

Crisis and Continuity Management Plan

E&P Gulf of Mexico

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E&P Gulf of Mexico**

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Table of Contents

	Page No.
1. OVERVIEW	1
2. ORGANIZATION / STRUCTURE	2
3. NOTIFICATION AND ACTIVATION.....	5
4. RESPONSE PROCESS	6
5. ACCOUNTABILITY FOR EMPLOYEES AND HUMANITARIAN ASSISTANCE PROGRAM.....	7
6. TRAINING, EXERCISING AND PLAN OWNERSHIP / MAINTENANCE.....	8
APPENDIX A - CONTACT INFORMATION.....	10
A.1 Wave 1 - GoM SPU Leadership Team	10
A.2 Wave 1 - Additional BST / BCP Representatives	10
A.3 Wave 2 – Business Continuity Representatives & Key Resources	11
A.4 WestLake Campus Representatives	15
A.5 Emergency Travel Contact List	15
APPENDIX B - ROLES AND RESPONSIBILITIES.....	16
B.1 Core Team Members.....	16
B.2 Additional Members.....	18
B.3 Additional Specialists.....	20
B.4 Business Continuity Roles	21
B.5 Summary of BCP Roles and Responsibilities for Critical Processes	22
APPENDIX C – PIPELINE INFRASTRUCTURE	23
APPENDIX D - FORMS	27
D.1 Sample Agenda Topics	27
D.2 Severe Weather Assessment Team Agenda	28
D.3 BST Incident Situation Report Form.....	29
D.4 BST Incident Potential Worksheet (5 Page Form).....	30
APPENDIX E – LINKS AND RELATED PLANS.....	35
E.1 GoM Severe Weather Contingency Plan (SWCP).....	35
E.2 GoM Regional Oil Spill Contingency Plan.....	35
E.3 GoM Pandemic Response Plan	35
E.4 Humanitarian Assistance Response Plan (HARP).....	35
E.5 WestLake Business Continuity Coordinating Plan (WL BCP)	35
E.6 WestLake Property Management Office Space Continuity Plan (OSCP).....	35
E.7 WestLake Disaster Recovery Plan (DRP).....	35
E.8 WestLake Business Continuity Travel Guide	35
APPENDIX F - DEFINITIONS	36
F.1 BP's Incident Management System (IMS).....	36
F.2 Incident Management Team (IMT) and Tactical Response Team (TRT).....	36
F.3 Country Support Team (CST)	36
F.4 Executive Support Team (EST).....	36
F.5 Delegation of Authority (DoA).....	36

1. OVERVIEW

The successful resolution of an incident requires a coordinated effort from a variety of groups and teams. The vast majority of the incidents that occur in or around BP's operations are expeditiously handled at the local level, without involvement of groups or teams from outside the local business. However, for the exceptional instances when outside support is needed, it is essential that the role of all the teams be clearly articulated to ensure that the support provided is complimentary to the primary goals of any incident response, which include:

- **The safe and efficient handling of an actual or potential incident, and**
- **The protection of the company's overall reputation and viability.**

During the course of the response to an incident, it is important that BP's core values are demonstrated by ensuring the priorities in a response are always as follows:

- 1st – **People** (employees, contractors, customers, third parties)
- 2nd – **Environment** (air, water, areas of sensitivity)
- 3rd – **Property** (BP facilities, offices, third party property)
- 4th – **Business** (supply, production, reputation)

Purpose / Scope

This document applies to any E&P Gulf of Mexico (GoM) incident which warrants the involvement of the GoM Business Support Team (BST). This team will support both the GoM Incident Management Team and the GoM Severe Weather Assessment Team as well as execute the business continuity plan.

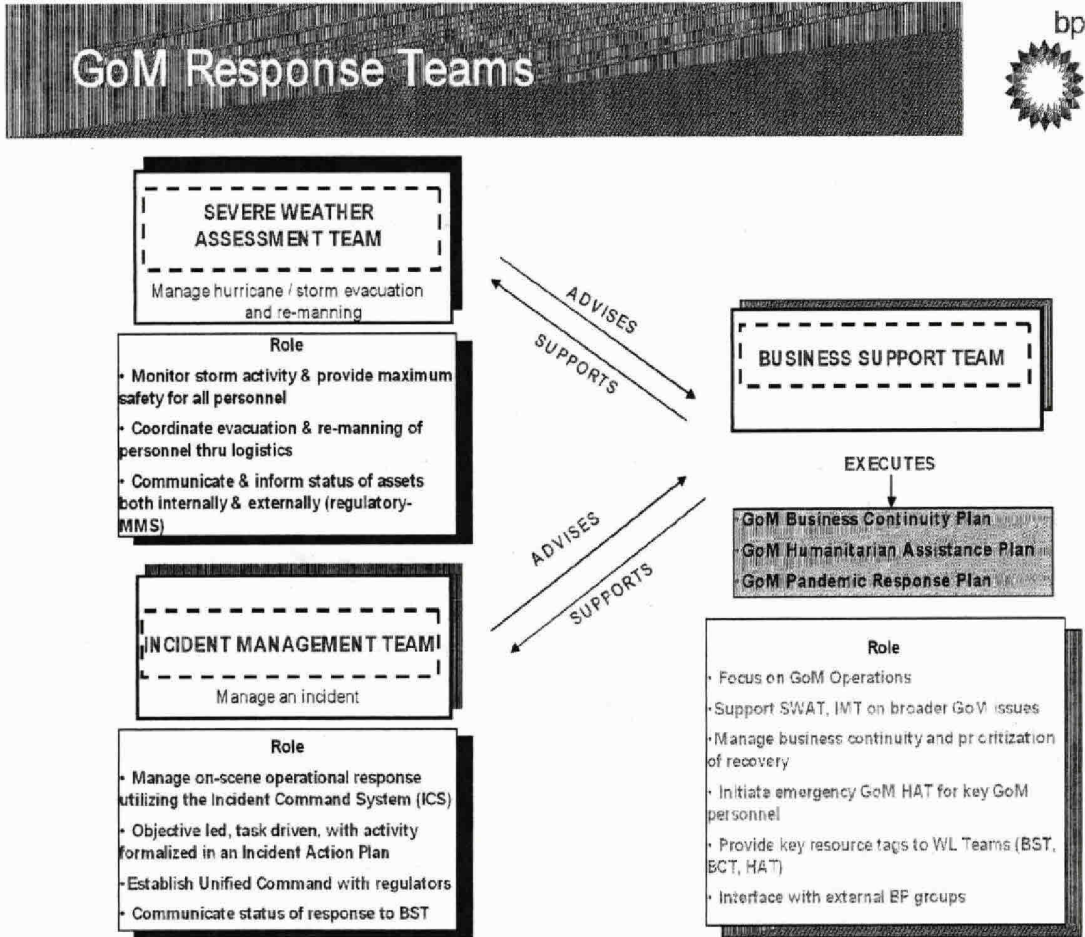
Per OMS Sub-Element 4.6, the purpose of this document is to prepare the GoM Leadership (BST) for prompt response to crisis and emergency events threatening harm to BP employees and contractors, company assets, and neighboring communities and interruption in business operations.

This document describes the roles, responsibilities and processes that the GoM BST will use during an actual or potential incident. It will assist in facilitating critical decision making during a business disruption. This document supports the preparation done by the SPU in defining a continuity strategy, assessing the risks to the business, developing business critical recovery requirements, and creating proposed actions necessary to recover critical people, processes, infrastructure, and supply chain.

Additionally, the GoM BST will engage when the business disruption includes an event of an outage affecting a part or the whole of the BP WestLake campus. The following table distinguishes the differences of roles between the GoM BST and the WestLake Campus BST.

GoM BST	WestLake BST
<p>Role</p> <ul style="list-style-type: none"> ❖ Focus on GoM Operations ❖ Support GoM SWAT and GoM IMT ❖ Manage GoM business continuity issues and prioritize business recovery ❖ Execute initial humanitarian assistance for key GoM personnel ❖ Provide key resource tags to WL Teams (BST, BCT, HAT) ❖ Interface and provide a coordinated effort with other BST's (e.g., NAG) ❖ Interface with external BP groups (e.g., Executive Support Team, BP America) 	<p>Role</p> <ul style="list-style-type: none"> ❖ Focus on WestLake Campus issues and interact with WL Property Management ❖ Support WL PM IMT / TRT, WL Business Continuity Coordinating Plan, WL PM Office Space Continuity Plan ❖ Interface with BP America ❖ Assist with WL Campus communications ❖ Manage WL BCP Hurricane Timeline, campus closure, and activation to alternate site ❖ Update individual business BST Liaisons on actions of WL BST

2. ORGANIZATION / STRUCTURE



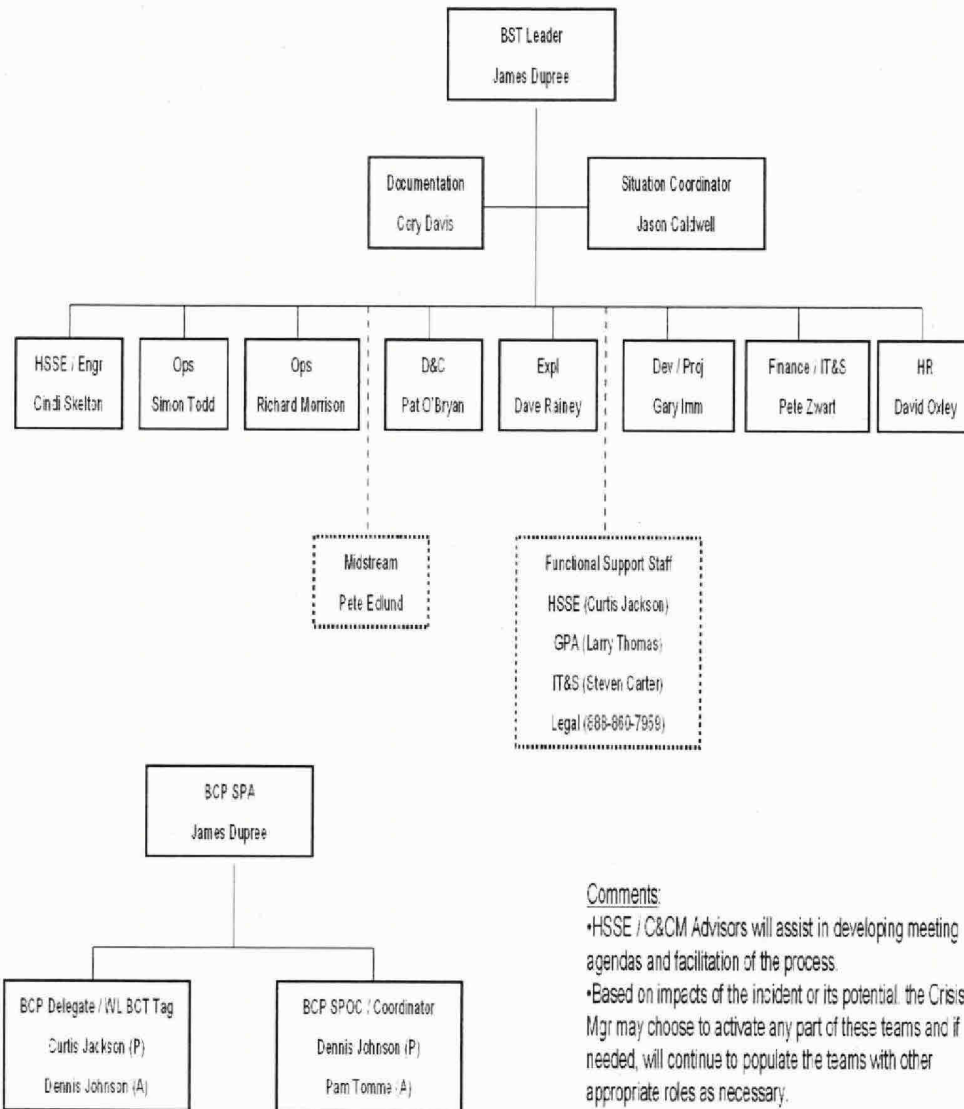
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Incident Response to Crisis Management: Thinking Strategically

