needs are met in a timely and efficient fashion, and in a manner that maximizes personnel safety and efficiency of site response operations.
- ☐ In consultation with Environmental Section Chief mobilise Tier 2 Oil Spill Response Contractor(s) if required to the spill site.
- ☐ Ensure that guidelines, procedures, forms, and data management systems necessary to manage acquisition of response resources and control inventory are followed.
- ☐ Ensure that an overall inventory and inventory management system is maintained of all equipment, materials, and supplies purchased, rented, borrowed, or otherwise obtained during incident response operations.
- ☐ Keep record of all cost commitments made by Logistics Section.
- ☐ Provide Planning Section Chief with up-to-date information on destination and ETA of all equipment and personnel resources obtained for response operations.
- ☐ Provide Operations Section Chief with recommendations on timing of release of logistics services and support personnel and equipment.
- ☐ Consider need for an alternate or backup person for extended coverage.
- ☐ Compile and maintain appropriate documentation and status board.

3.2.1.6 Medical Section Chief

Role

Responsible for managing all medical aspects of incident response operations, including coordination of communication between the injured employee(s), site medical personnel, HR, nominated medical providers and others as appropriate.

Responsibilities

- ☐ Activate and manage appropriate medical evacuation procedures, mobilize appropriate medical provider if required
- ☐ Advise on general emergency medical support requirements, e.g. first aid, medic, clinic ambulance, etc.
- ☐ Work with the Chief Medical Officer / Duty Doctor of medical provider in clinic to ensure provision of optimal quality care
- ☐ Monitor and oversee case management process at all stages as required
- ☐ Advise on potential health risks at incident site, e.g. chemicals, snakes, infectious diseases, etc
- ☐ Provide a central point of communication regarding the case in medically confidential manner
- ☐ Activates and approves Out-of-Country Medical Evacuation
- ☐ Consider need for an alternate or backup person for extended coverage

3.2.1.7 HR Section Chief**Role**

Responsible for addressing human resources issues that arise for response personnel, for arranging grief counselling for response personnel adversely impacted by incident-and/or response-related injuries and fatalities, and for arranging humanitarian assistance to the families of individuals injured or killed by the incident or during response operations.

Responsibilities

- ☐ Size up incident, identify Human Resources-specific problems and solutions, and break work down into manageable tasks
- ☐ Assist Incident Commander in analyzing incident potential and preparing Strategic Objectives and response priorities
- ☐ Identify number of people and their names and companies at the incident site, activate vantage system
- ☐ During a mass casualty incident, serve as a principal advisor to Incident Commander on measures to handle and treat injured personnel, handle the bodies of dead personnel and interact with families
- ☐ During an evacuation in consultation with Incident Commander activate the Evacuation Management Plan, if required
- ☐ Ensure that all required and appropriate notifications are made to the families of injured or deceased personnel
- ☐ Activate HR Emergency Support Group (ESG), if required
- ☐ Ensure that the names of injured and deceased personnel are protected until notifications of next of kin are completed
- ☐ Provide Humanitarian Assistance for BP personnel and/or their families impacted by an incident or response operations
- ☐ Advise Incident Commander and other personnel regarding status of Humanitarian Assistance activities
- ☐ Arrange for grief counseling for members of site response team, as necessary
- ☐ Activate outside assistance (clergy, psychologists, counselors, etc.), as necessary
- ☐ Assist in notifying Company personnel and contractors as to when/where to report to work
- ☐ Compile and maintain appropriate documentation and status board
- ☐ Consider need for an alternate or backup person for extended coverage

3.2.1.8 Liaison Section Chief

Role

Responsible for organizing and managing all government and community affairs activities associated with incident response operations.

Responsibilities

- ☐ Organize and manage all government and community affairs activities
- ☐ Serve as principal advisor to Incident Commander on all matters relating to external communications and interactions with non-directly involved government agencies, communities and non-governmental organizations
- ☐ Obtain necessary approvals from Incident Commander prior to the release of information to non-directly involved government agencies and non-governmental organizations
- ☐ Notify governmental agencies as per the Notification Matrix (refer to Appendix C)
- ☐ Serve as IMT contact person for government agencies and non-governmental organizations
- ☐ Identify government agency and non-governmental organization audiences and their concerns
- ☐ As appropriate, arrange meetings with government agencies and non-governmental organizations
- ☐ As appropriate, organize and conduct/assist in arranging tours for government agencies and non-governmental organizations
- ☐ Consider need for an alternate or backup person for extended coverage

3.2.1.9 Public Information Section Chief**Role**

Responsible for organizing and managing all public affairs activities associated with incident response operations.

Responsibilities

- ☐ Organize and manage all media-related activities
- ☐ Serve as principal advisor to Incident Commander on all matters relating to external communications and interactions with the media
- ☐ Advise Incident Commander on public affairs impacts of an incident and incident response operations
- ☐ Identify “public” audiences and their concerns
- ☐ Develop proactive methods for addressing “public” concerns:
 - Press releases
 - Internal Communications to staff
 - PIER Web-site
 - Others as necessary
- ☐ Agree wording and time of issuing the press release with HR and Liaison Officers
- ☐ Obtain necessary approvals from Incident Commander prior to the release of information to the public
- ☐ Provide Planning Section Chief with information on scheduled press briefings and conferences for posting in IMC Information Center
- ☐ Monitor press reports
- ☐ Keep Incident Commander informed about the content and tenor of media reports
- ☐ Select, retain, and supervise public affairs specialists, when needed
- ☐ Consider need for an alternate or backup person for extended coverage
- ☐ Compile and maintain appropriate documentation

3.2.1.10 Emergency Response Coordinator

Role

Responsible for ensuring appropriate incident management structure has been established, advising on the AzSPU IMS processes and ensuring appropriate facility has been set up i.e. activate supporting tools and equipment as necessary.

Responsibilities

- ☐ Check in at Incident Management Centre (IMC); report to Incident Commander
- ☐ Ensure an appropriate incident management structure is established and staffed by qualified individuals. Communicate roles and responsibilities to all team members, as necessary
- ☐ Fully understand the procedures and the facility, so that all required support needed during an incident can be made available
- ☐ To be a source of advice and assistance to the IMT members.
- ☐ Support the Incident Commander on all internal and external notification and reporting procedures
- ☐ Advise on company policies, precedent, and procedures covering emergency response and crisis continuity management
- ☐ Assist in developing a response strategy for the incident to minimizing the external impact on BP
- ☐ Provide recommendations on response team skills and expertise required. Identify potential problem areas and issues that can arise during an on-going response and advise accordingly
- ☐ Ensure that adequate ongoing communications are maintained between all sites and command centres (IMC, BSC)
- ☐ Ensure that all roles and functions identified in this IMS are adequately covered, that staff are all clear on their individual roles and responsibilities, both within the team and within their own professional discipline
- ☐ Assess the on going requirements for staff and advise Incident Commander on stand-down, staff replacement and demobilization
- ☐ Ensure that all required documentation, equipment and tools in IMC are appropriately activated and used
- ☐ Consider need for an alternate or backup person for extended coverage

3.2.1.11 Geographic Information System (GIS) Officer**Role**

Responsible for acquiring key information from the GIS computer package and to undertake oil spill response modeling.

Responsibilities

- ☐ Run the emergency response software OSIS and GIS
- ☐ Provide IMT members with site specific information contained on the GIS
- ☐ Access GIS information either for hard copy format or via GIS Laptop
- ☐ Start and maintain an individual Log
- ☐ Establish exact location of incident from status boards and assess direction/s of potential impact
- ☐ Using either format acquire information regarding the local key receptor (environmental, economic, human) and inform the Environmental, Planning Section Chief and Incident Commander. Provide either electronic or hard copy information to support findings
- ☐ Establish possible routes where oil may migrate
- ☐ If oil enters a water course where possible model the oil flow
- ☐ Upon request from team members provide GIS related information

3.2.2 Non-duty Incident Management Team roles:**3.2.2.1 Situation Unit/Administrative Assistant**

Role

Responsible to assist Planning Section Chief for gathering and displaying information on the nature and status of the incident and incident response operations, for preparing Situation Status Reports.

Responsibilities

- ☐ Obtain briefing from Planning Section Chief, attend regular meetings and briefings
- ☐ Assume responsibility for any task(s) delegated by Planning Section Chief
- ☐ Assist Planning Section Chief in preparation of Planning Section-specific Strategic Objectives
- ☐ Provide Planning Section Chief periodic status reports
- ☐ Assist Planning Section Chief to ensure that status boards accurately display the current status of the on-going response activities
- ☐ Assist in preparing IMT Incident Status Report forms and provide them to Incident Commander for transmission to Business Support Team (BST)
- ☐ Track status of incident-specific plans
- ☐ Consider need for an alternate or backup person for extended coverage

This role is not on duty and will be fulfilled by CCM&ER team members.

3.2.2.2 Safety Section Chief**Role**

Responsible for supporting the Incident Commander and Operation Section Chief for providing expertise on safety issues that may arise during the conduct of incident response operations.

Responsibilities

- ☐ Brief Incident Commander on hazards present at incident scene and measures being instituted to protect response personnel against hazards
- ☐ Ensure compliance with all relevant BP and governmental safety requirements
- ☐ Brief Section Chiefs on safety concerns and precautions; ensure key personnel are familiar with site safety issues
- ☐ Monitor company personnel and contractors for conformance with incident-specific safety rules and associated requirements
- ☐ Set up a system to identify and eliminate safety hazards in all aspects of incident response operations
- ☐ Ensure support resources provided by IMT have necessary level of safety training
- ☐ Coordinate safety related communications
- ☐ Provide information and advice to Incident Commander, Section Chiefs regarding toxic properties of, and immediate and long-term public health issues associated with, chemicals involved in incidents
- ☐ Assist Public Information Officer in describing any toxic hazards to media and public
- ☐ Obtain and provide Site Safety Officer copies of Material Safety Data Sheets (MSDSs) for spilled/emitted materials
- ☐ Provide Incident Commander advice on when it is safe to enter or return to an impacted area
- ☐ Consider need for an alternate or backup person for extended coverage

3.2.2.3 Finance Section Chief

Role

Responsible for managing and supervising financial and administrative aspects of incident response operations, including: accounting, invoice processing, contracts, cost control, insurance coordination, financial reporting, and office services.

Responsibilities

- ☐ Size up incident, identify Finance/Administration Section problems and solutions, and break work of Finance/Administration Section down into manageable tasks
- ☐ Assume responsibility for tasks delegated by Incident Commander
- ☐ Assist the Incident Commander in analysis of incident potential and preparation of Strategic Objectives
- ☐ Address Strategic Objectives and response priorities of Incident Commander as they relate to work of Finance/Administration Section
- ☐ Work with Logistics Section Chief to institute a requisition procedure
- ☐ Prepare short- and long-term cost information for Incident Commander
- ☐ Facilitate preparation and distribution of guidelines, procedures, forms, and establishment of a data management systems necessary to account for expenditures made during incident response operations
- ☐ Review all relevant insurance programs and ensure notification of insurers and appointment of loss adjusters
- ☐ Ensure that appropriate cost and accounting control systems are established
- ☐ Ensure that an expenditure tracking system is utilized and kept current
- ☐ Provide adequate accounting systems, including: auditing, billing, and documenting labor, material, and services used
- ☐ Oversee administration of vendor contracts, and service and equipment rental agreements
- ☐ Ensure that adequate pool of personnel is retained and compensated
- ☐ Consider need for an alternate or backup person for extended coverage
- ☐ Compile and maintain appropriate documentation

3.3 Site Response Team**3.3.1 On-scene Commander**

Responsible for organizing and managing at the scene tactical response operations in a safe and effective fashion utilizing all available on-scene resources according to the specific site ERP and for keeping the balance of the Incident Management Team (IMT) informed about the nature and status of the incident and tactical response operations.

For the detailed information about the whole site response organizations, roles and responsibilities please refer to the site specific emergency response plans.

3.4 Switchboard Operator (Baku office)

Role

Responsible for making initial phone notifications as directed by the Incident Commander, Operation Section Chief or On-scene Commander.

Responsibilities

- ☐ Complete the Switchboard Emergency Notification Form (refer to Appendix E4, SOP) by obtaining information from the Incident Commander
- ☐ During an emergency all received calls should be recorded in Emergency Related Calls Log
- ☐ Activate the BP IMT as directed by the Incident Commander by sending a group text message to all or certain IMT members. Phone those IMT members who did not confirm the receipt of the text message within 5 minutes
- ☐ Upon receiving the initial notification call regarding the emergency:
 - Complete the Switchboard Emergency Notification Form by obtaining information from the caller
 - Notify the Incident Commander immediately, relaying the information entered on the Switchboard Emergency Notification Form
 - Notify additional IMT members as directed by the Incident Commander
- ☐ Follow instructions of the Incident Commander on screening callers that request information.
- ☐ If contacted by Government Organization Representatives, BP Employees and Relatives, Media and General Public forward the call to the respective Incident Management Team function i.e. HR Relative Response Team, Media Response Team.

3.5 Country Support Team – Refer to Appendix A1

3.6 Business Continuity Team – Refer to Appendix A2

4 Notification / Communications Structure

4.1 Incident of BP Origin

BP's three-tier emergency response system defines a clear pathway for notification of an incident or crisis. The following are the country specific notification process:

In Azerbaijan:

In an incident where the Incident Management Team (IMT) has been activated, the Incident Commander will formally notify by telephone (at a minimum):

1. BST Manager or deputy
2. VP of the affected Business

In Georgia and Turkey:

Upon receiving the call from the relevant country IMT, **Head of Country** shall notify by telephone (at a minimum):

1. AzSPU BST Manager and AzSPU Midstream Vice President or his/her delegate
2. Members of the Country Support Team if required

If the incident has the potential for Group wide impacts, AzSPU BST Manager may contact the following teams:

1. DUTY Senior Executive (The HoC of the affected business may contact EST directly) and Line GVP
2. Relevant Businesses

At the Executive Support Team stage:

The Lead Senior Executive will, upon being notified of the incident:

- Focus upon the extent to which co-ordination or escalation is necessary beyond the existing management of the incident
- Consider whether a worst case scenario evaluation of the incident potential has the ability to impact Group reputation, operability, viability or earning power
- Focus on the priorities:
 - People
 - Environment
 - Property
 - Business
- Members of the EST are selected as appropriate to the situation and the team may be quite small in number

For relevant Contact numbers please refer to the Contact Directory in Appendix B4.

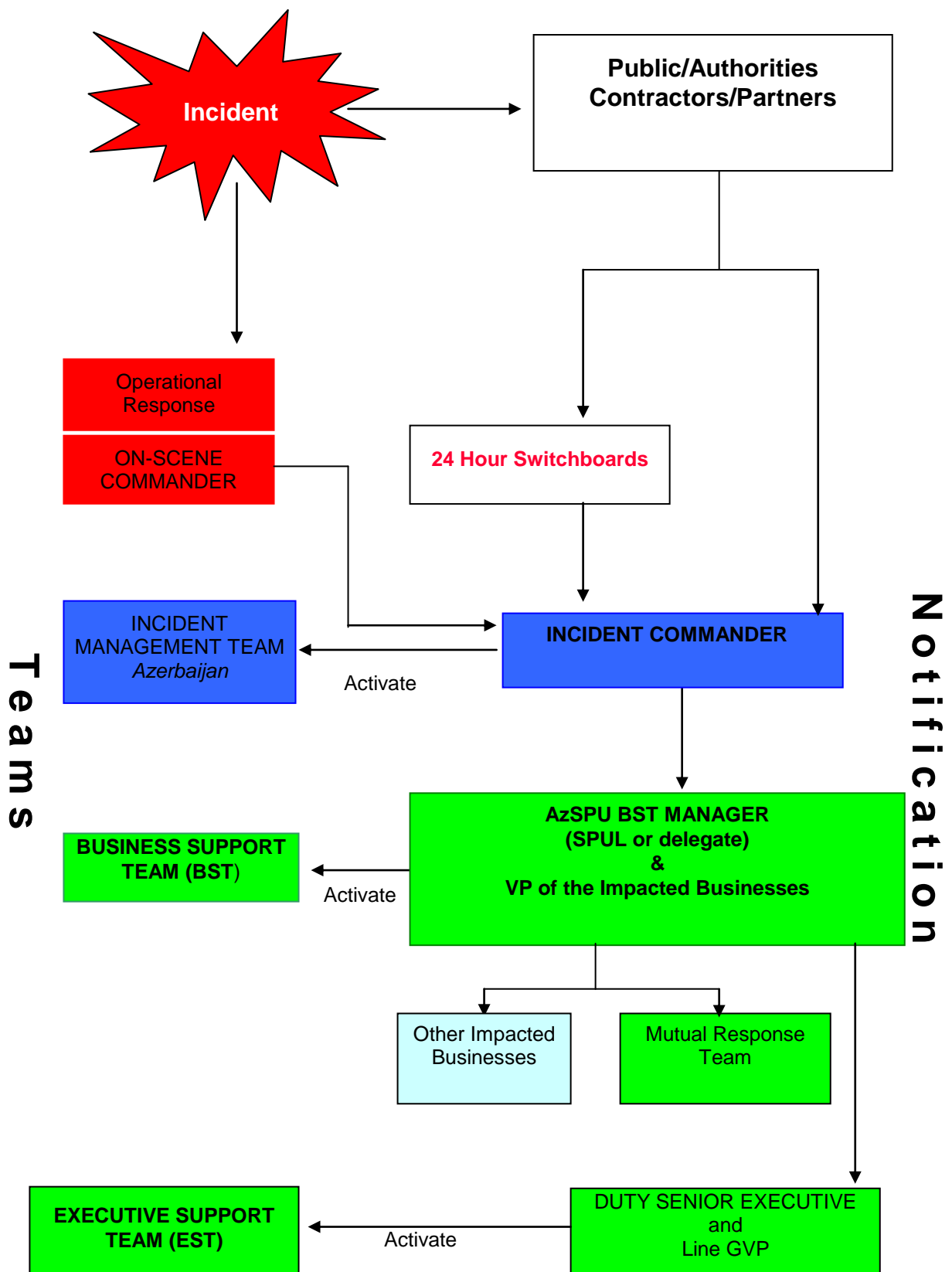
4.2 Incident of Non-BP Origin

There may be incidents that are National/Regional in scope (i.e. pandemic event), and while not attributed to a BP facility or operation, may have severe implications on BP businesses in the

region. In such situations it is possible that the Executive Support Team may know about these incidents before the businesses.

In these cases, the Executive Support Team will promptly contact the Head of Countries to inform them of the incident and the EST strategy for handling the incident.

If there is a serious incident at a non BP or contractor sites, if requested, IMT can be mobilized and will provide any possible support to third party or contractor to manage their own emergencies. If there is an immediate or potential risk to BP employees, assets or operations, BP IMT needs to ensure that required and adequate response is provided to protect BP employees, assets or operations.

BP AzSPU Azerbaijan Emergency Management Notification Chain

5 Activation Procedure

5.1 Switchboard Operator

Any Emergency Incident Report submitted to the Switchboard in Baku office:

Switchboard Operator:

(+994 12) 497-90-00; 497-99-99

Additionally the following mobile phones are available for emergency use at BP Switchboard in Baku on 24/7 basis in case of the above land line failure:

(+994 50) 250 30 30

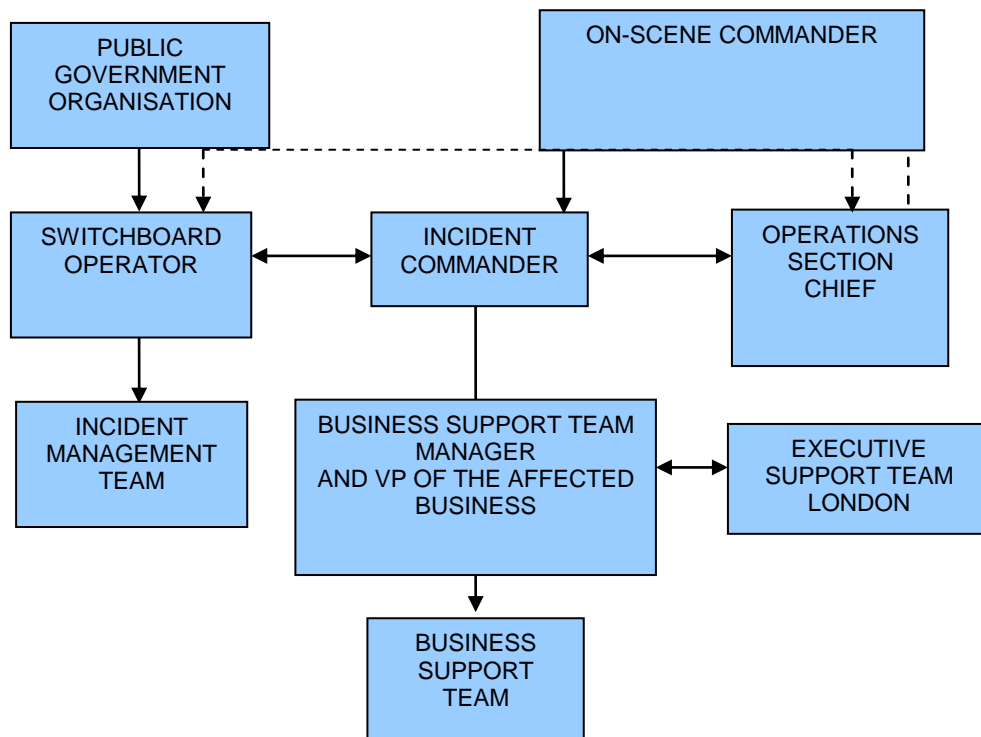
- Complete Switchboard Emergency Notification Form (Refer to Appendix E4)
- Contact the Incident Commander and when unsuccessful call Operations Section Chief

5.2 Notification and Callout Procedures in AzSPU

When an emergency occurs, On-Site personnel are responsible for immediate assessment and the determination on notification.

Once the initial assessment has been completed, the On-scene Commander will contact the Incident Commander or his designee (Operations Section Chief). The Incident Commander will in turn, if needed, activate the Incident Management Team through the BP Switchboard. The Incident Commander will then notify the BST Business Support Team Manager or his designee and VP of the affected Business.

It is advised that any information should be released from the IMT only. No call should overwhelm the involved facility.



5.3 Notification and Callout Procedures in Georgia

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graph TD; Incident[Incident] --> OperationalResponse[Operational Response]; Incident --> Contractors[Contractors Public Authorities]; OperationalResponse --> OnSceneCommander[ON SCENE COMMANDER]; Contractors --> BPContacts[BP 24 hrs contacts<br/>☎ 822 59 34 00<br/>899 14 00 83]; OnSceneCommander --> IMTGeo[INCIDENT MANAGEMENT TEAM, Geo]; OnSceneCommander --> OpsSectionChief[OPERATION SECTION CHIEF<br/>Geo IC/IMT]; BPContacts --> OpsSectionChief; OpsSectionChief -- Activate --> IMTGeo; OpsSectionChief --> ICIMT[IC Baku IMT]; OpsSectionChief --> HeadOfCountry[HEAD OF COUNTRY<br/>Geo]; HeadOfCountry -- Activate --> CSSTGeo[COUNTRY SUPPORT TEAM, Geo]; HeadOfCountry --> MidstreamVP[MIDSTREAM VP<br/>Baku]; CSSTGeo --> AzSPUBSTBaku[AzSPU BST<br/>Baku]; MidstreamVP --> AzSPUBSTManager[AzSPU BST Manager<br/>Baku]; AzSPUBSTManager -- Activate --> AzSPUBSTBaku; AzSPUBSTManager -.-> ICIMT; AzSPUBSTBaku --> ExecSupportTeam[EXECUTIVE SUPPORT TEAM<br/>LONDON];
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For the Turkey Notification Procedures please Refer to BTC CO Baku-Tbilisi-Ceyhan Pipeline Company – Turkish Section Emergency Response Plan, BTC-PLN-HSM-GEN-001.

