

	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006 Revision No.: 0 Date: 03 MAY 2019 Page: 39 of 62	
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review the progress against the objectives and appropriate response actions. The objectives should be adjusted accordingly.

Incident Action Plan (IAP)

The IC shall establish an Incident Action Plan (IAP) that describes the key response actions which are within the scope of, and will be executed by the IMT. The IAP is derived from the incident objectives, and identifies the activities to be completed to successfully manage and work towards mitigating the effects of the incident. Each IMT member has a responsibility for completing the IAP actions as assigned. In accordance with the principles of ICS, the IMT members can request the Planning Section Chief for further people to assist them if they can assist them to complete their actions more efficiently.

Information Center

One of the challenges for the IC and members of the IMT is to gain and maintain “situational awareness”. Obtaining accurate and up-to-date information about all aspects of an emergency, and the status of the on-scene response operations, is normally done by the Operations Section Chief acting as site contact. In a large scale incident, such as coastal pollution, managing the enormous amount of information generated by the emergency is a challenge that is addressed, in part, by having a Situation Unit in the ECR that members refer to for “official” information. A Situation Unit is established and maintained by the Planning Section.

Conducting IMT Briefings

The purpose of IMT Briefings are to keep members focused on the IMT objectives and response priorities, and to provide the IMT members an opportunity to report on the status of their work. The briefings are led by the IC, or his/her delegate, and has the key function of identification of overall IMT objectives and progress towards meeting these objectives, categorizing key issues and identifying actions and understanding incident potential and should last no more than 5-15 minutes, depending on the scale of the incident and number of briefings scheduled for the day. In order to achieve the maximum potential from the IMT Briefings, the following protocols should be observed:

- Start meetings on time.
- Review meeting ground rules, if appropriate:
- Purpose of meeting is to brief the IC and the team on status of response operations; briefings should be directed to the IC.
- One person speaks at a time.
- Person giving briefing not interrupted during briefing; questions held to the end of each briefing.
- Phones are not to be answered with the exception of the site contact within the Operations Section.

	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006 Revision No.: 0 Date: 03 MAY 2019 Page: 40 of 62	
--	---	---	---

- Do not work problems; problems become Action Items to be addressed after meeting.
- Follow the IMT Briefing process.
- Assign action items.
- When last agenda item is addressed, END BRIEFING.

IMT Briefings are held to ensure that the response remains focused and aligned with the IMT Priorities. A routine should be established to ensure information is shared at regular intervals. This helps prevent person outwit the IMT, frequently contacting the IMT for updates. Briefings should take place no less than every 25 minutes which ensures sufficient time for actions to be worked on between briefings. A slow paced response, such as an ongoing beach clean-up may only require two or three briefings per day.

Time-Outs

Time-outs supplement the regular IMT Briefings and are used to quickly communicate important information which affects the ongoing response actions. For example, the IMT may be dealing with a fire and receive information there has been an explosion. The Incident Commander would call: "Attention everyone, Time-Out. I have just been informed there has been an explosion at the scene. I will give you more information at the next briefing. End of Time-Out".

8.10 Step 10: Communications Protocol

Effective and efficient communications between teams is critical for the overall management of the response to the emergency or incident. With this in mind all routine communications in and out of each team should follow controlled protocols. These protocols include:

- Initial agreement on method and timing of communication updates between teams;
- Identification of single points of contact (if possible) to reduce duplication of information;
- Agreement on back-up communication methods if primary systems fail;
- Ensure communications involving sensitive information (names, fatalities etc.) are followed up with written confirmation (fax, e-mail etc.) where applicable.

The IC must consider two categories of communication, and manage each:

- Communications within the INPEX integrated emergency response model:
 - the OSC/SRT or the INPEX company representative
 - the Crisis Management Coordinator (CMC) and/or Crisis Management Director (CMD)
- Internal communications to INPEX Indonesia employees and contractors, as required
- Situational Status Reports (SitReps)

	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006 Revision No.: 0 Date: 03 MAY 2019 Page: 41 of 62	
--	---	---	---

The IAP, particularly form ICS 201, may be used as a Situational Status Report (SitRep). For large scale responses requiring a large, detailed IAP, SitReps are a summary derived from the IAP, and are used to provide situational updates on the status of the emergency. At a minimum, regular SitReps will be provided to the IMT/CMT. The IC can establish a complete distribution list as required.

The IC and/or the CMC will identify appropriate intervals for situational updates. SitReps are provided in conjunction with a verbal update, as determined by the IC and CMC. SitReps are not to be used for transmitting confidential information. The mode for internal communication distribution is via email. Depending on the specifics of the emergency or incident, this communication will often be delegated to the CMC and/or CMD. A plan and schedule for regular updates shall be developed by the IC.

Escalation to Emergency Level 3 (Crisis)

The IC shall declare Emergency Level 3 (Crisis) and request support from CMC along with INPEX. The CMT when he/she is unable to manage the emergency themselves.

The CMC will lead crisis situation handling with the support of the team (IMT team will change its status to CMT team, with modification of the team member as per CMC order/authority).

8.11 Step 11: Incident End & Final Actions (Demobilization)

The IC and/or CMC can decide to stand-down the IMT and/or the CMT when an analysis reveals the emergency and/or incident has been resolved, and the threat impact to INPEX operations or interests has been mitigated. The IC will confirm:

- There are no objectives or response priorities that must be addressed by the OSC/SRT;
- There are no outstanding requests from the OSC/SRT or affected Contractor organizations;
- The IMT has closed out all action items;
- Any open action items are no longer the responsibility of the IMT and can be assigned to the CMT, the broader INPEX business line, or the affected Contractor's organization.

The decision to stand-down must be immediately communicated to the contract companies, responding third parties, and others as determined by the IC/CMC. Upon standing-down, an immediate IMT/CMT debrief session should be conducted to capture lessons learned on the outcomes of the incident, as well as the emergency and/or incident response process.

An integrated debrief session with IMT/CMT and other appropriate partners and third parties should also be considered once the situation has returned to normality. All original documentation, including log notes, shall be gathered and assigned to the custodianship of the legal department with copies handed to HSSE Function for reference purposes.

	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006 Revision No.: 0 Date: 03 MAY 2019 Page: 42 of 62	
--	---	--	---

9. MONITOR AND IMPROVE

9.1 Internal & External Review

This process will be reviewed internally either annually to identify opportunities for improvement, or on a need basis for necessary changes and improvements.

If required, there is possibility for an external team which cooperate/join with INPEX who will responsible for initiating the annual review process to ensure this document is current, aligned with business strategy and is being improved towards set targets.

9.2 Improvement

Regular review of these processes will occur periodically to ensure that continuous improvement opportunities are captured. These reviews can occur on a need basis since this documentation was issued or since the last review occurred.

10. REFERENCES

The documents listed in Table 11 are used in the execution of this Plan.