To avoid a potential, or mitigate an existing crisis situation it is important for BST members to think strategically. BST members must analyze the implications of an incident and/or the IMT's response to an incident to determine whether a potential for or actual crisis situation exists. The BST Incident Potential Worksheet will assist this process (see Appendix D - Forms). Additionally, the following are strategies and objectives for the team:

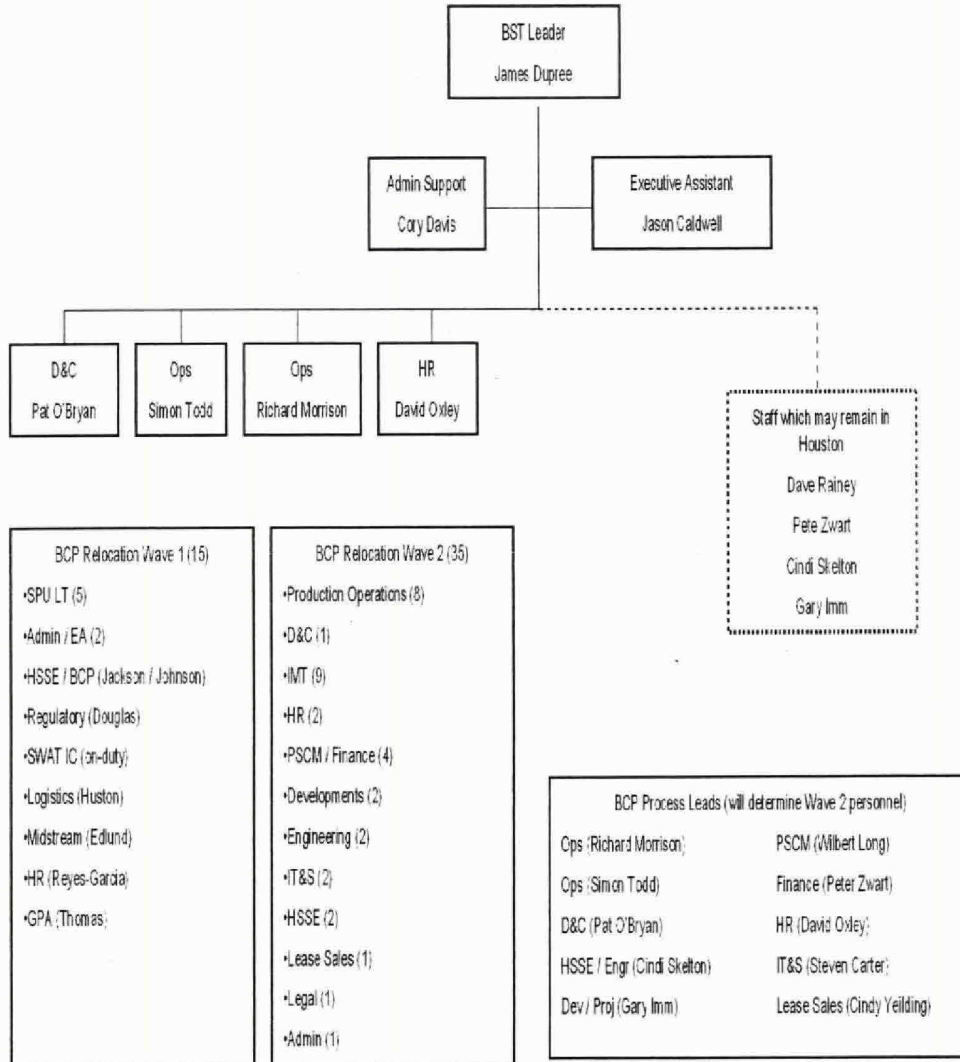
- Ensure needs of IMT are afforded the highest priority and support (not direct) their efforts.
- Develop forward looking business recovery plans.
- Establish communications plan to ensure appropriate information sharing with all stakeholders.
- Provide for the humanitarian assistance needs of BP employees.
- Interface with external BP groups to protect our reputation, financial integrity, and license to operate.

GoM BST ORGANIZATION STRUCTURE



Comments:
 •HSSE / C&CM Advisors will assist in developing meeting agendas and facilitation of the process.
 •Based on impacts of the incident or its potential, the Crisis Mgr may choose to activate any part of these teams and if needed, will continue to populate the teams with other appropriate roles as necessary.

ALTERNATE SITE RELOCATION TEAM



Comments: For the severe weather scenario, Wave 1 personnel will be deployed in advance of campus closure. The primary reason for Wave 2 personnel is in the event the WestLake Campus is closed for an extended duration.

3. NOTIFICATION AND ACTIVATION

GoM BST Notification / Activation

If an incident occurs that requires activation of the GoM Incident Management Team (IMT), the Incident Commander (IC) will contact and inform directly the BST Leader or alternate at the earliest opportunity.

After the IC establishes initial contact with the BST Leader or alternate, they will mutually determine if the BST should be activated. The decision to activate the BST will be based on incident magnitude, impact and/or its potential. (Examples: fatality/multiple serious injuries, significant environmental impact/damage, significant impact to business operations, reasonable possibility of receiving significant media attention, etc.)

Another means of notifying the GoM BST is through the WL Campus Business Support Team. The GoM Leadership team has a tag who participates on the WL Campus BST and would act as the conduit to communicate to the GoM BST. (Examples: campus closure, severe weather, natural disaster, terrorist threat/attack, civil disturbance, pandemic threat, etc.)

Executive Support Team & Country Support Team Notification

Whenever the BST is activated, the following internal notifications are required:

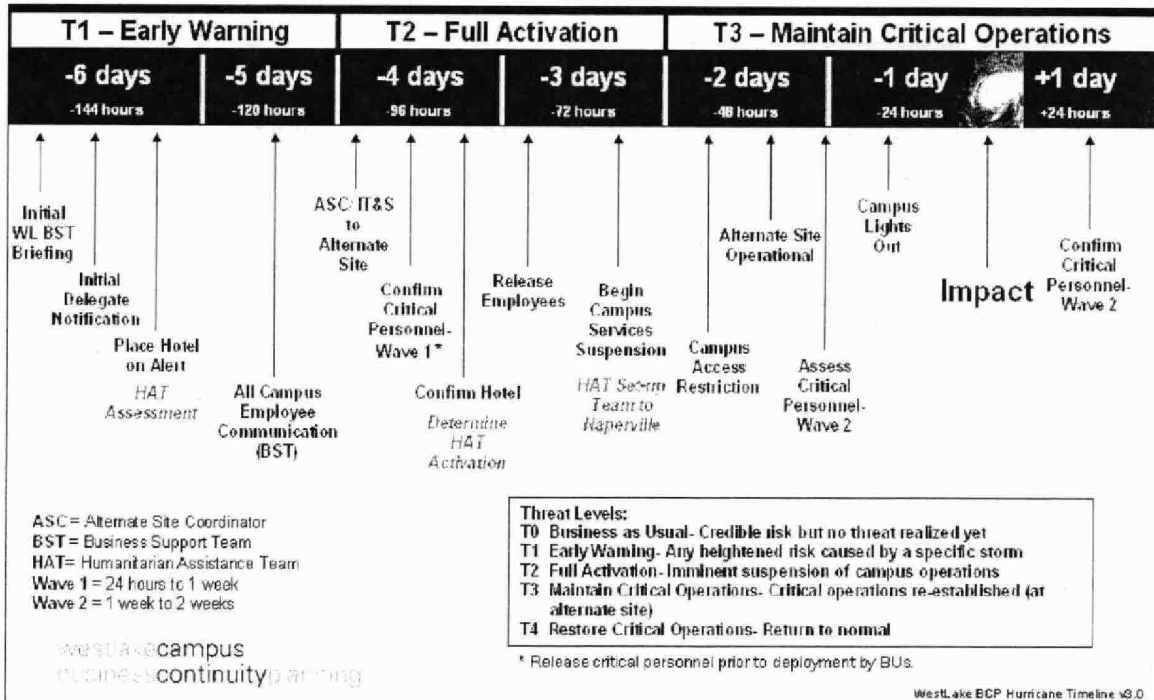
- Executive Support Team – normally managed through the line by contacting the Lead Senior Executive
- Country Support Team / BP America - Lamar McKay (Chairman and President)
281-366-2611 (office) / 281-433-8684 (cell)

If unable to notify either of the two teams listed above, contact:

- St James Square Security in London: 011-44-207-496-5555 or 011-44-207-925-0845

Activation of Alternate Site Personnel

In the event of a WL Campus closure and business interruption, specific GoM positions and functions are necessary to relocate to the Alternate Site Location. Actions relating to these resources are contingent upon the severity of the incident and the activation levels. (See Appendix E – Link and Related Plans)



4. RESPONSE PROCESS

The following section depicts the major activity sets that comprise the response process flow from preparation, through response, maintaining critical operations, and restoring business operations.