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The Mutual Response Team (MRT) [formerly known as Regional Response Team] is an Incident Management Team (IMT) resource available to all businesses. The majority of team members are not full time emergency response personnel but they have specialist skills and experience that may benefit the responding IMT.

MRT's exist in BP America (BART), and Eastern Hemisphere (EHRT).

The resources of the MRT may be utilised to supplement an existing IMT and/or country resources. The MRT is activated by contacting the relevant Crisis and Continuity Management Team member, who will assess the response needs and, if necessary, mobilise the appropriate MRT members.

Once the MRT has been activated, it is the responsibility of the requestor to ensure that the following tasks are carried out:

- Assist in the provision of visas to MRT members (If required).
- Arrange transportation from the airport to the Incident Command Post.
- Arrange logistics for the transportation and storage of any equipment brought by MRT members.
- Arrange accommodation for MRT members.
- Brief the MRT members of the incident events prior to integration of the teams.

5.6 Medical Emergency Response Plans. Please refer to the following documents

- AzSPU Mass Casualty Medical Management Plan (AZSPU-HSSE-DOC-00256-2)
- AzSPU Medical Case Management Programme (AZSPU-HSSE-DOC-00110-2)
- AzSPU Offshore Medical Evacuation Procedure (AZSPU-HSSE-DOC-00085-2)
- Export Pipelines Azerbaijan Emergency Medical Evacuation (AZSPU-HSSE-DOC-00103-4)
- Sangachal Terminal Multi Casualty Procedure (AZSPU-HSSE-DOC-00095-4)

5.7 Security Contingency Planning. Alert States and Measures – Refer to Civil Crisis Plan (AZSPU-HSSE-DOC-00276-2)

APPENDIXES

Appendix A:	Associated Plans
Appendix A1	Azerbaijan Country Support Plan
Appendix A2	Business Continuity Plan
Appendix A3	Pandemic Response Plan
Appendix A4	Oil Sill Response Framework
Appendix B:	Contacts
Appendix B1	BST/IMT Contacts
Appendix B2	BP Country Support Team Contacts
Appendix B3	BCP Contacts
Appendix B4	BP Executive Support Team Contacts
Appendix B5	International SOS Medical Emergencies
Appendix B6	JV Contacts
Appendix B7	Contractors' Contacts
Appendix B8	Non-BP Contacts
Appendix B9	External Contacts
Appendix C:	Incident Notification Matrix
Appendix D:	Training and Exercises Guidelines
Appendix E:	Forms/Tools, Procedures
Appendix E1	BST Response Forms
Appendix E2	IMT Response Forms
Appendix E3	IMT Dispensation Proforma
Appendix E4	Standard Operating Procedures (SOP)
Appendix E5	BCP Tools
Appendix F:	IMT Resourcing Strategy
Appendix G:	Guidelines for Time out meetings

Appendix A1: Azerbaijan Country Support Plan

1.1 Objectives

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The Country Support Plan (CSP) documents the coordination of the overall response to incidents and issues at the country-wide level. The CCP includes planning for instances where incidents may arise from:

- resident business operations
- non-resident (no substantial SPU presence)
- non - represented business operations
- non-BP origins that may have severe implications on BP businesses in the Country/Region, e.g. terrorist activity, natural disasters. In the event of a pandemic a specific Pandemic Group Crisis Plan will be implemented.

A Head of Country coordinates the country-wide response effort. The Head of Country may also activate in-country resources and / or request the Mutual Response Team (for the details on the MRT refer to Section 5) to assist with Incident Management Team (IMT) level response.

1.2 Scope

Country Support Plan describes the roles, responsibilities, and processes that Country Leadership has to / must follow in responding to an actual or potential incident (whether of BP origin or not) of national and/or regional scale, that may become of Group significance.

1.3 Roles and Responsibilities

Country Support Team will be represented by the Business Support Team with the following additional roles to support the scope of the Country Support Plan issues:

- Security Advisor
- Medical Advisor
- Relevant Business Representative

The responsibilities of the CST are to:

- co-ordinate the flow of information regarding the incident to all in-Country Businesses
- align the activities of any in-Country PU, which may be inadvertently affected by the incident

If required, an in-Country 'Operational Response' may need to be activated by the HoC. This can consist of either of the following:

- Representatives from multiple resident PUs forming an IMT, or

In either case it is important that the teams are pre-identified and exercised accordingly. This 'Operational Response' is responsible for providing:

- an operational in-Country response to an incident related to a non-resident PU or a resident PU with limited resource
- support to any IMT if required

The following are additional roles and responsibilities to the existed Business Support Team that will be activated during the incidents related to the Country Support Plan scope of work:

Head of Country:

- Establish a Country Support Team comprising relevant Business and Functional representation, if deemed necessary
- Facilitate cross-segment/SPU resources in terms of response to an incident
- Co-ordinate out-of-country resources (i.e. Response Resources Team)

Where disagreements on CCM&ER arise between two or more Business Segments and/or Functions, the Head of Country will have authority to develop a single integrated coherent position. The three broad areas of focus are highlighted below along with the key elements for each area:

External Issues of National Scope

- Government Relations
- Public Relations

- Media Relations
- Investor Relations
- NGO Relations
- Brand

Internal Issues of National Scope

- Impact on other BP businesses

Communication Activities

- Regional cross business segment
- Regional employees

To help the Head of Country discharge these responsibilities he/she is supported by the Country Support Team (CST). The list below, which is not all-inclusive, provides an additional level of detail that the Country Support Team should consider:

- Assess whether the incident is an opportunity for BP to distinguish itself from other companies and industries by actions that reflect BP's Core Values. (This most likely applies for non-BP incidents, however it should be considered for all incidents.)
- Determine whether other BP operations in-country, are vulnerable to the same incident and whether immediate corrective actions are required.

Communications and External Affairs

- Monitor national and inter-national news coverage.
- Arrange for media assistance by outside consultants prior to and during the response.
- Maintain contact with public affairs consultants to keep track of activities.
- Advise the CST on any investor relations issues arising from the incident and the future impact on the BP's activities.
- Assess investor relation's community reaction (if relevant).
- Counsel the CST on investor relation's issues associated with the response.
- Represent the Company's position at investor meetings held by others.
- Maintain a log of investor relation's contacts and activities.

Legal Advisor

Legal Advisor's responsibilities will be the current BST Legal Advisor's responsibilities with the expansion to other affected businesses in the country.

HR Advisor

- Advise the Country Support Team (CST) the effects or future implications of the crisis on the Group's policy to employees, contractors, next of kin and the public at large. Implement any decisions of the CST.
- Advise the CST on effects or future implications of the crisis on the Group's policy to employees, contractors, next of kin and the public at large.

HSE Advisor

- Advise the CST of the impact and future implications of the incident on BP's activities in-country.
- Advise the CST on any health, safety or environmental issues arising from the incident and the future impact on the Group's HSSE activities.
- Prepare fact sheets on toxicological effects, environmental effects and safety matters.
- Establish contact with the relevant Government Environmental and/or Safety Institution.
- If the incident is an oil spill, obtain forecasts of the likely trajectory of the spill.
- Liaise with Businesses concerning the influence of the incident on any other environmentally sensitive activities they might be involved in, e.g. permitting.
- Identify problems that may arise out of the disposal of potentially toxic waste material.
- Liaise with the Business Security Representative working for the businesses affected by the incident and the appropriate Regional Security Advisors.
- Obtain an assessment of the Medical implications of the incident to the country wide workforce.

Finance Advisor

- Provide an assessment of the financial implications of the incident, and its effect on the company's funds flow.
- Mobilise funds that the Businesses might require to deal with mitigating the effects of the incident.
- Provide an assessment of any tax implications of the incident.
- Provide an assessment of any insurance implications of the incident.

Emergency Coordinator

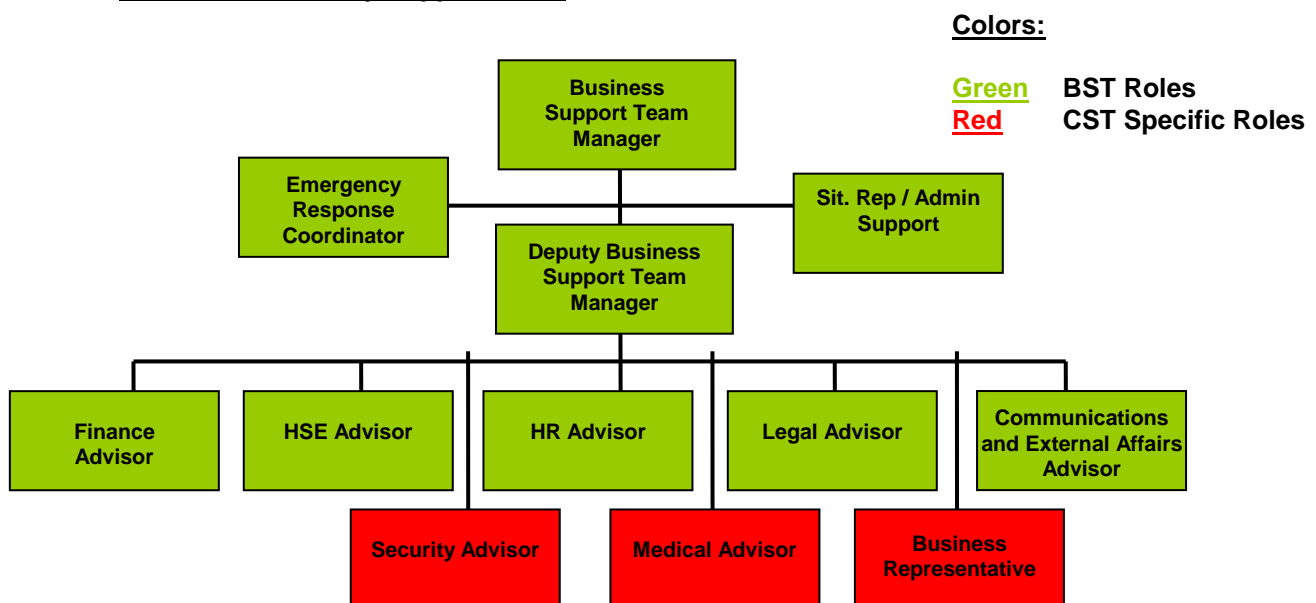
- Work with the CST to determine the impact of the crisis on the company in country in terms of image, operability, liability and loss potential.
- Analyze information and determine the strategy for managing the crisis, including both internal and external implications.
- With Situation Unit ensure received information is captured and compiled for onward distribution to appropriate recipients
- Keep Head of Country advised of schedule for meetings
- Maintain a total overview of all CST actions, providing advice and assistance where necessary to ensure strategy aligns to BP core values

Situation Unit/Admin Support

- Act as the hub for all information flow in/out of the Incident Management Centre
- Safeguard that important information is not released without authority from the Head of Country
- Complete all available reports that are required for the incident response
- Capture all information e.g. status boards and time outs and summarise in Situation Reports

Business Representative

- Ensure that the Business liaises with the Communications and External Affairs representative in the preparation of press statements.

Structure of Country Support Team**1.4 Notification**

Notification/Activation Procedures will be the same as for the Business Support Team.

1.5 Identification of Country Support Team (CST) Issues and Concerns

CST Issues of Responsibility:

- Identification of BP Country resources and personnel that could be made available to support the BST and/or IMT response
- Development of the BP Group's strategic response to protect BP's overall reputation and limit liabilities or loss potential that might threaten the BP Group in country
- Co-ordination of cross business segment and performance unit issues
- Communication with National and international media
- Addressing in-country investment community concerns

While the Country Support Team (CST) members will focus their response at the country level, they should also consider regional implications to the extent they are able.

Please refer to [Appendix B](#) for Contact Directory.

Appendix A2: Business Continuity Plan

1.1 Purpose and Objectives

Business continuity plan (BCP) is fundamental to the wellbeing of AzSPU. It provides for continuity of business operations in the face of unforeseen disruption. The purpose is to ensure that business activities can continue, or resume as soon as possible following an occurrence of catastrophic event or a declared disaster.

The BCP is intended to provide the information and building blocks to enable informed decision-making. It is a guide, not all tasks will be required in all situations and additional tasks will need to be identified to accommodate changing circumstances based on the actual business situation at the time of the disaster. The plan provide useful information, and structure to enable Business Continuity Team, the integral part of AzSPU Incident Management System, to make informed decisions during what may be a stressful and chaotic period. Procedures are included where a specific task requires more detailed directions.

It is virtually impossible to address every risk or scenario individually, however many incidents have common consequences resulting in a loss or temporary exclusion from a key resource.

The BCP focuses on the steps required by critical process areas to minimize the impact of critical resource outages and continue to work at a minimum level that is acceptable to management until the resources are recovered. It also focuses on the recovery of critical resources within the timeframes specified by the business. Regular testing is the only mean of confirming the completeness and validity of the BCP.

1.2 Scope

Threats and risks

The following threats were identified as possible for the Azerbaijan site:

- Major Fire/Explosion
- Major Equipment/Facilities Failure
- Security/Terrorism
- Political Instability
- Natural Disaster

BCP Scenarios

In terms of disaster scenarios Azerbaijan Leadership Team (ALT) identified two scenarios that Azerbaijan BCP should be focused on:

1. Loss of Baku office facilities (operations site are not covered)
2. Loss of IT&S capability

Scope not covered in AzSPU BCP

Loss of Operational Sites

- Loss of Platforms:

Offshore PU have detailed sub-sea pipeline repair plans and have repair materials either here in country, or available through the participation in a global pipeline repair materials program. There are high level plans in place for restoring operations in case of loss of one of the platforms, though there would be a long term production impact of such an event.

- Loss of Pipeline (pipeline sections, pump stations, etc):

There are pipeline (facility) repair plan and resources in place. The short term option – fill storage tanks at Sangachal Terminal.

Georgia BCP

Georgia Office has its own Business Continuity Plan which will be activated during the incident associated with AzSPU Georgia Office (Refer to AZSPU-HSSE-DOC-00019-4)

Turkey BCP

Turkey Office has its own Business Continuity Plan which will be activated during the incident associated with Turkey offices (refer to Turkey BCP)

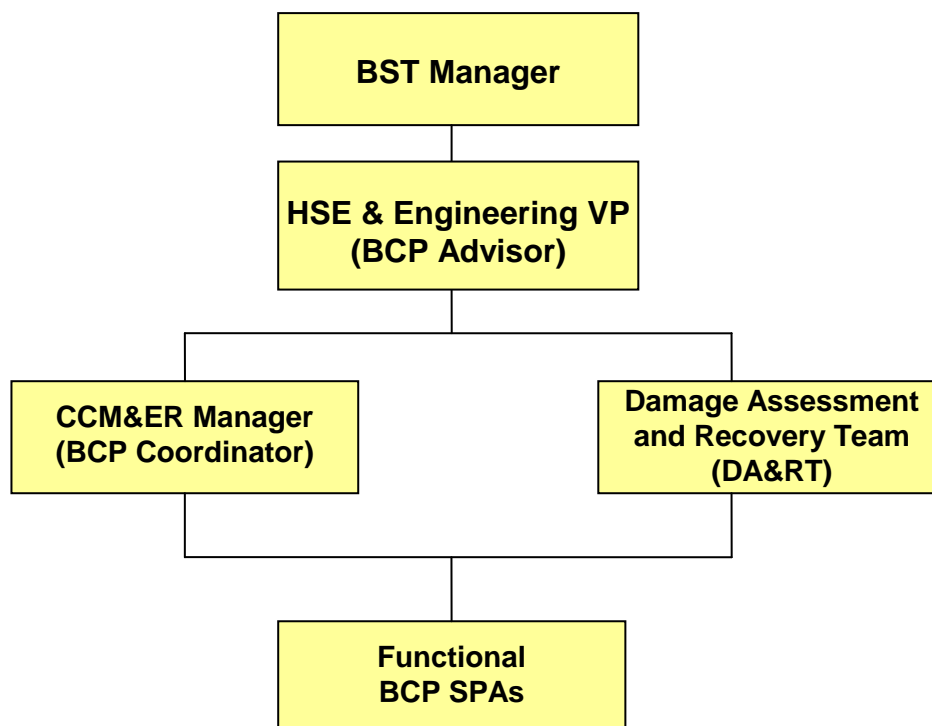
1.3 Critical Processes

The list of the organization departmental business requirements are maintained on a yearly basis. Please refer to Appendix E5 for the list of AzSPU departmental critical business processes.

1.4 Stages in BCP Process

BCP Phase	Description	Note
Phase 1: Response	The period from the <u>disaster declaration</u> to the time that <u>critical alternate business assets are re-established</u> to meet the <u>minimum business requirements</u> . Recovery of basic operations within the specified Recovery Time Objective (RTO) will entail providing critical services to clients and other stakeholders.	Many activities will not be possible and those operations that are available may not function in an efficient manner.
Phase 2: Maintain Critical operations	The time period from establishment of alternate resources and / or manual workarounds until the “normal” business environment is re-established. If the incident results in a total destructive loss of assets and / or people at the primary location this phase may continue for a number of months.	Since it is not possible to predict the details for these stages, for purposes of this plan those are objective-driven. The detailed action plan will be prepared by the Incident Management and Business Continuity Teams.
Phase 3: Restoration	The time period from re-establishment of the primary resources, either at a new location or the old salvaged location, until all processes have returned to “normal”.	

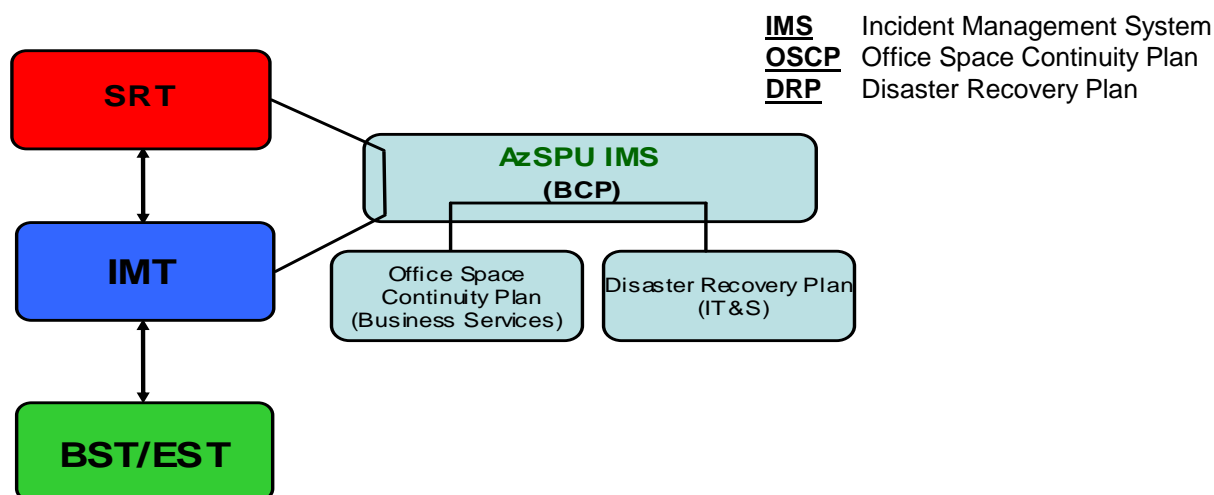
1.5 Business Continuity Team Organization



Note: Please refer to *Appendix B* for the BCP Contacts

Integration with AzSPU three-tiered response organization

How BCP fits into the three-tiered Crisis Management Model



1.6 Roles & Responsibilities

1.6.1 Business Continuity Planning (BCP) Advisor

Provides professional, specialized skills, including business continuity planning, project management and problem analysis and resolution

- advise on AzSPU BCP scope and stages in BCP process and outline of response actions
- coordinate business functions with assessment of potential business impact and definition of critical, time-sensitive functions
- recommend recovery strategies and options, and assist with the implementation of recovery solutions
- capitalize on business opportunities to mitigate exposure during disruptions of service and possibly improve day-to-day operations
- responsible in leading and managing teams in Business Continuity and Disaster Recovery.
- develop, and implement case specific expedited decision making framework
- ensure provision of crisis and continuity planning tools including but not limited to:
 - Business Impact Analysis (BIA) – questionnaires to prioritize business unit critical processes
 - Disaster Recovery Plan – IT&S business continuity planning tool
- support the continuity risk assessment framework for all business areas as required

1.6.2 Business Continuity Planning (BCP) Coordinator

Business Continuity Planning (BCP) Coordinator is the Crisis, Continuity Management and Emergency Response Manager. The responsibilities include:

- provision of the guidance to and coordination of the efforts of BCP Recovery Teams
- periodical revision of resources to assure the effectiveness of the recovery procedures and back-up capabilities
- ensure the business impact analysis are conducted and the company functional areas critical business processes are determined
- ensure the resources, required for the successful resumption of business operations in the event of disaster are established
- close connection with the Damage Assessment and Recovery Team and Functional SPAs

1.6.3 Business Continuity Team Single Point of Accountability (SPA)

There is a nominated Business Continuity SPA assigned per function/department. The roles and responsibilities of this person are similar among the groups. Specifically:

- assigned by the Line Vice-President
- understands the general mission and critical business processes of the department
- develops and updates the departmental BCP information
- support the execution of critical business processes during the incident
- coordinates the department's response to business recovery activities, tests/drills

1.6.4 Damage Assessment and Recovery Team

Depending on the nature of the incident DA&RT members will be composed of the specialists from the respective functions/departments. The Damage Assessment and Recovery Team (DA&RT) members may include contractors and consultants.

Main Responsibilities

- Assess the actual damage caused by the incident
- Determine potential escalation
- Build and implement strategy and planning for recovery in close cooperation with BST and IMT

1.7 Activation

Incident Management System (IMS) is the primary emergency management document for any incident within the AzSPU. The BCP is a part of the IMS with the procedures and information designed for specific business continuity/recovery incidents.

1.8 Business Continuity Recovery Strategy

Loss of IT&S systems

It is important to note that IT&S connection originates from Villa Petrolea (VP) building. In case of disaster at the VP it won't be possible to operate at other BP office facilities. The alternate communication room and identified critical back-up equipment are stored at Hyatt that will provide the quick access after the disaster. The list of back-up equipment has been identified based on the departmental critical business requirements (please refer to Appendix E5 for the list of critical requirements).

Loss of Office Complex

Below is the option approved by Azerbaijan Leadership Team (ALT) to support the SPU office requirements:

Options	Advantages	Disadvantages
Utilize unaffected BP Azerbaijan Office Facilities	The most cost-effective option as these facilities are currently in use	Can affect other teams, which are not affected by the actual incident, Back up offices still within the city

Note: that a disaster scenario involving the loss or inaccessibility of one of the BP Azerbaijan office facilities are assumed to have occurred. The detailed list of offices and spaces for in country relocation is available in Business Services Office Space Continuity Plan (OSCP).