Table 6: References

Ref.	Document Title	Document Number
1	Annexes to Project Emergency Response Plan	O2190-HA-DTA-00001
2	Medical Emergency Response Plan for Activities in Saumlaki	A0070-999-HE-PLN-0001
3	Evacuation and Contingency Plan for Abadi Project	TBN
4	Oil Spill Contingency Plan for Abadi Project	TBN
5	Process Overview – Emergency Response	C0100-999-HA-POV-0005
6	Emergency Response Plan for Jakarta Office	TBN
7		

	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006	
		Revision No.: 0	
		Date: 03 MAY 2019	
		Page: 43 of 62	

11. ABBREVIATIONS & DEFINITIONS

Table 7: Abbreviations & Definition

Abbreviation / Term	Definition
AMDAL	Analisis Mengenai Dampak Lingkungan (Environmental and Social Impact Assessment)
ALARP	As Low as Reasonably Practicable Risks are considered to be as low as reasonably practicable if the sacrifice (cost, time, resources) required to implement further risk reduction is grossly disproportionate to the benefits received.
BASARNAS	Badan Pencarian dan Pertolongan (SAR) Nasional
BNPB	Badan Nasional Penanggulangan Bencana
C-CMT	INPEX Corporate Crisis Management Team
CMC	Crisis Management Coordinator, INPEX Masela
CMD	Crisis Management Director, INPEX Corporate
CMT	Crisis Management Team, INPEX Masela
Contractor	Third party companies (including intermediary companies or agents), vendors, suppliers who have a contractual agreement with INPEX Masela, and/or their employees or persons assigned to work for INPEX Masela, including subcontractors
Contract Holder	The person appointed to represent the Company who is responsible for the activity management of Contracts
CSR	Company Site Representative
Crisis	Situations where any of the following events defined as Level 3 emergency in Table 2 are happening and may cause heavy damage on the corporate management or the management of business operations through the outbreak of serious incidents, and/or are likely to generate serious obstacles for INPEX to fulfil social responsibilities. Events which cannot be dealt with the resources of INPEX alone and which require the assistance by the INPEX Corporation. Events that threaten the smooth business continuity of INPEX, and with which the corporation should proactively be involved. (Examples) Incidents, disasters and/or epidemics with multiple fatalities (actual/potential) Abductions, Wars, Escape to another country Incidents accompanying massive explosion or fire Massive oil spill (Reference: 1,258bbbls or larger on the sea) Incidents that may have impacts on community and environment Incidents that may make headlines Incidents that need support from the local and/or central government.

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Information Security Classification

B



	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006	INPEX
		Revision No.: 0	
		Date: 03 MAY 2019	
		Page: 44 of 62	

Abbreviation / Term	Definition
Emergency	Hazardous event which cannot be handled by normal measures and requires immediate actions to limit its extent, duration or consequences (near equivalent to "incident").
Emergency Level	The Emergency level is defined by Table 2. The Level 1, Level 2 and Level 3 emergencies are called "Incident", "Emergency" and "Crisis" respectively.
Emergency Response	An action taken by personnel on or off the operational site to control or mitigate a hazardous event, or to initiate and execute emergency evacuation.
Entity	Organizations established to carry out a main component of the Project, e.g. O LNG, FPSO, GEP, SURF, AMDAL, site survey, drilling or other activities.
ECP	Evacuation and Contingency Plan
ECR	Emergency Control Room
EPCI	Engineering, Procurement, Construction and Installation
ER	Emergency Response
ERP	Emergency Response Plan
FEE	Front End Engineering (Department)
FEED	Front End Engineering Design
FPSO	Floating Production Storage and Offloading
GEP	Gas Export Pipeline
GS	General Service Group)
HR	Human Resource (Group)
HSSE	Health, Safety, Security and Environment
IC	(Abadi Project) Incident Commander
ICS	Incident Command System
IFC	International Finance Corporation
IMT	(INPEX Masela) Incident Management Team
INPEX	INPEX Masela, Ltd.
INPEX Corporation	INPEX Corporation, Tokyo
IP	Injury Person

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Information Security Classification

B



	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006	INPEX
		Revision No.: 0	
		Date: 03 MAY 2019	
		Page: 45 of 62	

Abbreviation / Term	Definition
JV	Joint Venture (Shell)
J-CMT	Jakarta Crisis Management Team
Line Manager	An individual to whom staff report directly, and who is responsible for the performance and development of those staff. Line Manager of the Abadi Project is Senior Manager, Manager or Head of Department or Group working for the Project at INPEX Masela.
MAE	Major Accident Event An event connected with a facility, including a natural event, having the potential to cause multiple fatalities of persons at or near the facility.
MEDEVAC	Medical Evacuation
MERP	Medical Emergency Response Plan
NGO	Non-Governmental Organization
OIM	Offshore Installation Manager
OLNG	Onshore LNG
OSC	(Abadi Project) On-Scene Commander
OSCP	Oil Spill Contingency Plan
PDI	President Director Indonesia
PIC	Person in Charge
Project	Abadi Project
RAM	(Company) Risk Assessment Matrix A tool used to assess the Consequences and Risks of Hazards to HSSE. The results are referred to as a RAM Severity rating and a RAM Risk rating.
SitReps	Situational Status Reports
SRT	(Abadi Project) Site Response Team
SURF	Subsea, Umbilicals, Risers and Flowlines
TBN	To be nominated
THQ	Tokyo Head Quarter
VP	Vice President

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Information Security Classification

B



	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006	INPEX
		Revision No.: 0	
		Date: 03 MAY 2019	
		Page: 46 of 62	

Appendix A: Action Checklist – Crisis Management Coordinator (CMC)

Crisis Management Coordinator (CMC)	
Initial Actions	☐ Received update latest situation / briefing from Incident Commander and INPEX IND. Incident Management Team (II-IMT) ☐ Open communications to Corporate Crisis Management Team (C-CMT) ☐ Assign roles, allocate role specific checklist & set up room ☐ Confirm Holding Statement prepared & with receptions/switchboard
Strategic Direction	☐ Establish which company holds response primacy ☐ Response priorities: People, Environment, Reputation, Asset, Sustainability ☐ Establish & constantly reassess escalation potential ☐ Focus on medium to long term impact. (Sustainability) ☐ Identify and assess potential business risks. (Sustainability) ☐ Identify third party legal and commercial implications. (Sustainability) ☐ Identify security implications. ☐ Identify & engage stakeholders at the correct level
Communications	☐ Arrange briefing schedule with II-CMT/ II-IMT ☐ Create stakeholder list i.e. partners and regulators ☐ Ensure Action Boards, log sheets and checklists completed ☐ Arrange internal briefing to employees
Ongoing Considerations	PEOPLE ☐ Confirm personnel status: missing/injured – numbers & employer – not names ☐ Confirm if down-manning being considered and onshore support required ☐ Ascertain level of HR support required & in place i.e. relative teams ☐ Confirm if link made with contractor organizations for affected personnel ☐ Open communications with senior management of affected contractors ☐ Consider senior link with local Government Agencies ref. investigation ☐ Consider long term support needs for relatives & personnel affected (Sustainability) ASSETS ☐ Confirm type/level of damage to asset & identify operational implications ☐ Identify operational implications for 3rd parties (pipeline users, terminals) ☐ Identify issues affecting production start-up ☐ Establish appropriate project teams eg. Integrity, investigations ENVIRONMENT ☐ Confirm extent of environmental impact and likely duration ☐ Are pressure groups active? ☐ If partner's Crisis Management Team is activated, ensure good liaison and coordination are established ☐ Establish senior link with other Government agencies regarding any investigation REPUTATION ☐ Ensure media arrangements in place, coordinate with C-CMT ☐ Approve Press Statements to National and local media ☐ Identify media spokesperson ☐ Identify procedures for dealing with doorstep interviews/media briefings SUSTAINABILITY ☐ In addition to Sustainability issues highlighted above, consider which aspects of the Company Business Continuity Plan require implementation Oil Spill ☐ Mobilize the Environmental Unit to provide specialist advice to all levels of response ☐ Understand the local / national/ international political/ commercial implications. ☐ Demands for equipment hire/purchase and claims for damages will begin soon after the spill and multiply rapidly. Priorities financial support arrangements. ☐ Consider using / inviting international oil spill / environmental support organizations (such as OSRL) to have on hand for advice/ monitoring/ reporting rolls. ☐ For Tier 2/3 inform OSRL early to enable them to prepare to respond even if eventually not required. Natural Disasters ☐ Identify what national arrangements/plans are in place ☐ Identify opportunities for collective arrangements for evacuation/medical support/logistics with other affected organizations ☐ Consider corporate responsibility towards local affected community

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Information Security Classification

B



	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006	INPEX
		Revision No.: 0	
		Date: 03 MAY 2019	
		Page: 47 of 62	

Appendix B: Action Checklist – Incident Commander (IC)

