

Notice of Change to Controlled Documents #51-52-- 25 May 2011

Notice #	Chapter and Section	Summary of Change
51	SOP-GEN-008E	Many updates/ edits to positions and checklists Emergency contact info references added.
52	SOP-GEN-008F	Timeline edits to some drills revised and formats corrected

NOC #51

SOP-GEN-008E Emergency Response Plan in the Event of a Major Emergency Sections 3.0-6.3

Topic: Addresses updated and duties edited, some definitions clarified.

All Chapters	All Topics
<p>New Changes: Revision #8</p>	<p>3.0 <i>Organization of the ERT</i></p> <p><u>Team Leader</u></p> <p>Name: James M. Brooks – President</p> <p>...</p> <p><u>Alternate Team Leader</u></p> <p>Name: Bernie B. Bernard Title: Vice President Phone: (979) 693-3446 Residence: 4560 Pelicans Point, CS, TX 77845 Cell Phone: (979) 220-3804</p> <p><u>Responsibilities</u></p> <ul style="list-style-type: none"> • Maintains system for immediate personal contact by cell phone and email vigilance. • Performs all Team Leader duties when the Team

Leader is absent or unavailable.

- Helps coordinate and manage the crisis response.
- Is the primary contact between the ERT and local representatives **local to the event.**

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Incident Secretary

Name: Suzanne M. Cardwell
Title: Business Manager
FAX: (830) 214-6029-**964-2646**

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Internal Relations Associate

Name: To be named at time of crisis
Title: Varies based on availability of personnel
Office: 1902 Pinon Drive, College Station, TX
Residence: 5817 Stallion Ridge, College Station, TX
Cell Phone: (979) 204-5634

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Human Resources Associate

Name: Suzanne M. Cardwell
Title: Business Manager
FAX: (830) 214-6029-**964-2646**

Responsibilities

- Organize the Care and Compassion Team, as necessary (~~see Appendix B~~).
- Contact the Employee Assistance Provider, as necessary (~~Contact Details~~)
- Review benefit packages for employees involved in an accident to determine coverage and benefits available.
- Contact or obtain workers' compensation benefits, as necessary.
- ~~Contact Corporate Risk Manager to ensure that all reporting requirements are met. (Contact Details)~~

- Ensure that all insurance reporting requirements are met.

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Alternate Safety and Security Associate

Name: Brad T. Bernard
Title: Lab Manager
Office: 1902 Pinon Dr., CS
Residence: 6200 Trellick Ct., Bryan 77802

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4.0 Emergency Operation Center (EOC)

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4.1 Press Room

~~— A Press Room as been established in the secondary conference room on the 1st floor. In an emergency situation, it is the central news center. During an emergency, media personnel may request statements from the Company at any time. They will gather in the Press Room to receive press releases. Media personnel may not leave the Press Room from the time they sign in at the front desk and are escorted to the Press Room until they leave the building, except to use the restrooms. After the press release has been given, media personnel will be informed of further press releases and times to expect them.~~

4.1 Emergency Contact Information

For medical emergencies, refer to the ISOS International contact information listed in SOP-GEN-008B Section 4.6. They can also be found on the ISOS web site at <http://www.internationalsos.com/en/alarm-centers.htm>.

For emergencies involving the US Coast Guard or Meredith Management, refer to the SOPEP or NTVRP plans for their contact information. . Phone numbers for the 24 Regional Contacts for Emergencies are listed on the Coast Guard web site at http://www.uscg.mil/hq/cg5/cg534/RCC_numbers.asp .

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5.0 **Care and Compassion Team**

A tragic event is likely to affect all segments of the community. Therefore, a plan and people must be in place to facilitate recovery.

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4. ~~Mutual Aid Agreements~~

~~Fire~~

~~Police~~

~~Emergency Medical Service~~

5. Hospitals –Have hospitals identified.

6. Clergy - set up a network to contact priests, pastors, and rabbis in the area to comfort victims. Include information on after-hours and holiday contacts.

7. Community Organizations: **Red Cross, Salvation Army**

Identify key personnel in these organizations and make sure everyone is aware of the services they provide.

~~Red Cross~~

~~Salvation Army~~

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5.2 Employees and Their Roles on the Team

Ensure that all team members know ~~TDI-Brooks's policy on media inquiries and the protocol for contacting the spokesperson.~~ **to refer all media enquiries to the External Relations Associate.**

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5.3 Checklists

Team Leader - leads the ERT as it responds to a crisis. Your goals are:

1. **Begin an activity log by writing down what you have done so far. Add to the log as the crisis unfolds.**

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Alternate Team Leader - must be prepared to step into the Team Leader's role at any time.

1. **Begin an activity log by writing down what you have done so far. Add to the log as the crisis unfolds.**

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5. Once the internal message is established, work with the Internal Communications **Relations** Associate to ensure that all the appropriate persons have been notified.