Outline of Response Actions

Phase 1: Initiation - Overview of Objectives

No	Action	Who	Resources	Completed <input checked="" type="checkbox"/>
1	Business Continuity incident declared	IMT / BST		
2	Business Continuity Coordinator notified	IMT		
3	BCT activated	BCP Coordinator	BCP core team: Affected business(s) BCP SPAs DA&RT	
4	Complete additional external/internal communications	IMT liaison officer		
5	Initial BC briefing	IC/BC Coordinator		
6	Verify BCT assignments	BCP Team		
7	Get impact assessment and development of action plan	DAT Leader / IC		
8	Implement/execute action plan. Get Business Services and IT&S to activate DR and OSCP	BCT Coordinator	Business Services IT&S	
9	Ensure operations recovery	BCT		
10	Identify operational period for next meeting	Incident Commander		
11	Ensure execution cycle <ul style="list-style-type: none"> Monitor recovery operations Reassess action plan with BST Update action plan Issue/execute action plan for new operational period Identify operational period for next meeting Operations recovered 	IC/BST	BC Coordinator, DA&RT	
12	Restoration of normal operations	BCT, DA&RT		

Phase 2: Maintain Critical Operations – Overview of Objectives ...ONCE INCIDENT IS UNDER CONTROL

No	Action	completed <input checked="" type="checkbox"/>
1	Perform critical operations as normal where possible	
2	Maintain contact with key stakeholders (internal and external) during the interim period	
3	Periodically assess the progress and criticality of activities and amend scheduling of staff allocations accordingly	
4	Assess well-being of staff and identify any needs for the BCT's support	
5	Maintain contact with BCT reporting on progress and changes	
6	Conduct regular briefings on progress and strategy	
7	Review the recovery process, debrief staff and document improvements in the plans	
8	Liaise with BCT to prepare for relocation back to the primary site and /or migration back to primary IT systems when advised	
9	Ensure that any deviation from these procedures or "normal" business procedures are authorized and documented	

Phase 3: Restoration – Overview of Objectives ...ONCE THE ASSETS HAVE BEEN RECOVERED

No	Action	completed <input checked="" type="checkbox"/>
1	Move operations when notified by DAT Leader that the permanent site is ready	
2	When notified by IT&S that the IT primary systems are ready, confirm critical applications are operational and perform data validation procedures	
3	Notify key stakeholders of new contact numbers and return to "business as usual"	
4	Review the recovery process, debrief staff and document improvements in the plans	

1.9 Linked Plans:

- IT&S Disaster Recovery Plan (IT&S department)
- Office Space Continuity Plan (Business Services department)

Appendix A3: Pandemic Response Plan

1.1 Executive Summary

BP has a legal obligations and duty of care to provide a safe working environment for its workforce taking into consideration economic, reputation and business issues. During a pandemic response BP's key priority is to keep employees safe while continuing to run the business as effectively as possible. The principles that underpin BP's approach to pandemic planning are:

- 1 To be consistent with Group values and ensure that people are always a first priority.
- 2 BP's business is managed by applying risk assessment principles and processes.
- 3 Deliver legal obligations/duty of care with commitment to no harm as a minimum.
- 4 Seek to protect BP's reputation and business capability post-pandemic.
- 5 BP will seek and use the World Health Organisation (WHO) as the recognized international source for public health information and advice upon which to base decisions.

These principles cover the five key areas that BP's pandemic preparedness planning addresses, namely:

- Medical
- HR
- Communications (internal & external)
- Business Continuity
- Crisis Management

The purpose of this document is to outline how AzSPU will respond in the event of a pandemic alert or event.

AzSPU Pandemic Response Plan (PRP) is an addendum to the AzSPU Business Continuity Plan (BCP). AzSPU response to a pandemic alert or pandemic event is a Head of Country (HOC) responsibility. In addition, HOC has accountability to ensure that other BP businesses are covered.

AzSPU pandemic preparation covers the E&P business value chain which includes offshore exploration, drilling, production operations, onshore infrastructure operations and offices. Pandemic preparation covers BP workforce and dependants, some arrangements also applied to agencies personnel as specified throughout the plan and specifically in Response Actions/Checklist. PRP's have also been prepared in Georgia and Turkey consistent with the Azerbaijan PRP.

The PRP response strategy is set out as follows:

- Business as Usual - Planning
- Business as Usual - Activation
- Business as Usual - Minimal Staffing
- Emergency Service Level
- Safe Suspension of Operations
- Safe Return to Operation

The response strategy has been set out so that it can be used in a practical way by the Incident Management Team (IMT) working with the Business Support Team (BST). However, specific conditions during an actual pandemic event will dictate the actions and responses required.

1.2 Pandemic Overview

External Context

Control Tier: 2-AzSPU

Document Number: AZSPU-HSSE-DOC-00107-2

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Revision Date: September 24, 2010

Print Date: 01.02.2011

The World Health Organisation (WHO) and other experts have warned that the virus has the potential to cause an influenza pandemic. It is not certain that this virus will materialize into a pandemic; however, expert advice is that companies (and countries) should begin preparing contingency plans.

The WHO uses a series of six phases of pandemic alert as a system for informing the world of the seriousness of the threat. The latest information on the pandemic alert phase and the number of human cases can be found on the WHO [website](#)¹.

BP has established contacts with the relevant Government bodies to exchange information and to obtain regular updates in development of local cases and also to monitor possible changes in legislation. There is no direct collaboration with the government / industry in the country in terms of medical preparedness. BP will seek to keep Government / Industry informed, and sharing the BP practices and guidelines as appropriate.

Pandemic Alert Levels

The AzSPU will use the WHO Alert Stages (as outlined below) as the recognized international source for public health information and advice upon which to base action decisions:

WHO Phase	Medical Description – WHO Pandemic	PRP Phase
Inter-pandemic Period		
P1	No new influenza virus subtypes detected in humans, but a virus that has caused human infection may be present in animals. Infection risk low.	Monitoring – prepare (WHO P 1-3)
P2	No new influenza virus sub-types detected in humans, though virus circulating in animals poses substantial risk of human disease	
Pandemic Alert		
P3	Human infection with a new sub-type, but no human-to-human spread, or at most rare instances of spread to a close contact	Phase 2: BP Pandemic Strategies (WHO P 4-6)
P4	Small clusters in Azerbaijan with limited human-to-human transmission but spread is highly localised, suggesting virus is not well adapted to humans	
P5	Large clusters in Azerbaijan but human to human transmission human to human spread still localised, suggesting virus is now better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).	
Pandemic Period		
P6	Pandemic Phase; increased and sustained transmission in general population	Restoration
	Subsided	
	Next wave of infection	
Post-P6	Return to inter-pandemic period	

Monitoring – prepare: Focus on monitoring the Pandemic Azerbaijan Alert Status and preparing plans and projects to mitigate the Pandemic Risk to critical assets.

Critical Operations: Focus on keeping people safe, employing the BP Pandemic Strategies of Remote Working, Minimal Staffing, Emergency Operations, Safe Suspension.

Restoration: Focus on restoring all the activities of all areas in the Country to get back to Pre-Pandemic levels.

Internal Context

BP has a legal obligations and duty of care to provide a safe work environment for its workforce taking into consideration economic, reputation and business issues. In circumstances where governments

may not be able to fully provide appropriate health care management, BP will be prepared to provide additional health care support through its internal and contracted health care services to the workforce and their immediate families.

Business Continuity Planning is a 'Head of Country' accountability and covers the E&P business Value Chain within the AzSPU. This includes the exploration, drilling and production operations in the Caspian Sea to the Onshore Sangachal Terminal, and the oil and gas export pipelines transporting oil and gas to destinations in, and through the countries of Azerbaijan, Georgia and Turkey. E&P Points of Contact in Georgia and Turkey are working in cooperation with the Baku Pandemic Response planning team to ensure E&P operations along the entire Value Chain are covered by the countries PRPs.

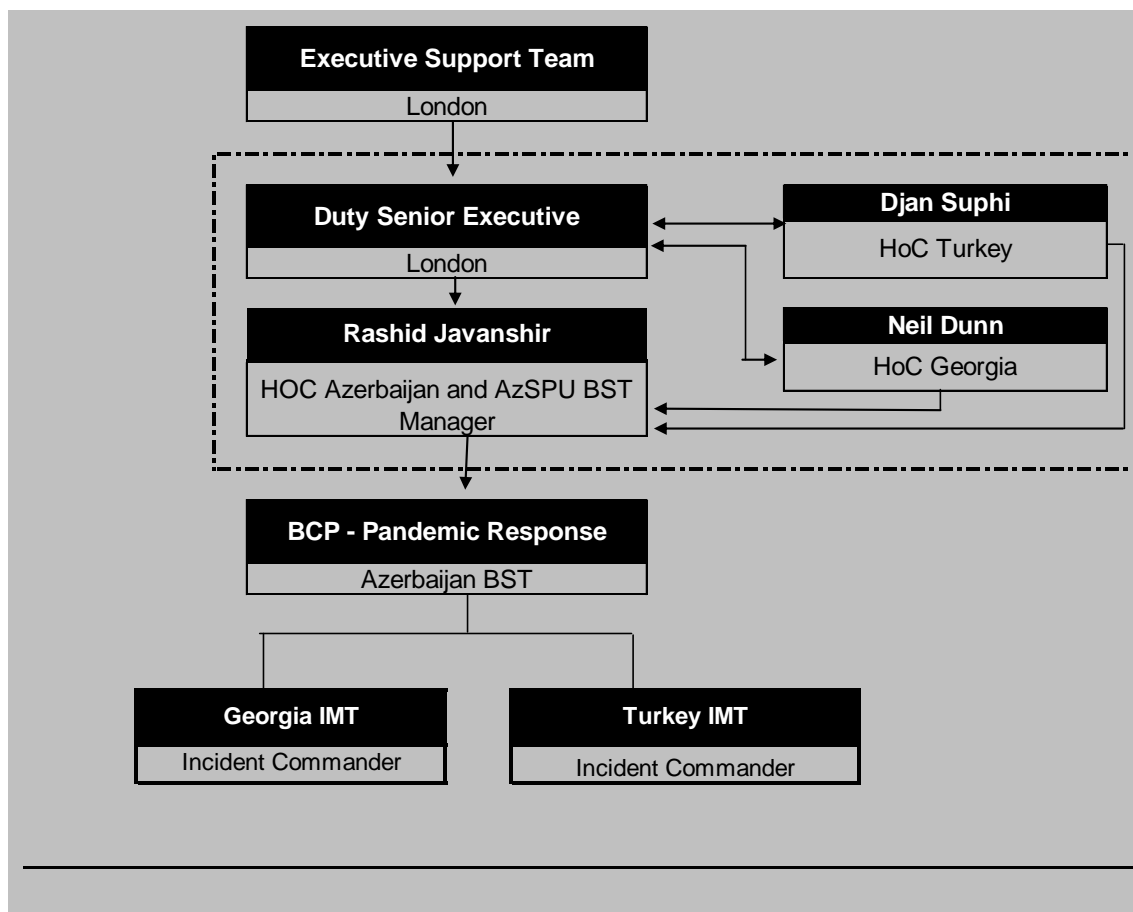
Business Impacts and Planning Assumptions

BP Group Threat Scenario offers the following likely Business Impacts and Planning Assumptions:

People	The key disruption is anticipated to be human-resource oriented. Plans should assume up to 50% staff absence for periods of about 2 to 3 weeks at the height of the severe pandemic wave (lasting 8 weeks total). There will be several waves lasting up to 6 months. Assume 15% of the workforce is absent for the full 8 weeks; 2% of workers who become ill die.
Offices & Facilities	<ul style="list-style-type: none"> - Offices may be closed by health authorities; - Litigation may result from claims centered around air conditioning, duty of care, etc; - Facilities may be used for temporary quarantining; - Maid service/canteen/security /admin. operations may be impacted or lost completely.
IT systems	<ul style="list-style-type: none"> - People will be seeking information – telephone communication systems may fail; - Demand for internet access is likely to increase, stressing local providers capabilities - Communication infrastructure may not cope with the increase of remote traffic; - The fear factor may start to keep key IT personnel away from work leading to deterioration of systems support and systems may become unavailable
Supply Chain	<ul style="list-style-type: none"> - Supplies of materials needed for ongoing activity may be disrupted, and suppliers closed - Availability of services from sub-contractors may be impacted (this may affect maintenance of key equipment). - Customer base may decline as client organizations are forced to close, or people avoid populated environments such as shopping centers; - Logistics/transport providers may cease to operate.

1.3 Organization

Executive Support Team



1.4 Roles and Responsibilities

Name job title	Rashid Djavanshir AzSPU President (Head of Country)	Role	BST Manager
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Phone number:	+99450 250 60 89 (mobile)	Responsibilities	
Alternative:	Duty BST Advisor	<ul style="list-style-type: none"> Engage in dialogue with BP Group and agree instructions to activate BP Azerbaijan Pandemic Response Plan Announce the pandemic status (Who Phases) change at local level. Assesses incident potential and approves BST crisis strategies and objectives. Reviewing and approving all holding statements or press releases. Make the decision to shut down processes/activities if needed. In agreement with Executive Support Team, stand down the Azerbaijan PRP by convening a general briefing with the response teams. Officially notify the termination of the pandemic response in Azerbaijan and assure all internal and external notifications of the change in status are complete. Assure that business continuity / recovery plans are in place to put the business back to normal operations in a safe and timely manner As soon as practical (preferably immediately), convene a meeting with the response teams to review the incident response and identify the most significant successes and weaknesses. 	
Name	Mike Barnes	Role	AzSPU BCP/Pandemic Response SPA
job title	VP – HSE & Engineering	Responsibilities:	
Phone number:	+ 99455 250 79 53 (mobile)	<ul style="list-style-type: none"> Activate PRP on instructions from BST Manager and assume overall responsibility for oversight of the management of business continuity operations. Assure clear decisions are made and the response is aligned with agreed actions. Assure local hospital capabilities and status are monitored and understood Assure agreed protocol for management of Tami flu stock is adhered to Work with C&EA to ensure processes are in place to meet required internal/external communication obligations. Assure business continuity plans to recover the operation are being worked. Coordinate activities following an incident (especially coordination of Health, C&EA, HR, Ops and other functions that need to activate recovery plans). Invoke other plans as appropriate (Disaster Recovery/Office Space Continuity/Functions, etc.) 	
Name	Seymur Khalilov	Role	Communication and External Affairs SPA
job title	C&EA VP	Responsibilities	
Phone number:	+99455 250 60 35 (mobile)	<ul style="list-style-type: none"> Liaise with Group Press Office to prepare/disseminate communications Travel advisory communication Activate and manage the PIER website 	
Alternative:	Communications Manager		

Name job title Phone number: Alternative:	Sue Adlam-Hill HR VP + 99455 4504759 (mobile) HR Manager	Role	HR SPA
		Responsibilities	<ul style="list-style-type: none"> Communication with the staff on changes/updates of the working procedures Activate repatriation policies Ensure staff contact information is available
Name job title Phone number: Alternative:	Almaz Agazade Health Manager + 994 55 425 22 53 (mobile) Health Advisor	Role	Health SPA
		Responsibilities	<ul style="list-style-type: none"> Activate and manage Medical Plan Manage the medical contractors during the incident Ensure availability and accessibility of secondary care facilities Ensure that all medical resources are available for immediate use Ensure isolation procedures are implemented as appropriate
Name job title Phone number: Alternative:	Eldar Nurizade Country Security Mgr +99455 4200040 (mobile) Rauf Rustamov Compliance & Assurance Team Leader	Role	Security SPA
Phone number:	+99455 2250678 (mobile)	Responsibilities	<ul style="list-style-type: none"> Activate evacuation procedures People tracking/warden system control Advise on country security status

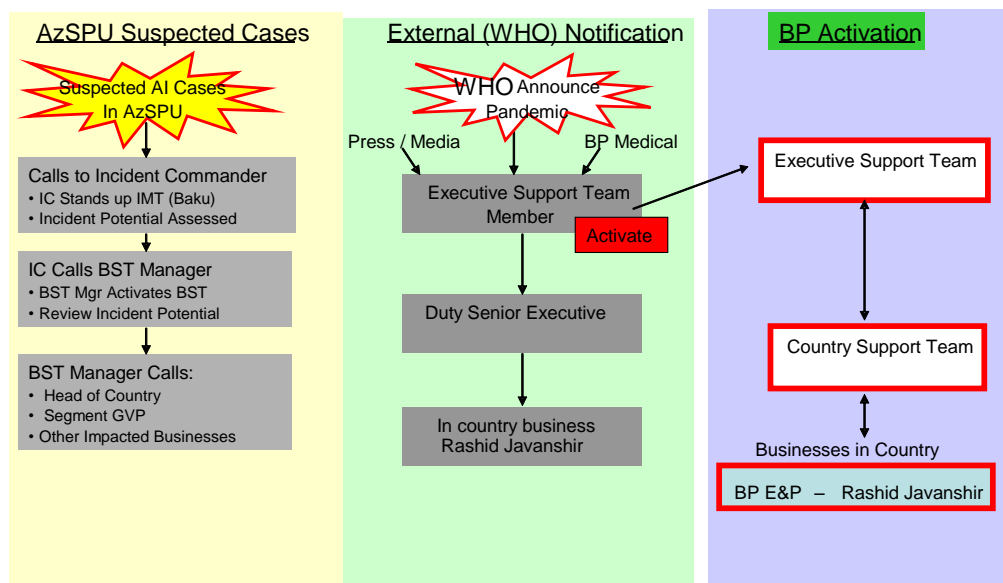
1.5 Notification and Activation

The IMT and / or BST may be activated in two ways:

- 1) through the IMT locally, in response to illness with suspected Influenza symptoms;
- 2) by BP Group based on a move or anticipated move by WHO to Pandemic Alert Phase 4.

The local process will follow the regular notifications to Incident Commander who stands up the IMT, evaluates the situation, and informs the BST Manager of the information on suspected Influenza cases within the business. If the notification is from outside the AzSPU, it will follow the External (WHO) Notification process described below.

Pandemic Crisis Response AzSPU Initiated based on Actual AI Cases



1.6 Response Strategy

Business continuity planning assumptions to cope with a pandemic are very different to those used in infrastructure 'Disaster Recovery' planning scenarios. Business Continuity Planning has been predominantly based upon reacting to a sudden and catastrophic loss of premises or computer systems. In a pandemic; it is the people who operate the facilities and use the systems to maintain business continuity that will be affected. In the event of a pandemic, the response strategy will follow BP's operating principle *"to keep our employees safe while continuing to run the business relative to the local risk"*.

Response Stages:

- | | |
|--|---------------------------------------|
| 1. Business as Usual - Planning | 4. Emergency Service levels |
| 2. Business as Usual - Activation | 5. Safe Suspension |
| 3. Business as Usual - Minimum Staffing | 6. Return to Normal Operations |

These strategies are related to the WHO Pandemic Alert Levels as a guide. In practice, the choice and timing of when to activate each strategy will depend on the risks and possible business impacts.

Business as Usual - Planning (WHO Phase P3)

- Develop, communicate & test PRP within AzSPU and communicate PRP with third parties
- Obtain & store sufficient antiviral stock, put in place secondary care facilities, communicate policies & procedures and distribute pandemic medical grab bags to staff & dependants
- Ensure robust remote communications (voice and data) in place including satellite phones, sufficient bandwidth, capability for remote e-mail and application access. Distribute smartphones to key staff.
- Review security issues, update Civil Crisis Plan, review travel options. Update & test warden system (Ex-Pat). Develop staff location database with HR
- Minimize dependency on supply shipments and suppliers. Increase stock-levels to support critical processes, identify alternative sources of supply.
- Ensure data centre resilience. Key data centers must be adequately protected.
- Identify and train back-up staff and alternates for critical staff.
- Use knowledge retention & document activities of critical staff to simplify handover.

Business as Usual – Activation (WHO P4, P5 or P6)

- Remote working where feasible for all activities that do not require the individual to be on-site, note this may be enforced by health authorities.
- Protect staff at site: Where remote working is not feasible (e.g. offshore operations, refining) implement procedures for minimizing risk of infection or transmission of disease at work – including isolation procedures.
- Review Azerbaijan Medical Plan: distribute anti-viral drugs, review procedures for isolating or quarantining suspected cases at sites; ensure availability and accessibility of secondary care facilities

Business as Usual - Minimum Staffing at Site(s) (WHO P4, P5 or P6)

- Minimum manning levels: Implement procedures for running facilities/plant at minimum manning levels.
- Those staff not part of minimum manning told to remain at home: Either working remotely or told not to work.

Emergency Service levels (WHO P4, P5 or P6)

- Suspend non-critical processes, scale down critical processes safely: Implement procedures for safe suspension/scale down (both operational areas and systems support).
- Develop alternative methods / workarounds: Investigate temporary alternatives.
- Ration stocks: Operate at reduced levels, to extend time before stock-outs.

Safe Suspension (WHO P6 (or earlier))

- Suspend critical processes safely: Develop procedures for suspension of critical processes and sites.