Incident Commander (IC)	
Role Summary	The IC maintains overall command of all aspects of the IMT response related to the protection of PEOPLE, ENVIRONMENT, ASSET, REPUTATION and SUSTAINABILITY. He is responsible for overall management of the incident emergency response affecting INPEX Indonesia's operations / interests, ensuring they are carried out safely, effectively and efficiently.
Initial Response	☐ Receive the incident notification, gather initial information, and provide initial assessment / analysis of the incident / emergency, including accountabilities for the incident and response. Request a call back number if need to. ☐ Contact Duty IMT members to mobilize to the ECR room. Ensure that security & office reception are aware of the incident and use relevant checklist. ☐ Activate the core IMT members, or full IMT (if needed) including support positions and/or Technical Support depending on nature of the emergency / incident. ☐ Brief the team upon arrival of the situation and provide guidance on response including priorities, actions & objective. ☐ Ensure that accurate events log is maintained and completed.
Ongoing	☐ Re-assign IMT duties in the absence of any core / regular members. ☐ Notify CMC of the emergency / incident as appropriate. Ensure the Initial Action Plan (IAP) is completed and forwarded to the CMC. ☐ Ensure that appropriate notification is carried out to relevant responding Government Agencies / Authorities e.g. SKKMigas, KLH, etc. ☐ Make further notifications as required to initiate other required incident response mobilizations (e.g. oil spill response organization, International SOS, & etc.)
Ongoing	☐ Arrange for Holding / Initial Statement to be prepared – understand potential for media interest based upon information available. ☐ Stand back & assess the circumstances to refine your priorities as more information becomes available. ☐ Establish & maintain an organization, capable to provide management direction & support at-the-scene tactical response operations. ☐ Ensure that assessment meeting schedules, time-outs with appropriate teams / individuals are conducted regularly. ☐ External issues (e.g. holding statements / press releases) and interfaces with external organizations are managed and coordinated accordingly via the Public Information Officer & Law Officer. ☐ Ensure that the incident response resources are tracked and managed effectively. ☐ Establish a communication schedule with the CMC for regular situational updates, including the issuance of the Situation Status Reports (SITREP). ☐ Ensure all internal communications to INPEX Indonesia employees are developed and prepared accordingly.
Ongoing	☐ Maintain the overall response prioritization of people, environment, and property. ☐ Regularly re-assess the Incident Potential and Worst Case Scenario as the situation evolves and ensure objectives and action plans are adjusted as required. ☐ Review incident resources and ensure the adequacy and organization of the resources is appropriate. ☐ Request assistance or support from the CMC as required (depending on the scale and severity of the incident). ☐ Determine when it is appropriate to stand down the IMT and make the appropriate notifications. ☐ Consider the need for personnel change over, during the emergency and/or incident life cycle. ☐ Ensure project plan is established to close out outstanding issues & initiate post investigation & damage assessment (interim & full reports). ☐ Maintain a log of actions and activities and ensure that completed log sheets are passed to Documentation function.
Ongoing Considerations	PEOPLE ☐ Personnel safety to be accorded highest priority during incident response. ☐ Are 'involved messages' required to family members – check with Police. ☐ Consider impact upon family members based upon nature of incident & potential media interest ☐ Ensure personnel involved are tracked on their status & locations at all times. ☐ Is there a need for specialist Search and Rescue? ☐ Is there a need for additional medical support / advice? ☐ Is there need to evacuate – what logistic issues are there? ☐ Is there a need for Company Family Liaison Representative? ☐ Is there a need for Employee Assisted Program support? ☐ Remember potential impact on all victims & responders! ASSETS ☐ What is the impact on the installation / site / asset? ☐ Have systems been shut down / known damage on system / asset? ☐ What is the potential / worst case scenario ☐ What integrity issues are there ☐ Impact upon production to adjacent locations & issues affecting start-up ☐ Establish appropriate project teams e.g. Integrity, investigations ENVIRONMENT ☐ Assess potential impact on environment, consider impact on adjacent sites, business partners & joint ventures ☐ Understand environmental damage at site & beyond ☐ What potential remedies are there? ☐ What resources are required? ☐ Has a plan of action been agreed? ☐ Have the appropriate support services been informed? ☐ Have the Statutory Authorities been advised / updated? REPUTATION ☐ Ensure Press Statements refer to priorities – people 1st ☐ Ensure content information is confirmed and accurate ☐ If casualties, ensure confirmed & mentioned in a sensitive way ☐ Mention what is being done to deal with the incident ☐ Mention the resources / agencies involved in response ☐ Ensure draft approved before issue to media.

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Information Security Classification

B



	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006 Revision No.: 0 Date: 03 MAY 2019 Page: 48 of 62	
--	---	--	---

Appendix C: Action Checklist – Operation Section Chief

Operation Section Chief			
Role Summary	The Operations Section Chief is responsible for providing the single-point-of-contact with the Incident Scene to the Incident Commander (IC) and acting as initial technical support to the On Scene Commander (OSC).		
Initial Response	☐ Upon arrival, if the room is not set-up, assist in setting-up the ECR room and receive a brief on the situation. ☐ Report to the Incident Commander and liaise with the On-Scene Commander / Company Site Representative at site to determine correct communications protocol to the incident scene. Act as focal point for operational support. ☐ Establish the chain of events and to provide support / direction / technical advice to the response effort.		
Ongoing	☐ Review and ensure the appropriateness of the actions being employed by Site Response Team (SRT); provide advice to the SRT if required. ☐ Use plot plans/maps to build up a picture of the emergency / incident & use appropriate scenario based incident checklist & associated plans. ☐ Check current weather at scene		
Ongoing	☐ Provide Planning Section Chief or Situation Unit up-to-date information. ☐ Ensure that response personnel involved in at-the-scene response operations have personnel, equipment, materials and supplies needed to carry out the incident response operations safely, effectively and in an efficient manner. ☐ Ensure that all relevant on-scene information that needs to be displayed on the IMT status boards is accurately displayed. ☐ Provide advice to the Incident Commander on the potential escalation points of the operational support. ☐ Consider the logistics of the response and ensure adequate provisions are in place for the movement of personnel and equipment. (This should be coordinated with the Site and the II-IMT Logistics Section Chief). ☐ Review the accuracy and completeness of the technical information supplied by the site before it is provided to the IC and CMC or other authorities and relevant stakeholders.		
Ongoing	☐ Update the II-IMT / II-CMT members of the on-going situation via the Incident Commander ☐ Ensure that the OSC is aware of the issues and activities of the II-IMT/II-CMT, in particularly those that will directly affect the operational response. ☐ Ensure that concerns of government agencies and impacted community and/or public are adequately considered in formulation and execution of response plans.		
Ongoing	☐ Check the technical contents of the press releases. ☐ Authorize demobilization of tactical response resources. ☐ Determine if there is a need for technical / functional specialists for developing incident recovery options. ☐ Consider the need for personnel change over, during the emergency and/or incident life cycle. ☐ Compile and maintain appropriate documentation including documentation compiled by SRT and forward to Planning Section Chief or Documentation Unit. ☐ Review IAP and ensure the OSC is updated on changing weather conditions. ☐ When II-CMT is activated, report to the CMC for situation briefing and provide general financial advice to the member of II-CMT.		
Ongoing Considerations	<table border="0"> <tr> <td style="vertical-align: top;"> PEOPLE ☐ Ensure the POB / Injured Person (IP) Casualty information is forwarded to the HR Officer during the incident response operations ☐ Assist HR to ensure all personnel accounted for ☐ Ongoing status of casualties / people involved ☐ Are casualties being evacuated, if so, where to? ☐ Is the installation being down manned/ evacuated? If yes, how many? ASSET & PRODUCTION ☐ Has production / operational system been shut down? ☐ Have deluge / other system being activated? ☐ Impact of asset? – does this affect the response? ☐ Have adjacent installations been advised? ☐ What is worst case scenario? </td><td style="vertical-align: top;"> ENVIRONMENT ☐ Obtain details of any environmental issues ☐ Understand environmental impact of incident ☐ Liaise with Planning Sec Chief on location / movement of oil spill, work with Safety / environment officer for cleanup activities. ☐ Provide information to allow oil spill or other modelling to be done ☐ Brief OSC with results of any such modelling TEAM BRIEFING ☐ Work closely & advise IC ☐ Keep all team informed & updated using maps, schematics as appropriate ☐ Use knowledge of the asset to ensure II-IMT / II-CMT members have as much information on the asset as possible ☐ Ensure IC is situationally aware of the ongoing situation & impact upon People, Environment, and Asset & Production. </td></tr> </table>	PEOPLE ☐ Ensure the POB / Injured Person (IP) Casualty information is forwarded to the HR Officer during the incident response operations ☐ Assist HR to ensure all personnel accounted for ☐ Ongoing status of casualties / people involved ☐ Are casualties being evacuated, if so, where to? ☐ Is the installation being down manned/ evacuated? If yes, how many? ASSET & PRODUCTION ☐ Has production / operational system been shut down? ☐ Have deluge / other system being activated? ☐ Impact of asset? – does this affect the response? ☐ Have adjacent installations been advised? ☐ What is worst case scenario?	ENVIRONMENT ☐ Obtain details of any environmental issues ☐ Understand environmental impact of incident ☐ Liaise with Planning Sec Chief on location / movement of oil spill, work with Safety / environment officer for cleanup activities. ☐ Provide information to allow oil spill or other modelling to be done ☐ Brief OSC with results of any such modelling TEAM BRIEFING ☐ Work closely & advise IC ☐ Keep all team informed & updated using maps, schematics as appropriate ☐ Use knowledge of the asset to ensure II-IMT / II-CMT members have as much information on the asset as possible ☐ Ensure IC is situationally aware of the ongoing situation & impact upon People, Environment, and Asset & Production.
PEOPLE ☐ Ensure the POB / Injured Person (IP) Casualty information is forwarded to the HR Officer during the incident response operations ☐ Assist HR to ensure all personnel accounted for ☐ Ongoing status of casualties / people involved ☐ Are casualties being evacuated, if so, where to? ☐ Is the installation being down manned/ evacuated? If yes, how many? ASSET & PRODUCTION ☐ Has production / operational system been shut down? ☐ Have deluge / other system being activated? ☐ Impact of asset? – does this affect the response? ☐ Have adjacent installations been advised? ☐ What is worst case scenario?	ENVIRONMENT ☐ Obtain details of any environmental issues ☐ Understand environmental impact of incident ☐ Liaise with Planning Sec Chief on location / movement of oil spill, work with Safety / environment officer for cleanup activities. ☐ Provide information to allow oil spill or other modelling to be done ☐ Brief OSC with results of any such modelling TEAM BRIEFING ☐ Work closely & advise IC ☐ Keep all team informed & updated using maps, schematics as appropriate ☐ Use knowledge of the asset to ensure II-IMT / II-CMT members have as much information on the asset as possible ☐ Ensure IC is situationally aware of the ongoing situation & impact upon People, Environment, and Asset & Production.		

