

SOP-GEN-013 Emergency Response Plan

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1.0 Introduction

During a crisis, our credibility and reputation, as well as life, property, and the environment, may be in jeopardy. Whether we emerge from a crisis with our credibility and reputation intact is determined by how well we train our employees and communicate with our constituents.

The main objective of the ERT and this plan is to ensure that crisis situations are managed according to established procedures. In a crisis situation, these are our priorities:

- The safety and saving of life.
- Preservation of the environment.
- Salvage of equipment and installations.

2.0 Definitions

Command Staff- members of the command team who directly support the Incident commander. Key positions include Public Information Officer, Safety Officer and Liaison Officer.

DMO- Director of Marine Operations- A highly qualified individual who oversees all aspects of marine operations and reports directly to the President and Vice President.

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Port Captain- A person with access to the highest level of management who is in daily operations and communication with company vessels. Single point of contact between vessels and management.

ERT- Emergency Response Team

General Staff- group term referring to section chiefs

Incident Action Plan (IAP)- an oral or written plan that specifies the incident objectives, states activities to be completed, assigns responsibilities and sets communication protocols

Incident Commander - a highly qualified individual trained to lead the emergency response and to facilitate action based on guidance, strategies and decisions of the President and Vice President. The Director of Marine Operations at TDI-Brooks is the default incident commander of the Emergency Response Team unless the President or Vice President decides to assume that role.

Incident Command Post - location from which the Incident Commander oversees all operations.

Incident Command System (ICS)- a standardized command structure designed specifically in response to catastrophic California wildfires in the 1970s.

Liaison Officer – serves as primary contact for supporting agencies, such as fire departments, government officials and other companies involved in the incident.

National Incident Management System (NIMS)- a national incident management structure created by homeland security presidential directive HSPD-5 after the terrorist attacks of September 11, 2011.

Public Information Officer- serves as the primary contact for anyone (inside the company or external) who wants information about the incident and the response to it.

Safety Officer- advises the Incident Commander on issues regarding incident safety, conducting risk analyses and implementing safety measures.

Section Chief- responsible for a section – reports directly to the Incident Commander

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3.0 Activation of the Emergency Response Team (ERT)

The ERT is designed to handle crises anywhere in the world. When an incident occurs, TDI-Brooks Field Managers will notify Senior Management in College Station, Texas as soon as possible.

The Director of Marine Operations is the default Incident Commander. If the Director of Marine Operations is not available, Senior Management will designate an alternate Incident Commander.

The ERT follows the NIMS command structure and can be scaled to meet the demands of the crisis. The Incident Commander will evaluate the situation and activate members of the ERT as needed.

4.0 Incident Commander

The Incident Commander has overall responsibility for managing the incident by establishing objectives, planning strategies and implementing tactics.

The Incident Commander is the ONLY position that is always staffed in the ICS command structure. On smaller incidents, one person – the Incident Commander – may accomplish all management functions.

The Incident Commander will evaluate the incident as it develops and will create only those sections that are needed. If the Incident Commander decides not to activate a section, he or she will manage those functions personally.

5.0 Incident Management Functions

There are five major incident management functions. The Incident Commander has ultimate command authority. He or she will create sections for the remaining four functions and appoint section chiefs to lead them as needed.

Command: Sets the incident objectives, strategies and priorities and has overall responsibility for the incident.

Operations: Conducts operations to reach the incident objectives. Establishes tactics and directs all operational resources.

Planning: Supports the incident action planning process by tracking resources, collecting/ analyzing information, and maintaining documentation.

Logistics: Arranges for resources and needed services to support achievement of the incidence objectives.

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Finance and Administration: Monitors costs related to the incident. Provides accounting procurement, time recording and cost analysis.

6.0 Incident Command Structure

The five management functions listed in the previous section may all be handled by the Incident Commander or Sections may be created to handle those functions.

Should sections and positions be created, the command structure would be as follows:

Command Staff: Consists of Incident Commander overseen by the President and Vice President and supported directly by the Public Information Officer, Safety Officer and Liaison Officer. These positions and any sub-positions are collectively known as the Command Staff, which provides Information, safety and liaison services for the entire organization.

General Staff: Consists of the Section Chiefs for the Operations, Planning, Logistics and Financial/ Administration Sections, all reporting directly to the Incident Commander.

Section Chiefs may appoint Section Deputies from their own or other agencies to handle specific tasks or coordinate interagency activity as needed.