Return to Normal Operations

- All operations are risk assessed.
- Transition team is identified and a plan is effected to safely resume normal operations

1.7 Azerbaijan Response Actions / Checklist

Business as Usual – Planning				
Triggers: <ul style="list-style-type: none"> AzSPU E&P Emergency Response Planning Includes Azerbaijan, Georgia & Turkey 		WHO Pandemic Phase 1&2, and 3 Alert Human infection with a new sub-type, but no human-to-human spread, or at most rare instances of spread to a close contact		
	Action	Accountable	Inputs Required	Status <input checked="" type="checkbox"/>
	Monitoring of WHO Pandemic Alert announcements – Keep track of current WHO status on a daily basis	C&EA	www.WHO.com	<input checked="" type="checkbox"/>
	Ensure antiviral stocks are ordered and in place Review antiviral distribution Plan A and B (Emergency) are in place	Health Manager	Issue of Anti-Virals to Employees	<input checked="" type="checkbox"/>
	Have plans in place to isolate sites in close proximity to localized human-to-human spread and/or send non-critical personnel home	HoC with input from HR, Health		<input checked="" type="checkbox"/>
	Alignment with London (servers) to identify and resolve any policy issues, affecting AzSPU business continuity	IT&S – (Az) (London)	AzSPU IT&S DRP	<input checked="" type="checkbox"/>
	Identify local IT&S constraints and set up projects to mitigate, e.g. identify the bottlenecks in communications. Distribute Sat Phones and Smartphones to key staff.	IT&S Manager		<input checked="" type="checkbox"/>
	Test PRP and ensure that everyone has a clear understanding of roles and responsibilities	CCM&ER Mgr	BST & IMT	<input checked="" type="checkbox"/>
	Review AzSPU Medical Preparedness Plan; Grab Bags, Local Procedures as defined by Group requirements <ul style="list-style-type: none"> Promotion of Health related Information to staff Bird handling protocol for sites and residential areas issued Put in place secondary care facility Develop Isolation control procedures for sites Distribute medical “Grab Bags” to BP direct hires and agencies personnel 	Health Manager	Health Team	<input checked="" type="checkbox"/>
	Finalize AzSPU HR procedures on repatriation & develop staff location database	HR Manager	HR	<input checked="" type="checkbox"/>
	Review AzSPU communications; prepare communication to staff, identify audiences for staff communications for pandemic phases, develop holding statements	C&EA Director	C&EA	<input checked="" type="checkbox"/>
	Review AzSPU security issues, develop staff location plan with HR, evacuation plan for ex-pats, update & test warden system, and update Civil Crisis Plan	Security Manager	Security	<input checked="" type="checkbox"/>
	Review legal aspects of BP obligations and responsibilities to BP workforce in Azerbaijan, Georgia, and Turkey	Legal Advisor	Legal	<input checked="" type="checkbox"/>
	Implement strategy for communications with government authorities/contractors and embassies	HSE&Eng VP	CHSE	<input checked="" type="checkbox"/>

Business as Usual – Activation				
Triggers: <ul style="list-style-type: none"> AzSPU countries have limited human-to-human transfer creating concern; or, Difficulty for travel throughout the country. WHO announced Pandemic Phase 4 Alert 		WHO Pandemic Phase 3 or 4 Alert Small clusters in Azerbaijan with limited human-to-human transmission but spread is highly localised, suggesting virus is not well adapted to humans		
	Action	Accountable	Inputs Required	Status <input checked="" type="checkbox"/>
1.	Stand up IMT; (monitors & manages incidents & activities across the sites) <ul style="list-style-type: none"> Gather available facts and information on nature and status of the pandemic response activities; medical specifics of any suspected cases of influenza Contact Georgia and Turkey IMT's to put on stand-by 	Incident Comm-er	Site Info	<input type="checkbox"/>
2.	BST Manager receives call from Incident Commander with information on possible Influenza infections at sites. Note: Azerbaijan Head of Country is the same as BST Leader for AzSPU <ul style="list-style-type: none"> Activates the Business Support Team Review status of number of suspected influenza cases at sites Establish and schedule regular communications with Duty EST Executive Establish contact with Heads of Country; Georgia and Turkey Discuss Group requirements and recommendations; agree AzSPU actions for next 24, 48 & 72 hours... 	BST Manager	Site Info	<input type="checkbox"/>
3.	Activate the Business Continuity / Pandemic Response Plan: <ul style="list-style-type: none"> Stand up the BCP (Departmental Pandemic Resources) Identify the BP Country resources and personnel that could be made available to support the BST Analyze the Incident/Event Potential 	BST Manager	PRP, Country Support Plan	<input type="checkbox"/>
4.	First BST meeting Philosophy and Objectives: <ul style="list-style-type: none"> <i>"to keep our employees safe while continuing to run the business relative to the local risks"</i> Assignments to members of the BST; in line with Roles & Responsibilities. BST are lead for Pandemic response; IMT is lead for the incident response and implement actions agreed at BST. Agree on regular updates from IMT - Incident Commander Schedule regular communications/updates from Executive Support Team In consultation with Executive Support Team; agree on triggers that would activate remote working at affected site(s) and monitor other sites Review this action plan and identify key decision points Prepare a staff communication on status of developing situation 	BST Manager	Executive Support Team, WHO and/or local Govt's	<input type="checkbox"/>
5.	Activate remote working, following the triggers <ul style="list-style-type: none"> Staff notified to prepare for remote working Review what is known, possible actions <ul style="list-style-type: none"> How many cases of influenza suspected; what locations Review travel restrictions Review evacuation procedures & evaluate situation Review CCP Coverage (Section 3.4.1.6) Review BCP pandemic requirements data table of critical processes & positions Review Water and food stocks at sites, supplement as appropriate Notify partners of status Notify customers of possible disruption in delivery of oil & gas Notify BP Shipping of possible disruption in supply 	BST Manager & Team	CST, IMT, IT&S, C&EA, HR	<input type="checkbox"/>
6.	Status updates from: <ul style="list-style-type: none"> Health HR 	BST Manager	Health, HR, C&EA, Security,	<input type="checkbox"/>

	<ul style="list-style-type: none"> • Communication • Security • Legal • Tax • Government Discussions • Embassy Discussions • StatOil (Gas Sales Operator) 		Legal, HSE&Eng., Commercial Mgr	
7.	<p>Review AzSPU Plan; Grab Bags, Local Procedures as defined by Group requirements</p> <ul style="list-style-type: none"> • Activate Plan A (non-Emergency) distribution of Anti-virals to BP staff & dependants & agency staff • Activate isolation procedures • Ensure availability and accessibility of secondary care facilities - SPS, other; and staff to manage • Review necessary provisional pack at the sites (water, food stocks etc.) 	Health Manager, Operations Managers	Health Team	<input type="checkbox"/>
8.	<p>Activate AzSPU HR policies</p> <ul style="list-style-type: none"> • Review repatriation procedure & implement as appropriate • Liaise w/Agency for backfill workers 	HR Rep.	HR	<input type="checkbox"/>
9.	<p>Implement AzSPU Communications Plan</p> <ul style="list-style-type: none"> • Activate Third Parties • Communication to staff on status of pandemic phase and BP response activities • Other, as directed by BST Manager, e.g. Contractors / Media 	HSE&Eng VP	C&EA Rep.	<input type="checkbox"/>
10.	<p>Review AzSPU Security issues</p> <ul style="list-style-type: none"> • Review security status • Implement staff location process 	Security Manager	Security	<input type="checkbox"/>
11.	Review and address any legal concerns and issues	Legal	Legal	<input type="checkbox"/>
12.	<p>Call Government to:</p> <ul style="list-style-type: none"> • Inform authorities that BP medical support plans are activated • Call agreed list of NGO's 	HSE&Eng VP	HSE, IMT Liaison Officer	<input type="checkbox"/>
13.	Call Embassy representatives to maintain communication on status of travel restrictions and emergency MedEvac options	HSE&Eng VP	C&EA	<input type="checkbox"/>
14.	Review Emergency Response & Contingency plans at operating sites to take into account the possible reductions in personnel availability; i.e Remote work, and preparation for Minimal Staffing	Offshore / Terminal / Pipeline SPA's	BCP Critical Positions/ People	<input type="checkbox"/>
15.	<p>Review status of operations and impact on Value Chain Azerbaijan, Georgia, and Turkey – include Customers and BP Shipping:</p> <p>Offshore: Review plans for shift changes including quarantine periods; instigate if platform(s) are affected, discuss shutdown with senior management if competent staff are not available.</p> <p>Sangachal Terminal: Review plans for shift changes including quarantine periods; instigate plant areas are affected, discuss potential shutdown with senior management if competent staff are not available.</p> <p>Pipelines: Gas. Contact gas customers to determine their ability to continue to receive gas</p> <p>Pipelines: Oil. Contact oil customers to determine their ability to continue to receive oil shipments; maintain low tank inventories</p> <p>Logistics Supply Base: Liaise with helicopter and supply vessel companies to maintain supplies/crew change to offshore; interchange between helicopter and vessel if required</p>	BCP Critical Processes and People SPA's	Offshore, Terminal, Pipelines	<input type="checkbox"/>
16.	<p>Review and update recommended actions PRP and attachments to continually improve the response capability:</p> <ul style="list-style-type: none"> • If the situation escalates to Minimal Staffing at sites • Review critical processes and people and availability of and succession for alternates lists (ref. BCP, Critical Processes Database) 	BST Manager or delegate	Lessons Learned	<input type="checkbox"/>

Business as Usual – Minimal Staffing at Site(s)				
Triggers: <ul style="list-style-type: none"> Site is suspected to have an infection Site cannot support full staffing Transport to/from site is restricted Support services are restricted 		WHO Pandemic Phase 3 or 4 or 5 Alert Small clusters in Azerbaijan with limited human-to-human transmission but spread is highly localised, suggesting virus is not well adapted to humans		
	Action	Accountable	Inputs Required	Status <input checked="" type="checkbox"/>
1.	Maintain BP Internal Contacts <ul style="list-style-type: none"> Executive Support Team Heads of Country; Georgia and Turkey on forward plans 	BST Manager	C&EA	<input type="checkbox"/>
2.	Activate Minimal Staffing at Sites <ul style="list-style-type: none"> Review what is known, possible actions <ul style="list-style-type: none"> Update on how many cases of influenza suspected; locations Increase travel restrictions & review security level Send all Visitors home; stop all unnecessary travel into Azerbaijan, Georgia and Turkey SPUL approval for critical travel (regular shift changes if not in quarantine) (BST Mgr) Review options available for medical evacuation if necessary (confirm receiving facility / country has no travel restrictions) Legal advice on duty of care for staff and families Prepare Communications to BP Staff re: <ul style="list-style-type: none"> Status of pandemic phases and BP response activities; e.g. Minimal staffing at sites 	BST Manager & Team	Health, Security, HR, C&EA, Legal	<input type="checkbox"/>
3.	Status updates from: <ul style="list-style-type: none"> Health HR Communication Security Legal Government Discussions Embassy Discussions 	BST Manager	Health, HR, C&EA, Security, Legal, HSE&Eng	<input type="checkbox"/>
4.	Review AzSPU Medical Plan: <ul style="list-style-type: none"> Medical Staff resources and availability to support BP Secondary Care facilities and site medical facilities Review effectiveness and accessibility of secondary care facilities (SPS, other) – adjust as appropriate Activate remaining Health Plan related procedures e.g. Workplace cleaning / disinfection procedures Review and update isolation procedures 	Health Manager	Health Team	<input type="checkbox"/>
5.	Update AzSPU HR policies as required in consultation with Group	HR Manager	HR	<input type="checkbox"/>
6.	Implement AzSPU Communication Plan <ul style="list-style-type: none"> Continue with Third-Party Communication Communication to staff on Status of Pandemic Phase and BP Response Activities Other, as directed by BST Mgr e.g. Contractors / Media	C&EA Rep.	BST Group approvals	<input type="checkbox"/>
7.	Review AzSPU Security issues <ul style="list-style-type: none"> Review travel restrictions & security status Organise evacuation of ex-pats if required 	Security Manager	Security	<input type="checkbox"/>
8.	Review and address Legal concerns or issues raised by Government.	Legal Rep.	Legal, HSE&Eng	<input type="checkbox"/>
9.	Continue to work closely with Government Authorities on: <ul style="list-style-type: none"> BP Provided Medical support to staff and families Agree on level of interaction and communication 	HSE&Eng,	C&EA	<input type="checkbox"/>

10.	Review Pandemic and Emergency contingency plans at operating sites to take into account possible further reductions in personnel; i.e. review risks to operations of activating Emergency Services	IMT, Offshore / Terminal / Pipeline SPA's	BCP Critical positions, people	<input type="checkbox"/>
11.	<p>Review status of operations and impact on Value Chain Azerbaijan, Georgia, and Turkey – include Customers and BP Shipping:</p> <p>Offshore: Review plans for shift changes including quarantine periods; instigate if platform(s) are affected, discuss shutdown with Senior Management if competent staff are not available).</p> <p>Sangachal Terminal: Review plans for shift changes including quarantine periods; instigate plant areas are affected, discuss potential shutdown with Senior Management if competent staff are not available.</p> <p>Pipelines: Gas. Contact gas customers to determine their ability to continue to receive gas</p> <p>Pipelines: Oil. Contact oil customers to determine their ability to continue to receive oil shipments; maintain low tank inventories</p> <p>Logistics Supply Base: Liaise with helicopter and supply vessel companies to maintain supplies/ crew change to offshore; interchange between helicopter and vessel if required</p>	Critical Processes and People SPA's		<input type="checkbox"/>

Emergency Services Level

Control Tier: 2-AzSPU

Document Number: AZSPU-HSSE-DOC-00107-2

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CONTROLLED VERSION OF THIS DOCUMENT CAN BE FOUND AT

<http://docs.bpweb.bp.com/dkazspu/component/hssesms>

Revision Date: September 24, 2010

Print Date: 01.02.2011

Triggers:		WHO Pandemic Phase 5		
<ul style="list-style-type: none"> Site is infected Transport to/from site is on "opportunity basis" Support services are on "opportunity basis" Production and/or transport is disrupted 		Large clusters in AzSPU but human to human transmission and human to human spread still localised, suggesting virus is now better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk).		
	Action	Accountable	Inputs Required	Status <input checked="" type="checkbox"/>
1.	Activation as in Business as Usual – Remote	BST Mgr		<input type="checkbox"/>
2.	Maintain Internal Contacts <ul style="list-style-type: none"> Executive Support Team Country Support Teams Heads of Country; Georgia and Turkey on forward plans 	BST Manager		
3.	Review status of operations and impact on Value Chain in Azerbaijan, Georgia, and Turkey – include all Customers. Discuss and agree on orderly shutdown <ul style="list-style-type: none"> Offshore: Sangachal Terminal: Pipelines: Gas. Manage gas customers Pipelines: Oil. Manage oil customers Logistics Supply Base: Liaise with helicopter and supply vessel companies to maintain supplies/crew change to offshore 	BCP Critical Processes and People SPA's		<input type="checkbox"/>
4.	Activate Emergency Services Level at Sites <ul style="list-style-type: none"> Review what is known, possible actions <ul style="list-style-type: none"> Update on how many cases of influenza suspected; locations Status of patients and infected staff and family Increase travel restrictions SPUL approval for critical travel (regular shift changes if not in quarantine) (BST Mgr) Legal advice on duty of care for staff and families Review Critical processes & people <ul style="list-style-type: none"> Review business processes (review Critical processes and define 24 hr, 48hr and 1 week action plans), (e.g. IMT handover type info) Continue isolation and quarantine operations Respond as in WHO Phase 6 Pandemic Prepare Communications to BP Staff re: <ul style="list-style-type: none"> Emergency Services at sites (C&EA) 2 day plan for implementation 	Operations, Logistics Rep's.	Health, Security, Legal, C&EA	<input type="checkbox"/>
5.	Status updates from: <ul style="list-style-type: none"> Health, HR Communication Security, Legal Government Discussions Embassy Discussions Operations 	BST Manager	Health, HR, C&EA, Security, Legal, HSE	<input type="checkbox"/>
6.	Review AzSPU Medical Plan: <ul style="list-style-type: none"> Medical staff resources and availability to support BP Secondary Care facilities and site medical facilities Review effectiveness and accessibility of secondary care facilities (SPS, other) – adjust as appropriate Activate remaining Health Plan related procedures e.g. Workplace cleaning / disinfection procedures Review and update isolation procedures for sites 	BST Manager	Medical data from ISOS, Medclub, Health Manager	<input type="checkbox"/>
7.	Review HR procedures for expats to return to Host Country to work	HR Mgr	HR	<input type="checkbox"/>
8.	Review travel restrictions & security status Organise evacuation of ex-pats if possible	Security Manager	Security	<input type="checkbox"/>
9.	Review and respond to legal concerns and issues	HSE, Legal	Legal	<input type="checkbox"/>
10.	Continue to work with government authorities	HSE&Eng	C&EA	<input type="checkbox"/>
11.	Review and update actions of PRP	BST and IMT	Lessons Learned	<input type="checkbox"/>

Safe Suspension

Triggers: <ul style="list-style-type: none"> • Infection is spreading throughout the site • Site cannot maintain services • Transport to/from site is rare • Support Services are unavailable • Production and/or transport is unavailable 		WHO Pandemic Phase 6 Pandemic Phase; increased and sustained transmission in general population NOTICE that the virus may subside and that there may be a new wave of infection later.		
	Action	Accountable	Inputs Required	Status <input checked="" type="checkbox"/>
1.	Continue with BST; or Activation as in Business as Usual – Remote	BST Manager	IMT	<input type="checkbox"/>
2.	Maintain Internal Contacts <ul style="list-style-type: none"> • Executive Support Team • Country Support Teams • Heads of Country; Georgia and Turkey on forward plans 	BST Manager	C&EA	<input type="checkbox"/>
3.	Review status of operations and impact on Value Chain in Azerbaijan, Georgia, and Turkey – include all Customers. Discuss and agree on orderly shutdown <ul style="list-style-type: none"> • Offshore: • Sangachal Terminal: • Pipelines: Gas. Manage gas customers • Pipelines: Oil. Manage oil customers Logistics Supply Base: Liaise with helicopter and supply vessel companies to maintain supplies/ crew change to offshore	Critical Processes and People SPA's		<input type="checkbox"/>
4.	Offshore: initiate procedures for orderly and safe shut down	BST Manager	OIM / Asset & Operations Managers	<input type="checkbox"/>
5.	Sangachal Terminal: initiate procedures for orderly and safe shut down	BST Manager	Terminal / Operations Manager	<input type="checkbox"/>
6.	Pipelines: Gas. Liaise with gas customers to determine their ability to continue to receive gas. Initiate procedures for orderly and safe shut down	BST Manager	Terminal / Operations Manager	<input type="checkbox"/>
7.	Pipelines: Oil. Liaise with customers to determine their ability to continue to receive oil shipments; increased focus on IST for international sales. Initiate procedures for orderly and safe shut down	BST Manager	Terminal / Commercial	<input type="checkbox"/>
8.	Logistics Supply Base. Liaise with helicopter and supply vessel companies to maintain supplies/crew change to offshore for safe suspension of operation.	BST Manager	Logistics Manager	<input type="checkbox"/>

Safe Return to Operations				
Triggers: <ul style="list-style-type: none"> • Site is dis-infected • Transport to/from site is fully operational • Support services have returned to normal • Production and transportation facilities are ready for start-up / ramp-up 		WHO Pandemic is considered over or in long term (more than 2 months) remission.		
	Action	Accountable	Inputs Required	Status <input checked="" type="checkbox"/>
1.	Activate the IMT: <ul style="list-style-type: none"> • A transition team is identified and a plan is effected to safely resume normal operations • All operations are risk assessed and mitigations are in place for orderly start-up 	BST Manager	IMT	<input type="checkbox"/>
2.	Create a team to manage the transition	Incident Com-der	IMT, BCP	<input type="checkbox"/>
3.	Liaise with IT&S, Business Services, HR and other parties to establish the requirements for return to operation: <ul style="list-style-type: none"> • Confirm with IT&S that all systems are operational • Confirm with Business Services that facilities are accessible • Update the staff • Update shareholders, suppliers, government and others 	IMT	Business Services, IT&S, HR, C&EA	<input type="checkbox"/>
4.	Migrate/transfer to normal operations	IMT	Business Services, IT&S	<input type="checkbox"/>
5.	Maintain Internal Contacts <ul style="list-style-type: none"> • Executive Support Team • Country Support Team • Heads of Country; Georgia and Turkey on forward plans 	BST Manager	C&EA	
6.	Review status of operations and impact on Value Chain in Azerbaijan, Georgia, and Turkey – include all Customers : <ul style="list-style-type: none"> • Discuss and agree on orderly Start-up • Logistics Supply Base: Liaise with helicopter and supply vessel companies to maintain supplies / crew change to offshore • Pipelines: Gas. Manage gas customers • Pipelines: Oil. Manage oil customers • Sangachal Terminal 	BST Manager	Logistics/ Terminal/ Pipelines	<input type="checkbox"/>

1.8 Group and AzSPU Pandemic Response Procedures

The following procedures will be worked in conjunction with AzSPU Pandemic Response Plan once the plan is activated:

1. Medical (Please refer to AzSPU Pandemic Preparedness Medical Response Plan AZSPU-HSSE-DOC-00132-2)
2. Human Resources (Please refer to BP Azerbaijan Human Resources – Emergency Procedures AZSPU-HSSE-DOC-00260-2)
3. Communications (Please refer to Media Response Plan AZSPU-HSSE-DOC-00147-2)
4. Security (Please refer to BP Azerbaijan Civil Crisis Plan AZSPU-HSSE-DOC-00276-2)

Legal Issues

Azerbaijan Government Laws on Pandemic – Summary

Under the provisions of the ACG and Shah Deniz Production Sharing Agreements, BP has an obligation to comply with Azerbaijani laws and regulations of general applicability with respect to public health and safety to the extent these laws are no more stringent than international standards and practices outlined in appendix 9 to the PSA. Appendix 9 is silent on health standards and therefore local laws will apply.

The *Labor Code* requires employers to provide safe work environment for all employees and to observe local normative acts prescribing statutory standards on safety. The main principle of providing for safe environment is priority of life and health of employees over the results of production activity.

For purposes of pandemic planning we need to consider the following laws:

- Law on Immuno-Prophylaxis of Infection Diseases
- Law of Health and Safety of the Population
- Law on Sanitary Well-Being

The key provisions are contained in the Law on Sanitary Well-Being which requires all entities, including private companies to provide timely measures on prevention and spread of infectious diseases; in addition, if a threat of spread of an infection disease arises, the Government of Azerbaijan, chief state sanitary doctors within their authority and within the relevant territories and facilities adopt special conditions on work regime, transportation and as necessary provide for disinfection, isolation to prevent, limit and liquidate the consequences of the spread of infection diseases. Furthermore, according to the law, all activities related to quarantine, prophylaxis, hospitalization of infectious diseases is carried out by the relevant health authorities (Ministry of Health, State Sanitary Control Service).

In the event of a Pandemic affecting our facilities, BP will be required to work with the above health authorities to be able to implement the measures in dealing with the pandemic. Pursuant to the Law on Health and Safety of Population, people are free to deny medical care, and provision of health care to protect the workforce against epidemics without individual consent can only be carried as described above, i.e. in cooperation with health authorities. The same will apply to requesting staff to work extra hours, or limiting people's movements, staff being isolated and away from families. We will be able to implement our policies and procedures / work place restrictions provided our measures are agreed with health authorities, because they are responsible for establishing special work conditions.

The primary responsibility for health care management in the event of pandemic remains with Government and established health care providers; and where the Government is not fully able to provide appropriate health care management, BP will attempt to facilitate additional support.

Appendix A4: Oil Sill Response Framework

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 - 2.1 ESCALATION OF RESPONSE
 - 2.2 CONTRACTORS OPERATIONS
- 7 NOTIFICATIONS
 - REPORTING AND NOTIFICATION OF SPILLS
 - TRANS-BOUNDARY ISSUES
 - NOTIFICATION/MOBILISATION OF OSR – TIER 3 CONTRACTOR
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- 9 NOTES ON PROPERTIES AND BEHAVIOR OF HYDROCARBONS
 - 5.1 AZERI, CHIRAG, DWG CRUDE OILS, PIPELINE BLEND AND SD CONDENSATE
 - 5.2 FATE AND BEHAVIOR OF NON CRUDE OILS
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- 10 PROTECTION PRIORITIES, SENSITIVE AREAS
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 - 11.2 OSR ACTIVATION AUTHORISATION FORM

ACRONYMS

BMES	Briggs Marine Environmental Services limited
BP	BP Azerbaijan
BST	AzSPU Business Support Team
BUE	BUE Caspian Ltd
Dk	BP electronic HSE library
ERC	Duty Emergency Response Coordinator
EST	BP Group Executive Support Team
ERP	Emergency Response Plan
ERRV	Emergency Response and Rescue Vessel
ESIA	Environmental and Socio-economic Impact Assessment
EWB	East West Helicopter Ltd
IC	Duty Incident Commander
IMS	Incident Management System
IMT	Incident Management Team
ITOPF	International Tanker Owners Pollution Federation
LSC	Logistics Section Chief
MENR	Ministry of Ecology and Natural Resources of the Azerbaijan Republic
MES	Ministry of Emergency Situations of the Azerbaijan Republic
OC	On -scene Commander
OSR	Oil Spill Response (process)
OSR	Oil Spill Response – (company) Tier 3 Contactor
RCC	Regional Crisis Centre
SOCAR	State Oil Company of the Azerbaijan Republic
SRT	Site Response Team
UNDP	United Nations Development Program

1 Structure and Scope

Structure of BP Oil spill plans.