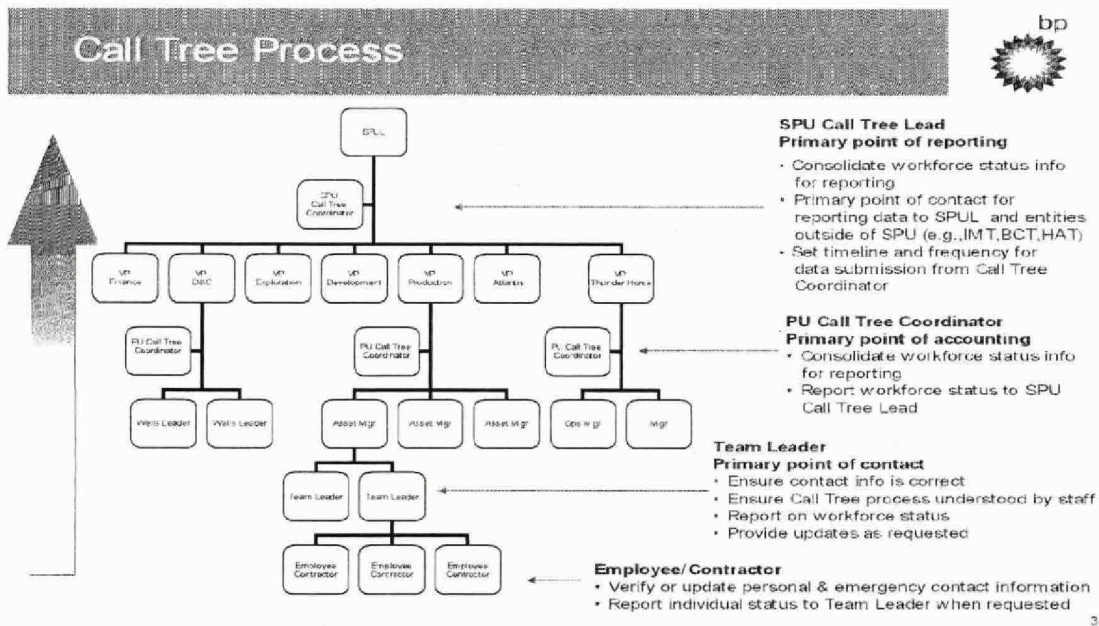
Pre-Hurricane Impact to Offshore Ops	Post Hurricane Impact to Offshore Ops			
Preparation	Humanitarian Assistance	Support IMT Response	Maintain Critical Operations	Restore Business Operations
Set SWAT re-manning priorities for offshore operations	Account for employees and confirm safety status	SWAT IC manages overflights and communicates status of assets	SWAT IC declares Phase 4 for unaffected assets; return to work	Stand Down IMT
Discuss potential threats, vulnerabilities, and risk mitigation strategies	Receive assessment of personnel and determine HAT response	If IMT activates, provide support based on IMT needs	Consult with BP Midstream & BP Pipelines to understand status of export infrastructure; begin production	Prioritize and resume business activity; if necessary, form project team for business resumption
Assess availability and prepare critical team members for potential relocation to alternate site		Establish communication plan to ensure appropriate information sharing with all stakeholders	Re-engage wells/rig activity	Enhance prevention; if necessary, form Incident Investigation Team
			Maintain financials and reporting to London	Conduct Lessons Learned and confirm or adjust preparedness

Response Process Checklist

- Team activates and assembles at designated Command Post / Conference Room
- Team is briefed on potential threat, incident facts and/or response status
- Strategy and objectives are determined per the situation at hand
- If IMT has activated, any requests for assistance from IMT are assigned to functional advisors
- Conduct an assessment of the Incident Potential and identify functional issues and concerns to be worked by BST
- Work assignments are made and an Assessment Meeting time is established
- Report out to the Executive Support Team and/or Country Support Team by BST Leader
- Receive updates from IMT, SWAT, HAT, etc.
- Team meets at designated time to:
 - Receive updated incident facts and response status update
 - BST members report on progress made on assigned actions
 - Identify new issues to be addressed
- Process repeats itself until all issues are resolved or crisis averted
- Stand Down

5. ACCOUNTABILITY FOR EMPLOYEES AND HUMANITARIAN ASSISTANCE PROGRAM

It is the responsibility of each business to implement, maintain and exercise a documented process for accounting for personnel during and after an emergency evacuation. Within the scope of this plan, the primary means utilized is the manual call tree process. Prior to an event, such as an approaching hurricane, communications will instruct employees to update their contact information and notify their Team Leader of their pre & post-event plan. After the event, employees should call their Team Leader to check-in. In return, Team Leaders should begin reaching out to employees who have not made contact. Team Leaders will provide a status summary to their PU/Functional Call Tree Coordinator. These coordinators will then forward to the SPU Call Tree Lead who will provide updates to the SPUL and other appropriate teams such as the BST and/or HAT. The RUOK system will not be used as a method for accounting of personnel.



The US Head of Human Resources owns and maintains a Humanitarian Assistance Response Plan (HARP) designed to provide support to BP personnel impacted by major / catastrophic natural disasters.

The BST will determine the appropriate humanitarian response for employees within the GoM SPU and will take action as necessary. The BST Leader may request activation of the HARP by contacting the head of the BP America Country Support Team. Such request is at the discretion of the BST Leader based on potential impacts to the extent that the GoM SPU is overwhelmed by the impact and needs assistance.

6. TRAINING, EXERCISING AND PLAN OWNERSHIP / MAINTENANCE

The SPU Leader is accountable for the designation of all of the BST positions. To assure competence, the BST positions shall be filled with people whose position in the SPU matches the requirements of the BST position. All BST members should receive initial training of the contents of this plan and refresher training as necessary.

This plan will be reviewed at least annually to reflect changes in hazards, risks, critical processes, organization or contact details, and to implement identified improvements.

Validation of this plan will occur, at a minimum, through exercising it in the format of a Tabletop Exercise at the defined interval of within 2 years of the last activation of the team.

A Tabletop Exercise is defined as an exercise activity conducted in a conference room setting involving discussion of a scenario by a response team. The exercise is conducted by a facilitator and lessons learned are incorporated into this plan as applicable. Actual incidents may fulfill the requirement for an individual drill/exercise.

Tabletop Exercises will be developed based on GoM SPU identified risks such as:

- Multiple serious injuries and/or fatalities
- Significant environmental impact/damage
- Significant impact to business operations
- Business interruption due to office closure (flooding, severe weather, fire, etc.)

The GoM SPU Single Point of Accountability (SPA) is the owning authority of the overall GoM SPU BSP / BCP program and is accountable for the contents and resources. The GoM SPU SPA agrees to the effectiveness and adaptability of the plan to accommodate changing circumstances at the time of need. The GoM HSSE Director is the custodian of the plan and responsible for maintaining and distributing the plan, and coordinating exercises.

Revision Log

Revision	Authority	Custodian	Revision Details
rev0: 6/1/09	Curtis Jackson	Dennis Johnson	Initial issue
rev1: 7/27/09	Curtis Jackson	Dennis Johnson	<ul style="list-style-type: none"> • Updated Section 2 - replace Laurie Erwin with Ryan Malone within organization structure • Updated Section 3 - replace Hurricane Timeline with updated version 3 • Updated Appendix A - contact list to include both Wave 1 & Wave 2 (key personnel)
rev2: 11/2/09	Curtis Jackson	Dennis Johnson	<ul style="list-style-type: none"> • Updated Section 2 – replace Shaw, Campos, & Malone with Dupree, Davis, & SPUL EA • Modified Section 6 - include lessons learned and acknowledged that actual incidents could fulfill the requirement of a drill/exercise • Modified Appendix F.2 – expand upon definition and requirements for Incident Management Team • Modified Appendix E – added GoM Pandemic Response Plan
rev3: 1/14/10	Curtis Jackson	Dennis Johnson	<ul style="list-style-type: none"> • Updated all sections with new terminology – replaced Group Crisis Team with Executive Support Team;

			<p>replaced Crisis Manager with BST Leader</p> <ul style="list-style-type: none">• Updated Section 2 – modified org to reflect most current SPU LT members• Updated Section 3 – modified notification requirements per the Executive Support Plan• Updated Appendix A – Contact Info
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Appendix A - Contact Information**A.1 Wave 1 - GoM SPU Leadership Team**

Name	Role	Title	Contact Information			
			Office Phone	Mobile Phone	Home Phone	Email Address
James Dupree	BST Crisis Manager BCP SPA	Sr. VP / SPUL	281-366-5519	832-289-4229	---	dupreejh2@bp.com
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Cindi Skelton	BST BCPL-HSSE	VP HSSE / Engr	281-366-5426	713-828-8706	281-578-0683	cindi.skelton@bp.com
Simon Todd	BST BCPL-Ops	VP TH	281-366-0307	832-623-9736	281-293-7261	Simon.Todd@bp.com
Peter Zwart	BST BCPL-Finance	CFO	281-366-5733	713-269-4298	713-984-9667	Peter.Zwart@bp.com

A.2 Wave 1 - Additional BST / BCP Representatives

Name	Role	Title	Contact Information			
			Office Phone	Mobile Phone	Home Phone	Email Address
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Jason Caldwell	BST Sit Coord	James Dupree's FA	281-366-1982	713-249-1732	---	Jason.caldwell@bp.com
Curtis Jackson	BST HSSE Adv BCP Delegate (P) SWAT IC	HSSE Director	281-366-4290	713-569-0292	281-693-6745	Curtis.Jackson@bp.com
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Scherie Douglas	Regulatory	Regulatory Spec	281-366-6843	713-702-7673	281-218-6881	Scherie.douglas@bp.com
Mick Leary	SWAT IC	Drig Perf Mgr	281-366-2371	281-782-8994	281-256-0214	Michael.Leary@bp.com
Damian Stead	SWAT IC	Marlin Ops	281-366-5648	713-855-7312	713-463-5252	damian.stead@bp.com
Winston Shero	SWAT IC	Na Kika Ops	281-366-7259	281-435-3213	281-646-0326	Winston.Shero@bp.com
John Huston	Logistics	Log/Mat'l Mgr	281-366-5795	713-962-5927	281-897-0010	John.huston@bp.com
Pete Edlund	BST BCPL Midstream	Midstream Mgr	281-366-5614	281-734-4596	281-394-5351	Peter.Edlund@bp.com
Cindy Reyes-Garcia	HR	HR Ops Mgr	281-366-4199	713-805-7076	---	Cynthia.reyes@bp.com
Larry Thomas	BST GPA Adv	GPA	281-366-3465	832-630-4164	281-693-7634	Larry.thomas@bp.com

A.3 Wave 2 – Business Continuity Representatives & Key Resources

Name	Title	Contact Information			
		Office Phone	Mobile Phone	Home Phone	BP Email Address
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Earnest Bush	CMER Advisor	281-366-8295	281-513-1067	832-295-5539	Earnest.Bush@bp.com
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Stan Garner	GoM HSSE Operations Mgr	281-366-5322	713-204-7017	281-693-6030	Stanley.Garner@bp.com
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Na Kika					
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Pompano / MC 764					
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Marlin / King					
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Srini Prasad	Great White / Resource Mgr	281-366-5576	281-761-5459	281-491-4160	srini.prasad@bp.com
David Brumfield	Joint Ventures / Resource Mgr	281-366-4409	713-963-2734	---	David.Brumfield@bp.com
Additional support					
Keith Seilhan	Director of Operations	281-366-3535	713-899-5428	832-717-7512	Keith.Seilhan@bp.com
Neil Cramond	SPU Marine Authority	281-366-3790	832-434-5263	832-437-0069	neil.cramond@bp.com
Thunder Horse – Simon Todd					
Recovery Phase One					