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B



	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006 Revision No.: 0 Date: 03 MAY 2019 Page: 49 of 62	
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Appendix D: Action Checklist – Planning Section Chief

Planning Section Chief			
Role Summary	The Planning Section Chief is responsible for ensuring that all relevant company plans and procedures are available and followed by the II-IMT / II-CMT team. They are also responsible for ensuring all key information relating to the incident is captured, displayed and shared as appropriate. The Planning Section has a further role in the provision of specialist advice and specialist advisors such as environmental teams or drilling specialists.		
Initial Response	☐ Upon arrival, if the room is not set-up, assist in setting-up the ECR room and receive a brief on the situation. ☐ Report to the Incident Commander for situation briefing and assist in the preparation of Initial response Incident Action Plan (IAP).		
Ongoing	☐ Assist Incident Commander in evaluation of incident potential for escalation(& concerns), and objectives ☐ Assist Incident Commander in developing and reviewing actions and the IAP ☐ Oversee the activities of the Situational Unit (Log keeper) and Documentation Unit (if required), ensuring appropriate span of control is maintained during the incident response		
Ongoing	☐ Assist and advise the IC in establishing information requirements and reporting schedules during the incident response operations including the necessary information dissemination to internal and external audiences ☐ Facilitate preparation and distribution of appropriate plans and reports including any other incident specific plans, reports or other required documents to IC and CMC and/or Regulatory Bodies & Authorities as necessary. ☐ Work and support the Incident Commander in producing each IAP. ☐ Consider the need for personnel change over, during the emergency and/or incident life cycle. ☐ When II-CMT is activated, report to the CMC for situation briefing and provide general financial advice to the member of II-CMT.		
Ongoing Considerations	<table border="0"> <tr> <td style="vertical-align: top;"> INFORMATION ☐ Work with the other Section Chiefs and Command Staff to ensure required information is provided by other IMT members in a timely fashion. ☐ Set up / supervise set-up of, and maintain the Information Centre (if required in a large long term incident) ☐ Ensure all information boards and the event log are up-to-date at all times ☐ Facilitate compilation and provision of information on nature and status of incident and incident response operations to IC. ☐ Establish special technical information collection activities as necessary (e.g. weather, environmental, toxic, etc.) ☐ Provide Public Information Officer with accurate, up-to-date information on response operations including; (1) Location of emitted / discharged materials (2) Fate and effects of emitted / discharged materials (3) Weather and other conditions (4) Environmentally sensitive areas, wildlife affected by incident and/or status of protection efforts. </td><td style="vertical-align: top;"> DOCUMENTATION / PLAN ☐ Oversee the preparation and implementation of the incident demobilization plan as required. ☐ Facilitate collection and retention of appropriate documentation. ☐ Maintain a log of actions & activities & ensure that completed log sheets are passed to Documentation function. </td></tr> </table>	INFORMATION ☐ Work with the other Section Chiefs and Command Staff to ensure required information is provided by other IMT members in a timely fashion. ☐ Set up / supervise set-up of, and maintain the Information Centre (if required in a large long term incident) ☐ Ensure all information boards and the event log are up-to-date at all times ☐ Facilitate compilation and provision of information on nature and status of incident and incident response operations to IC. ☐ Establish special technical information collection activities as necessary (e.g. weather, environmental, toxic, etc.) ☐ Provide Public Information Officer with accurate, up-to-date information on response operations including; (1) Location of emitted / discharged materials (2) Fate and effects of emitted / discharged materials (3) Weather and other conditions (4) Environmentally sensitive areas, wildlife affected by incident and/or status of protection efforts.	DOCUMENTATION / PLAN ☐ Oversee the preparation and implementation of the incident demobilization plan as required. ☐ Facilitate collection and retention of appropriate documentation. ☐ Maintain a log of actions & activities & ensure that completed log sheets are passed to Documentation function.
INFORMATION ☐ Work with the other Section Chiefs and Command Staff to ensure required information is provided by other IMT members in a timely fashion. ☐ Set up / supervise set-up of, and maintain the Information Centre (if required in a large long term incident) ☐ Ensure all information boards and the event log are up-to-date at all times ☐ Facilitate compilation and provision of information on nature and status of incident and incident response operations to IC. ☐ Establish special technical information collection activities as necessary (e.g. weather, environmental, toxic, etc.) ☐ Provide Public Information Officer with accurate, up-to-date information on response operations including; (1) Location of emitted / discharged materials (2) Fate and effects of emitted / discharged materials (3) Weather and other conditions (4) Environmentally sensitive areas, wildlife affected by incident and/or status of protection efforts.	DOCUMENTATION / PLAN ☐ Oversee the preparation and implementation of the incident demobilization plan as required. ☐ Facilitate collection and retention of appropriate documentation. ☐ Maintain a log of actions & activities & ensure that completed log sheets are passed to Documentation function.		