Recognising that:

- Response to oil spill will vary and will be specific to field/facility/asset
- Incident Management Team (IMT) response procedures / organisation will be common to all BP terminals, offshore facilities / fields and onshore export pipelines

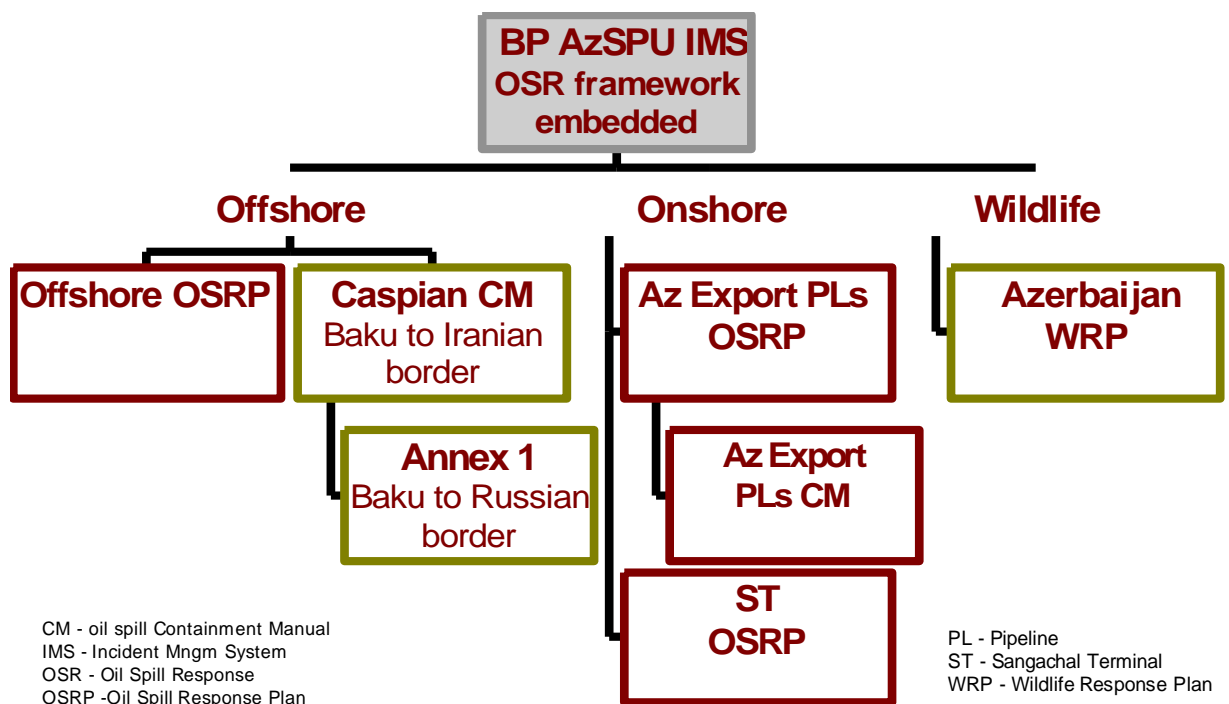
The set of BP Oil Spill Response Plans have been structured in two levels:

- A facility/assets specific plans covering initial actions also containing specific risk, fate of oil and environmental sensitivity information
- Oil Spill Response Framework - covering BP generic Incident Management Team actions for hydrocarbon spills of a Tier 2/3 level (this document).

The Framework document is not designed to be a reference for OSR techniques and do not duplicate common IMS processes, such as organisation structures, roles and responsibilities, mobilisation and notification, contact database, etc.

HARD COPIES OF ALL DOCUMENTS, THIS FRAMEWORK DOCUMENT REFERS TO, ARE AVAILABLE IN BAKU INCIDENT MANAGEMENT CENTRE

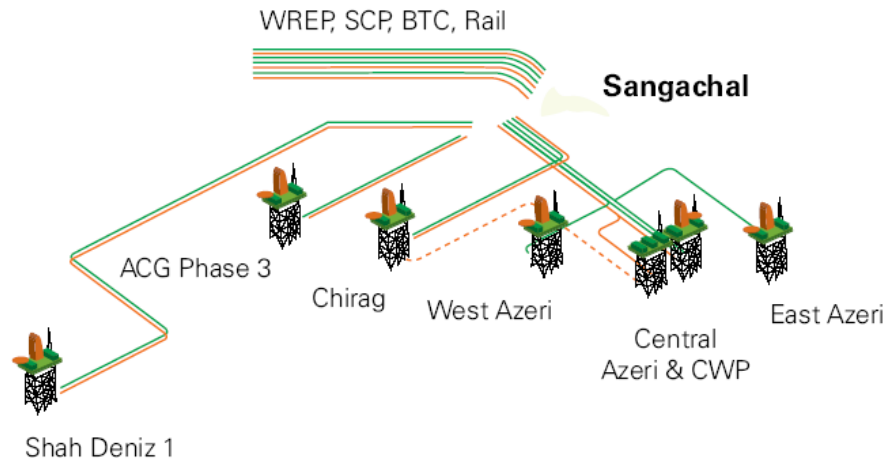
Figure A – AzSPU OSR contingency documentation structure (for Azerbaijan).



Scope of the document

- All production and exploration offshore platforms and rigs within the ACG and SD fields.

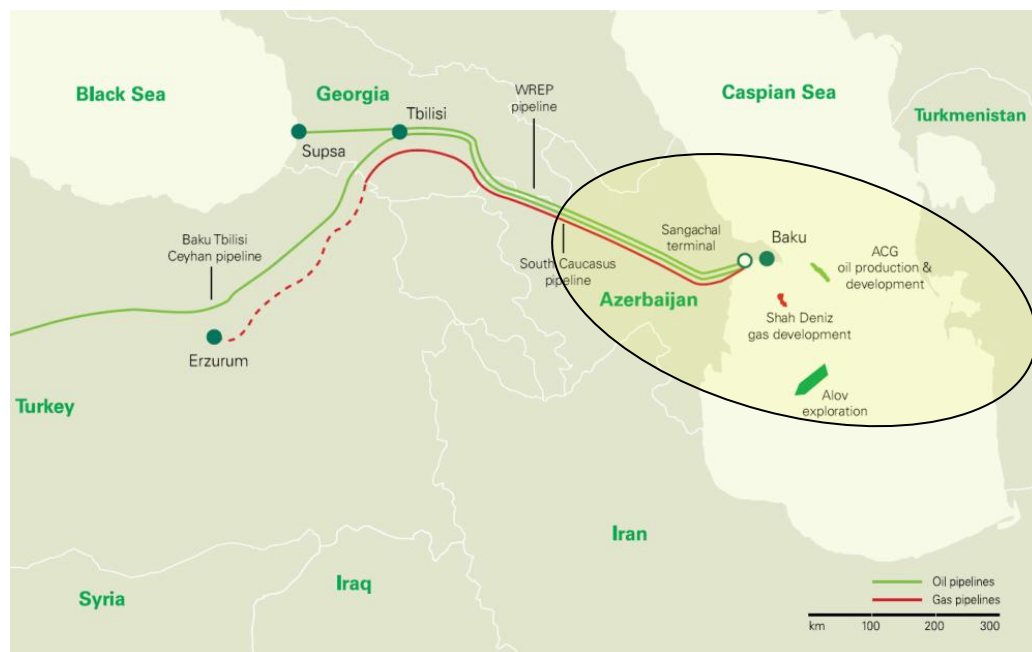
- In-field sub sea pipelines
- 24" oil pipeline from Chirag, 30" oil pipelines from Azeri and 22' pipeline from SD¹
- Marine maintenance, repair, survey and supply traffic in field.
- Sangachal Terminal
- BTC
- WREP



This coverage can be further illustrated in Figure B overleaf

Note – spills can be part of a wider emergency such as a fire or explosion. Safety of life always takes priority. When the oil spill forms part of a wider emergency other emergency plans will take precedent over this document.

Figure B - Geographic scope of the OSR framework document



2 AzSPU tiered response concept in practical terms

Escalation of response

BP has adopted the internationally recognised Tiered response concept to oil spill response which gives BP the means to escalate their response in line with the level of spill complexity.

Tier 1 (Minor Spill)

Tier 1 spills are defined as small operational spills that can be handled by on-site personnel immediately. Tier 1 spills can result from normal operations such as well control problems, refuelling and pig launching and receiving, valve and flange leaks, and routine operation and maintenance activities. In most cases, the response will be to clean up using on site resources or monitor the spill with a view to it dispersing naturally.

Tier 2 spill (Major Spills)

Tier 2 spills are defined as spills that require additional local (in-country) resources and manpower. Tier 2 spills are likely to result from large fuel losses, loading hose failure or small to medium pipe failures (hole size up to 50 mm). The site response team will carry out cleanup, aided by the dedicated Tier 2 oil spill contractor.

Tier 3 spill (Crisis Event)

Tier 3 spills are usually very large, possibly ongoing spills, which will require additional resources from outside the country of spill origin. Such spills are very rare and would only occur through events such as a well blow-out, full diameter pipe rupture, or an uncontrolled tank failure. This will involve Business Support Team and likely Group Executive Support Team (EST). All available spill contractors (from within and outside Azerbaijan) would carry out the physical response.

In general terms tiered response concept is not based on volumes of spilt oil, but consequences.

For **BTC** pipeline *planning* volumes for each tier have been established based on environmental risks associated with different pipeline failure modes.

Tier corresponding planning volumes are summarized below:

Tier 1	≈ 2 m ³ (2000 litres)
Tier 2 (pipeline hole ≤50 mm)	≈ 2268 m ³ (1928 tonnes)
Tier 3 (full-bore rupture)	≈ 22,000 m ³ (18,700 tonnes).

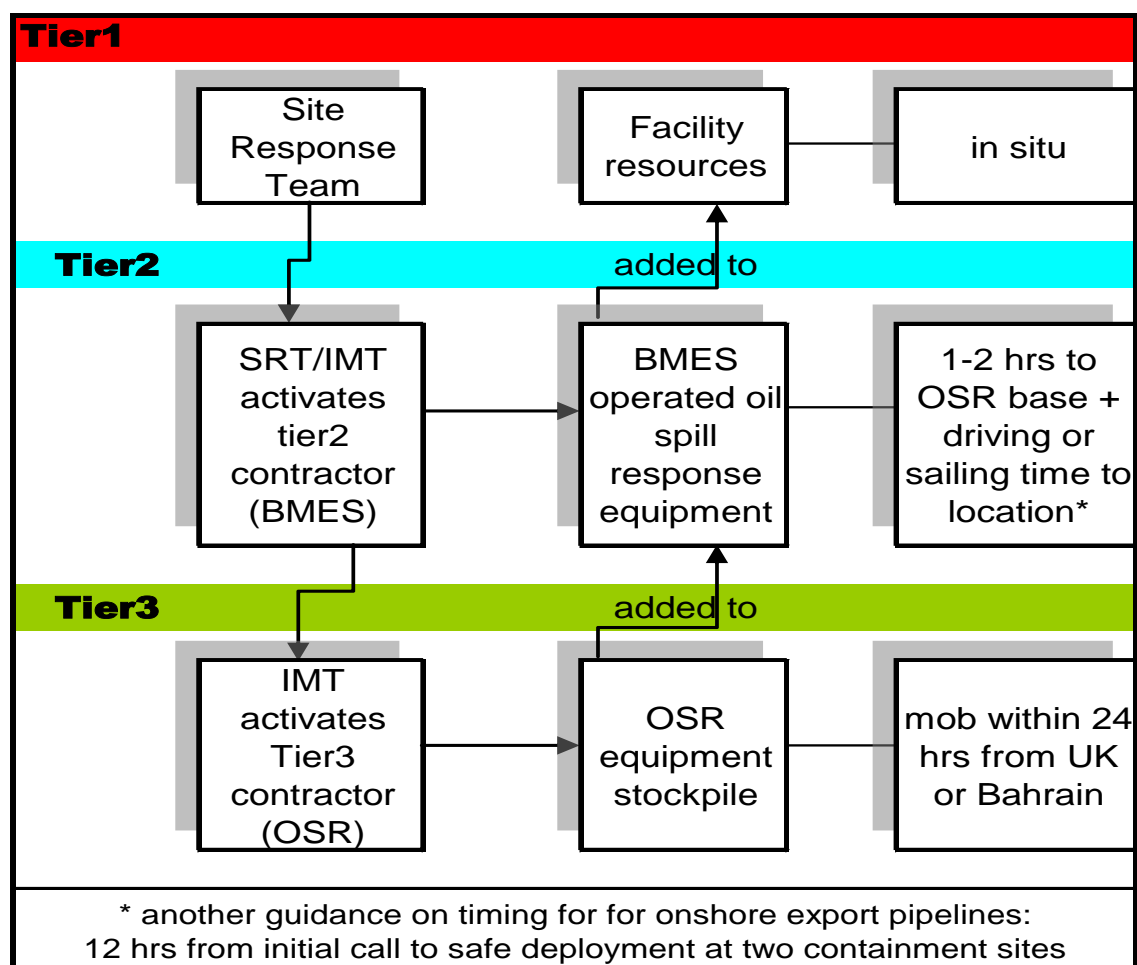
For **subsea** pipelines *planning* volume for tier 3 event (worst case scenario - full-bore rupture of the Phase-2 Oil Pipeline at sea depth of 10m at flow rate of 350,000 bbls/day) is sudden release of 1,000 barrels of oil followed by lower rate discharge for several days. The total release is estimated to be ≈ 108,485bbls or ≈ 17,247m³.

For **offshore blow-out** *planning* volume is for unconstrained blow out rate which is closer to 50mbd. Most likely maximum would be a ≈ 35mbd or ≈ 5,560 m³/day

It is important to recognize that in actual practice, the Tier of spill will be determined by incident-specific parameters and may differ from these *planning* volumes

The following figure overleaf shows graphically the escalation of a response and the availability of additional resources to assist in the response.

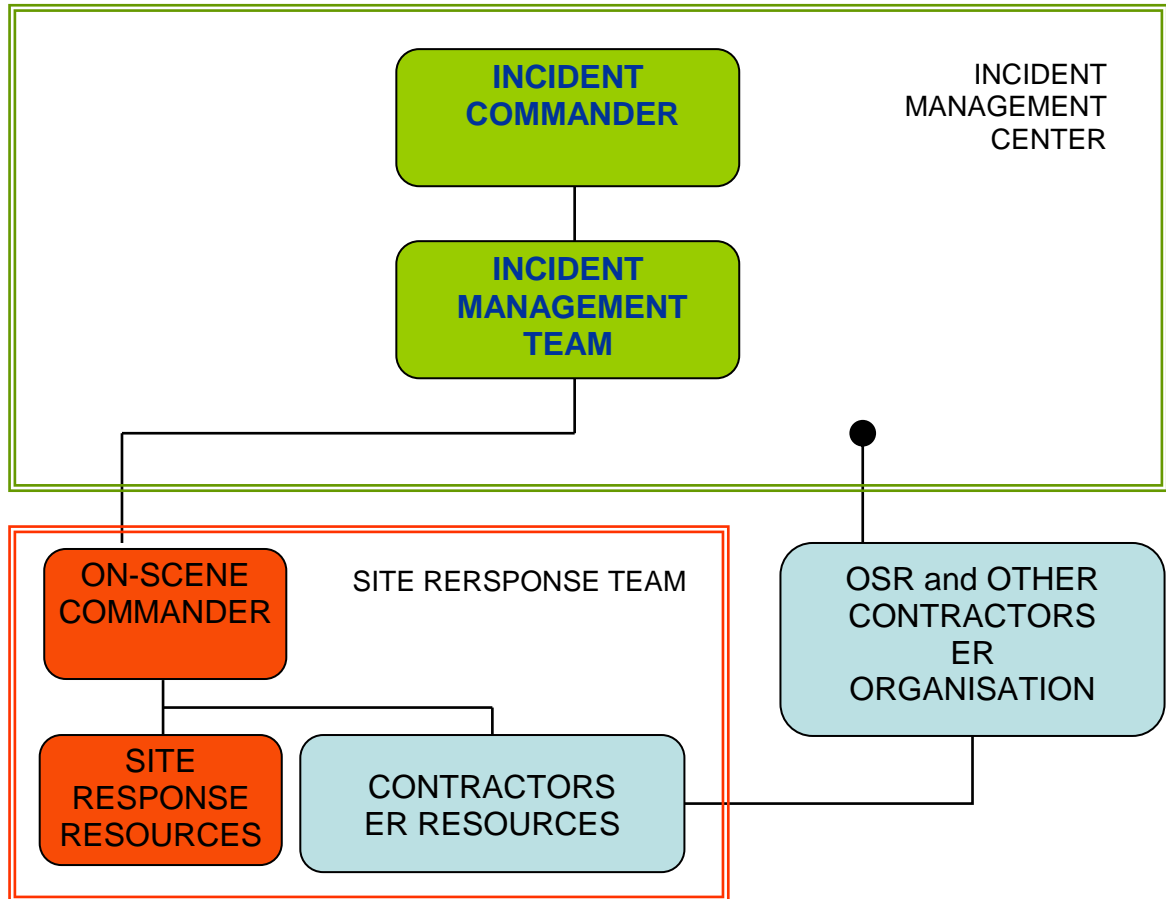
Figure C - Escalation of response diagram



Contractors operations

For contractors operations a “bridging document” describes the relationships with respect to emergency operations. For oil spill response BP provides complete access of its response resources to contractors and will manage any response on behalf of contractors if designated in the interface document. When drilling contractors are operating on a field on behalf of BP then they will follow a BP facility specific plan. Figure E shows how the spill response resources (e.g. Tier 2 & 3 contractors) fit into that structure.

Figure D - Contractors resources integrated into BP response organization



OSR task may be one of the number of tasks are being carrying on scene. Whatever a number of tasks is, **once at scene, OSR contractors' resources, even if mobilised through IMT, become an integral part of SRT and report** (OSR contractors' site supervisors inclusive) **to On Scene Commander**

OSR contractor has responsibility, if there is a need, to fulfil the BP requirements for specialist members for the IMT.

Note that where BP has responsibility or where employees or assets of BP are involved BP maintains the control of the incident irrespective of tier of the event.

OSR contractor shall ensure that no independent actions are taken by subcontractors that may be in conflict with the ongoing response activity without first informing and obtaining the consent of the BP Incident Commander (from On Scene Commander, if at site or field)

3 Notifications

When the spill forms part of a wider emergency other emergency plans will take precedent over the spill response plan. Notifications should be carried out as per common IMS procedure.

Reporting and notification of spills

A spill is defined as an accidental or unplanned loss of primary containment from a BP or contractor operation, irrespective of any secondary containment or recovery.

The reporting process described in 'Azerbaijan SPU Internal & External Material Release Reporting & Notification Procedure', document No AZSPU-HSSE-DOC-00075-2, which is a guidance for conducting BP internal and external agency material release reporting at Azerbaijan SPU sites in order to meet internal (BP Group) and external compliance obligations.

The figure overleaf represents the notification flow diagram

A Group Major Incident, if it meets the criteria for a Major Incident or a HiPo Incident, namely:

- Spill of more than 100 barrels, or less if it at a sensitive location (1 barrel = 159 litres = 42 US gallons, ~ 0,135 ton)

should be reported ASAP, but at most within 24 hrs to the group's appropriate distribution¹

Notifications of the state agencies, NGOs and communities are carried out by the IMT Liaison Section Chief, but are still the responsibility of the IMT Incident Commander.

Any chemical spill should be reported using the same procedure as a spill.

Trans-boundary issues

BP Azerbaijan is responsible for providing overall co-ordination of the response to a spillage from the BP Azerbaijan operated or contracted facilities both onshore and offshore within the boundaries of Azerbaijan. There is a remote, but feasible risk of a spillage impacting outside the boundaries of Azerbaijan; this is referred to as a trans-boundary impact.

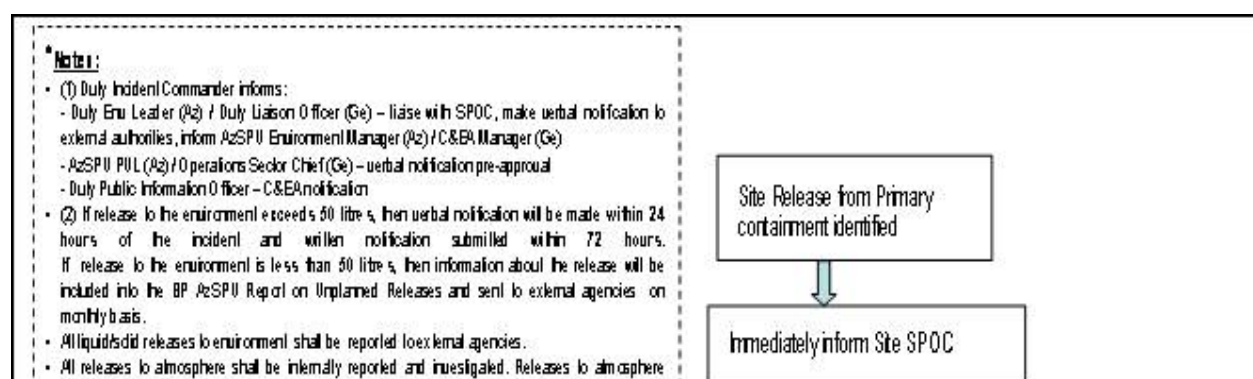
In case of potential/actual trans-boundary spill Azerbaijan government takes responsibility of trans-boundary notifications.