Simon Todd	Process Lead / VP	281-366-0307	832-623-9736	281-293-7261	Simon.todd@bp.com
Recovery Phase Two					
Lynn Saha	Facilities / Fac Engr TL	281-366-4735	713-303-7404	713-973-7099	Lynn.saha@bp.com
Karen Veerkamp	Facilities / Fac Mgr	281-366-0156	832-259-4819	281-265-0531	Karen.veerkamp@bp.com
Bill Kelly	Fac / Ops Drlg SS Eng TL	281-366-4528	281-386-6611	281-395-2540	William.kelly@bp.com
Wissam Al Monthiry	Operations / Dep Ops Mgr	281-366-6339	281-658-5220	---	Almw00@bp.com
Patrick Cooke	Operations / Ops Mgr	281-366-5590	832-922-2769	---	Patrick.Cooke@bp.com
Greg Rolloff	Projects / OLT Mgr	281-366-5311	713-870-6320	281-444-0205	James.rolloff@bp.com
Bill Steel	Projects / Project Gen Mgr	281-366-5318	281-435-8122	281-599-7442	William.steel@bp.com
Greg Arnold	Subsurface / Subsurface Mgr	281-366-2507	832-865-5096	281-647-6455	Greg.arnold@bp.com
Craig Farley	Projects / Proj Services Mgr	281-366-2028	713-569-2167	281-492-1451	Craig.ferley@bp.com
John Bednar	Projects / TH Delivery Mgr	281-249-4325	281-381-0510	281-359-4989	John.bednar@bp.com
Bill Broman	Projects / Atlantis Delivery Mgr	281-249-1337	713-907-6552	281-395-3346	William.broman@bp.com
Bob Peloubet	Projects / Engineering Mgr	281-249-1806	713-857-9954	---	Robert.peloubet@bp.com
Mike Webber	Projects / Fabrication Mgr	281-249-1307	281-435-7761	---	Michael.webber@bp.com
John Hughes	Projects / Installation Mgr	281-249-7678	713-480-0148	281-646-9956	John.hughes2@bp.com
Teruko Thomas	Projects / Assurance Mgr	281-249-1933	713-301-9081	---	Teruko.thomas@bp.com
Exploration – Dave Rainey					
Subset of LT	8 individuals				
Drilling Operations – worse case depending on well status					
Bellow or Bodek	1 - Ops Geologist				
	1- Biostratigrapher				
	1 - Prospect Geoscientist per well				
	1 - Petrophysicist				
	1 – Exploration Reservoir Engineer				
Lease Sale Activity – worse case depending on timing					
LT	7 individuals				
	1 – Lease Sale Coordinator				
	1 – Commercial Analyst				
	Central Lease Sale 4 Deep Water Geoscientists				
	Central Lease Sale 2 Deep Gas Geoscientists				
	Western Lease Sale 2 Deep Water Geoscientists				
	Western Lease Sale 2 Deep Gas Geoscientists				
Notes: actual names will depend on timing, specific wells, etc. Absolute worse case (2 wells at critical operations, during central lease sale bid setting week) 26 individuals					
Jay Thorseth	PUL – GoMX	281-366-3994	832-367-8464	281-633-0981	jay.thorseth@bp.com
Cynthia Blankenship	PUL – GoMX	281-504-2858	713-376-1540	---	Cynthia.blankenship@bp.com
Cindy Yeilding	Lease Sales / Renewal Mgr	281-366-4104	832-642-6533	713-952-8090	cindy.yeilding@bp.com

Debbie Knight	Team Leader – Deep Gas	281-366-3755	832-576-3176	713-201-9849	Debbie.knight@bp.com
Jacek Jaminski	Team Leader – Western Gulf	281-366-5890	713-392-1820	713-849-4205	jacek.jaminski@bp.com
Jonathon Bellow	Operations Geologist	281-366-7492	713-494-5258	281-492-1876	jonathan.bellow@bp.com
Bobby Bodek	Prospect Geologist	281-366-3862	713-213-7553	---	Robert.bodek@bp.com
Celeste Saavedra-Germany	IT&S	281-366-3498	832-724-9955	281-370-4995	celeste.saavedra-germany@bp.com
Drilling & Completions – Pat O'Bryan					
Engr Ops & HSSE					
Andy Frazelle	D&C Operations Manager Production Assets	281-366-8792	713-213-3505	832-230-1488	Andy.Frazelle@bp.com
Charlie Holt	Wells Ops Mgr	281-366-5872	713-206-1597	713-206-1597	Charles.Holt@bp.com
Ian Little	Wells Manager	281-504-0958	281-435-7093	---	Ian.Little@bp.com
Dave Rich	Completions Engineering Manager	281-504-4347	713-854-3840	---	richd@bp.com
Jon Sprague	Drilling Engineering Manager	281-366-5871	281-387-7509	---	Jonathan.Sprague@bp.com
Steve Tink	HSSE Compliance Manager	281-366-1235	281-352-1140	---	Richard.Tink@bp.com
Wells Team					
Wes Black	Wells Team Leader	281-366-4230	713-202-5100	979-865-8534	Wes.Black@bp.com
Doug Chester	PDQ OPS TL	281-366-3010	713-412-7857	281-693-7167	Doug.Chester@bp.com
George Gray	Wells Team Leader	281-366-0659	281-392-8273	713-376-1099	George.Gray@bp.com
John Guide	Wells Team Leader DW Horizon	281-366-0531	713-252-7918	281-225-9432	John.Guide@bp.com
Gavin Kidd	DDII OPS TL	281-504-2935	832-472-4367	---	kiddg1@bp.com
Robert Sanders	DDIII OPS TL	281-366-4488	713-301-6514	281-225-9170	Robert.Sanders@bp.com
David Sims	E&A Drilling Team Leader	281-366-0360	713-304-5600	281-578-8653	David.Sims@bp.com
John Smart	Wells Team Leader Intervention & Completion Operations	281-504-2904	832-693-6493	281-392-7873	SmartJC@bp.com
Dan Stoltz	EMT OPS TL	281-366-3424	713-805-9972	713-805-9972	Dan.Stoltz@bp.com
Jim Wellings	Wells Team Leader	281-366-2983	713-715-9334	---	Jim.Wellings@bp.com
Finance / PSCM / Midstream / IT&S – Pete Zwart					
Finance					
Paul Kent	SPU Controller	281-366-4660	281-546-1106	281-370-6439	Paul.kent@bp.com
Malcolm Kraus	Controller	281-366-4172	713-775-3800	281-923-3961	Malcolm.Kraus@bp.com
PSCM					
Wilbert Long	PSCM Chief Proc Officer	281-366-5264	713-306-3403	281-394-5911	Wilbert.Long@uk.bp.com
Dean Baudoin	PSCM I/L	281-366-0251	281-224-5232	281-395-7748	Dean.baudoin@bp.com
Dave Barker	Project PSCM Manager	281-366-9547	713-851-9547	281-334-7633	david.barker2@bp.com
Mike Lichtenauer	PSCM Logistics	281-366-5929	281-221-7715	713-680-9917	Mike.Lichtenauer@bp.com
Steve Smith	PSCM D&C	281-366-2041	832-283-4112	281-550-6640	Steve.Smith3@bp.com
Midstream					
Jaime Calderon	Commercial TL	281-366-4732	713-305-4132	281-496-5873	Jaime.Calderon@bp.com
Merle Garrelts	Midstream Bus Dev	281-366-0928	281-734-5570	281-858-7656	Merle.Garrelts@bp.com
Deborah Straughan	Midstream Dir	281-366-7774	832-618-7168	713-467-2640	Deborah.Straughan@bp.com
Brendan Conroy	Midstream Analyst	281-366-6906	281-546-5795	832-594-7474	Brendan.conroy@bp.com
IT&S					

Control Tier 2 – GoM HSSE CD# UPS-US-SW-GOM-HSE-DOC-00390-2 Revision Date: 1/14/10
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Mark Boothe	Info Mgr - GoMP	281-504-2787	281-796-5880	281-394-5918	mark.boothe@bp.com
German Camacho	Info Mgr - D&C	281-366-6551	281-685-0075	281-578-0639	German.camacho@bp.com
Rade Gregovic	IT&S BIM	281-366-2390	281-813-7640	281-578-9736	rade.gregovic@bp.com
Roland Sauermann	RT & Automation Specialist	281-366-8375	713-540-1790	713-647-8774	roland.sauermann@bp.com
Michael Decorte	RT & Automation Specialist	281-366-2984	713-870-7382	281-395-0573	michael.decorte@bp.com
Mike Garland	Info Mgmt Coordinator	281-366-4842	832-858-3314	281-861-6144	mike.garland@bp.com
Steven Carter	CIO	281-366-1536	281-797-5933	281-646-1117	steven.carterm@bp.com

A.4 WestLake Campus Representatives

Name	Role	Title	Contact Information			
			Office Phone	Mobile Phone	Home Phone	Email Address
Doug Suttles	BST Crisis Mgr	COO E&P	281-366-3969	832-276-3740	---	Doug.suttles@bp.com
Bruce Price	Aide to BST CM	EA to Doug Suttles	281-504-6552	713-447-6742	---	Bruce.Price@bp.com
Yvonne Clay	WL PM IMT Incident Commander	VP WL Prop Mgmt	281-366-7660	281-433-5312	281-646-9091	Yvonne.clay@bp.com
Keith Benton	WL C&CM Adv	WL C&CM Ad	281-366-6530	713-449-5732	281-256-8002	Keith.Benton@bp.com

A.5 Emergency Travel Contact List

Carson Wagonlit Reservations	
Incident Reservations Number	1-800-260-8742
General Reservations Number	1-800-289-1734
Hours of Operation	7:30am - 5:30pm Mon-Fri CST

Appendix B - Roles and Responsibilities

B.1 Core Team Members

BST Leader

Whenever the BST is activated, notification to the Executive Support Team, BP America, and SJS Security should occur.

The BST Leader may also activate in-country resources, i.e. BP America Response Team (BART) to assist with Incident Management Team (IMT) level response.

Role: Develop and coordinate overall business response for the impacted business by providing broad strategic and policy guidance to members of the BST and IMT Incident Commander.

Responsibilities / Activities

- Convene a Business Support Team, if deemed necessary and ensure that the appropriate business/assets and functions are represented.
- Conduct an initial briefing to inform BST members about organizational assignments, the incident, the response to the incident, and initial objectives and priorities; thereafter perform regular updates, briefings, and/or meetings.
- Notify appropriate senior business management (BP America, Group, etc) of the activation and convening of BST.
- Serve as Single Point of Contact for IMT Incident Commander, BP America and the EST (if convened) and ensure that all internal communications are coordinated.
- Establish meeting schedules with appropriate teams/individuals.
- Ensure the IMT has sufficient resources.
- Ensure that the BST members consider business continuity issues.
- Ensure that the interface and external communications with external organizations are coordinated (e.g., NGOs, government, media).
- Ensure that sensitive information is not shared without appropriate authority.
- Review and assign IMT Incident Commander and/or EST requests for assistance to appropriate BST members.
- Ensure other appropriate non-participating businesses are advised of the incident status and BP's position.
- Ensure that incident potential is assessed and regularly reviewed.
- Approve BST Strategic Objectives and ensure alignment with the IMT response.
- Maintain a log of actions and activities.

Situation Coordinator

Role: Gather and display relevant information regarding the incident, IMT response operations, and support activities by the EST and CST (if convened).

Responsibilities / Activities

- Establish/maintain the BST Information Center (Status Boards) and work with C&CM coordinator to manage incident documentation.
- Capture all relevant information from briefings, meetings and status boards, and summarize in Situation Summary Reports.
- Ensure that Situation Summary Reports are distributed to all BST members, including those at remote locations, and to all relevant teams and/or individuals.

