

SOP-GEN-013 Emergency Response Plan

- 1.0 [Introduction](#)
- 2.0 [Objectives](#)
- 3.0 [Definitions](#)
- 4.0 [Activation of the ERT](#)
 - 4.1 [Incident Commander](#)
 - 4.2 [Deputy Incident Commander](#)
 - 4.3 [Liaison Officer](#)
 - 4.4 [Safety Officer](#)
 - 4.5 [Operations Section Chief](#)
 - 4.6 [Planning Section Chief](#)
 - 4.7 [Logistics Section Chief](#)
 - 4.8 [Finance Section Chief](#)
- 5.0 [TDI Organization Chart for Incident Response](#)

- Appendix A - [External agencies](#)
- Appendix B - [Training](#)
- Appendix C - [After-Action Review](#)

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. In order to ensure that the company emerges stronger from any adverse circumstances an Emergency Response Plan will be instituted.

Al though incidents occur on vessels frequently, the TDI Brooks shoreside campus will act as the headquarters for the incident command.

The Incident Command Post will be located in the main conference room of the Administration Building. The physical address is: 14391A South Dowling Rd, College Station, TX 77845.

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, all incident personnel will work from remote locations as needed.

Title of Document:	Safety Management Manual	Document Number:	SOP-GEN-013
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Custodian/Owner:	Designated Person Ashore	Issue Date:	March 2023
			Page 1 of 7

2.0 Objectives

The objective of the Standard Operating Procedure for response to emergency incidents is to establish that all emergencies, crises, and disasters are managed according to a standardized Incident Command Structure (ICS). ICS will be used in order to help with the coordination of planning and liaising with public agencies as well as internally.

Further objectives to the SOP include the following:

- Provide standard lines of communication
- Outline the incident command structure
- Provide resources and information

3.0 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.

Designated Person Ashore (DPA) – The point of contact for vessels

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.

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

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 executives.

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

Title of Document:	Safety Management Manual	Document Number:	SOP-GEN-013
Authority:	Director of Marine Operations	Revision:	3
Custodian/Owner:	Designated Person Ashore	Issue Date:	March 2023
			Page 2 of 7

Incident Command System (ICS)- a standardized command structure designed specifically in response to emergency situations.

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

Unified Command (UC) – used to establish a common set of incident objectives and strategies.

4.0 Activation of the Emergency Response Team (ERT)

The ICS structure will be used immediately once the Emergency Response Team (ERT) has been activated. When an emergency, crisis, or disaster impacts a TDI Resource an immediate notification needs to be sent to Senior Management in College Station, Texas as soon as possible.

Should a crisis occur on a vessel the current Master of that Vessel will be the Incident Commander at Sea. The Master will be responsible for maintaining an appropriate ICS approved chain of command aboard his or her vessel. It is imperative that the Master contact the DPA as soon as an incident occurs. Once contact has been made with the DPA a Unified Command Structure will be implemented.

The DMO will initially assume the position of Incident Commander (IC). Should the DMO be unavailable during the incident the DPA will act as an alternate IC. Incident specific elements will be considered during the second operational period to inform exactly whom should act as the IC. The most qualified individual will be chosen.

Depending upon the scale of the incident, command and general staff may or may not be activated – along with section chiefs. If the incident involves outside agencies or

Title of Document:	Safety Management Manual	Document Number:	SOP-GEN-013
Authority:	Director of Marine Operations	Revision:	3
Custodian/Owner:	Designated Person Ashore	Issue Date:	March 2023
			Page 3 of 7

companies and does not necessitate the need for internal ICS the IC will act as a liaison to represent TDI Brooks.

4.1 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.

4.2 Deputy Incident Commander (DC)

The DC will function as the second in command of the incident. He or she will work closely with the IC to set objectives, plan strategies, management communications, allocate resources, and implement tactics.

4.3 Liaison Officer

The Liaison Officer (LOFR) will serve as the single point of contact (POC) representing TDI Brooks international during an incident that involves multiple other agencies and organizations. The LOFR speaks on behalf of TDI and the IC. This position ensures that information is received in a timely fashion and that communication is streamlined.

4.4 Safety Officer

The safety officer will work closely with command and general staff. This position will also prepare and present safety briefings. The Safety Officer is also responsible for identifying incident-related hazards and unsafe situations; identifying actions to mitigate risks and hazards with the greatest potential for serious accident or injury. This position is responsible for ensuring the safety, welfare, and accountability of the personnel working the incident.

Title of Document:	Safety Management Manual	Document Number:	SOP-GEN-013
Authority:	Director of Marine Operations	Revision:	3
Custodian/Owner:	Designated Person Ashore	Issue Date:	March 2023
			Page 4 of 7

4.5 Operations Section Chief

The Operations section chief will coordinate operations, management progress, and make tactical decisions related to the incident. The Ops Section Chief will also ensure the safety and welfare of all personnel within the operations section.

