Emergency Drills Policy and Procedures

**Purpose**
The purpose of this procedure is to significantly minimize the chance for injury, increase employees’ and contractors’ chances of survival, and instill confidence in order to avoid panic in the event of an emergency occurring over water.

**Scope**
All offshore personnel are assigned specific duties to be carried out during emergency situations as stated in the facility Emergency Evacuation Plan (EEP) and the Facility Station Bill. It is of utmost importance that employees and contractors be aware of their assigned duties, and that they be prepared to carry out those duties with confidence in order to prevent injury and increase the chance for survival in an emergency.

This procedure will provide a systematic approach, through the use of drills, to helping offshore personnel to acquire the skills needed to prepare and train for actions to be taken during emergencies.

These procedures also provide a guide for effectively planning, conducting, critiquing and documenting drills:

**Responsibilities**
The Person in Charge (PIC), Lead Operator, or Consultant will be responsible for:

- Planning and scheduling drills as required by this policy and procedures.
- Ensuring that all personnel on board the platform participate in drills.
- Insuring that all persons are familiar with their duties and stations.
- Verifying the Weekly and Annual Emergency Drill Reports are properly completed and filed appropriately.
- Verifying that each drill is reviewed and appropriate corrective measures are carried out for each deficiency observed.

Employees and Contract Employees will be responsible for:

- Participating in drills as directed by their supervisor.
- Familiarizing themselves with their assigned emergency duties and stations.

**Emergency Drill Requirements for Manned Offshore Production Platforms**

**Reason for Conducting Emergency Drills**
Knowledge and familiarization will lessen panic in emergency situations. Participation in properly conducted emergency drills is critical and promote a sense of security in knowing what to do and how to do it in order to survive a life-threatening situation. People who are
properly trained and drilled with the knowledge of what to expect in an emergency will show a much greater degree of effectiveness should such a situation arise.

**Frequency and Types of Drills**

At least every week an emergency drill shall be conducted and the type of drill shall rotate among the following types:

- Fire Drill
- Man-Overboard Drill
- Collision
- Medical Emergency
- Weather/Hurricane
- Blowout/Well Control

**NOTE:** Drills may be conducted more often during SimOps due to the various crew changes.

The above types of drills shall be conducted to demonstrate the ability of the platform personnel to perform their duties and functions as described in the Facility Emergency Evacuation Plan and as described on the Facility Station Bill.

Drills must be recorded on the Weekly Emergency Drill Report (see Section F, Chapter 3, Part A-1), and filed on board the facility.

At least once a year, all the elements of the Platform Emergency Evacuation Plan (EEP) must be exercised through a drill or a series of drills. At least one of these drills must include an “Abandon All” scenario. This drill must be recorded on the Annual Emergency Drill Checklist (see Section F, Chapter 3, Part B-1) and filed onboard the facility. Please be advised that this procedure shall be conducted by each crew.

**Spill Drills and Exercises**

Annually, a notification exercise for each facility that is manned on a 24-hour basis must be conducted. The exercise must test the ability of facility personnel to communicate pertinent information in a timely manner to the Qualified Individual (QI).

The annual drill exercises must be documented on the PREP Internal Exercise Documentation Form (see Section F, Chapter 3, Part B).

**Planning, Conducting, and Reviewing Drills**

**Planning a Drill**

In order for emergency drills to have the greatest effect, they must be thoughtfully planned. In choosing topics for drills, consider your location, work activities and surrounding environment, and what types of problems might possibly arise. Look also at past drills and things that went wrong while conducting them. These items make excellent topics for future drills. Whatever the topic, be sure to alternate different emergency situations and scenarios from one drill to the next. This will ensure a wider variety of skills being learned.
Conducting the Drill
Conduct the drills as if an actual emergency exists. Whenever possible, have employees actually use emergency equipment, such as fire extinguishers that are due for service, to help teach proper methods of operation. If the equipment can’t actually be activated, consider reading instructions, discussing procedures, or watching instructional videos to better educate and prepare personnel.

All personnel should report to their respective stations and be prepared to perform the duties assigned to them as per EEP and Station Bill.

If a standby vessel is assigned as per the EEP, the vessel must be positioned for an evacuation of that facility and the vessel’s crew must demonstrate its ability to perform its abilities and functions under the EEP.

Assigned field vessels as listed in your EEP should be involved in your emergency evacuation drills.

Reviewing the Drill
Once the drill is over, it should be reviewed to determine its effectiveness. Note the good points (actions that happened as planned), as well as the deficiencies (things that went wrong or were done improperly). Use these notes for discussion, and keep the deficiencies in mind for future drill topics.

Documenting the Drill
After a drill has been conducted and reviewed, it must be documented on the “Weekly Emergency Drill Report” and if applicable the “Annual Emergency Drill Checklist”, and kept on file at the field location. Be sure that all required information is included in the report, and that all personnel involved in the drill have signed the report.