Human Resources Advisor

Role: Advise BST regarding the effects or future implications of the incident on the Group's policy toward employees, contractors, next of kin and the public at large.

Responsibilities / Activities

- Responsible for the personal well being of all members of BP and relevant contractors in country, and provides a liaison with families, arranges compensation and organizes any temporary assistance.
- Determine the need for benefits, trauma counselling services and any other types of services that may be needed.
- Activate a trauma counselling team, if necessary.
- Activate the support centre and hot line telephone numbers to assist affected individuals and families; if necessary.
- Determine how members of employee's families will be notified in the event of fatalities or serious injuries.
- Ensure that the names of impacted employees are not released to the public before their families are appropriately notified.
- Coordinate Humanitarian Assistance activities to ensure appropriate support for victim's families.
- Liaise with Government and Public Affairs Advisor in the preparation of media statements.
- Maintain a log of actions and activities.

Finance Advisor

Role: Advise the BST on the financial issues arising from the incident.

Responsibilities / Activities

- Provide an assessment of the financial implications and the effect on funds flow.
- Mobilize funds that the businesses might require.
- Provide an assessment of any tax implications.
- Provide an assessment of any insurance implications.
- Liaise with Government and Public Affairs Advisor in the preparation of media statements.
- Maintain a log of actions and activities.

Business / Asset Advisor

Role: Advise the BST on specific issues related to the Asset.

Responsibilities / Activities

- Assist BST Leader in assessment of incident potential.
- Analyze impact of incident on day-to-day operations at affected facility; determining severity and duration of business interruptions.
- Establish process to address facility reconstruction, if required.
- Analyze impact on customers; developing strategy to address and satisfy needs of customers.
- Analyze impact of moving personnel from day-to-day operations to participation in incident response operations; working with Human Resources Advisor to develop backfill plan.
- Maintain a log of actions and activities.

B.2 Additional Members

Midstream Advisor

Role: Advise the BST on operational infrastructure status.

Responsibilities / Activities

- Gather and confirm information about the pipeline infrastructure.
- Act as a liaison to SWAT; ensuring that SWAT IC is receiving current and accurate data on pipeline systems.
- Maintain a log of actions and activities.

Government and Public Affairs / Press Officer Advisor(s)

Role: Advise the BST on any press and media issues arising from the incident and the future impact on Group activities.

Government and Public Affairs may encompass a number of roles within the BST, providing content on the issues of:

- External Communications - Media
- Internal Communications – within BP
- Investor Relations
- Government Relations
- Community / NGO Relations

Responsibilities / Activities

- Assess public and media reaction.
- Advise BST members on media issues.
- Provide response to media and public.
- Prepare and secure approvals of media releases.
- Arrange media conferences and/or interviews.
- Brief relevant BP executive(s) prior to conducting media conferences and/or interviews.
- Represent BP's position at media briefings/conferences conducted by others.
- Maintain a log of media contacts and activities.
- Monitor national and international media coverage and seek correction of any media errors.
- Arrange for media assistance by outside consultants, if required.
- Maintain contact with public affairs consultants to keep track of activities.
- Prepare and distribute approved internal communications
- Advise the BST members on any investor relations issues arising from the incident and the future impact on BP's activities.
- Advise the BST members regarding any investor relation's issues and assess reaction of IR community.
- Represent BP's position at investor meetings conducted by others.
- Maintain a log of investor relation's contacts and activities.
- Maintain a log of actions and activities.

Legal Advisor

Role: Advise the BST regarding legal implications of the incident.

Responsibilities / Activities

- Advise on legislative/regulatory implications arising from the incident and/or BP's response.
- Advise on issues that have the potential to affect future legislation/regulation.
- Liaise with Government and Public Affairs Advisor on any sensitive media relations issues.
- Liaise with Government and Public Affairs Advisor in the preparation of media statements.
- Advise on the liabilities arising as a result of the incident.
- Liaise with the Human Resources Advisor over liabilities regarding employees, contractors, and the public.
- Advise on any product liability issues.
- Arrange for assistance by outside legal support; if required.
- Maintain a log of actions and activities.

Health, Safety, and Environment Advisor

Role: Advise the BST regarding health, safety, and environmental issues arising from the incident and potential future impacts.

Responsibilities

- Prepare fact sheets on toxicological effects, environmental effects and safety matters.
- Establish contact with the relevant government environmental and/or safety agencies.
- Obtain an assessment of the health implications to the country-wide employees, contractors and other affected communities.
- Liaise with businesses concerning the influence of the incident on any other environmentally sensitive activities, e.g., permitting.
- Liaise with Government and Public Affairs Advisor in the preparation of media statements.
- Obtain the following information from the IMT and/or BST if the incident involves a release to land, water or air:
 - Resources at risk, e.g., schools, hospital, public parks, etc.
 - Actual or potentially impacted environmentally sensitive areas.
 - Problems that may arise from the disposal of toxic waste material.
 - Forecasts of the likely trajectory of the release.
 - Natural resources damage assessment.
- Maintain a log of actions and activities.

B.3 Additional Specialists

Security Advisor

Role: Advise the BST regarding security issues arising from the incident and potential future impacts.

Responsibilities / Activities

- Assess the security implications of the incident.
- Provide guidance regarding security issues associated with the response.
- Provide country risk and travel advisory information from Group Security.
- Liaise with the relevant Business Security Representative(s) and the appropriate Regional Security Advisor.
- Arrange the implementation of any security actions.
- Liaise with Government and Public Affairs Advisor in the preparation of media statements.
- Liaise with country, BP Group and any partner group security departments on the impacts of political, civil and human rights-related security risks.
- Maintain a log of actions and activities.

Medical Advisor

Role: Advise the BST regarding health and medical issues arising from the incident and potential future impacts, including the application of BP's Medical policies.

Responsibilities / Activities

- Establish a network of Medical professionals adequate to ensure that the most qualified personnel are advising on specific Medical issues.
- Respond to specific requests for assistance from IMT/BST.
- Establish any medical-related services requested by IMT/BST.
- Establish contact with industrial hygiene, safety, and toxicology representatives, as appropriate.
- Work with HR Advisor to ensure adequacy of employee and family support services.
- Advise the BST on any predefined Medical Plans (i.e., BP Pandemic Medical Response Plan).
- Liaise with Government and Public Affairs Advisor in the preparation of media statements.
- Maintain a log of actions and activities.

B.4 Business Continuity Roles

BCP SPA

Role: Provide overall direction for SPU Business Continuity Plan.

Responsibilities / Activities

- Approve and sign-off on the GoM SPU BCP.
- Lead the implementation of the BCP and invoke the plan when necessary.

BCP Delegate

Role: Point of contact for GoM SPU in a Business Continuity activation.

Responsibilities / Activities

- Liaison to the WL Campus Business Continuity Team.
- Convene the GoM BCP Process Leads and manages the planning effort.

BCP SPOC / Coordinator

Role: Administer the BCP plan by leading development/updates.

Responsibilities / Activities

- Facilitate on-going maintenance of the GoM SPU BCP and communicate changes accordingly.
- Provide interface for Alternate Site Location coordination.
- Coordinate and schedule GoM SPU BCP team meetings.
- Assist in developing meeting agendas for BST and facilitate meetings / process.

BCP Process Lead

Role: Represent your functional team on BCP issues.

Responsibilities / Activities

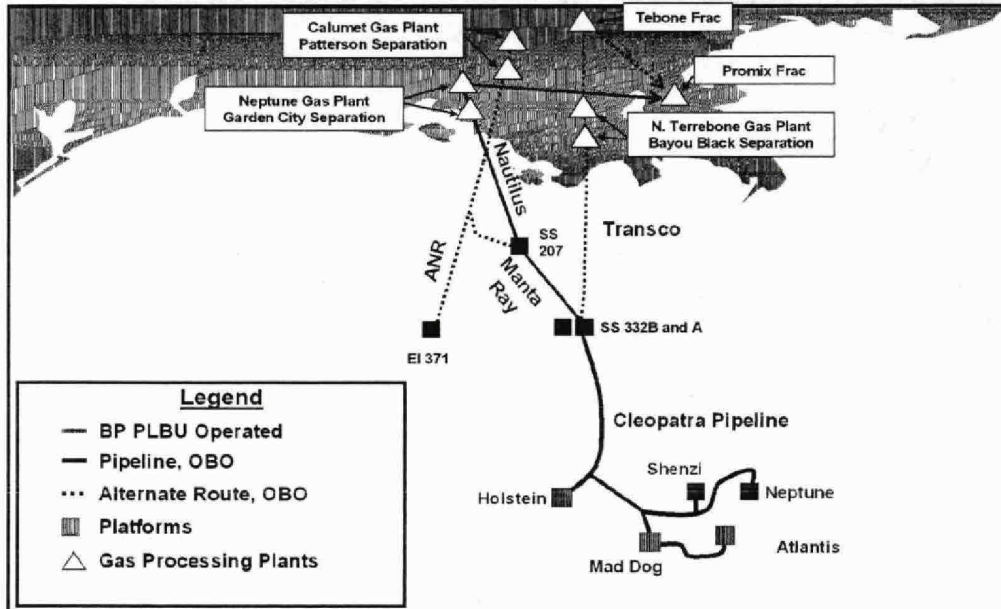
- Be on call in the event the WL BCT activates the WL BCP.
- Be willing to relocate or provide a representative to work remotely at the Alternate Site Location.
- Be trained and available to support plan deployment across the GoM SPU as necessary for all business continuity scenarios.
- See additional summary of activities for specific critical processes.

