Authority: Authority and Communication

Phase I: General Hurricane Season Precautions

Phase I will automatically go into effect on June 1, and will remain in effect throughout hurricane season (June 1 through October 31).

Phase II: Pre-Hurricane Procedure

Phase II will automatically go into effect for those areas where a projected hurricane or tropical storm path may be a threat.

Phase III: Securing For Hurricane

Phase III will only go into effect upon orders from the supervisor (see "Communication and Authority" below). The decision to place a platform, field or area in Phase III status will be based upon evaluating the intensity, position, and forward speed of the storm; the wind and sea conditions in each area; the location, condition, and accessibility of each structure; and decisions of other operators in the Gulf which affect our operations.

Phase IV: Evacuation

Phase IV will go into effect upon orders from the supervisor, but can be expected to automatically follow Phase III. It may be applied to a platform, a field, or part of a field, but not necessarily our entire operation simultaneously. The District Manager will determine which platforms, based on SCADA capabilities, shall remain on-line during a hurricane.

Returning: Evacuation Return Checklist

Checklist upon returning from a hurricane evacuation.
Authority and Communication

The primary communication link between the fields and the Fieldwood Energy Office is microwave telephones. All telephones offshore should be kept clear whenever Phase II goes into effect. The FM and VHF radios are to be used as a back up.

Commencing with Phase II, supervisory personnel in the Fieldwood Energy Office will share an around-the-clock watch to receive and interpret the weather reports obtained from the weather stations. This information will be conveyed to field personnel upon receipt. Production platform personnel will, at the same time, give the Fieldwood Energy Office information as to the wind and sea conditions, helicopter visibility, and any supplementary information that they may observe.

It is essential that all personnel on duty during the approach of a hurricane, and afterwards, remain at their appointed stations for further instructions from supervisors, except in serious emergency.

Orders to go into Phase III and/or Phase IV will come from the following order of authority:

1. District Manager
2. Production Superintendent
3. Fieldwood Energy Area Foreman
4. Fieldwood Energy Production Foreman
5. Person in Charge(PIC) or Lead Operator

If communications break down between the office and the field, the highest level of authority in each field is to exercise his/her own best judgment and is authorized to take any emergency action he/she feels is necessary, including the abandonment of the platform. In such an event, he/she should make every effort to communicate his/her decisions to the Fieldwood Energy Office as soon as practical, this being secondary to the safety of personnel and equipment.
Phase I

General Hurricane Season Precautions

1. During Phase I, and in addition to normal inspection procedures, the following items are to be inspected weekly and maintained in operational condition:
   a) all life-saving equipment
   b) all firefighting equipment
   c) all general alarm systems
   d) all aid-to-navigation units
   e) all heliport lights
   f) all cranes (where applicable)
   g) all diesel and emergency generators/air compressors

Deficiencies are to be reported to your supervisor and repaired immediately.

2. All loose material and equipment on well jackets and unmanned platforms are to be tightly secured with rope or chain and/or removed to a manned platform and properly stored.

3. Fill all diesel tanks with diesel and all fresh water tanks with potable water.

4. All empty transports and junk items are to be classified as such and sent to the dock.

5. Records of subsurface safety valves and/or plugs on ALL wells are to be continuously updated.

6. All inactive wells shall be maintained with all well head valves shut-in.

7. All inactive flowlines and gas lift lines should be checked periodically to ensure that they are bled down and isolated.

8. All platforms must verify that they have an ample supply of rope and tarpaulin or clear heavy plastic wrap available.

9. All Fieldwood Energy Production Foremen and all Facility Supervisors are to maintain and keep in their possession a current list of correct addresses and telephone numbers of all personnel under their authority. All changes, corrections, additions, deletions, etc. are to be reported to the Fieldwood Energy Area Foreman in writing.
Phase II

Phase II will automatically go into effect for those areas where a projected hurricane or tropical storm path may be a threat.

Pre-Hurricane Procedure

1. All Lift Boats will be on notice and sent to shore as deemed necessary based on location. Logistics group will coordinate this effort.

2. Evacuate all non-essential personnel. This will be coordinated with Lafayette and Houston Management involvement.

3. All boats in the field are to be put on 24-hour standby for instructions.

4. Make sure all wells contain a subsurface safety valve or plug, unless BSEE no-flow test had been performed.

5. Secure all loose material or equipment.

6. If available, close all storm shutters on quarter’s buildings and any louvers on generator or compressor buildings.

7. Make sure all cargo tanks, surge tanks, heater treaters, skimmers and storage tanks are at least half full of oil or water.