	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: 02190-HA-PLN-00006	INPEX
		Revision No.: 0	
		Date: 03 MAY 2019	
		Page: 50 of 62	

Appendix E: Action Checklist – Logistic Section Chief

Logistic Section Chief	
Role Summary	The Logistics Section Chief is responsible for obtaining personnel, equipment, materials, and supplies needed to mount and sustain the emergency and/or incident response operations, and for providing the services necessary to ensure the incident response operations are carried out in a safe and efficient fashion.
Initial Response	□ Upon arrival, if the room is not set-up, assist in setting-up the ECR room and receive a brief on the situation. □ Report to IC and liaise with Operations to find out the initial logistical support being activated (helicopter, fixed wing & vessel movement) and mobilized to the incident site including determining what on-going logistical support is required. □ Act as focal point for all logistical support / communications network (if routine communication is insufficient) for incident response operations activities via the assistance / support from the Supply Base. □ Consider mobilization of additional specialist logistical support depending on nature and severity of the incident. Liaise with Logistics Officer. □ Arrange for the provision of all logistical requirements such as personnel, equipment, materials and supplied to aid the incident response.
Ongoing	□ Source and provide air, sea & land transport as required & ensure in timely deployment of any mobilized resources & equipment. □ Work with IC and Section Chiefs to identify and ensure timely and efficient provision of support services: e.g. food, water, sanitation, shelter, incident facilities, transportation, communications systems, medical services, security services, and others as necessary. □ Ensure logistics support / service needs are met timely and efficiently to maximizes personnel safety and efficiency of response operations. □ Ensure guidelines, procedures, forms and data management systems to manage acquisition of response resources and control inventory are followed. □ If required, ensure that communications equipment are provided for including establishing, operating and maintaining effective and integrated communications networks.
Ongoing	□ Ensure overall inventory management is maintained for equipment, materials and supplies during the incident response operations. □ Ensure records are maintained on equipment and services provided and contracts executed during the incident response operations. □ Work closely with Operations and Planning Sections to ensure that the supply of logistical support is effective. □ Work with Finance Section Chief to institute requisition procedure and provide copy of all Purchase Orders to Finance Section. □ Consider the need for personnel change over, during the emergency and/or incident life cycle. □ When II-CMT is activated, report to the CMC for situation briefing and provide general financial advice to the member of II-CMT.
Ongoing Considerations	HELICOPTERS AND VESSELS □ Populate helicopter / vessel movements on Logistics Board in ECR. □ Notify helicopter operators of potential helicopter movements and requirements – if necessary place on standby. □ Ensure Government Agency Search and Rescue agencies are updated on contingency arrangements & monitor all assets deployed by them □ If incident involves a helicopter or ship incident, obtain passenger lists (Pax) or Crew Manifest for vessels through HR □ Liaise with Ops Sec Chief & HR on personnel movement to other installations / beach & determine helicopter requirements. □ Provide onshore transport services in event of down manning / evacuation. OTHER RESOURCES / LOGISTICS □ If Logistics Section cannot address unmet resource needs, immediately to notify Incident Commander. □ Provide Operations Section Chief with recommendations on timing of release of logistics services and support personnel and equipment. □ Ensure that all logistical support is stood down following the incident. □ If search and rescue operations underway, agree single point of contact & ascertain if additional logistical support is required. □ Liaise with receiving installations in the event of evacuation of personnel. OIL SPILL RESPONSE □ Liaise with Safety & Security Officer regarding possible Oil Spill response requirements involving aircraft / vessels & potential requirements to move investigation / medical teams etc. to the incident site □ Understand assets / equipment available to On Scene Commander □ Understand spill characteristics & weather at scene for HSSE Rep & Oil Spill support company □ Assess whether routine logistics arrangements will cope or multi-agency ICS based logistics organization is required. INFORMATION / DOCUMENTATION □ Provide Planning Section Chief with up-to-date information on destination / Estimated Time Arrival (ETA), relevant call signs of equipment / personnel resources obtained. □ Provide Planning Section Chief with initial and updated information / resources by destination. □ Utilize the Briefings / Time-Out Meetings to update the II-IMT / II-CMT team of on-going situation regarding logistical support. □ Ensure that the Logistics Status Board is maintained with up-to-date information □ Compile and maintain appropriate documentation. □ Maintain a log of actions & activities, ensure that completed log sheets are passed to Documentation function.

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B



	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006	INPEX
		Revision No.: 0	
		Date: 03 MAY 2019	
		Page: 51 of 62	

Appendix F: Action Checklist – Finance and Administration Section Chief

Finance and Administration Section Chief	
Role Summary	The Finance & Admin Section Officer is responsible for managing and supervising all costs associated with the incident response operations. They act as a point of contact with the Finance Officer and Legal Officer for all accounting, invoice processing, contracts, cost control, insurance coordination, and financial reporting issues.
Initial Response	☐ Upon arrival, if the room is not set-up, assist in setting-up the ECR room and receive a brief on the situation. ☐ Report to the Incident Commander (IC) for situation briefing and provide general financial advice to the member of II-IMT.
Ongoing	☐ Understand the situation and assess the routine financial management implications of the response operations. Assess whether there is a requirement for a Finance Officer for the incident. ☐ Work with the Logistics Section Chief, if required, regarding requisition procedures and financial delegation. ☐ Consider the need for personnel change over, during the emergency and/or incident life cycle. ☐ When II-CMT is activated, report to the CMC for situation briefing and provide general financial advice to the member of II-CMT.
Ongoing Considerations	COST / EXPENDITURE All Incidents ☐ Provide guidance to the II-IMT or II-CMT on the expenditure for equipment, resources supplies, materials, etc. ☐ Record all authorized expenditure required to deal with the incident ☐ Large Scale (lasting many days) Incidents Only ☐ Prepare short and long-term cost information for the Incident Commander. ☐ Facilitate preparation and distribution of guidelines, procedures, forms and establishment of a data management system necessary to account for expenditures made during the incident response operations. ☐ Ensure that appropriate cost and accounting control systems are established. INSURANCE ☐ Review all relevant insurance programs and ensure notification of insurers and appointment of loss adjusters. ☐ Work with Legal Officer on issues regarding insurance coverage and exclusions, claims management processing and approach to settlements. AUDITING / SYSTEM All Incidents ☐ Assess whether or not existing, routine accounting systems will cope with the emergency response Non-routine Accounting ☐ Provide adequate accounting systems, including - auditing - billing - documenting labor, material and services used ☐ Establish necessary controls to audit / validate charges for equipment, materials and supplies. ☐ Work with Logistics Section Chief to determine who the best person is to oversee administration of vendor contracts and service and equipment rental agreement. ☐ Ensure that system is in place to properly manage financial aspects of the incident response operations as they relate to equipment, materials and supplies. DOCUMENTS ☐ Obtain receipts / invoices and supporting documents where possible. ☐ Ensure that an expenditure tracking system is utilized and kept current. ☐ Compile and maintain appropriate documentation. ☐ Maintain a personal log of actions & activities & ensure that completed log sheets are passed to Documentation function.