B.5 Summary of BCP Roles and Responsibilities for Critical Processes

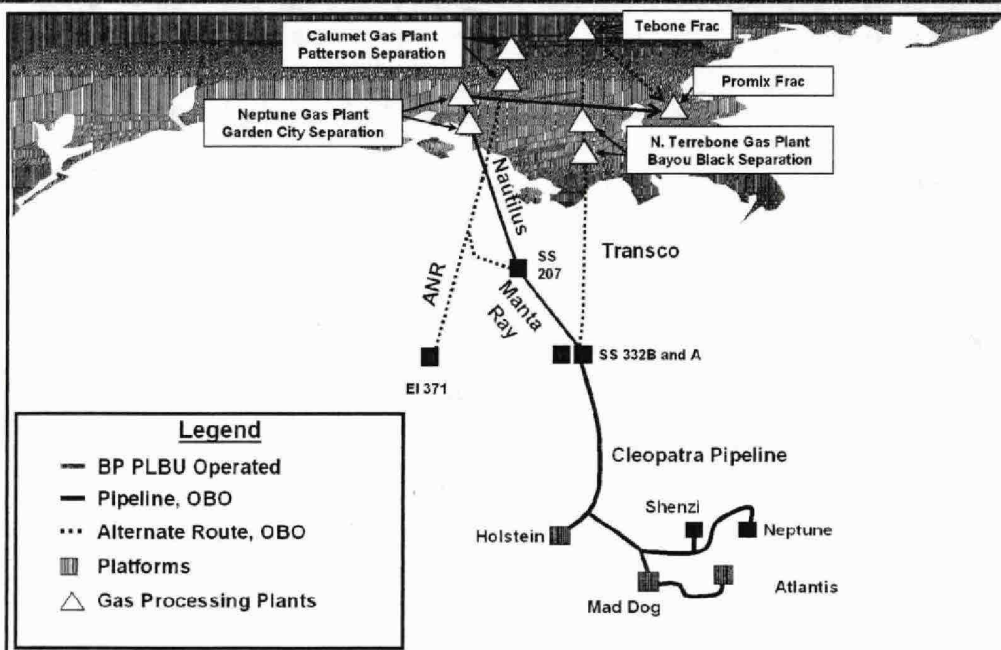
Role / Critical Process	Responsibility
General Management (HSSE and Regulatory Compliance)	Develop, support and execute the GoM SPU BCP work plan Ensure communication with Group & Regulatory Agencies (if applicable) Facilitate daily meeting with BCT & IMT liaisons to obtain status reports Plan & coordinate follow-up waves of critical personnel & re-manning of Houston Communication management – obtain employee status / validation reports
Offshore Operations Support (Re-establish production from Atlantis, Holstein, Horn Mountain, Mad Dog, Marlin, NaKika, Pompano, Thunder Horse)	Restore & support delivery of production operations Ensure support staff have resources, procedures and hardware necessary to restore/continue operations Manage offshore operations support remotely Interface with Midstream BCP contacts to ensure export capacity and capability
D&C Support	Provide support and ensure staff have resources, procedures and hardware necessary to ensure D&C activity is integrated to restore operations Manage the coordination, restoration and Start-Up of D&C activity remotely Interface with Drilling contractors and Logistics to support start up activity
Maintaining IMT/SWAT Capability	Ensure GoM specific knowledge is maintained for IMT/SWAT Teams Review and assess that GoM resources are dedicated to maintain these teams Ensure IMT/SWAT Teams communicate with the GoM SPU BCT. This may be accomplished by liaisons and others designated to travel to the Alternate Site by the respective Incident Commanders and communicated to the GoM SPU BCT
Lease Sales	Ensure capability to participate in upcoming lease sales Ensure lease sale data is backed-up, available and replicated to alternate site Conduct review of lease sale data with management to determine if bid proposal is in order Ensure lease sale bids are submitted to FC&A for payment
Projects Execution (Subsea installation and project related survey activities)	Determine level of activity that can continue or needs to be restored for all GoM SPU Projects Provide management of designated activities while working remotely
Critical Supplier Interfaces - PSCM	Maintain communication with critical suppliers and vendors to ensure minimal service interruption Manage critical supplier interfaces remotely Interface with Finance Process Leads on non-negotiable commitments
Supporting Critical Finance Processes	Ensure Group Reporting requirements are fulfilled: Analysis of actual and preparation of topside adjustments; GAIT signoff; E&Y Review; PGA; US GAAP submission; Supplemental data submission Group Financial Outlook: Data and variance analysis; Management review and signoff Interface with HR & PSCM to continue non-negotiable commitments Non-negotiable fiscal, supplier and HR related payments: Recording of product purchases and sales in SAP; Paying vendor invoices in SAP; Recording truck sales in SAP Time Critical Management Information including non-financial Interface with IST on production reporting
Supporting extended GoM SPU BCP Work Plan	Ensure appropriate resources are available to perform critical operations Plan and coordinate re-manning of Houston