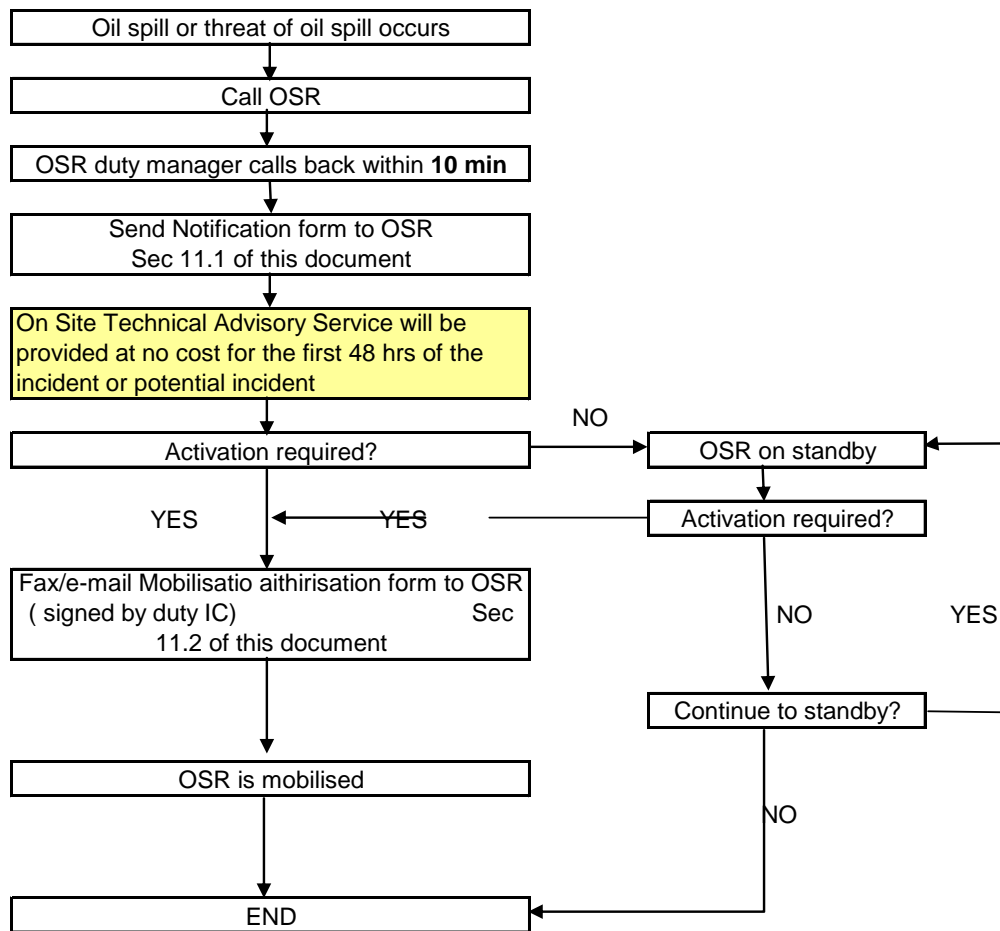
At present, In the event of a trans-boundary spill, BP will notify the MES and MENR and consult with them on the best strategy to use. The standard IMS notification procedure will be used as per the above

It is expected the trans-boundary issue will be covered in National OSRP, which is now under development.

¹ Reporting of MIAs and HIPOs is a line responsibility and is not carried out via IMT

Figure E - Notification flow diagram 1



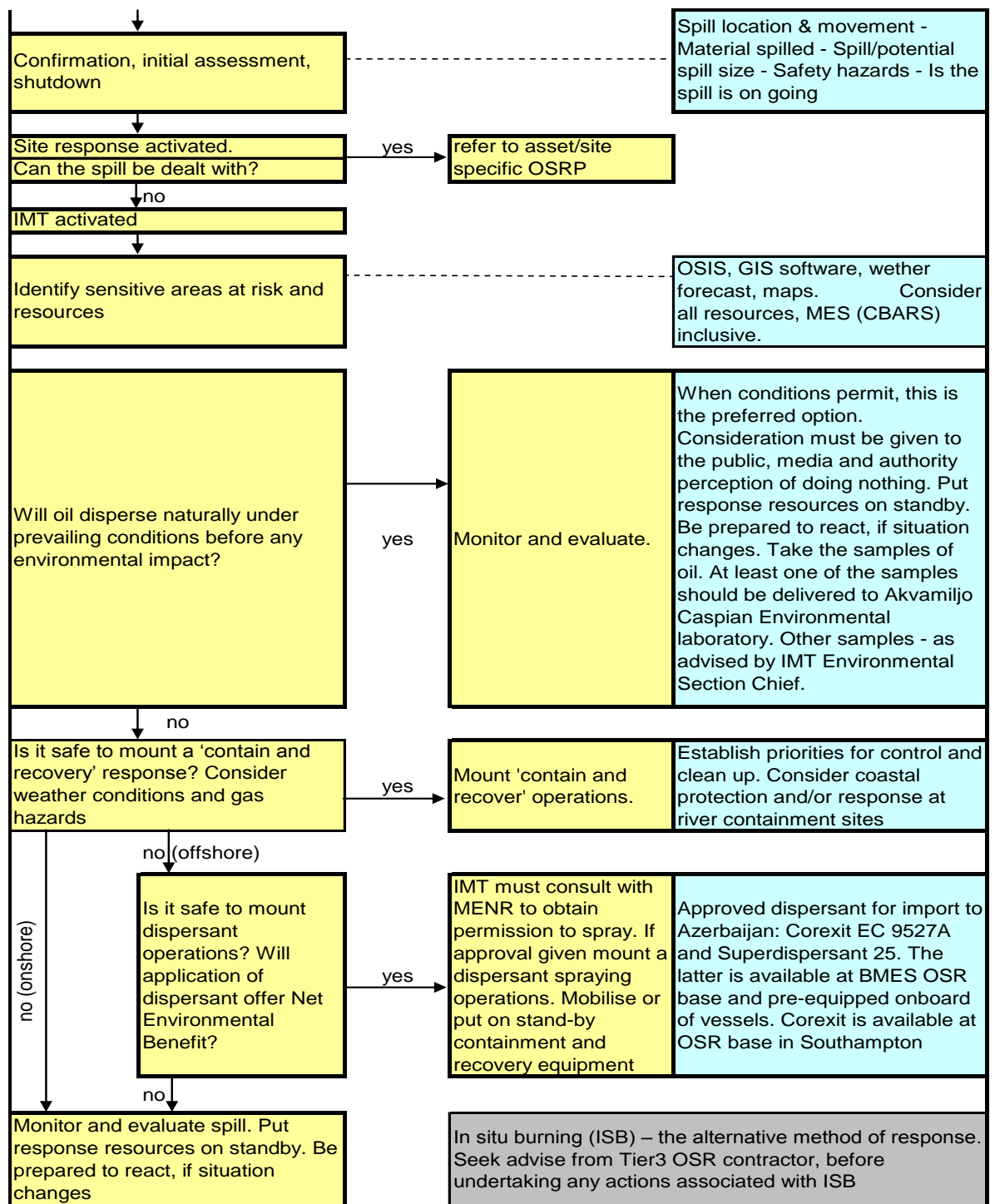
Notification/mobilization of OSR – tier 3 contractor**Figure F – OSR notification and mobilisation flow diagram****Notes**

- Only the Duty Incident Commander can **MOBILISE** the services of Oil Spill Response. However, anyone in the Incident Management Team can **NOTIFY** Oil Spill Response.
- There is a procedure facilitating trans-boundary movement of equipment in case of emergency titled *"Instructions on Customs Legalization of Goods Carried through the Customs Frontier of the Azerbaijan Republic in connection with Elimination of Consequences of Extraordinary Situations on Export Pipelines"* and approved by the order of the State Customs Committee. For the full text of the document refer to *OSRP back up* folder located in IMT library, Incident Control Centre.

4 Response Selection Guidelines

The following tables give guidance that will assist in choosing a response strategy

Figure G - Strategy decision making flow diagram



Note! – Approval must be sought from MENR by IMT prior to any spraying and ISB operations

5 Notes on properties and behavior of hydrocarbons

Azeri, Chirag, DWG crude oils, Pipeline blend and SD condensate

Azeri crude
<p>Laboratory investigations suggests that a spill of Azeri crude will more than treble in volume as a result of emulsification despite evaporation of up to 26% of the spilt oil, and will form viscous emulsions. Summer spills will also more than treble in volume but the resulting emulsion is much softer. The behaviour modelling of Azeri crude with OSIS indicated that it is likely to persist for long periods of time at sea.</p> <p>In summary, Azeri crude forms a stable viscous emulsion that is likely to persist at sea for long periods of time especially at low temperatures (6°C). In summer conditions (27°C) the oil is less viscous and consequently less persistent.</p>
Chirag crude
<p>Modelling indicates the oil is amenable to dispersion for up to 48 hours under conditions in the summer temperature range. The same modelling also shows that under winter conditions dispersant is unlikely to be effective after 1 hour in medium wind conditions. The water/oil emulsion reaches the optimum viscosity for efficient mechanical recovery after only several hours weathering, except under low/medium wind speeds. During winter conditions of stable emulsion disc skimmers are unlikely to be effective, as the oil will be too viscous.</p> <p>The general indications are that the oil will disperse in summer conditions except under calm conditions. Current knowledge of wind tendencies indicates that calm conditions are short lived. In winter the oil is likely to be highly persistent for a long period.</p>
Shah Daniz condensate
<p>Laboratory Analysis indicates that Shah Daniz Condensate will not easily emulsify. This will only happen at low temperatures and high energy conditions. Even then, the emulsifications will be loose, unstable and will break down easily. During summer conditions, the condensate will not emulsify. The condensate will also loose as much as 58% of its volume due to evaporation.</p> <p>The Behaviour modelling of the condensate with OSIS indicated that is unlikely to persist for long periods at sea.</p>
DWG crude
<p>Laboratory investigations on DWG Caspian crude oil suggest that it will lose approximately 18% by volume within the first few hours of a spill and a total of 34% after 24-48 hours. This loss in volume will be offset by an approximate three-fold increase in volume as a result of emulsification. The oil is expected to form dark brown slightly unstable emulsions in the early stages of weathering, and light brown more stable emulsions after being subject to heavier weathering. Once emulsified, the oil has a maximum water content of 72%.</p> <p>In winter conditions the crude oil and the resulting residues from a spill are fairly persistent, particularly at low wind speeds of 2-5 m s⁻¹ where the oil is predicted to remain for up to 13-18 days. At higher wind speeds of 10-20 m s⁻¹ the oil is predicted to be less persistent and may last for 4-6 days. In summer conditions the model suggests that the oil is slightly less persistent at low wind speeds of 2-5 m s⁻¹ predicting that the oil may last for approximately 11-16 days. At higher wind speeds the models prediction is that the oil may also be less persistent in summer conditions, lasting approximately 3-5 days.</p>
Onshore Pipeline blend
<p>There are three main types of crude oil; Azeri, Chirag, and Gunashi, as well as small quantities of other crude oils from the region, transported through the WREP / BTC pipeline systems. Azeri crude has been used to typify the behaviour of spilled oil.</p> <p>Azeri crude is relatively waxy and may exhibit a wide range of viscosities depending on environmental conditions and how the oil has been transportation through the system. When the oil is fresh, and contained in the pipeline system Azeri crude behaves as a light to medium crude oil however, the volatile components of the oil will rapidly evaporate if spilled. The oil may also emulsify and this emulsification will increase its viscosity and thus may present recovery and waste disposal challenges. High viscosity, and the tendency to solidify, also reduces or eliminates the probability of spilled oil penetrating into sediments</p>

Fate and behavior of non crude oils

Type of spillage	Fate of oil
Petroleum Spirit	Total evaporation can be expected. Safety hazard. Classified as non-persistent. Highly toxic
Diesel Fuel	Rapid spreading and up to 5 % evaporation. May emulsify and increase viscosity. Will disperse naturally with strong mixing energy. Classified as non-persistent. Toxic
Hydraulic Oil	Minimal evaporation. May emulsify and increase viscosity but any emulsion will be unstable Will disperse naturally with strong mixing energy. Slow to biodegrade, low toxicity.
Lubricating Oil	Minimal evaporation. May emulsify and increase viscosity but any emulsion will be unstable. Will disperse naturally with strong mixing energy. Low toxicity
Synthetic Oil	Rapid spreading and up to 10 % evaporation. Discoloration of the sea surface. May emulsify and increase viscosity but any emulsion will be unstable. Will disperse naturally with strong mixing energy. Will biodegrade readily. Low toxicity
Synthetic and oil based mud	Will sink, and give off sheens of oil. Localised smothering of seabed communities. Will readily biodegrade. Low toxicity
Drag Reducing Agent (DRA)	DRA will be injected into the BTC pipeline in concentrations typically up to 15 parts per million (ppm), which is equivalent to approximately half a teaspoon of DRA in a barrel of oil. Significantly less toxic than crude oil and typical oilfield chemicals As the DRA is primarily a hydrocarbon, any response to a spill of DRA will be treated as if responding to an oil spill.

Fate and trajectory modeling

Fate and trajectory studies with Azeri crude and Shah Deniz Condensate produced the results indicated in the table below. These results are regarded as worst case conditions: a release of $4,770 \text{ m}^3 \text{ day}^{-1}$ over 42 days and a 10 ms^{-1} (20 knots) continual onshore wind. Azeri crude was used as it is more persistent oil than Chirag crude; and for Shah Deniz $53,000 \text{ m}^3$ for a period of ten days free flow.

10 ms ⁻¹ wind towards	Time to initial beaching	Volumes			
		Azeri crude released	Beached emulsion	Shah Deniz Condensate	Beached Condensate
Apsheron Peninsula	72 hours (3 days)	200,340 m ³	650,000 m ³	32, 882	3,536
Turkmenistan (Krasnovodskiy Bay)	87 hours (3.6 days)	200,340 m ³	710,000 m ³	—	—
IR Iran (Sefid Rud river mouth)	203 hours (8.5 days)	200,340 m ³	400,000 m ³	—	—

Table: Results from fate and trajectory modelling studies for offshore blow-out
For oil slick trajectory maps refer to 2003 BMT Cordah study (figures 2, 4a and 5a respectively).
Located at IMT library in 'OSRP back up' folder
For **Phase 3 platform facilities**: Summary of the deterministic model results for a blow-out

Model volumes		Location of beaching	
Aspheron peninsula		Turkmenistan	Iran
Summer conditions:			
Time to initial beaching	59 hrs	90 hrs	185 hrs
Beached Volume (over 1008 hours)	381,330 m ³	339,339 m ³	162,418 m ³
Total Volume	595,729 m ³	564,371 m ³	405,390 m ³
Winter conditions:			

Time to initial beaching	56 hrs	90 hrs	185 hrs
Beached Volume (over 1008 hours)	498,497 m ³	419,499 m ³	270,406 m ³
Total Volume¹	699,915 m ³	640,367 m ³	528,963 m ³

¹ Representing the extrapolated volumes after 1,008 hours, the largest volume of oil occurring during the spill scenario.

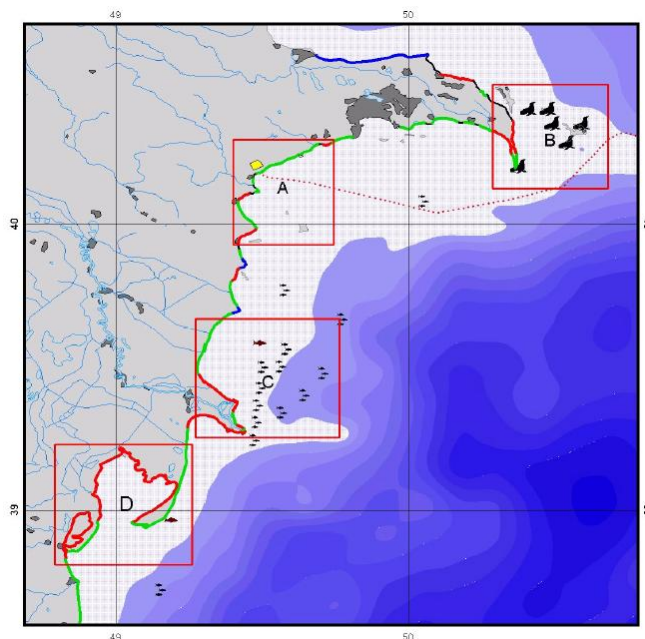
From Table it is evident that while a blow out occurring at any time could result in the beaching of substantial quantities of oil, a blow out in winter would be most damaging if left to disperse without implementing any response measures.

6 Protection Priorities, Sensitive areas

Offshore/Sangachal – Shoreline

In the event of a spill along the coastal zone of the Sangachal Terminal / pipeline route, the following areas have been identified as the most sensitive:

Figure H - shoreline sensitive areas



Area A is the area in the vicinity of the landfall at Sangachal. The area has a high probability of contamination from a pipeline leak and rupture. The entire area has water depths less than 10 m, and seagrass communities are observed within the area. In addition, seabirds are distributed in these nearshore waters throughout the year. Area A also includes the Pirsagat Islands, which are important for birds.

Area B includes the eastern part of the Absheron peninsula, Shakhdilli Spit and islands. This area has a high probability of oil contamination from a pipeline leak or rupture. It also has a high probability of oil from an offshore blowout in the winter season. Caspian seals are frequent in this area in summer. The area also contains shoreline of high sensitivity.

Area C includes the Kura River delta. This area is within the area of influence from an offshore blowout in the winter season. The area is important for fisheries, is a nursing ground for juvenile sturgeons, and also has high density of seabirds throughout the year. A significant part of the shoreline in this area is of high sensitivity.

Area D includes the Kyzyl-Agach Bay. It is designated a risk area since it is a Ramsar site 1 and state reserve, containing bird populations of global significance. This, combined with a high sensitivity shoreline ranks this area as extremely vulnerable.

Note – when considering any clean-up strategy, reference should be made to the following tools:

- Coastal Protection Strategy - (Baku - Iranian border) AZSPU-HSSE-DOC-00077-2
 - Annex 1. Coastal Protection Strategy – (Baku - Russian border)
- OSIS (Oil Spill Information System) software

Sensitive sites potentially vulnerable to a trans-boundary oil spill incident

Area	Sensitivity
Azerbaijan	
Kyzyl-Agach region (Kyzyl-Agach Bay, Kura spit and Kura River Delta)	Ramsar site1 and State reserve. Supports significant bird populations year round and is an important nearshore fish feeding ground. Oil spill clean-up operations likely to cause significant damage.
	Kura River Delta is an important site for wintering and migratory wader s, some of which are of global conservation importance
Shakdilli Spit, Yuznaya Kosa Cape on Zhiloy Island and the Dardanelli Reef System around the Absheron Peninsula	Main haul-out sites for the Caspian Seal. Highest numbers of seals are present at these locations in spring
Shirvan area	State reserve. Some bird species of global importance. Although inland, birds may fly to the coast to feed.
Islands of Garasu and Gliniyaniy	The offshore islands support large numbers of breeding seabirds
The coastline from Primorsk to the Kura Delta	Important fishing area
Coastline and coastal waters of the Absheron Peninsula south to Kyzyl-Agach	Seagrass communities- important fish feeding and nursery areas.
Iran	
Miankaleh Peninsula, Gorgan Bay and Lapoo-Zaghmarz Ab-bandan	Ramsar site1 and state reserve.
Anzali Mordab (Talab) complex	Ramsar site1 and state reserve.
Bandar Kiashahr Lagoon and mouth of Sefid Rad	Ramsar site1 and state reserve.
Amirkelayeh Lake	Ramsar site1 and state reserve. Although inland, birds may fly to the coast to feed.
Turkmenistan	
Krasnovodsk & North-Cheleken Bays	Ramsar site1 and State Nature Reserve (Zapovednik). The site is a very important staging and wintering area for migratory waterbirds. Also supports a limited commercial fishery.

Onshore Export Pipelines

Sites or areas of particular importance for nature conservation are designated as protected areas. There are a number of different levels of protection, ranging from the Nature Reserve (where no public access is allowed) through Hunting Areas (where licensed hunting is possible) to the protection of individual trees and paleontological sites. Several of the Protected Areas have been assigned a Management Category by IUCN (1994).

Six Protected Areas and 4 proposed Protected Areas are within 10 km of the pipeline corridor. However there are four of particular concern and these are identified below:

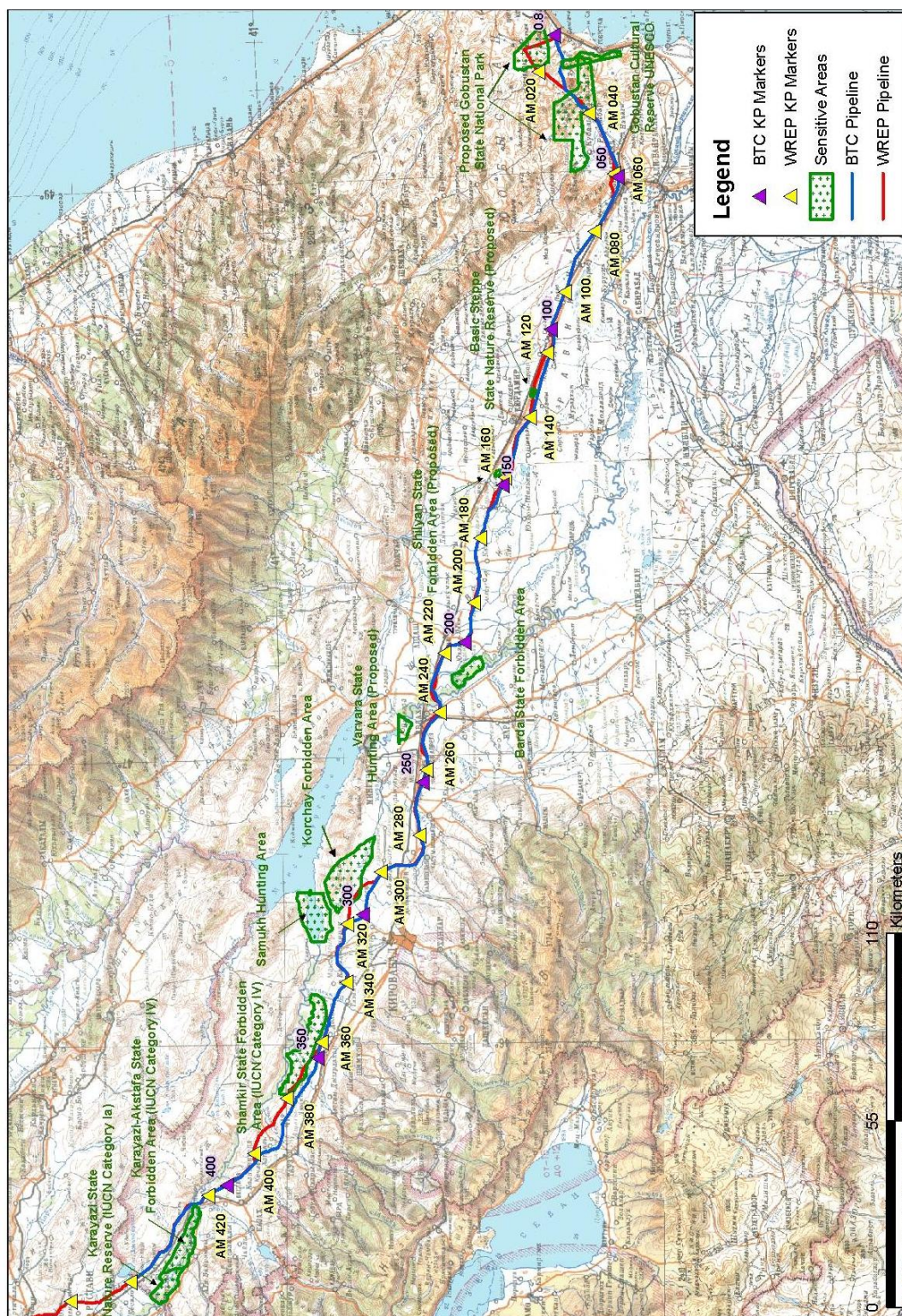
Area	Description
The Barda State Forbidden Area	directly downstream from the Kura East River crossing. This State Forbidden Area comprises 7,500 ha of Tugay river forest in the Barda/Agdas Regions
The Karayazi Reserve*	downstream of the Kurudera River crossing and comprises 17,873 ha of Tugay river forest in the Kazakh Region;
The Samukh State Hunting Area	covers 40,424 ha of primarily wetland habitats and includes part of the Mingechaivr Reservoir
Gobustan State National Park	which is under UNDP, is of particular importance due to the presence of mugwort and other desert plant communities.