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B



	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006	INPEX
		Revision No.: 0	
		Date: 03 MAY 2019	
		Page: 52 of 62	

Appendix G: Action Checklist – HR Officer

Logistic Section Chief	
Role Summary	The Human Resources (HR) Officer is responsible to address human resource issues for response personnel. To provide critical incident stress debriefing, arrange grief counselling for response personnel impacted by the emergency or incident, response-related injuries and fatalities. Arrange humanitarian assistance to families of individuals injured or killed by the emergency or incident or during response operations.
Initial Response	Upon arrival, if the room is not set-up, assist in setting-up the IMT room and receive a brief on the situation Understand the situation & make initial assessment with regards to PEOPLE issues. Report to the IC and provide a point of contact and advice on HR matters related to the incident and extent of HR support required in the incident. Advise the IC on measures to handle and treat injured personnel, handle dead body dispositions, interact with families, Next-of-Kin (NOK) and government agencies.
Ongoing	Work with the Operations Section Chief to obtain current and up-to-date information of the POB / Casualty List. Establish no of personnel including INPEX employees, contractors and members of public involved in the incident. Ensure all people directly impacted by the incident are accounted for. Consider mobilizing 2 nd HR representative to the II-IMT / II-CMT if there are too many people issues / additional Relative Response Team in a separate room. Ascertain from Safety and Security Officer if the Police have been informed
Ongoing	Arrange for welfare and grief counselling for members of the II-IMT / II-CMT including site response personnel, if needed. If Police are attending the IMC, ensure the POB list is available, brief Police Liaison Officer on arrival and work closely thereafter. Co-ordinate and work with Finance Section on compensation and claims issues, as necessary. Assist in notifying INPEX personnel and contractors as to when and where to report to work. Anticipate new emerging HR issues and problems, develop plans to address with the IC and provide support if required. Facilitate collection and retention of appropriate documentation. Consider the need for personnel change over, during the emergency and/or incident life cycle. Maintain a personal log of actions & activities & ensure that completed log sheets are passed to Situation Log keeper.
Ongoing	Liaise with & regularly brief Contractor Liaison Officer & Relative Response Team Coordinator Liaise with Police on movement of casualties & NOTIFICATION to affected family. Brief & update Police on movement & location of company personnel to external locations Keep IC updated on people related issues. Co-ordinate humanitarian assistance for INPEX personnel and/or their families impacted by the incident or incident response operations, if required.
Ongoing Considerations	CONTRACTOR LIAISON ☐ Contractor notification protocol with IC (confirm which HR activity INPEX manages directly & which are owned and carried by contractor company) ☐ Inform, brief & update contractor companies involved ☐ Require POB / Pax of contractor details / press statements issued ☐ Are contracting company mobilizing own IMT/RRT? ☐ If attending at IMC, provided with telephone & refreshments? HR REPRESENTATIVES AT EXTERNAL LOCATIONS ☐ Mobilize Emergency Support Group / Psychosocial care support. ☐ Arrangements for the injured to be visited by family, NOK, INPEX / Representatives. ☐ Determine the need to activate outside assistance (clergy, psychologists, counsellors, etc.), as necessary. ☐ Determine the need to activate welfare counselling specialists to support the longer term response. ☐ Provide POB/Pax / NOK information. RELATIVE RESPONSE TEAM ☐ Assist set-up of Relatives Response Team to handle telephone calls from family members, relatives, friends & public. ☐ Prepare and obtain NOK records of all who may be involved or affected in the incident. ☐ Ensure that all required notifications are made to NOK and families of injured / dead personnel. ☐ Ensure that names of injured / dead personnel are protected until notifications of NOK are completed. ☐ Manage enquiries from family, relatives and friends concerning individuals affected by incident. ☐ Hold copies of press / holding statements issued besides approved additional information ☐ Telephone numbers of any other ERT mobilized to this incident. EVACUEE RECEPTION ☐ Mobilize personnel to the nominated Evacuee Reception Centre (ERC) ☐ Support IC for co-ordination of medical evacuations, expatriates repatriations (if any) and etc. ☐ In the event of personnel evacuations, arrange temporary accommodation and travel. ☐ Inform and brief ERC venue of the evacuation requirements ☐ Identify if Police involved & nominate main company representative ☐ Provide copied of POB/Pax / NOK information ☐ Ensure ongoing liaison is carried out through ERC Coordinator

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B



	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006 Revision No.: 0 Date: 03 MAY 2019 Page: 53 of 62	
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Appendix H: Action Checklist – Public Information Officer

Public Information Officer	
Role Summary	The Public Information Officer (PIO), member of Command Staff, reports to IC. Responsible for ensuring the IC is kept informed of all media activity which may affect the response, and for organizing and managing media activities associated with incident. This role also requires interface / communication with Liaison Officer if mobilised. The PIO is also responsible for providing media statements to the HR Officer.
Initial Response	☐ Upon arrival, if the room is not set-up, assist in setting-up the ECR room and receive a brief on the situation. ☐ Report to IC for situation / initial incident briefing, provide contact and advice on matters related to external communications and interactions with press / media. ☐ Inform the Office Reception / Switchboard and Security personnel of the situation, advise them to forward enquiries from media / press to appropriate Public Information Officer's contact number ☐ Consider whether or not a Media Response Team is required and advise the IC accordingly
Ongoing	☐ Advise IC on matters relating to external communications and interactions with the media. ☐ Provide status reports to IC on status of work on media problems and solutions that are judged to be, or have potential to become crisis situations ☐ Develop initial communications strategy, report it to the Incident Commander, and share with the team member (II-IMT / II-CMT)
Ongoing	☐ Arrange briefing schedule with II-IMT and II-CMT based on timings ☐ Create stakeholder list i.e. partners and regulators ☐ Ensure Action Boards, log sheets and checklists completed ☐ Arrange internal briefing to employees ☐ Consider the need for personnel change over, during the emergency and/or incident life cycle.
Ongoing Considerations	MEDIA MANAGEMENT ☐ Determine with the Incident Commander if there are any limits on information release and develop media material, e.g. holding statements, media messages, media statements/releases, Q&A, and etc ☐ Develop and prepare all media statements and releases in accordance with the media response plan ☐ Issue all media releases and statements to SKKMigas for approval purposes. All media statements can only be released and publicly circulated once written approval is obtained from SKKMigas. ☐ Ensure that all appropriate switchboard operators and INPEX Indonesia Security personnel are briefed to respond to calls and to provide media holding statements as soon as available. ☐ Assess whether a media representative or spokesperson from INPEX should be dispatched to the site / location of the incident ☐ Mobilize Media Response Team and set-up Media Response Hotline, if agreed with IC and/or CMC. ☐ Work with Logistics Section Chief and IT personnel to set-up media centre if warranted. ☐ Maintain record of newspaper articles, radio and television broadcasts, press conferences and briefings. ☐ Monitor press reports; maintain record of online articles, newspaper clippings, radio & television broadcasts, press conferences, and briefings. COMMUNICATION ☐ Provide HR Officer with approved statement for use through the Relative Response Line (RRL). ☐ Identify "Public Stakeholders" & their concerns & develop proactive methods for addressing "Public" concerns: e.g. Press Releases, Press Briefings, Press Conferences, Town-Hall Meetings, One-to-One Interviews, Site Visit Tours, etc. ☐ Prepare and distribute internal communication statements to all INPEX Indonesia employees. DOCUMENTATION ☐ Facilitate collection and retention of appropriate documentation. ☐ Maintain a log of actions & activities & ensure that completed log sheets are passed to Documentation function.

	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006 Revision No.: 0 Date: 03 MAY 2019 Page: 54 of 62	
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Appendix I: Action Checklist – Liaison Officer