8. Secure all loading booms and hoses.

9. Supervisory personnel will ensure that emergency evacuation transportation, e.g., helicopters or boats, are secured.

10. Factors effecting which platforms will be shut-in during Phase II are:

    a) BSEE approved hurricane timer on file
    b) Low producing unmanned platforms
    c) Distance from shore
    d) Stability of the platform
    e) Size of the heliport
    f) Obstacles near the heliport
    g) Sales pipeline status – open or closed
Phase III

Phase III will only go into effect upon orders from the Supervisor. The decision to place a platform, field or area in Phase III status will be based upon evaluating the intensity, position, and forward speed of the storm; the wind and sea conditions in each area; the location, condition, and accessibility of each structure; and decisions of other operators in the Gulf which affect our operations.

Securing For Hurricane & Preparing For Evacuation

1. Stop all compressors, pumps and gas generators as directed by the Area Foreman.
2. Make sure diesel generator fuel tanks are full and start diesel generators. Leave power only to refrigerator, freezer, helicopter fuel pumps, communication buildings, generator heating elements and heliport lights. Kill all other circuits.
3. Close all valves on well heads, including master valves, safety valves, wing valves, gas lift control valves, casing valves, down hole valves, etc. (If possible, Shut in well at surface and allow tubing pressure to equalize before closing down-hole valves.)
4. Isolate all flowlines, manifolds, pressure vessels, and gas lift lines. Flag and record all valves being closed. Record all pipeline pressures.
5. Block off all tanks, heater treaters, skimmers, etc., and see that they are at least 2/3 full of fluid. Flag and record all valves being closed.
6. Gauge off (including pulling all Daniels charts and replacing with new), fill out daily production report and send into the office.
7. Be sure all hand held radios are on chargers and stored in safe location before you evacuate the platform.
8. Remove all Personal Locator Beacons from lower decks and place inside living quarters in safe location.
9. Move all unsecured portable fire extinguishers to doghouse, crew quarters, or secure location.
10. Wrap and secure electric and PLC compressor panels with tarp.
11. Tie down rain covers to engine.
12. Cover exhaust pipes on all non-running engines (secure covers).
13. Drain coolant out of slow speeds.
14. Block turbochargers on slow speeds.
15. Wrap all generator ends that are not running with tarps, plastic, etc.
17. Turn off or disconnect generator switchgear and fire/gas detection panels, turbine PLC control panels, etc. back up battery banks not needed if platform is shut in for evacuation.
18. Leave Hurricane Emergency Generator running.

19. Secure crane boom in rest with either chain and binder or hook to deck and apply tension and perform LOTO so that crane cannot be operated until boom is unsecured.

20. Notify the Fieldwood Energy Production Foreman when securing operations are complete. Wait on orders to evacuate.

21. Make sure all doors are properly closed and locked before you evacuate the platform.

Phase IV

Evacuation & Return to Work

1. Notify the Fieldwood Energy Office when facility is ready to be evacuated. Notify the Fieldwood Energy supervisory personnel of the time the facility will be evacuated and an estimated time of arrival at dock or heliport locations.

2. Upon arrival onshore, notify the Fieldwood Energy Office and await further instructions.

3. All Fieldwood Energy Production Foremen, Person in Charge (PIC), Lead Operators, or Platform Supervisors should be aware of his/her crew's whereabouts and have a means of contacting them for a return to work.

4. The Fieldwood Energy Production Foremen will be notified by the Fieldwood Energy Office as to when recall is to be initiated. It will not be necessary for individual workers to contact the Fieldwood Energy Office. Recall of crews is the responsibility of the Fieldwood Energy Area Production Foreman or Offshore Foreman.

5. Any change in an individual employee's location while on standby for recall should be reported to that individual's Supervisor or Fieldwood Energy Production Foreman.

6. If an individual is unable to return to work due to road conditions or other problems in his/her locality, he/she should report this to his/her Supervisor or the Fieldwood Energy Production Foreman as soon as he/she is able.

NOTE: Location of all field and crew boats after evacuation and their recall is to be coordinated by the Fieldwood Energy Office.
Returning From Hurricane Checklist

1. Perform walk through of platform using “buddy system,” return all firefighting and lifesaving equipment to service.
2. Check engine/compressor crankcase’s for water on all engines before starting.
3. Perform megohmester test on generators before starting engines (dry if necessary).
4. Un-wrap generator ends and panels.
5. Check coolant levels (fill if necessary).
6. Uncover engine exhaust before starting.
7. Unblock turbochargers on slow speeds.
8. Inspect cooler fans for damage before starting.
10. Reconnect back up battery banks when ready to bring platform back online.
11. Unsecure crane boom from deck before starting crane.