Notes

- The Special Response Plan (SRP) for the Karayazi aquifer details additional protection strategies for the area between KP 411-443 (Azerbaijan Exports Pipelines OSRP AzSPU-HSSE-DOC-00031-5, Appendix 3 – Karayazi SRP)
- When considering any clean -up strategy, reference should be made to the following tools:
 - AZSPU-HSSE-DOC-00126-4 Azerbaijan Export Pipelines Oil Spill Containment Site Manual
 - AGT Map Viewer software (web-based GIS interactive maps)
- More detailed information can be found in Azerbaijan Exports Pipelines OSRP AzSPU-HSSE-DOC-00031-5, Appendix 2 – Environmental sensitivities)

Locations of environmental sensitive areas are summarized in the figure overleaf

Figure I – Onshore pipelines route environmental sensitive areas



7 Waste Management

Guidance on waste management issues can be obtained from the following documents - AzSPU Waste management strategy AZSPU-HSSE-DOC-00068-2, AzSPU Approved Waste Management Contractors AZSPU-HSSE-DOC-00069-2 and AzSPU Waste Stream Register AZSPU-HSSE-DOC-00084-2. These documents form the basis for the AzSPU Waste management strategy and guiding principles for the treatment and disposal of all AzSPU waste streams, regardless of their source.

Waste management after an oil recovery/clean-up process can potentially create logistical difficulties and can frustrate the entire operation by causing bottlenecks (e.g. the need to switch off skimmers in the event of insufficient transport or storage capacity may limit the rate at which oil can

be recovered). The following guiding principles should be followed to ensure an effective waste management process:

- Wherever practicable, it is best to treat and dispose of wastes at the point of generation or as close as possible i.e. employ the proximity principle.
- Segregate wastes and label at source. As per procedure, unidentified wastes should be quarantined until it can be properly identified (by inspection or analysis).

Waste management matrix

Recovery Area	Recovery system(s)	Temporary storage area & resource	Waste Stream					
			Oily Liquids		Oily Solids			
			Emulsified	Non emulsified	Biodegradable debris	Non-biodegradable debris	Sand	Pebbles
At sea	Single ship system	Barges, pillow tanks, offloaded at port into skips and trucks.	✓✓	✓✓	✓	✓	✗	✗
Shoreline	Vacuum truck, oleophilic & mechanical skimmers, manual labour, adsorbent material.	Heavy-duty plastic bags, skips, lined pits.	✓✓✓	✓	✓✓*	✓*	✓✓	✓
Inland	Gully sucker, oleophilic & mechanical skimmers, manual labour, adsorbent material.	Heavy duty plastic bags, skips, lined pits.	✗	✓✓	✓✓	✓	✓✓	✓✓

Waste Management Method (in order of preference):	Emulsified	Non emulsified	Biodegradable debris	Non-biodegradable debris	Sand	Pebbles
	Separation And:	Separation And:	Biodegradation And/or:	Land fill And / or:	Biodegradation And / or:	Land fill
	Processing	Processing	Land fill	Incineration	Incineration	
				Stabilisation		

✓✓✓ Relatively large amounts of waste produced
 ✓ Relatively low amounts of waste produced

✓✓ Relatively moderate amounts of waste produced

✗ Negligible amounts of waste produced

* Endeavour to remove debris from identified areas of coastline before oil impacts shoreline. This will severely reduce waste volumes.

8 Dealing with oiled wildlife

Levels of wildlife response

The Azerbaijan Wildlife Response Plan **AZSPU-HSSE-DOC-00090-2** will be implemented if there is an impact or a potential for wildlife to become oiled during a spill incident. Please refer to the WRP in any such instances (hard copy available in IMT room)

It has been agreed that the Environment Section Chief, acting on behalf of the Incident Commander (IC) will determine the potential severity of the incident and will arrange for notification depending on the anticipated level of a wildlife response.

Specific levels of a wildlife response have been determined and this is based on the likely numbers of animals affected and the following:

- The need for expert and experienced personnel from outside Azerbaijan to support, coach and advise local personnel for any level of wildlife response.
- It is feasible that a relatively small volume of spilled oil could lead to a significant number of oiled wildlife if circumstances were unfavourable.

There are three levels of wildlife response activation:

- **Wildlife Level 1:** Involves those incidents likely to lead to 10* or fewer oiled animals needing rehabilitation. It is anticipated that this level of response will be dealt with by a local veterinarian and depending on the conservational value of the oiled animals, may involve euthanization. Additional resources from overseas may be mobilized.
- **Wildlife Level 2:** Involves those incidents likely to lead to 10-20* animals needing rehabilitation. The Wildlife Branch (an international animal welfare organization that BP can call on for guidance and support) will be activated and overseas expertise mobilized to lead response (1 person), with assistance from local personnel. Additional support is available from the wildlife response capacity established by BP within Georgia.

- **Wildlife Level 3:** Involves incidents likely to lead to greater than 20* oiled animals needing rehabilitation. The Wildlife Branch will be activated and overseas expertise mobilized to lead response (3 persons). Additional support is available from the wildlife response capacity established by BP within Georgia, however additional resources from overseas may be mobilized.

This number is for guidance only and the need to escalate to a higher level will be based on incident specific factors including the type of oil, the severity of oiling on individual animals and the species involved.

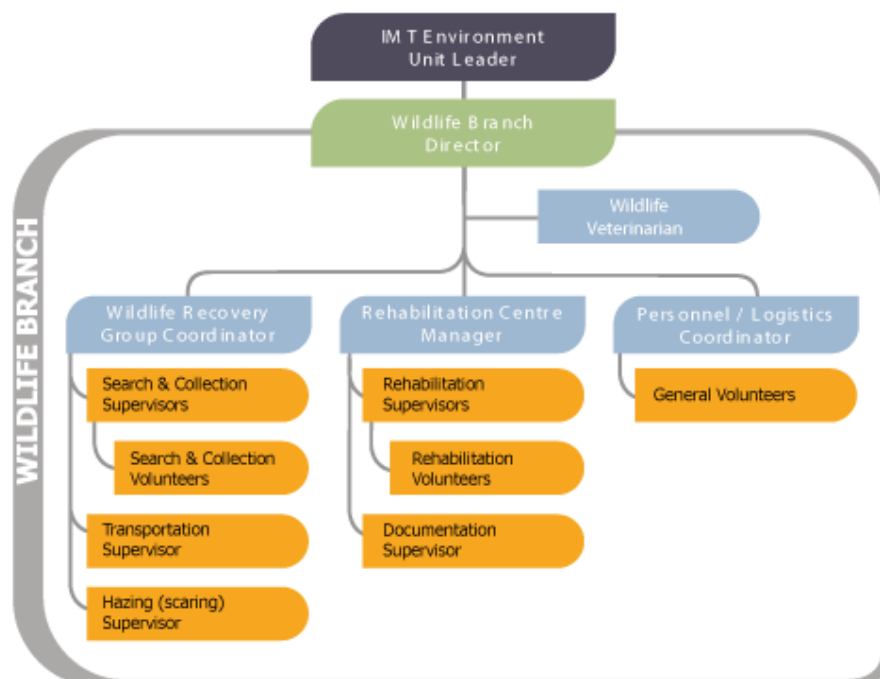
Wildlife branch

The Wildlife Branch has the functional responsibility for all aspects of oiled wildlife response operations and incorporates:

- Reconnaissance, search and collection
- Protection strategies
- Oiled wildlife capture
- Cleaning and rehabilitation facilities
- Release and monitoring
- Collection and documentation of dead oiled wildlife
- Reporting to the IMT

Overall objectives and priorities for the Wildlife Branch are agreed within the IMT, with inputs and advice from the Wildlife Branch Director, the Environmental Section Chief and the Ministry of Environment and Natural Resources (MENR).

Figure J - Wildlife response organization



9 Logistical Support

Logistics support is an integral part of successful response operations and will be coordinated by IMT duty Logistics Section Chief (LSC). LSC is responsible for obtaining the personnel, equipment, materials, and supplies needed to mount and sustain incident response operations, and for providing the services necessary to ensure incident response operations are carried out in a safe and efficient fashion. (AZSPU-HSSE-DOC-00087-2, Section 5.2.4).

Depending on the size and extent of a spill, logistics support could range from simply notifying the Tier2 OSR Contractor to securing the Tier3 resources

Please refer to Azerbaijan IMT OSR resources guide **AZSPU-HSSE-DOC-00104-2**. The guide provides information under following titles:

- Oil Spill Response Equipment
- Catering Services Providers
- Sheltering
- Heavy Equipment
- Waste Management
- PSCM Tags, OSR and Wildlife Response Consultants
- Helicopters
- Vessels
- Medical Resources
- Local Authorities

10 Attachment - MENR and SOCAR Verbal Notification form

Material Release / Spill Verbal Notification Log followed by the letter to MENR and other groups

Report No. (As recorded in Material Release/Spill Notification Log) Filled by CHSE Env. Team			
Incident date and time:			
Description:		To include (if confirmed); cause of release, material released, an approximate indication of volume and status (e.g. contained).	
Location:		Name of Asset/Facility and stating if the spill is to water or land.	
Mitigation measures:		Describe the actions taken thus far.	
Actions planned:		Including next communication/reporting to regulator.	
Spill Review (Y/N):		Justification to be provided if not.	
Company contact:		Contact name provided in correspondence with the regulator	
Title	Date	Signature	
PU/Asset Manager			
CHSE AzSPU Environmental Manager			
Legal Advisor			
HSE Director or delegate			
Amendments/additional information provided:		To include amended/additional information provided to the regulator(s) following completion of the incident investigation report (if applicable) e.g. volume of unrecovered material, preventative actions etc.	
Notification status			
Date & Time	Notifier Name/Position	Who should be notified	Contact phones:
		Director of the Department for Environment Protection, MENR	439 67 87/ 438 71 81/ 050 327 18 19
		Head of CCEMA, MENR	4716047 / 471 39 01
		Expert of Foreign Investment Department, SOCAR	4925093/ 050 3435411
		SOCAR HSE Manager	4921130 / 0503209418

11 Attachment - OSR Notification and Activation Forms

11.1 Notification form

Notification form (page 1 of 2)

WARNING! Ensure telephone contact has been established with the Duty Manger before using e-mail and fax communications. Telephone: Southampton: +44 (0)23 8033 1551		
To:	Southampton Duty Manger	Name of Duty Manager:
E-mail of Duty Manager		Date
Southampton Emergency	+ 44 (0) 23 8072 4314	
fax:		
From		Position:
Company		Contact Number
Subject		Incident Name:
Obligatory Information Required - Please Complete All Details		
Name of person in charge:		
Position:		
Company:		
Contact Tel Number		
Contact Fax Number		
E-mail address		
Spill Details		
Location of spill		
Description of slick: (size, direction, apperance)		
Latitude/Longitude		
Situation (cross box)	<input type="checkbox"/> Land	<input type="checkbox"/> River <input type="checkbox"/> Estuary <input type="checkbox"/> Coastal <input type="checkbox"/> Offshore <input type="checkbox"/> Port
Date and time of spill	<input type="checkbox"/> GMT	<input type="checkbox"/> local
Source of spill:		
Quantity: (if known)		<input type="checkbox"/> Cross box if estimate
Spill staus: (cross box)	<input type="checkbox"/> On going	<input type="checkbox"/> Controlled <input type="checkbox"/> Unknown
Action taken so far		
Oil Type Characteristics		
Product name		
Viscosity		
API/SG		
Pour point		
Asphaltene		
Weather		
Wind speed and direction		
Sea state		
Sea temperature		
Tides		
Forecast		
COMPLETE BOTH PAGES		

Notification form (page 2 of 2)	
Additional Information Required.	Please
complete details if known	
Resources at risk	
Clean up resources	
Nearest airport, if known	
Runway length	
Handling facilities	
Customs	
Handling agent	
Vessel Availability	
Equipment deployed	
Recovered oil storage	
Equipment Logistics	
Transport	
Secure storage	
Port of embarkation	
Location of command centre	
Other designated contacts	
Special requirements of Country	
Security	
Visa	
Medical advise	
Vaccinations:	
Other: (specify)	
Climate Information	
Other Information	
COMPLETE BOTH PAGES	

11.2 OSR Activation Authorization Form

Mobilisation Authorisation Form (page 1 of 1)		
Mobilisation Authorisation		
To:	Southampton Duty Manger	Name of Duty Manager:
Date		
Southampton Emergency fax:		+ 44 (0) 23 8072 4314
From		Position:
Company		Contact Number
Subject		Incident Name:
<p>I, _____ (Name in Block Capitals)</p> <p>hereby authorise the Activation of OSR (Sauthampton) and its resources in connection with the oil spill incident of _____ (Name of Ship, Oil Rig, Terminal etc.)</p> <p>as of (Time) _____ on (Date) _____</p> <p>OSR (Sauthampton) shall work under direction of:</p> <p>Name</p> <p>Position</p> <p>Company</p> <div style="border: 1px solid black; height: 60px; width: 350px; margin-top: 10px;"></div> <p>Signature</p> <div style="border: 1px solid black; height: 30px; width: 350px; margin-top: 10px;"></div> <p>BP Exploration (Caspian) Sea</p>		

Appendix B: CONTACTS**Appendix B1: BST/IMT Contacts**

Please refer to weekly IMT/ BST Callout Lists

Appendix B2: BP Country Support Team Contacts

Organisation/Country	Function / Unit	Name	Office	Home	Mobile	Fax	Pager
Country Support Team (Core) Members							
Head of Country		Please refer to weekly BST Callout List					
Communications and External Affairs Advisor							
Legal Advisor							
HR Advisor							
HSE Advisor							
Finance Advisor							
Emergency Co-ordinator							
Situation Unit/Admin Support							
Business Representative							
Country Support Team (Support) Members							
Medical Advisor		Please refer to weekly IMT Callout Lists					
Security Advisor							
Additional IMT Manpower Resources		For all other contact numbers please refer to weekly IMT/ BST Callout Lists					

Appendix B3: BCP Contacts

Control Tier: 2-AzSPU

Revision Date: September 24, 2010

Document Number: AZSPU-HSSE-DOC-00107-2

Print Date: 01.02.2011

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<http://docs.bpweb.bp.com/dkazspu/component/hssesms>

Role/Department	Name	Position	Mobile
BCP Leadership			
BC Advisor	Mike Barnes	HSE and Engineering VP	(055) 250-7953
BC Coordinator	Anar Hassanov	CCM&ER Manager	(055) 322-9774
Functional BCP SPAs			
Offshore PU	Eddie Biegala	Offshore Operations Senior H&S Advisor	(055) 250-1764
Sangachal Terminal	Chingiz Salahov	Health & Safety Team Leader	(055) 250-8345
Exports PU	Murad Abbasov	Exports PU Emergency Response Coordinator	(055) 221-4880
Renewals PU	Greg Riley	Exploration Manager	(055) 450-5610
Major Projects PU	Rob Conrad	Project Services Manager	(055) 245-1625
Logistics	Zamig Ismailov	Marine Supervisor	(055) 225-9756
DC&I	Gary Christman	Vice President DC&I	(055) 245-7109
Waste Management	Ahsan Jafarov	Waste Operations Manager	(055) 222-3468
HSE&Engineering	Elchin Gassimov	Technical Information Management Team Leader	(055) 210-9059
HSE&Eng/Health	Shahla Seyidova	Occupational Health Advisor	(055) 455-0533
HSE&Eng/Regulatory Affairs	Eldar Ali-zade	P&RA Advisor	(055) 225-0262
HSE&Eng	Idrak Nazarov	H&S Team Leader - CDWG	(055) 245-1632
HSE&Eng/CCM&ER	Sevinj Alifkhanova	CCM&ER Advisor	(055) 225-3477
HSE&Eng/Environment	Nargiz Mustafayeva	Environmental Advisor	(055) 225-6786
Tax	Elnara Mammadova	Tax Advisor	(055) 225-4165
Finance	Sardar Agayev	Group Account Analyst	
IT&S	Rovshan Akhmedov	IT&S Senior Operations Manager	(055) 425-0509
Business Services	Sevinj Islamova	Building Operations Team Leader	(055) 450-5320
Human Resources	Dmitriy Kirilov	HR Projects Coordinator	(055) 250-1388
Legal	Togrul Akhmedov	Legal Advisor	(055) 225-8647
PSCM	Margarita Kashkay	PSCM & Business Services P&R TL	(055) 225-0553
Security	Abdulla Alakbarov	Security Advisor	(055) 425-0207
C&EA	Elmira Rahimova	Media Relations Officer	(055) 225-6013
Georgia Office	Pridon Niguriani	Crisis Management & ER Advisor	(+995 99) 58 46 39
Turkey Office	Melih Tumer	Health, Safety & Emergency Response Manager	+90 (532) 247 53 16
IT&S DA&RT members	Name	Function	Mobile
IT&S Recovery Team	Rovshan Akhmedov	IT&S Senior Operations Manager	(055) 425-0509

IT&S Recovery Team	Sabir Hagverdiyev	Area Operations Manager	(055) 437-0037
IT&S Recovery Team	Vugar Mamedov	GO Infrastructure Support Lead	(055) 225-0797
IT&S Recovery Team	Samir Nurmamedov	Applications Manager	(055) 425-3276
IT&S Recovery Team	Slava Fomstov	Desktop Service Line Manager	(055) 425-5499
IT&S Recovery Team	Elchin Bannayev	Regional Field Digital Infrastructure Manager	(055) 420-0085
Office Space Continuity Team	Chingiz Mekhtiyev	Property Services & Housing Manager	(055) 425-0328
Office Space Continuity Team	Sevinj Islamova	Building Operations Team Leader	(055) 450-5320

Appendix B4: BP Executive Support Team Contacts

Contact	24 Hour Contact Number
E&P Lead Senior Executive – Andy Inglis/CEO of Exploration & Production	+44 (0) 7920 537 328
Duty Senior Executive at St. James's London	+44 (0) 20 7496 5555
Duty Senior Executive (alternative number)	+44 (0) 20 7925 0845

Appendix B5: International SOS Medical Emergencies

Regional Operation Centres - 24 hours

Location	Telephone	Fax
London	44 (20) 8762 8008	44 (20) 8748 7744
Moscow	7 095 937 6477	7 095 937 6470
Philadelphia	1-215-245-4707	1-215-244 9617
Singapore	65 338 7800	65 338 7611

Appendix B6: JV Contacts – please refer to VP of affected business**Appendix B7: Contractors' Contacts** – please refer to weekly IMT Call-Out List – **Contact: HSE Contractor Liaison, Rahim Rahimov****Appendix B8: Non - BP Contacts** – please refer to weekly IMT Callout list**Appendix B9: External Contacts** (i.e. Embassies, NGOs, government) – please refer to Resources Booklet**Appendix C: Incident Notification Matrix**

ORGANISATIONS TO BE NOTIFIED	BLOW OUT	FIRE OR EXPLOSION ON THE PLATFORM	FAILURE OF STRUCTURE	OIL SPILL ONSHORE	OIL SPILL OFFSHORE	EO TERMINAL EXPLOSION ONSHORE	SINKING SHIP	HELICOPTER CRASH	MAN OVERBOARD (NOT FOUND)	FATALITY ACCIDENT	DEATH OR SERIOUS	BOMB OR TERRORIST THREAT
------------------------------	-------------	--	----------------------------	-------------------------	--------------------------	--	-----------------	---------------------	------------------------------------	----------------------	------------------------	-----------------------------------

SOCAR: <i>Day - 521-02-39; Night – 492-15-76</i> 050 201-91-42 (duty) Fax: 493-64-92	R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1	I	
Ministry of Environment and Natural Resources (MENR) Duty Telephone (hotline): 438-13 35	R-1	R-1		R-1	R-1	R-1	LEGEND/ NOTES R-1 requires immediate notification following confirmation of incident along with continues updating. I - Information only within 24hrs or next working day. * This office will notify the appropriate area/district attorney of an event. (NOTE) Follow up fax communications should be made with appropriate organizations that have fax machine capabilities. ** If other incidents are related with a purposeful human factor, MNS should be informed too.						
MENR- Environmental Protection Department: Working hours: 438-71-81; 439-67-87 Fax: 492-59-07 Head of Dept: Huseyn Mamedov Cell: 050 327 18 19	R-1	R-1		R-1	R-1	R-1							
MENR- Caspian Complex Environment Monitoring Administration (CCEMA) : Working hours: 4713901 Fax: 4794443 Head of Dept: Mirsalam Ganbarov Cell: 050 300 00 87	R-1	R-1	R-1	R-1	R-1	R-1							
MES*: 112	R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1
Ministry of National Security** 405-99-99, 405-62-91, 492-43-69 (24hrs) Fax: 493-62-96		R-1				R-1		R-1					R-1
Ministry of Internal Affairs: 590-93-31, 492-73-96 (24 hrs) Fax: 590-99-29		R-1		I		R-1	R-1	R-1	R-1	R-1	R-1	R-1	R-1

Appendix D: Training and Exercise Guidelines

For more details refer to the Crisis, Continuity Management and Emergency Response Training Standards (AZSPU-HSSE-DOC-00005-2)

Appendix E: Forms and Procedures**Appendix E1: BST Response Forms**

Form 1	Individual Incident Log Sheet - BST
Form 2	BST Members and Key Contact Details
Form 3	Business Support Worksheet for Determining Incident Potential
Form 4	BST Incident Status Report
Form 5	BST Stand-Down Form

Form 1 – Individual Incident Log Sheet - BST

INCIDENT
NAME & BST ROLE

TIME/DATE	COMMENTS (Include name/contact details as appropriate)	ACTIONS

Form 2 – BST Members and Key Contact Details

This form should be completed as soon as the BST is formed and sent to the Incident Management Team. Updates should be provided as necessary

BST ROLE	NAME	CONTACT NUMBER
CORE BST MEMBERS		
Business Support Team Manager		
Deputy Business Support Team Manager		
HSE Advisor		
HR Advisor		
Legal Advisor		
Communications & External Affairs Advisor		
Finance Advisor		
Emergency Co-ordinator		
Admin/Situation Unit		
BST Fax		
BST E-mail		
SUPPORT BST MEMBERS		
As required relevant to incident circumstances		

Correct as of.....(Time).....(Date)

Form 3 – Business Support Worksheet for Determining Incident Potential

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

The Incident Potential worksheet is a guidance document to assist the BS Manager in this assessment. Once the worksheet has been completed, any answers outlined in bold will highlight potential issues which the BST must develop actions to address.