Liaison Officer			
Role Summary	This function is initially covered by the Planning Section Chief. If the scale of the incident requires it, a Liaison Officer may be appointed. The Liaison Officer is responsible for working with Emergency or Crisis members to identify and establish relations with all government and community affairs activities associated with the incident and incident response operations.		
Initial Response	☐ Upon arrival, if the room is not set-up, assist in setting-up the ECR room and receive a brief on the situation ☐ Report to the Incident Commander for situation / initial incident briefing and provide a point of contact and advice on all matters relating to external communications and interactions with non-directly involved government agencies and non-governmental organizations.		
Ongoing	☐ Assist the Incident Commander in corresponding with government authorities such as SKKMigas, government agencies, regulators, etc. ☐ Advise the Incident Commander on government affairs and community relations impacts of incidents and incident response operations. ☐ Obtain necessary approvals from Incident Commander prior to release of information to non-directly involved government agencies and non-governmental organizations. ☐ Ensure that appropriate government agencies have been notified of incident, and keep them informed about status of emergency response operations. ☐ Provide updates to II-IMT and II-CMT to keep them informed about the status of work on all government affairs and community relations problems and solutions that are judged to be, or have potential to become, crisis situations. ☐ Consider the need for personnel change over, during the emergency and/or incident life cycle.		
Ongoing Considerations	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 50%;"> STAKEHOLDERS ☐ Serve as contact person for non-directly involved government agencies and non-governmental organizations. ☐ Identify government agency and non-governmental organization stakeholders and their concerns. ☐ Develop proactive methods for addressing government agency and NGO's concerns:- • Fact Sheets • Meetings • Town Hall Meetings • One-to-one interviews • Tours ☐ As appropriate, provide information to non-directly involved government agencies and non-governmental organizations. ☐ As appropriate, arrange and conduct meetings with non-directly involved government agencies and non-governmental organizations. ☐ Monitor statements made by non-directly involved government agencies and non-governmental organizations. ☐ Keep Incident Commander informed about content and tenor of statements made by non-directly involved government agencies and non-governmental organizations. ☐ Arrange press conferences, interviews and appropriate on-site tours of reporters and government officials, as well as video and/or photographic documentations of the incident if required to. </td><td style="vertical-align: top; width: 50%;"> INFORMATION / DOCUMENTATION ☐ Provide Planning Section Chief or Situation Unit with information on scheduled press briefings and conferences if any for posting in Information Centre. ☐ Provide status reports to Incident Commander (IC) or Crisis Management Coordinator (CMC); keep them informed about status of work on all public relations problems and solutions that are judged to be, or have potential to become crisis situations. ☐ Facilitate collection and retention of appropriate documentation. ☐ Maintain a log of actions & activities & ensure that completed log sheets are passed to Documentation function. </td></tr> </table>	STAKEHOLDERS ☐ Serve as contact person for non-directly involved government agencies and non-governmental organizations. ☐ Identify government agency and non-governmental organization stakeholders and their concerns. ☐ Develop proactive methods for addressing government agency and NGO's concerns:- • Fact Sheets • Meetings • Town Hall Meetings • One-to-one interviews • Tours ☐ As appropriate, provide information to non-directly involved government agencies and non-governmental organizations. ☐ As appropriate, arrange and conduct meetings with non-directly involved government agencies and non-governmental organizations. ☐ Monitor statements made by non-directly involved government agencies and non-governmental organizations. ☐ Keep Incident Commander informed about content and tenor of statements made by non-directly involved government agencies and non-governmental organizations. ☐ Arrange press conferences, interviews and appropriate on-site tours of reporters and government officials, as well as video and/or photographic documentations of the incident if required to.	INFORMATION / DOCUMENTATION ☐ Provide Planning Section Chief or Situation Unit with information on scheduled press briefings and conferences if any for posting in Information Centre. ☐ Provide status reports to Incident Commander (IC) or Crisis Management Coordinator (CMC); keep them informed about status of work on all public relations problems and solutions that are judged to be, or have potential to become crisis situations. ☐ Facilitate collection and retention of appropriate documentation. ☐ Maintain a log of actions & activities & ensure that completed log sheets are passed to Documentation function.
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	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.:	O2190-HA-PLN-00006	INPEX
		Revision No.:	0	
		Date:	03 MAY 2019	
		Page:	55 of 62	

Appendix J: Action Checklist – Log Keeper

Log Keeper	
Role Summary	In most incidents the Situational Unit is a single Log Keeper whose main responsibility is maintaining the Event Log. They may be supported by a second person who is the backup log keeper and general administrator. In a long running, large scale incident a larger situational unit may be required. In this circumstance, the Situational Unit Leader is responsible for gathering and displaying information on the nature and status of the incident and incident response operations, for preparing Situation Status Reports (SITREPs). The Situational Unit works for the Planning Section Chief.
Initial Response	☐ Upon arrival, if the room is not set-up, assist in setting-up the ECR room and receive a brief on the situation. This is normally a key, primary task for the log keeper. ☐ Log arrival of IMT members & provide updated information. ☐ Report to the Planning Section Chief for situation briefing and work with the II-IMT / II-CMT in establishing and maintaining the Information Centre.
Ongoing	☐ Record details of the incident in the Main Event Log ☐ Contact all member & inform of the incident, provide a call back number ☐ Receive initial and, if necessary updated incident detail related to the description of incident, description of spilled/emitted material, source, status of incident response operations, environmental impact, weather condition, safety and health considerations, and impacts from Operations Section Chief. ☐ If full Situation Unit set up, meet with relevant Section Chiefs and other II-IMT / II-CMT personnel to receive information needed to update Situation Map and Status Boards in Information Centre. ☐ Respond & log details of further calls from Incident Site until Duty Manager arrives.
Ongoing	☐ Mobilize additional resources, such as more log keepers, administrators or a full Situation Unit, as required by the IC / CMC ☐ Consider the need for personnel change over, during the emergency and/or incident life cycle. ☐ Ensure team welfare if catered for – refreshments / drinks / meals to be delivered as requested by the IC / CMC
Ongoing Considerations	LOG KEEPER ☐ Maintain the main event log and record all actions on the actions board at the IC or CMC's briefings ☐ On mobilization, brief IC on additional information as II-IMT was mobilized ☐ On mobilization, populate initial status, key events log, contacts & action boards ☐ Maintain collated incident log using the individual log sheets. ☐ Items highlighted to the IC to be entered into Key Events Log ☐ Question any information in the log sheets that are unclear or not well understood. EQUIPMENT ☐ Obtain appropriate charts, maps & plans ☐ Assist Planning Section Chief to ensure that status boards are completed and filled timely & accurately ☐ Ensure all equipment,(phones IT etc.), in the II-IMT room is working during the incident, calling out Technical Support if required ☐ Ensure team members have sufficient stationary, log sheets, etc. ☐ Ensure that the blinds are closed for information security. INFO / DOCUMENTATION ☐ If requested to do so by Incident Commander and/or Planning Section Chief, transmit completed IAPs/SITREPs to the CMC as appropriate ☐ Receive initial and, if necessary, updated schedule of meetings from the Planning Section Chief. ☐ Regularly check for incoming emails / fax messages ☐ Photograph boards if more space for writing is required ☐ If requested, record Action Items identified during meetings. ☐ Facilitate collection and retention of appropriate documentation. ☐ Maintain a log of actions & activities & ensure that completed log sheets are passed to Documentation function. RESPONSE / FUTURE RESPONSE ☐ Assist Planning Section Chief in determining the man power resources required for the II-IMT or II-CMT.

	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006 Revision No.: 0 Date: 03 MAY 2019 Page: 56 of 62	
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Appendix K: Action Checklist – Legal Officer