4.6 Planning Section Chief

The Planning section chief will prepare, collect, and disseminate information regarding the incident. The planning chief will also create an incident action plan and update it as the incident progresses.

4.7 Logistics Section Chief

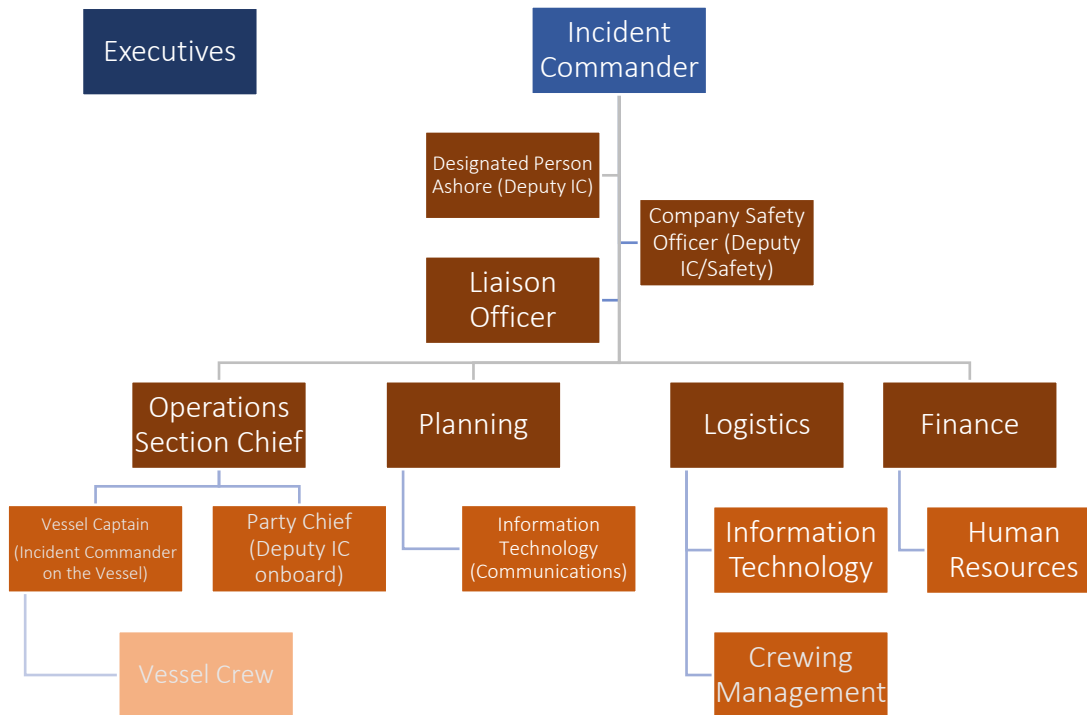
The Logistics Section Chief will management logistical needs. This position will support the personnel involved in the incident by providing materials and movement as needed.

4.8 Finance/Administration Section Chief

The Finance/Administration Section Chief is responsible for the financial, administrative, and cost analysis aspects of an incident. This position will also coordinate with agency representatives on financial-related issues.

Title of Document:	Safety Management Manual	Document Number:	SOP-GEN-013
Authority:	Director of Marine Operations	Revision:	3
Custodian/Owner:	Designated Person Ashore	Issue Date:	March 2023
			Page 5 of 7

5.0 TDI Organization Chart for Incident Response



Annex A: External Agencies

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

For the management of incidents Witt O'Brien's has been contracted.

Witt O'Brien's

www.wittobriens.com

818 Twn N Cntry Blvd Ste 200, Houston, TX 77024

(281) 320-9796

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.

Title of Document:	Safety Management Manual	Document Number:	SOP-GEN-013
Authority:	Director of Marine Operations	Revision:	3
Custodian/Owner:	Designated Person Ashore	Issue Date:	March 2023
			Page 6 of 7

For Vanuatu flagged vessel emergencies, contact Vanuatu Maritime Services Limited:
 Executive Vice President Michael DeCharles
 973-956-7850 or 973-981-4643

Annex B: Training

All pre-identified personnel will complete **ICS 100 - Introduction to the Incident Command System**. All personnel whom will hold a supervisory position will complete **ICS 200: Basic Incident Command System for Initial Response**.

Additional training available upon request.

A yearly exercise will be conducted.

Annex C: After-Action Review

Following an incident or exercise an After-Action Review will be completed following FEMA's standard guidelines.

Title of Document:	Safety Management Manual	Document Number:	SOP-GEN-013
Authority:	Director of Marine Operations	Revision:	3
Custodian/Owner:	Designated Person Ashore	Issue Date:	March 2023
			Page 7 of 7