Date/Time: _____

Completed By: _____

(Checkmarks placed next to answers in **BOLD ITALIC CAPITAL** letters should trigger a crisis potential review by the EST)

HUMAN RESOURCES AND MEDICAL ISSUES	
Is appropriate information about the incident and BP's involvement / required internal communication to ALL Company employees?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
COMMUNICATIONS AND EXTERNAL AFFAIRS ISSUES	
Have the public and media concerns been addressed ?	
<ul style="list-style-type: none"> • Company • its employees, • the families of employees • or its products • Ability to respond • other 	<input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> YES <input type="checkbox"/> No <input type="checkbox"/> YES <input type="checkbox"/> No
HEALTH, SAFETY, AND ENVIRONMENTAL ISSUES	
Is the public likely to have health, safety, or environmental or socioeconomic concerns / issues that will extend beyond the completion of incident response operations?	<input type="checkbox"/> YES <input type="checkbox"/> No
SECURITY ISSUES	
Has incident required specialist security interpretation of political events?	<input type="checkbox"/> YES <input type="checkbox"/> No
Will incident require additional security services?	<input type="checkbox"/> YES <input type="checkbox"/> No
FINANCIAL / BUSINESS ISSUES	
Is the affected facility or operation of strategic importance to BP?	<input type="checkbox"/> YES <input type="checkbox"/> No
Will the incident result in a prolonged shutdown of a strategically important facility or operation, or have cross-segment impacts?	<input type="checkbox"/> YES <input type="checkbox"/> No
Will the incident or BP's response to the incident generate strong public or government agency opposition to restarting the affected facility or operation?	<input type="checkbox"/> YES <input type="checkbox"/> No
Could the incident affect BP's license to operate the impacted facility or operation, or similar facilities or operations?	<input type="checkbox"/> YES <input type="checkbox"/> No
Could the incident prevent BP from expanding existing / pursuing new business operations?	<input type="checkbox"/> YES <input type="checkbox"/> No
Is the incident likely to generate a large number of third party claims?	<input type="checkbox"/> YES <input type="checkbox"/> No
Are questions being raised about BP's commitment to the Company's Core Values?	<input type="checkbox"/> YES <input type="checkbox"/> No
Could the incident and/or BP's involvement in or response to the incident lead to an adverse reaction in financial markets?	<input type="checkbox"/> YES <input type="checkbox"/> No

Could the cost of incident response operations be financially destabilising for BP?	<input type="checkbox"/> YES <input type="checkbox"/> No
Could the assessment of natural resource damages be financially destabilising for BP?	<input type="checkbox"/> YES <input type="checkbox"/> No
Could the incident undermine investor confidence in BP's stock?	<input type="checkbox"/> YES <input type="checkbox"/> No
Are the incident or BP's involvement in/ response to the incident having an adverse impact on the business of BP's Business Partners?	<input type="checkbox"/> YES <input type="checkbox"/> No
Will the incident adversely affect BP's ability to retain existing/ attract new Business Partners in the future?	<input type="checkbox"/> YES <input type="checkbox"/> No
LEGAL ISSUES	
Is the incident or BP's response to the incident likely to lead to new legal and regulatory requirements that could adversely impact upon BP's ability to continue existing/ pursue new business operations?	Legal <input type="checkbox"/> YES <input type="checkbox"/> No Regulatory <input type="checkbox"/> YES <input type="checkbox"/> No
Is the incident likely to lead to prolonged litigation?	<input type="checkbox"/> YES <input type="checkbox"/> No
Could the incident lead to investigations that will extend beyond the conclusion of incident response operations, or to other locations?	<input type="checkbox"/> YES <input type="checkbox"/> No

SUMMARY OF FINDINGS

Human Resources Concerns: _____

Public and Government Affairs Concerns: _____

Health, Safety, and Environmental Concerns: _____

Security Concerns: _____

Financial / Business Concerns: _____

Legal Concerns: _____

Form 4 – BST Incident Status Report

COVER PAGE**Title of Incident:****Location:****Date/Time of Incident:****Type of Incident Plant/Facility Affected:****Group's Interest/ Main partners**

<i>PSA/ HGA</i>	<i>Shareholders/participating interest</i>	<i>Tick off relevant</i>
Azeri-Chirag-Gunashli (ACG)	BP (operator – 34.1%), Chevron (10.2%), SOCAR (10%), INPEX (10%), StatoilHydro (8.6%), Exxon Mobil (8%), TPAO (6.8%), Devon (5.6%), ITOCHU (3.9%), Hess (2.7%).	
Baku-Tbilisi-Ceyhan (BTC)	BP (30.1%); AzBTC (25.00%); Chevron (8.90%); StatoilHydro (8.71%); TPAO (6.53%); ENI (5.00%); Total (5.00%), Itochu (3.40%); INPEX (2.50%), Conoco Phillips (2.50%) and Hess (2.36)	
Shah Deniz	BP (operator – 25.5%), StatoilHydro (25.5%), SOCAR (10%), LUKOIL (10%), NICO (10%), Total (10%), and TPAO (9%).	
South Caucasus Pipeline (SCP)	BP (technical operator – 25.5%), StatoilHydro (commercial operator - 25.5%), Azerbaijan SCP Ltd. (10%), LUKOIL (10%), NICO (10%), Total (10%), and TPAO (9%).	
Other		

Main Contractor(s):**REPORT NO:****Date:****Local Time:****Number of Casualties/Survivors:**

	FATALITIES	INJURIES	MISSING
Group Employees			
Non Group Employees			

Control Tier: 2-AzSPU

Document Number: AZSPU-HSSE-DOC-00107-2

Revision Date: September 24, 2010

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Public			
Total			

Description of Injuries:**Brief Account of Incident – Issues & Actions:**

PEOPLE	
ENVIRONMENT	
COMMUNITY/ AUTHORITIES	
MEDIA/ NGOs	
BUSINESS CONTINUITY	
INCIDENT INVESTIGATION	

Form 5 – BST Stand-Down Form

Title of Incident: _____

Date/Time of Incident: _____

Date/Time of Stand Down: _____

Reason for stand down	<i>Tick off relevant</i>
All main concerns/issues have been safely addressed	
The incident has moved from 'emergency' to the 'project' stage and can be more efficiently managed by the project/technical team	
BST Manager's decision	
Please describe if different from above:	

Attachments:

<i>BST Forms</i>	<i>Tick off relevant</i>
BST Members and Key Contact Details	
BST Incident Status Report	
BST Worksheet for Determining Incident Potential	
Maps/layouts/other	

BST Manager

Name: _____

Signature: _____

Appendix E2: IMT Response Forms

Form 1	IMT Members and Key Contact Details
Form 2	Prompt for Determining Incident Profile
Form 3	IMT Incident Status Report
Form 4	IMT Incident Response Hand Over
Form 5	IMT Stand-Down Form

Form 1 – IMT Members and Key Contact Details

Form 2 - IMT Members and Key Contact Details

<i>IMT ROLE</i>	<i>NAME</i>	<i>CONTACT NUMBER</i>
Incident Commander		
Operations Section Chief		
Emergency Co-ordinator		
Liaison Section Chief		
Medical Section Chief		
HR Section Chief		
Public Information Section Chief		
Planning Section Chief		
Logistics Section Chief		
Environment Section Chief		
GIS Officer		
On-Scene Commander		
BST Fax		
BST E-mail		

Correct as of.....(Time).....(Date)

Form 2 - Prompt for Determining Incident Profile

Any tick under *Yes* requires special attention and may mean the incident of high profile.

HEALTH AND SAFETY	Yes
Immediate danger to the life or health of any person	
Ongoing short-term or long-term threats to personnel or public safety	
HUMAN RESOURCES CONCERNS	
A need for Evacuation Management Plan (EMP) activation	
DISCHARGE	
Source of discharge is uncontrolled	
Special expertise required to bring the source under control	
MATERIAL SPILLED/EMITTED	
Nature/hazards of material unknown	
The material is not contained	
Potential for loss of containment	
Maximum probable quantity of the discharge has not been determined	
ENVIRONMENTAL IMPACTS	
Potential magnitude of environmental impacts has not been determined	
A need for Wildlife Response Plan (WRP) activation	
SECURITY	
Security threat	
Security personnel can not handle situation	
COMMUNITY IMPACTS	
Impacted in any way?	
EXTERNAL AFFAIRS	
Required notifications yet to be made	
The media interest is likely to be generated	
FINANCIAL CONCERNS	
A need for cash accounts to support emergency response operations	

Form 3 - IMT Incident Status Report

COVER PAGE

Title of Incident:

Location:

Date/Time of Incident:

Type of Incident Plant/Facility Affected:

Group's Interest/ Main partners

<i>PSA/ HGA</i>	<i>Shareholders/participating interest</i>	<i>Tick off relevant</i>
Azeri-Chirag-Gunashli (ACG)	BP (operator – 34.1%) , Chevron (10.2%), SOCAR (10%), INPEX (10%), StatoilHydro (8.6%), Exxon Mobil (8%), TPAO (6.8%), Devon (5.6%), ITOCHU (3.9%), Hess (2.7%).	
Baku-Tbilisi-Ceyhan (BTC)	BP (30.1%) ; AzBTC (25.00%); Chevron (8.90%); StatoilHydro (8.71%); TPAO (6.53%); ENI (5.00%); Total (5.00%), Itochu (3.40%); INPEX (2.50%), Conoco Phillips (2.50%) and Hess (2.36)	
Shah Deniz	BP (operator – 25.5%) , StatoilHydro (25.5%), SOCAR (10%), LUKOIL (10%), NICO (10%), Total (10%), and TPAO (9%).	
South Caucasus Pipeline (SCP)	BP (technical operator – 25.5%) , StatoilHydro (commercial operator - 25.5%), Azerbaijan SCP Ltd. (10%), LUKOIL (10%), NICO (10%), Total (10%), and TPAO (9%).	
Other		

Main Contractor(s):

REPORT NO:**Date:****Report Start Time:****Local Time:****Number of Casualties/Survivors:**

	FATALITIES	INJURIES	MISSING
Group Employees			
Non Group Employees			
Public			
Total			

Description of Injuries:**Brief Account of Incident – Issues & Actions:**

PEOPLE	
ENVIRONMENT	
COMMUNITY/ AUTHORITIES	
MEDIA/ NGOs	
BUSINESS CONTINUITY	
INCIDENT INVESTIGATION	

Form 4 - IMT Incident Response Hand-over

Incident Name	Date	
Incident Location	Time	
Response operations is handing over to (tick relevant)	Substitute IMT	
	Operation/Project	
1) PEOPLE CONCERN		
2) MAJOR HEALTH & SAFETY CONSIDERATIONS		
3) STATUS OF SOURCE CONTROL		
4) STATUS OF RESPONSE OPERATIONS		
5) MAJOR ENVIRONMENTAL CONSIDERATION		

7) INFORMATION TRANSFER						
Files	yes		no		n/a	
Forms	yes		no		n/a	
Maps	yes		no		n/a	
Other (Specify)	yes		no		n/a	
8) CRITICAL COMMUNICATION RIGHT AFTER TRANSITION						
BST	yes		no		n/a	
Government contacts	yes		no		n/a	
Suppliers	yes		no		n/a	
Community	yes		no		n/a	
Relevant BP employees	yes		no		n/a	
Other (specify)	yes		no		n/a	
The person handing over						
Name			Signature			
The person taking over						
Name			Signature			

Form 5 - IMT Stand-Down Form

Title of Incident:**Date/Time of Incident:****Date/Time of Stand Down:**

Reason for stand down	<i>Tick off relevant</i>
All main concerns/issues have been safely addressed	
The incident has moved from 'emergency' to the 'project' stage and can be more efficiently managed by the project/technical team	
BST Manager's decision	
Please describe if different from above:	

Attachments:

<i>IMT Forms</i>	<i>Tick off relevant</i>
IMT members and Key Contact Details	
IMT Incident Hourly Situation Report	
IMT Incident 6 Hourly Situation Report	
IMT Worksheet for Determining Incident potential	
Maps/layouts/other	

IMT Duty Incident Commander**Name****Signature****Appendix E3: IMT Dispensation Proforma**

IMT Dispensation Proforma

Control Tier: 2-AzSPU

Document Number: AZSPU-HSSE-DOC-00107-2

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Name: _____ Date: _____			
Function: _____			
Identify Training / Competency Gap 			
Justification to Undertake IMT Duty 			
Mitigation Actions / Training Needs to Meet Current Competency Standards (see IMT Training Matrix for Requirements) 			
IMT TA Comments: 			
Dispensation Granted Yes / No (delete as applicable)			
IMT TA Name: _____ Date: _____			
IMT TA Signature : _____			
CCM&ER Manager Approval	Name: _____ Signature _____ Date: _____	Line Manager Approval	Name: _____ Signature: _____ Date: _____

Note – Dispensation records to be maintained by CCM&ER TL

Appendix E4: Standard Operating Procedures (SOPs)

- SOP 1 - Switchboard Emergency Notification Form
- SOP 2 - Administration and Accounting of Emergency Cash

SOP 1 - Switchboard Emergency Notification Form

Control Tier: 2-AzSPU

Document Number: AZSPU-HSSE-DOC-00107-2

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Note: This received information to be passed immediately on to the Incident Commander

Date: _____	NAME OF CALLER:	Position of caller	CALL BACK NUMBER:
Time: _____			
Where is the emergency?: (Ask for Landmarks, pipeline markers, nearest village, public & farm roads, expatriates residencies, etc.)			
What is the emergency?: (Oil spill, fire/explosion, personal injury, natural disaster, threats & bombs, etc.)			
Any injured persons and what kind of injury:			
Is the emergency under control?:	YES:		NO:
Other Information:			

SOP -2 Administration and Accounting of Emergency Cash

1.0 Scope

This procedure covers Policy and Process relating to the Administration of Emergency Cash.

The Process owner is the Manager, Accounting Services, to whom suggested revisions and/or clarifications to *Process* should be directed.

Suggested revisions and/or clarifications relating to *Policy* should be directed to the BU Controller.

2.0 Summary Policy Statement

The company is maintaining a minimum cash level of Emergency Funds (in USD and in AZN), which is used for any emergency circumstances as defined by the Incident Management Team's (IMT) Incident Commander or by the Business Support Team Manager (i.e. Strategic Performance Unit Leader).

The cash level is sufficient to cover the first stage of the incident and is kept in a safe located at the Incident Management Centre at Villa Petrolea, Baku. The maintenance of the Fund is on an imprest basis.

The cash must not be used for advances during the normal course of the business.

To the extent that a cash request arises within office hours when the bank is open and the amount is small enough to come from the bank, preference should be given to using the bank rather than utilizing the fund.

Cash issued from the emergency fund will be treated as a cash advance and must be accounted for in accordance with Business Expense Policy.

3.0 Responsibility

Direct access to the emergency fund must be limited to the following company officers: Manager Accounting Services, Management Accountant, Financial Accountant and Team Leader Treasury.

The key(s) of the safe have to be kept with the Security Department.

The safe combination code is to be known only by the officers specified above.

In case of emergency, the requesting company official - Accounting Representative (contact names can be found in the IMT Duty Call-out List), must complete the standard payment request form. This must be approved by the IMT Incident Commander or by the Business Support Team Manager.

During office hours the requestor should first contact IBA to pay the cash advance with the approval of the affected Business Unit Vice-President. If IBA cannot fund the advance, or outside normal bank hours, the requestor must then approach any one of the company officers having custody over the emergency cash and the Security department and give / show them the approved form for issuance of the authorized amount.

The safe will be opened using the combination code and keys and the authorized amount will be issued to the requestor.

After the cash has been issued, the requestor must sign the form that he has received the money. Similarly, the custodian and security personnel must also sign it to witness that cash has been issued to the requestor.

The requestor may obtain a copy of the fully completed and signed Payment Request Form.

The fully completed and signed form will then be attached to the accounting entry batch. The entry will show decrease of cash on the cash account, and the debit charged to the cash recipient's short-term business advance account, which must be

accounted for in accordance with the relevant business expenditure procedure and will require clearance to the expenditure by the submission of an expense statement.

Next working day, the cash count of emergency funds must be performed by the Accounting and Security Personnel. The replenishment of emergency cash must be made as soon as reasonably practicable by withdrawing cash from company bank accounts as governed by the relevant bank mandate.

Appendix E5: BCP Tools

- 1 Departmental Critical Business Processes
- 2 Back-up IT&S Equipment

1 Departmental Critical Business Processes



BCP Requirements

Note: the departmental individual submitted templates are retained with the Central Crisis, Continuity Management and Emergency Response Team.

2 Back-up IT&S equipment

Please refer to IT&S Disaster Recovery Plan

Appendix F: IMT Resourcing Strategy

The purpose of the IMT Resourcing Strategy is to ensure that there is the capability of responding to a number of different emergency and crisis situations in a professional and effective manner.

IMT Organization Review Process

To ensure the AzSPU has a sustainable and robust IMT there is a need to conduct a regular review of the organisation to ensure the IMT is manned by the most appropriate, competent and knowledgeable team. The role of the IMT Technical Authority and CCM&ER Manager is to conduct this review and communicate as necessary. These roles are supportive to the IMT roles described in Section 3, Roles and Responsibilities.

IMT Technical Authority (VP Level from Operational Line Organization)

- Assist CCM&ER Manager to review / approve senior positions within the IMT eg Incident Commander (IC), Operations Section Chief (OSC) and Planning Section Chief (PSC), in terms of competency and experience of individuals.
- Assist CCM&ER Manager to identify people to undertake the role of coach / mentor to new IMT members fulfilling the senior positions as detailed above
- Assist the CCM&ER Manager to conduct a regular review of the organization to ensure AzSPU has a sustained CCM&ER capability

Crisis, Continuity Management and Emergency Response Team

- Advise AzSPU on CCM&ER capability and needs
- Develop and maintain AzSPU CCM&ER Training Standards – IMT competency matrix
- Develop and / or source the necessary training to ensure AzSPU is competent to respond to crisis and emergency situations.
- Coach AzSPU personnel to maintain a high degree of preparedness
- Develop and maintain a schedule of CCM&ER exercises
- Maintenance of AzSPU Incident Management System Manual
- Develop and deliver training and exercises
- Preparation of duty call out and rota management
- Preparation and delivery of weekly IMT handover meetings
- Maintenance of operational information supplied by Asset / Facility SPAs for use by IMT

IMT Competency Assurance Process

The IMT Technical Authority together with the CCM&ER Manager during the Organisation Review Process will ensure that those people appointed to the positions of Incident Commander (IC), Operations Section Chief (OSC) and Planning Section Chief (PSC) have the appropriate knowledge and experience to fulfil the role. This prior knowledge and experience will be further enhanced by the requirements of the AzSPU ER and CM Training Standards.

To ensure the people appointed to fulfil other roles (additional to mentioned above) within the IMT have the appropriate knowledge and expertise the relevant Functional Leaders are required to appoint only those people they have assessed as competent in their core role. This basic knowledge and experience will be further enhanced by the requirements of the AzSPU CCM&ER Training Standards.

It is the responsibility of the CCM&ER Manager to ensure these standards are met by all persons in current IMT duty rota by maintaining and retaining the records which will provide the following data:

- The IMT function and the persons name
 - The training to be received
 - The date of the training received
 - Refresher period
 - Dispensation from training attendance, if any.
- This process requires the AzSPU IMT Dispensation Proforma to be completed and approved by CCM&ER Manager, IMT TA and individual's line manager. See [Appendix E3](#) for the Proforma
- The Tier 2 and 3 exercises and real cases attended
 - The person's current IMT eligibility status

The records are to be updated at quarterly basis as a minimum. **If the person failed to get the training within the time specified by AzSPU CCM&ER Training Standards** he/she will be required to swap his duty till the time he/she receives required training or withdrawn from the IMT duty rota.

Suggested positions for IMT Roles

Control Tier: 2-AzSPU

Document Number: AZSPU-HSSE-DOC-00107-2

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IMT Role	Nominees
Incident Commanders	Area Operations Manager (AOM) Ops Manager Wells Manager AzSPU Technical & Operating Authority OIM Network Lead Activity Planning Manager Engineering Services Manager Ops HSE&Engineering Capability Development Manager* Area Engineering Support TL* Area Scheduling TL* Structural Civil and Mechanical TL*
Operations Section Chief**	Ops Manager/TL Maintenance Manager/Superintendent Engineering Manager Completion Manager Exploration Manager Area Scheduling TL Functional Performance Manager Logistics Manager Export System Manager Major Projects Director In-country DWG/Chirag SPA* WTL Istiglal SPA*
Planning Section Chief**	Ops Planning TLs Eng and Maint TLs Ops Support TLs Wells Programme Manager Process Engineer H&S Team Leader/Manager* Well Planning TL
Logistics Section Chief	Nominations supplied by Logistics Team, PSCM*
HR Officer	Nominations supplied by HR Function
Environment Unit Leads	Env Managers Env TLs Env Advisors
Medical Case Managers	Nominations Supplied by Central Health Team
Public Information Officer	Nominations Supplied by C&EA Function
Liaison Officer	Nominations Supplied by C&EA Function
Emergency Response Co-ordinators	Nominations Supplied by CCM&ER and Assets ER Teams

- *Optional dependant on experience and or development opportunity
- **Roles require experience from similar disciplines / positions

Appendix G: Guidelines for Time out meetings

Initial Time out:

Incident Commander or delegated person updates the IMT using all of the available information regarding the incident.

Key Points to consider:

- Description of incident
- Nature and status of response
- Setting up initial response strategy and assigning tasks to section chiefs

Time out meetings:

Time outs led by Incident Commander or delegated person to all IMT members.

- Update the IMT whenever significant information is received regarding the status of the incident
- Advise the IMT whenever there is a need to make a strategic change in the response to the incident.
- This is a “one way” communication for information purposes to the IMT. Any questions which arise due to the information provided are to be taken outside of the Team Briefing.

Revision/Review Log

Revision Date	Authority	Custodian	Revision Details
	Mike Barnes VP HSE & Engineering	Anar Hassanov CCM&ER Manager	
December 3, 2009			<ul style="list-style-type: none"> • Section 2.2.2.4 - GIS Officer Role has been added to the list of IMT non-duty roles. • Appendix E5 - BCP Critical Business Processes (attachment) has been updated. • Distribution list has been updated • GIS role has been added to the IMT organizational structure
January 29, 2010			<ul style="list-style-type: none"> • Appendix A4: Oil Sill Response Framework has been added • Amendments in the GIS role have been made
February 12, 2010			<ul style="list-style-type: none"> • The following documents have been reviewed and integrated into the IMS : AzSPU-HSSE-DOC-00019-2 Philosophy and Strategy for ER&CM AzSPU-HSSE-DOC-00133-2 Incident Management Team Resourcing Strategy • IMT roles have been revised • Onshore VP has been changed to Midstream VP • Appendix E5 (BCP Tools) has been revised
April 6, 2010			<ul style="list-style-type: none"> • Additional action of responsibility has been added to the IC list of responsibilities
May 20, 2010			<ul style="list-style-type: none"> • Changes made to Suggested IMT Roles in Appendix F: IMT Resourcing Strategy
June 25, 2010			<ul style="list-style-type: none"> • Review of the distribution list • Country Support changed to Country Crisis (plan, team) • CM&ER changed to CCM&ER (Crisis, Continuity Management and Emergency Response) • Group Crisis Team changed to Executive Support Team • Azerbaijan Crisis and Emergency Response Organization Structure has been added to Section 2 • Section 2.1.4 Update of the EST information • Section 5. 5 Regional Response Team has been changed to Mutual Response Team and context updated • Appendix A2 (Business Continuity Plan) - info has been revised • Executive Duty Officer Role has been added to the notification graphs • Appendix B3: BCP SPAs positions have been updated • Appendix B4: Executive Support Team Duty Contact has been added • Damage Assessment Procedures in BCP appendices have been removed
August 20, 2010			<ul style="list-style-type: none"> • Georgia Notification Chart has been added to Section 5 - Activation (5.3)
September 24, 2010			<ul style="list-style-type: none"> • Update of the Appendix A4, Oil Spill Response Framework • Update of the Appendix F, IMT Resourcing Strategy