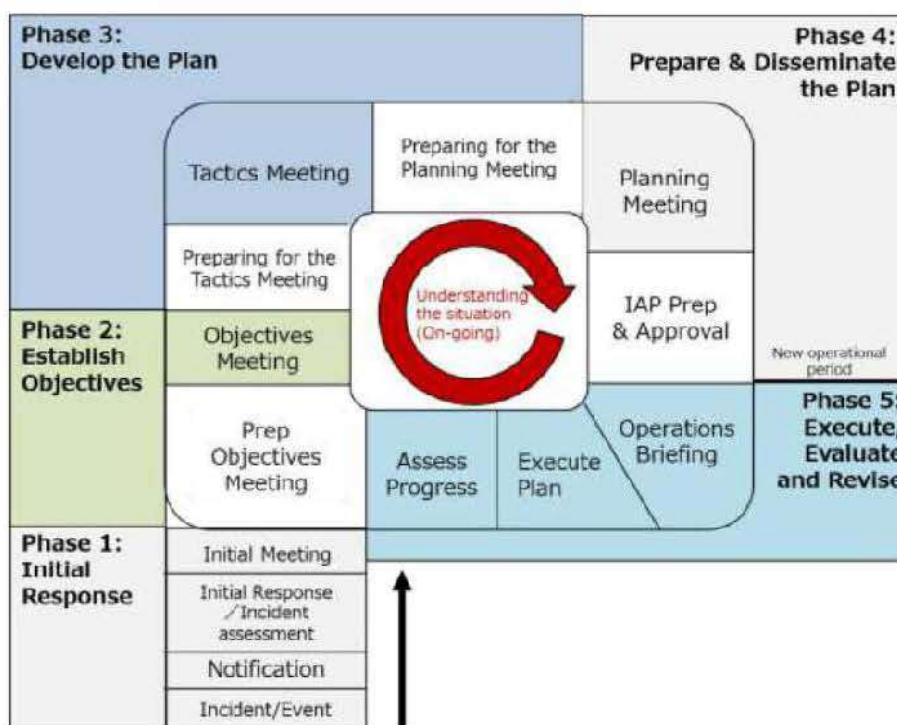
Legal Officer	
Role Summary	The Legal Officer is responsible for providing advice on legal issues associated with the incident response operations. The Legal officer is also responsible for handling all legal matters. The type of incident will influence the degree of input that will be required from the Legal officer. For major incidents, additional legal guidance and support may be requested from Incident Commander (IC), Crisis Management Coordinator (CMC) and/or INPEX Corporate.
Initial Response	When notified of an emergency and/or incident, proceed to the Emergency Coordination Room (ECR), if out of office hours; give an expected time of arrival at the ECR. Upon arrival, if the room is not set-up, assist in setting-up the ECR room and receive a brief on the situation. Report to the Incident Commander and provide legal advice to the Incident Commander and members of the II-IMT.
Ongoing	Provide legal expertise and key issues associated with the incident and options and courses of action that can be followed; follow up on selected options and/or courses of action to determine their effectiveness. Advise II-IMT members on potential issues of liability affecting employees, contractors and the general public. Determine application laws, legal exposures and validity of defenses and develop necessary legal strategies. Become familiar with all aspects of the incident in order to identify and address legal issues that may arise during conduct of incident response operations.
Ongoing	Select, retain and supervise outside legal counsel, if needed. Provide updates to the IC and CMC (if required to) including Legal Specialists to keep them informed about legal problems and solutions that are judged to be, or have the potential to become crisis situation. Ensure that no conflicts of interest arise with other parties, insurers, etc. during the conduct of incident response operations. Provide legal guidance to Finance Section Chief on processing of claims. Consider the need for personnel change over, during the emergency and/or incident life cycle.
Ongoing Considerations	LEGAL OPERATIONS / MANAGEMENT Work and support II-IMT Public Information Officer and Liaison Officer in reviewing of press release, government notifications and other correspondence directed to external parties prior to its approval by the Incident Commander and/or Crisis Management Coordinator. Provide legal guidance to Logistics Section Chief on terms and conditions of new or amended contracts and review these contracts before their execution. Assist Human Resources Team in the event of fatalities or major injuries during incident and incident response operations. Ensure that response personnel restrict communications related to liability or fault that may otherwise hinder future legal proceedings. Provide status reports to IC and/or CMC / INPEX Corporate (if required); keep them informed about legal problems and solutions that are judged to be, or have the potential to become crisis situations. CLAIMS / LITIGATION Ensure that information that may be relevant to the defense and/or settlement of future claims or litigation is gathered and preserved. Assist Finance Section Chief in establishing and implementing third-party settlement procedures and insurance claims and arranging for adjustment assistance. Advise members of the II-IMT on need to restrict access to affected facility and/or incident-related facilities for legal or insurance reasons. DOCUMENTATION Advise Incident Commander, Section Chiefs and Documentation Unit on type of documentation that must be compiled to support incident-related litigation. Review documentation to ensure that it is being compiled in a manner consistent with documentation guidelines. Facilitate collection and retention of appropriate documentation. Maintain a log of actions & activities & ensure that completed log sheets are passed to Documentation function

	INPEX MASELA, LTD. ABADI GAS FIELD DEVELOPMENT PROJECT EMERGENCY RESPONSE PLAN	Doc. No.: O2190-HA-PLN-00006 Revision No.: 0 Date: 03 MAY 2019 Page: 57 of 62	
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Appendix L: Planning Process of Incident Command System

1. The ICS “Planning P”

An illustration of ICS “Planning P” is below, showing the planning routine to be followed during an incident response. This Process includes initial response, setting objective, drafting tactics, planning operations and progress management. A Series of this cycle is repeated periodically.



2. The ICS “Planning P”

The basic contents of an incident Action Plan, for any scale of incident are;

- Understand the SITUATION;
- Identify your CONCERNS and the POTENTIAL for further escalation;
- Develop OBJECTIVES to address your CONCERNS;
- Allocate ACTIONS to response team to deliver the OBJECTIVES.

In a large scale complex incident, the basic contents need to be supported by the following information:

- The response actions required to tackle the incident;
- List of resources, reserves and support required to deliver the response actions;
- Sequence of operation schedule for achieving multiple objectives.

	INPEX MASELA, LTD.	Doc. No.: O2190-HA-PLN-00006	
	ABADI GAS FIELD DEVELOPMENT	Revision No.: 0	
	PROJECT EMERGENCY RESPONSE PLAN	Date: 03 MAY 2019	
	Page: 59 of 62		

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated:
		Date: Date
		Time: HHMM

5. SITUATION Summary, including **POTENTIAL** for escalation and **CONCERNS**

Prepared by:

Name:

Position/Title:

Signature:

ICS 201, Page 2

Date/Time: Date

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	INPEX MASELA, LTD.	Doc. No.: O2190-HA-PLN-00006	
	ABADI GAS FIELD DEVELOPMENT	Revision No.: 0	
	PROJECT EMERGENCY RESPONSE PLAN	Date: 03 MAY 2019	
	Page: 60 of 62		

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM
6. Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.		
7. Current OBJECTIVES:		
8. Current and Planned ACTIONS:		
Time:	Actions:	
HHMM		
HHMM		
HHMM		
HHMM		
HHMM		
HHMM		
HHMM		
HHMM		
Prepared by:		
Name:	Position/Title:	Signature:
ICS 201, Page 3		Date/Time: Date

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	INPEX MASELA, LTD.	Doc. No.: O2190-HA-PLN-00006	INPEX
	ABADI GAS FIELD DEVELOPMENT	Revision No.: 0	
	PROJECT EMERGENCY RESPONSE PLAN	Date: 03 MAY 2019	
	Page: 61 of 62		

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: _____ Time: HHMM
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9. Current Organization (fill in additional roles as appropriate):

```

graph TD
    A[ ] --- B[ ]
    A --- C[ ]
    B --- D[ ]
    B --- E[ ]
    C --- F[ ]
    C --- G[ ]
    D --- H[ ]
    D --- I[ ]
    E --- J[ ]
    E --- K[ ]
    F --- L[ ]
    F --- M[ ]
    G --- N[ ]
    G --- O[ ]
    H[Operations Section Chief] --- P[ ]
    H --- Q[ ]
    H --- R[ ]
    I[Planning Section Chief] --- S[ ]
    I --- T[ ]
    I --- U[ ]
    J[Logistic Section Chief] --- V[ ]
    J --- W[ ]
    J --- X[ ]
    K[Finance Section Chief] --- Y[ ]
    K --- Z[ ]
    K --- AA[ ]

```

Prepared by:		
Name: _____	Position/Title: _____	Signature: _____
ICS 201, Page 4		Date/Time: _____

	INPEX MASELA, LTD.	Doc. No.: O2190-HA-PLN-00006	INPEX
	ABADI GAS FIELD DEVELOPMENT	Revision No.: 0	
	PROJECT EMERGENCY RESPONSE PLAN	Date: 03 MAY 2019	
	Page: 62 of 62		

1. Incident Name:	2. Incident Number:	3. Date/Time Initiated: Date: Date Time: HHMM
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10. Resource Summary:					
Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
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				☐	
				☐	
				☐	

Prepared by:		
Name:	Position/Title:	Signature:
ICS 201, Page 5		Date/Time: Date



LAMPIRAN 10

Persetujuan Teknis