Incident Secretary - will locate and contact all ERT members, tell them where to meet, and document all information and decisions made by the team during the crisis. **With the exception of the activity log, she may delegate the following responsibilities.**

1. **Begin an activity log by writing down what you have done so far. Add to the log as the crisis unfolds.**
2. Establish with the ERT Leader (or Alternate) where the ERT will meet.

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External Relations Associate - communicates openly and honestly with the public through the press while protecting the employees, families, and good name of the Company

1. **Begin an activity log by writing down what you have done so far. Add to the log as the crisis unfolds.**
2. Remember that your primary goal is centralized control of the message that goes out to the public through the media and through your employees.
3. ~~Do not answer the telephone if it rings in the EOC Room! Let the incident secretary answer the phone.~~
4. ~~Establish where and when you will have your first press conference.~~

5. ~~Make sure you have appropriate professional clothing available if you are going to appear on camera.~~
6. Finalize the draft press release. Make sure that it has an opening paragraph with information about the company, a blank area for facts of the present crisis, and an ending paragraph that shows care, compassion, and concern on behalf of the company.
7. Begin a fact sheet with who, what, where, when, why, and how.
8. Add the facts about the present crisis to the press release. Focus on facts, not issues.
9. Get the appropriate approval for the press release.
10. Fax the press release to all major news outlets that would be interested in the crisis.
11. Have the ERT rehearse with you so you will be prepared for the press conference. Clarify and polish the way you will answer the questions.
12. ~~Remember: Always keep a door to your back when you hold a press conference.~~

Internal Relations Associate - communicates openly and honestly with all employees, customers, and others who may be affected by the crisis.

1. Begin an activity log by writing down what you have done so far. Add to the log as the crisis unfolds.

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Human Resources Associate - ensures that the Care and Compassion Plan is put together for employees and their families.

1. Begin an activity log by writing down what you have done so far. Add to the log as the crisis unfolds.
2. Makes sure they have employee information on benefits, insurance coverage, workers' compensation.

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Security and Safety Associate - ensures and maintains security at all locations to protect employees and those on the premises during a crisis.

1. **Begin an activity log by writing down what you have done so far. Add to the log as the crisis unfolds.** (moved up from item 11)
2. Make sure that you have an updated list of local authorities when you enter the EOC Room.
3. Immediately secure entrances to the buildings or areas involved in the crisis.
4. Secure the EOC Room and make sure that only ERT members and their invitees have access to the room and information.
5. Coordinate with the External Relations Associate to establish where the media will meet.
6. ~~Begin to contact all local authorities to establish the who, what, where, when, why, and how of the present crisis.~~
7. Immediately set up the communications equipment in the EOC Room and keep equipment operational throughout the session. Communication equipment should include, but is not limited to:
 - a. telephones
 - b. fax machine
 - c. computer with Internet access
 - d. teleconferencing equipment.
8. Set up and activate television monitors, VCRs to tape CNN and local network coverage, and tape recorders.
9. Notify all secretaries which calls should be transferred to the EOC Room.
10. Ensure that the information link between the areas affected and all other units operates at all times.

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	<p>6.3 Natural or Man-Made Disasters - weather-related events, earthquakes, etc.</p>
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NOC #52

SOP-GEN-008F Drills/ Exercises

Topic: Timeline edits to drills revised and formats corrected.