Appendix C – Pipeline Infrastructure

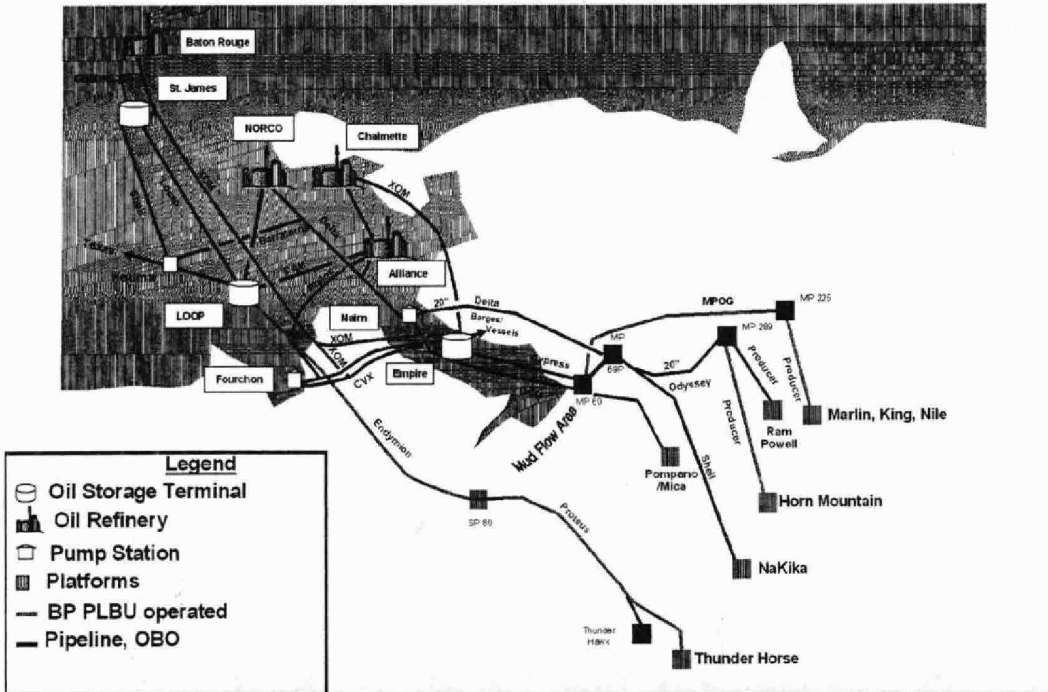
bp SGC Gas Export



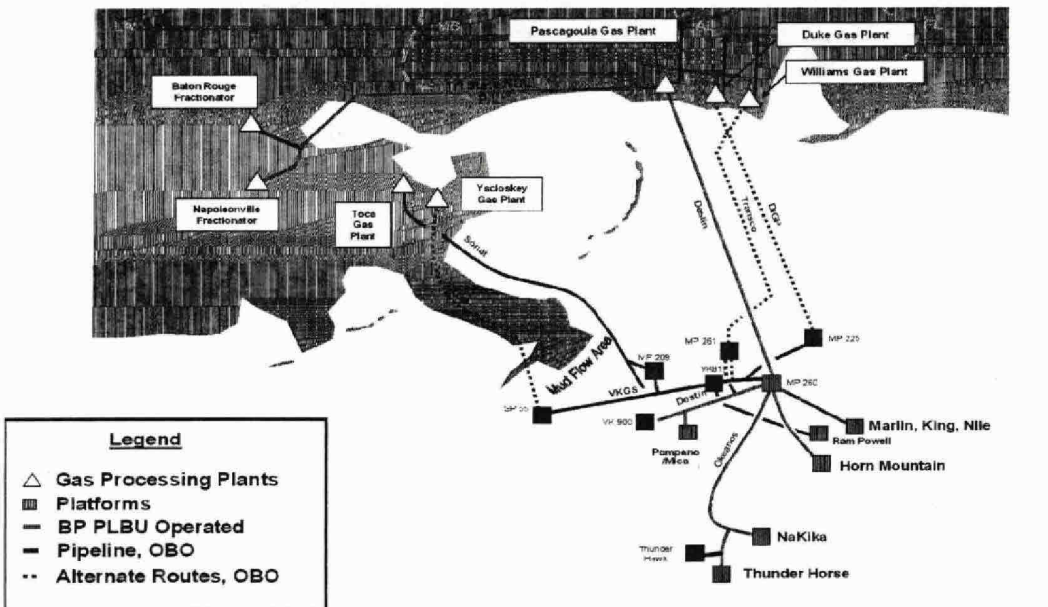
bp SGC Gas Export



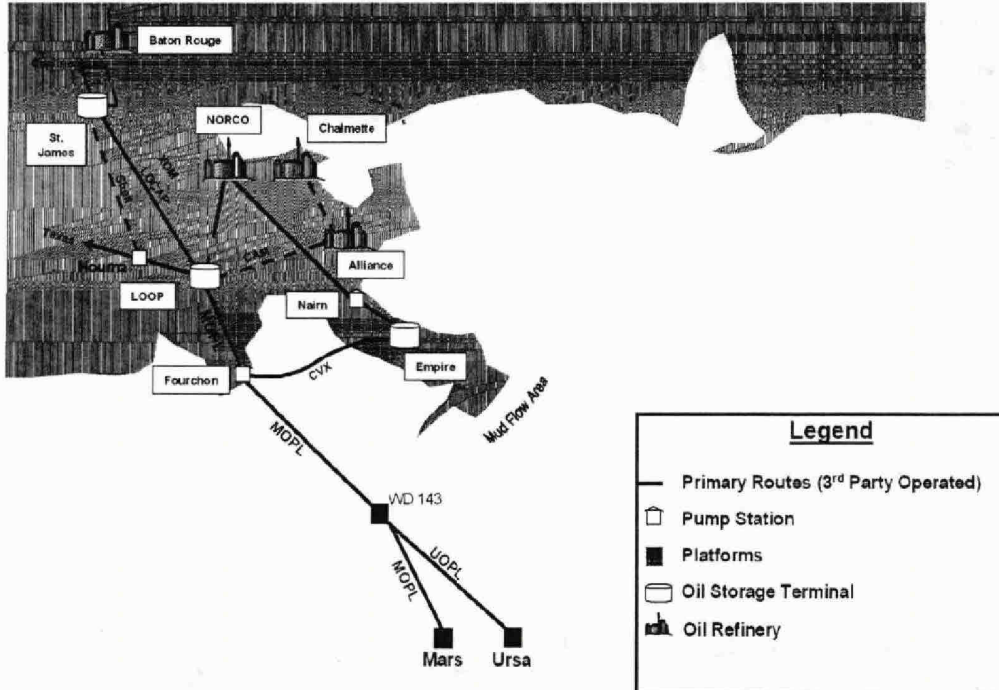
bp
Mississippi Canyon Oil Export



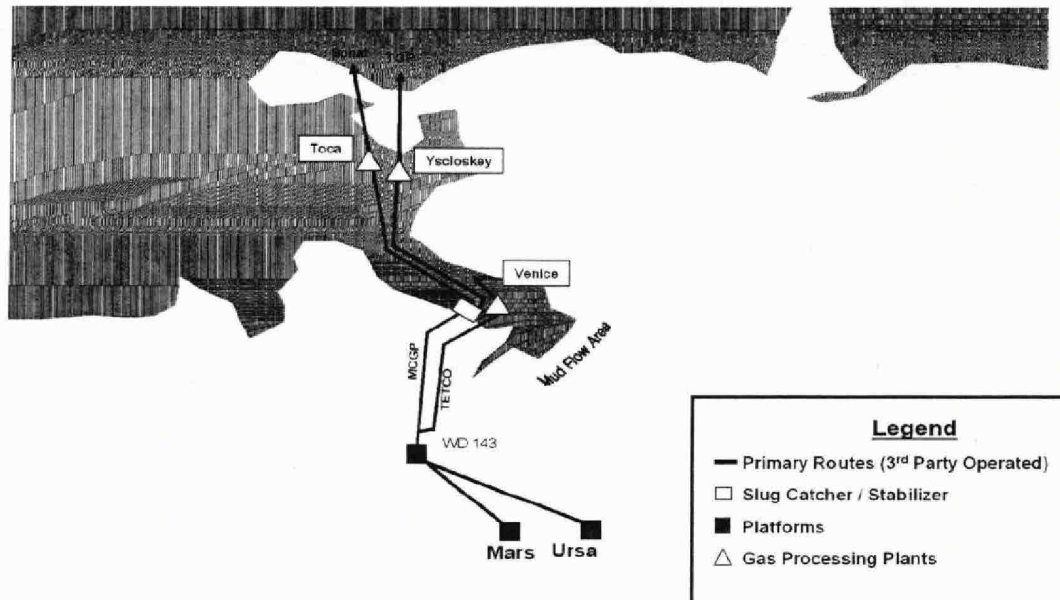
bp
Mississippi Canyon Gas Export

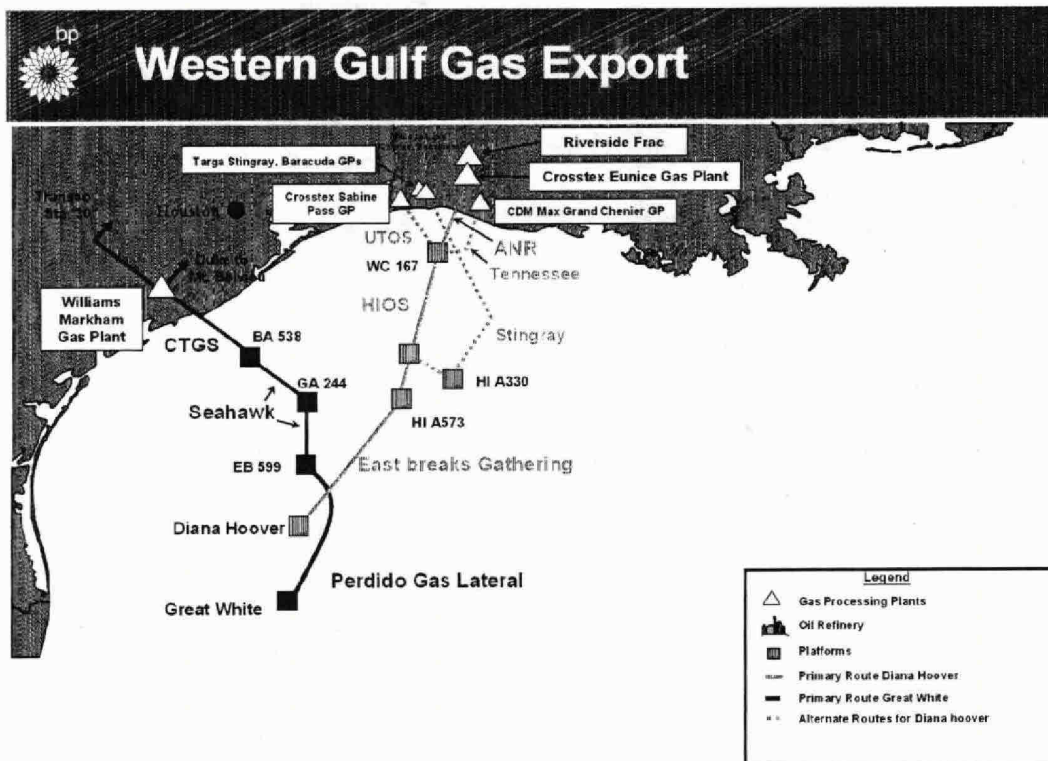
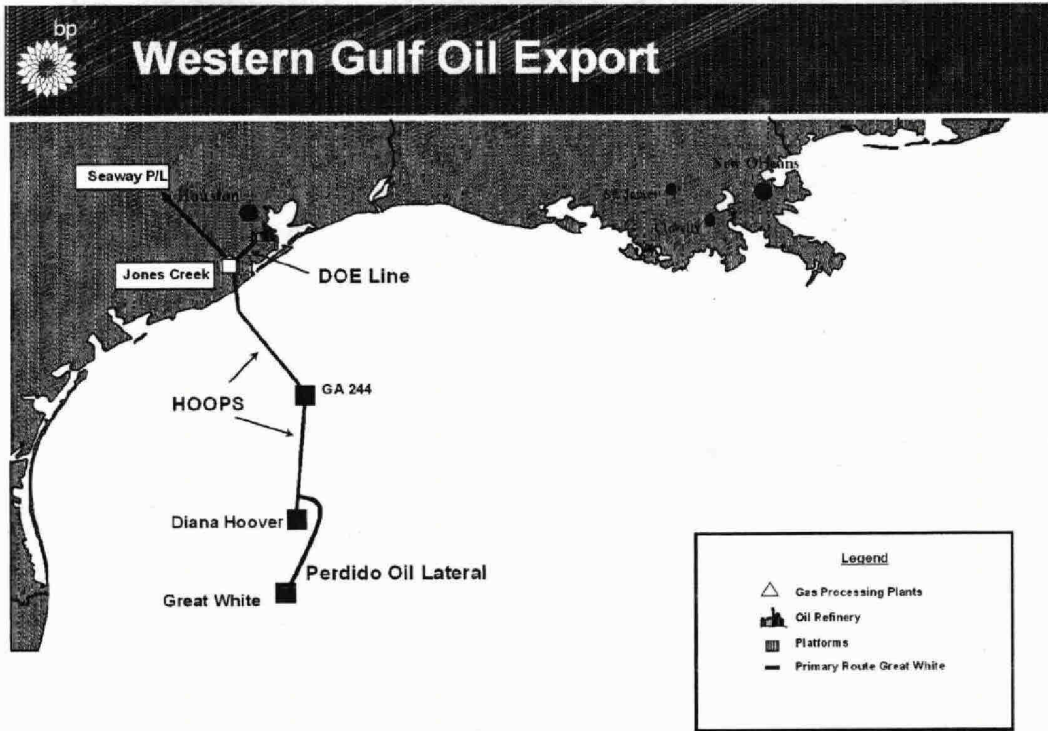


bp
Mars Basin Oil Export



bp
Mars Basin Gas Export





Appendix D - Forms**D.1 Sample Agenda Topics**

In Response to Severe Weather & Campus Closure Events	In Response to an IMT Activation
Review storm's projected timeline to landfall	Review incident facts, nature and status of emergency response operations
Review and verify who will be in Wave 1 departure	Review / assign any "Requests for Assistance" delivered from the IMT
Discuss travel plan and review alternate site location	Evaluate Incident Potential (use worksheet)
Discuss current critical processes for the business	Identify / review objectives
Discuss any special needs	Review / assign action items
Define / review objectives	Set time for next Assessment meeting (communicate to IMT IC and coordinate meeting schedules)
Review / assign action items	
Set time for next Assessment meeting	

D.2 Severe Weather Assessment Team Agenda

Date: _____ Time: _____

Incident Commander / Meeting Facilitator: _____

Name of Tropical Storm / Hurricane: _____

Latitude: _____ Longitude: _____

TOPIC	RESPONSIBILITY				
Roll Call <input type="checkbox"/> Incident Commander <input type="checkbox"/> Meteorologist <input type="checkbox"/> Marine Assurance <input type="checkbox"/> Regulatory <input type="checkbox"/> Subsea Ops <input type="checkbox"/> Logistics <input type="checkbox"/> Seismic <input type="checkbox"/> DW Prod Ops <input type="checkbox"/> S/B+PMF+HOLC <input type="checkbox"/> DW Drlg <input type="checkbox"/> G&PA <input type="checkbox"/> DW Const <input type="checkbox"/> PSCM <input type="checkbox"/> P/L <input type="checkbox"/> NGL <input type="checkbox"/> Other	Meeting Facilitator				
HSSE Issues & Priorities	All				
Weather Status	Meteorologist				
<input type="checkbox"/> Status of Operation <input type="checkbox"/> T-Time Plan <input type="checkbox"/> POB <input type="checkbox"/> Current Phase	<table style="width: 100%; border: none;"> <tr> <td style="vertical-align: top; width: 50%;"> Operations: Holstein Mad Dog Pompano Marlin Horn Mountain Nakika Atlantis Thunder Horse + rig </td> <td style="vertical-align: top; width: 50%;"> Other: Midstream Pipelines Subsea Ops Diving Ops Seismic Shorebases PMF / HOLC Pascagoula Gas Plant </td> </tr> <tr> <td colspan="2"> Drilling: Enterprise Horizon DD2 Marianas DD3 </td> </tr> </table>	Operations: Holstein Mad Dog Pompano Marlin Horn Mountain Nakika Atlantis Thunder Horse + rig	Other: Midstream Pipelines Subsea Ops Diving Ops Seismic Shorebases PMF / HOLC Pascagoula Gas Plant	Drilling: Enterprise Horizon DD2 Marianas DD3	
Operations: Holstein Mad Dog Pompano Marlin Horn Mountain Nakika Atlantis Thunder Horse + rig	Other: Midstream Pipelines Subsea Ops Diving Ops Seismic Shorebases PMF / HOLC Pascagoula Gas Plant				
Drilling: Enterprise Horizon DD2 Marianas DD3					
Logistics Status (aircraft, boat, hotels, etc)	Logistics				
Marine Ops / Assurance comments	Marine Assurance				
GPA and Regulatory comments	GPA & Regulatory				
Phase Priority	Incident Commander				
BST, HAT or IMT comments	Incident Commander				
Actions / Issues (i.e. future prod numbers)	Meeting Facilitator				
Agree on key messages (Asset Mgr to OIM's)	Incident Commander				
Time of next meeting (Who should attend?)	Meeting Facilitator				

D.3 BST Incident Situation Report Form

Purpose: to communicate upward to the BP America Country Team and the Executive Support Team		
1. INCIDENT NAME:	REPORT NO:	
2. INCIDENT LOCATION:		
3. INCIDENT DATE/TIME:		
4. INCIDENT TYPE: Name of Affected Site (facility, shorebase, rig, etc.)		
5. BP'S INTEREST:		
<ul style="list-style-type: none"> - Primary Business: - Other Business - Other Companies 		
NAME	TELEPHONES	FAX
6. BRIEF ACCOUNT OF INCIDENT:		

D.4 BST Incident Potential Worksheet (page 1 of 5)

Date/Time _____	
Completed by: _____	
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> (Check marks placed next to answers in <i>BOLD ITALICS</i> areas should trigger a crisis potential review by the GCT) </div>	
HUMAN RESOURCES AND MEDICAL ISSUES	
Is appropriate information about the incident and the company's response being provided to Company employees?	<input type="checkbox"/> Yes <input type="checkbox"/> <i>NO</i>
Is the incident or the Company's response to the incident likely to adversely affect the morale of employees or their families?	Employees <input type="checkbox"/> <i>YES</i> <input type="checkbox"/> No Families <input type="checkbox"/> <i>YES</i> <input type="checkbox"/> No
Does the incident or the Company's response to the incident raise security issues for Company employees and/or their families?	Employees <input type="checkbox"/> <i>YES</i> <input type="checkbox"/> No Families <input type="checkbox"/> <i>YES</i> <input type="checkbox"/> No
Is the threat to the morale of employees likely to affect the Company's ability to retain/attract qualified personnel?	<input type="checkbox"/> <i>YES</i> <input type="checkbox"/> No
Will there be the need for long-term psychological help for the Company employees or their families?	<input type="checkbox"/> <i>YES</i> <input type="checkbox"/> No
Is the best medical treatment available being supplied to people injured as a result of the incident or during response operations?	<input type="checkbox"/> Yes <input type="checkbox"/> <i>NO</i>
Are the families of injured or killed Company employees receiving appropriate assistance through the Company's Employee Assistance program?	<input type="checkbox"/> Yes <input type="checkbox"/> <i>NO</i>
Are the families of injured or killed non-Company personnel receiving appropriate assistance from their employers/other sources of assistance?	<input type="checkbox"/> Yes <input type="checkbox"/> <i>NO</i>
Are individuals evacuated during the incident receiving appropriate support?	<input type="checkbox"/> Yes <input type="checkbox"/> <i>NO</i>

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.