Incident Command Structure

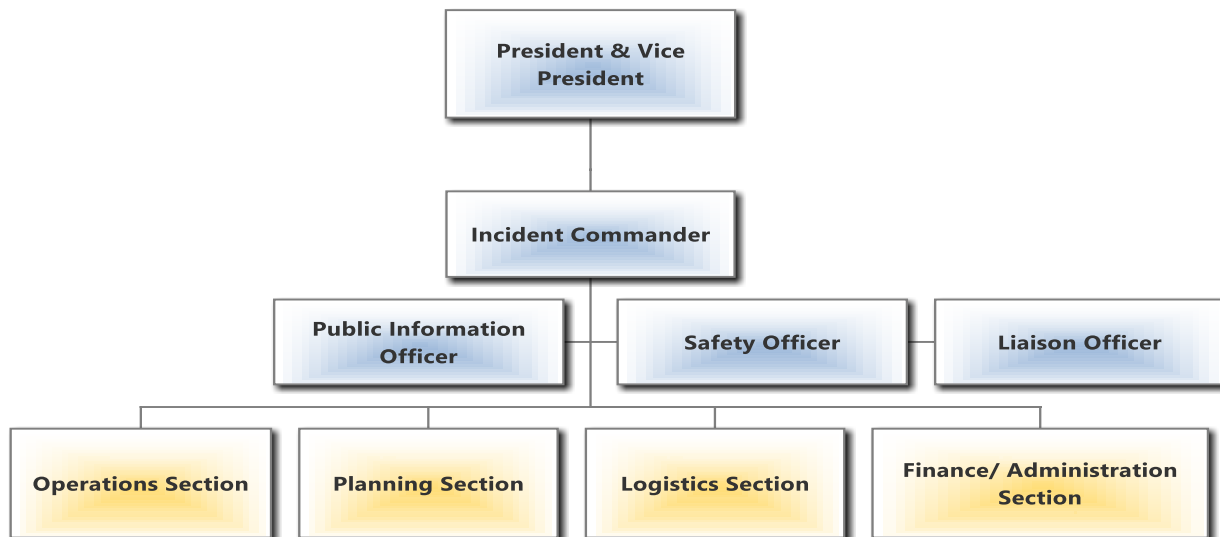


Figure 6.1

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7.0 Why We Use the Incident Command System

Ineffective incident responses are mainly a result of poor incident management. Examples include lack of accountability, unclear chains of command, poor communication within and between agencies and conflicting codes and terminology.

The advantage of using the ICS are:

- Enables a coordinated response among various jurisdictions and agencies.
- Establishes common processes for planning and managing resources.
- Allows integration of facilities, equipment, personnel, procedures and communications within a common organizational structure.
- Is modular and scalable to respond to any size incident.

8.0 Incident Command Post

The default Incident Command Post is located in the main conference room of the Administration Building located at 14391A South Dowling Rd, College Station, TX 77845. It is equipped with direct phone lines, a fax machine and teleconferencing capabilities. The main phone number is (979) 693-3446, toll free: 1-877-693-3446 and fax (979) 693-6389.

If the Administration Building is not operable due to the incident, a new command post will be established at an alternate location.

9.0 External Agencies

TDI-Brooks maintains contracts with two main external agencies to assist in emergencies.

For medical emergencies at sea, refer to ISOS International. They can also be found on the ISOS web site at <http://www.internationalsos.com/en/emergencies.htm>.

For emergencies in US Waters, refer to the Non-Tank Vessel Response Plan (NTVRP) for instructions and contact information for the Qualified Individual (QI) of our Emergency Response Management provider. For emergencies in international waters, contact the QI and the local SOPEP emergency number.

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For Vanuatu flagged vessel emergencies, contact Vanuatu Maritime Services Limited:

Executive Vice President Michael DeCharles

973-956-7850 or 973-981-4643

OR

Safety, Security, Quality and Regulatory Compliance

Roderick Acquie at Racquie@vanuatuships.com

10.0 Preparation and Training

Key personnel will complete the ICS 100 “Introduction to the Incident Command System”. Management personnel will be familiarized with the ICS Command Structure. See website course description

<https://training.fema.gov/is/courseoverview.aspx?code=IS-100.c>

All managers, the Port Captain and the DMO will complete the ICS 100 “Introduction to Incident Command System” course on the FEMA website. The goal of the training is to ensure potential ERT members understand the ICS command structure and the responsibilities they may be expected to assume during an incident.

11.0 Annual Exercise

An annual tabletop exercise will be conducted to ensure all individuals are familiar with the intent and required actions.

12.0 Post Exercise Report

After each crisis or drill, the ERT will prepare an after incident/ drill report that summarizes actions taken, results achieved, problems encountered, proposed solutions for future crises, and recommendations for changes in the Emergency Response Plan or response procedures.

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