All Chapters	All Topics																								
<p>New Changes: Revision #8</p>	<p>1.0 Introduction</p> <p>This SOP lists a proposed schedule for drill/exercise aboard this vessel. These drills and exercises reflect both regulatory/statutory requirements and good practices. Drills/exercises may be conducted individually or in combination depending upon the choice of the master.</p> <table border="1" data-bbox="441 848 1333 1871"> <thead> <tr> <th data-bbox="448 856 808 957">Frequency Drill/ Exercise</th> <th data-bbox="815 856 1101 957">Drill/Exercise Frequency</th> <th data-bbox="1107 856 1326 957">Record</th> </tr> </thead> <tbody> <tr> <td data-bbox="448 966 808 1176">Abandon ship drill, life saving appliances check</td> <td data-bbox="815 966 1101 1176">Within 24 hours of sailing Thereafter, monthly and/or per voyage and/or 25% crew change</td> <td data-bbox="1107 966 1326 1176">Ship's Log NS-5</td> </tr> <tr> <td data-bbox="448 1184 808 1394">Fire/Explosion</td> <td data-bbox="815 1184 1101 1394">Within 24 hours of sailing Thereafter, monthly and/or per voyage and/or 25% crew change</td> <td data-bbox="1107 1184 1326 1394">Ship's Log NS-5</td> </tr> <tr> <td data-bbox="448 1402 808 1507">Man Over Board (MOB)</td> <td data-bbox="815 1402 1101 1507">Monthly and/or per voyage and/or 25% crew change</td> <td data-bbox="1107 1402 1326 1507">Ship's Log NS-5</td> </tr> <tr> <td data-bbox="448 1516 808 1654">SOPEP/NTRVP</td> <td data-bbox="815 1516 1101 1654">Monthly Quarterly and/or per voyage and/or 25% crew change</td> <td data-bbox="1107 1516 1326 1654">Ship's Log NS-5</td> </tr> <tr> <td data-bbox="448 1663 808 1726">Foundering/Grounding</td> <td data-bbox="815 1663 1101 1726">Quarterly Yearly</td> <td data-bbox="1107 1663 1326 1726">Ship's Log NS-5</td> </tr> <tr> <td data-bbox="448 1734 808 1797">Search and Rescue</td> <td data-bbox="815 1734 1101 1797">Yearly</td> <td data-bbox="1107 1734 1326 1797">Ship's Log NS-5</td> </tr> <tr> <td data-bbox="448 1806 808 1869">MEDEVAC</td> <td data-bbox="815 1806 1101 1869">Yearly or prior to major campaign</td> <td data-bbox="1107 1806 1326 1869">Ship's Log NS-5</td> </tr> </tbody> </table>	Frequency Drill/ Exercise	Drill/Exercise Frequency	Record	Abandon ship drill, life saving appliances check	Within 24 hours of sailing Thereafter, monthly and/or per voyage and/or 25% crew change	Ship's Log NS-5	Fire/Explosion	Within 24 hours of sailing Thereafter, monthly and/or per voyage and/or 25% crew change	Ship's Log NS-5	Man Over Board (MOB)	Monthly and/or per voyage and/or 25% crew change	Ship's Log NS-5	SOPEP/NTRVP	Monthly Quarterly and/or per voyage and/or 25% crew change	Ship's Log NS-5	Foundering/Grounding	Quarterly Yearly	Ship's Log NS-5	Search and Rescue	Yearly	Ship's Log NS-5	MEDEVAC	Yearly or prior to major campaign	Ship's Log NS-5
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		to verify contact information	
	Collision/hull damage/listing	Quarterly	Ship's Log NS-5
	Flooding	Quarterly	Ship's Log NS-5
	Loss of Steering	Quarterly	Ship's Log NS-5
	Ship's Security Drill (ISPS)	Quarterly and/or 25% crew change	Ship's Log NS-5 VSP
	Security Alert System (SSAS)	Quarterly	Ship's Log NS-5 VSP
	TDI-Brooks Emergency Response System	Yearly	Crewing Module

NOC #53

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Sections ALL – New SOP

Topic: ??.

All Chapters	All Topics
<p>New Changes: Revision #1</p>	<p>1.0 Introduction</p> <p>TDI-Brooks Int'l has put in place an Electrical Safety Program to establish safe practices for the protection of our employees. Training on use of electrical tools and lock-out tag-out procedures for energized equipment can be found in SOP-GEN-011C and SOP-GEN-007J.</p> <p>2.0 Responsibility</p> <p>It is the responsibility of all employees to ensure that the procedures of the Electrical Safety Program are followed.</p>

NOC #54

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Sections ALL – New SOP

Topic: New power and hand tools maintenance and inspection procedures added.

All Chapters	All Topics
New Changes: Revision #1	<p>1.0 Introduction</p> <p>TDI Brooks International has put in place maintenance and inspection procedures for portable power tools, including electrical, hydraulic, fuel powered and pneumatic power tools.</p> <p>2.0 Responsibility</p> <p>It is the responsibility of all employees to ensure that the power and hand tools are regularly inspected and maintained. TDI-Brooks Int” has put a computer-based power and hand tool training and documentation program in place for its employees.</p>

NOC #55

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Sections ALL – New SOP

Topic: New procedures for use, inspection and storage of compressed gas cylinders added.

All Chapters	All Topics
New Changes: Revision #1	<p data-bbox="444 600 727 632">1.0 Introduction</p> <p data-bbox="444 680 1338 821">TDI-Brooks Int'l has put in place procedures for the inspection, use and storage of compressed gas cylinders consistent with the requirements of the Compressed Gas Association pamphlet P-1-1965.</p> <p data-bbox="444 879 760 911">2.0 Responsibility</p> <p data-bbox="444 961 1338 1325">It is the responsibility of “the user” to ensure that the compressed gas cylinders are inspected regularly, stored safely and handled in the manner consistent with the training they have received. It is the responsibility of the HSE manager to provide training to all personnel who will be handling or using compressed gas cylinders. Those personnel who handle or use compressed gas cylinders will accept the training provided and pass a competency test prior to working with Compressed Gas Cylinders. Successful training will be documented and recorded by issuance of a training certificate.</p> <p data-bbox="444 1388 467 1409">•</p>