BST Incident Potential Worksheet (page 2 of 5)

GOVERNMENT AND PUBLIC AFFAIRS ISSUES	
Is the incident of the Company's response to the incident generating public outrage directed at the Company, its employees, the families of employees, or its products?	Company <input type="checkbox"/> YES <input type="checkbox"/> No
	Employees <input type="checkbox"/> YES <input type="checkbox"/> No
	Families <input type="checkbox"/> YES <input type="checkbox"/> No
	Products <input type="checkbox"/> YES <input type="checkbox"/> No
Is the IMT doing a good job of understanding and addressing the concerns of the public?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
Is the Company's handling of the media consistent with Company policy, practices, and procedures?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
Is the media questioning the Company's credibility, responsiveness, or commitment?	<input type="checkbox"/> YES <input type="checkbox"/> No
Are responding government agencies willing to participate in a Coordinated Command?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
Is the IMT doing a good job of understanding and addressing the concerns of directly and non-directly involved government agencies?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
Are government agencies questioning the Company's credibility, commitment, or responsiveness?	<input type="checkbox"/> YES <input type="checkbox"/> No
Are government agencies raising questions about the adequacy of the Company's prevention programs, response preparedness, or ability to implement all applicable contingency plans?	<input type="checkbox"/> YES <input type="checkbox"/> No
HEALTH, SAFETY AND ENVIRONMENTAL ISSUES	
Is the assessment of incident-related damages likely to be contentious in nature?	<input type="checkbox"/> YES <input type="checkbox"/> No
Is the public likely to have safety concerns/issues that will extend beyond the completion of emergency response operations?	<input type="checkbox"/> YES <input type="checkbox"/> No
Is the public likely to have environmental issues that will extend beyond the completion of emergency response operations?	<input type="checkbox"/> YES <input type="checkbox"/> No
Is the public likely to have socioeconomic issues that will extend beyond the completion of emergency response operations?	<input type="checkbox"/> YES <input type="checkbox"/> No

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.

BST Incident Potential Worksheet (page 3 of 5)

FINANCIAL/BUSINESS ISSUES	
Is the affected facility or operation of strategic importance to the Company?	<input type="checkbox"/> YES <input type="checkbox"/> No
Will the incident result in a prolonged shutdown of a strategically important operation?	<input type="checkbox"/> YES <input type="checkbox"/> No
Will the incident or the Company's response to the incident generate strong public or government agency opposition to restarting the affected operation?	<input type="checkbox"/> YES <input type="checkbox"/> No
Could the incident prevent the Company 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 requests for compensation?	<input type="checkbox"/> YES <input type="checkbox"/> No
Has the IMT established an accessible, responsive system for the receipt and processing of appropriate requests for compensation?	<input type="checkbox"/> Yes <input type="checkbox"/> NO
Are questions being raised about the Company's commitment to the Company's Core Values?	<input type="checkbox"/> YES <input type="checkbox"/> No
Could the incident and/or the Company's response to the incident lead to an adverse reaction in financial markets?	<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 Company's Business Partners dissatisfied with the Company's response to the incident?	<input type="checkbox"/> YES <input type="checkbox"/> No
Is the incident or the Company's response to the incident having an adverse impact on the Company's Business Partners?	<input type="checkbox"/> YES <input type="checkbox"/> No
Will the incident adversely affect the Company's ability to retain existing/attract new Business Partners in the future?	<input type="checkbox"/> YES <input type="checkbox"/> No
Could the cost of emergency response operations be financially destabilizing for the Company?	Business Unit <input type="checkbox"/> YES <input type="checkbox"/> No Company <input type="checkbox"/> YES <input type="checkbox"/> No
Could the assessment of natural resource damages be financially destabilizing for the Company?	Business Unit <input type="checkbox"/> YES <input type="checkbox"/> No Company <input type="checkbox"/> YES <input type="checkbox"/> No

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.

BST Incident Potential Worksheet (page 4 of 5)

LEGAL ISSUES	
Is the incident or the Company's response to the incident likely to lead to new legal and regulatory requirements that could adversely impact upon the Company'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 emergency response operations?	<input type="checkbox"/> YES <input type="checkbox"/> No
OPERATIONAL / TECHNICAL	
Have the appropriate experts been identified for the issue being managed and are they participating in the response?	<input type="checkbox"/> YES <input type="checkbox"/> No

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.

BST Incident Potential Worksheet (page 5 of 5)

SUMMARY OF FINDINGS
Human Resources Concerns:
Government and Public Affairs Concerns:
Health, Safety and Environmental Concerns:
Financial/Business Concerns:
Legal Concerns:
Operational / Technical Concerns:

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.

Appendix E – Links and Related Plans

E.1 GoM Severe Weather Contingency Plan (SWCP)

This plan provides guidance to ensure maximum safety for all (offshore) personnel in the event of a storm threat. [Severe Weather Flow Chart.doc](#)

E.2 GoM Regional Oil Spill Contingency Plan

This plan is used to effectively respond to all emergency incidents that occur in the GoM, and will be utilized in the event of an oil spill occurring in Federal or State waters.

E.3 GoM Pandemic Response Plan

This plan provides guidance and a framework for how the GoM SPU may respond in the event of the threat of a pandemic.

***** The GoM plans can be found on the GoM HSSE Portal through the following link. *****

[C&CM Page](#)

E.4 Humanitarian Assistance Response Plan (HARP)

This plan aims to assist employees impacted by a major hurricane on the US Gulf Coast. The plan's provisions can be adapted for use in responses to a variety of other circumstances and in other locals.

E.5 WestLake Business Continuity Coordinating Plan (WL BCP)

This plan defines a common continuity strategy, overall recovery requirements, and proposed actions necessary to recover critical people, facilities, digital infrastructure, and supply chain resources supporting critical business processes for the WestLake campus. The WestLake Business Support Team (BST) activates this plan for any continuity disruption on the WestLake Campus. Along with those of other participating business units and functions, GoM SPU critical asset requirements appear in the WestLake BCP.

E.6 WestLake Property Management Office Space Continuity Plan (OSCP)

This plan is maintained by the WestLake Property Management (WL PM) group and supports the business recovery requirements expressed by the Business Units / Functions on the WestLake Campus. It addresses office space relocation and resumption in the event of an incident that requires either full evacuation or partial evacuation of the WestLake Campus.

E.7 WestLake Disaster Recovery Plan (DRP)

This plan is maintained by Information Technology and Services (IT&S) and is available on the Americas Region Disaster Recovery intranet site, accessible to authorized BP Intranet and iLink users.

E.8 WestLake Business Continuity Travel Guide

This guide is maintained by the WestLake BCT and is available within the Houston WestLake Campus BCP. The purpose of the guide is a support tool to assist critical personnel with their deployment to the WestLake Campus Alternate Site when the decision is made to evacuate the campus. It also includes getting the same resources back to Houston when the return to campus is authorized. It is not intended to provide travel services for those that choose to travel back and forth during the course of the disruption.

***** The WestLake documents can be found through the following links. *****

[WestLake Property Mgmt Crisis Management](#)
[WestLake Business Continuity Planning](#)

Appendix F - Definitions

F.1 BP's Incident Management System (IMS)

These three teams, the Incident Management Team, Business Support Team and the Executive Support Team form the BP Group's three escalation tiers of BP's Crisis Management Response System.

F.2 Incident Management Team (IMT) and Tactical Response Team (TRT)

The Incident Management Team is responsible for conducting and providing direct support of the field response (Tactical Response Team) to resolve the incident. Regardless of the size, its structure is defined by the Incident Command System (ICS). An Incident Commander leads the IMT and is the liaison which interfaces with the Business Support Team. A duty roster assigns IMT responsibilities to trained individuals and is maintained on a weekly basis. The plan and procedures are reviewed, revised and periodically tested. Drills and exercises include, but are not limited to, IMS scenario driven events, on-site fire drills, on-site emergency evacuation drills, and notification tests. At a minimum, drills and exercises are conducted at a frequency to meet regulatory requirements. Drills are critiqued, documented and reviewed with appropriate parties. Resulting corrective actions are implemented and documented. Corrective actions which cannot be immediately resolved are tracked to closure in Tr@ction or an equivalent action tracking system. Records are maintained. Actual incidents may fulfill the requirement for an individual drill or exercise.

F.3 Country Support Team (CST)

The team is responsible for coordinating the overall response to incidents and issues at the country-wide level and supports the BP three-tier response system. Incidents may arise from:

- resident businesses
- non-resident businesses (no substantial business presence)
- non-BP origins that may have severe implications on BP businesses in the country, e.g. terrorist activity, pandemic, natural disasters.

The President of BP America, or delegate, coordinates the in-country response effort and leads the CST consisting of relevant Segment and Function representatives. The President of BP America may also activate in-country resources to assist with Incident Management Team (IMT) level response.

An in-country response may involve one or several Incident Management Teams (IMTs) and Business Support Teams (BSTs) addressing one or more incidents simultaneously.

F.4 Executive Support Team (EST)

The EST has direct responsibility for managing any issues arising from the incident that could have Group-wide implications such as the protection of the Group's reputation, operability, viability and earning power. The team generally comprises the senior executive from segment and function. The core of the EST is based in London. 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 Level.

F.5 Delegation of Authority (DoA)

The ability of the Business Support Team to perform during a crisis is dependent upon a responsible party being assigned and available to assume the responsibilities of each role. During periods when a primary BST member will be unavailable to serve, it is that person's responsibility to assure that a qualified alternate has assumed his/her role and has the same authority to act.

Delegation of responsibility and authority but not liability, should only be assigned when the primary BST member will be unable to communicate with the team during a crisis incident.

BST members delegating responsibility and authority to act during a crisis shall notify the BST Leader of the delegation and provide contact information for the person assuming the role.