



EMERGENCY RESPONSE PLANS

East Sour Lake 3-D

Contact Numbers

Geophysical Explorer 1-281-391-0601 (Katy office)
Chris Meyers... (361)550-4934 (HSE ADVISOR)

OGM (Permit company) 1-409-287-3932
James Fenner..... (713)253-5883

PBS&J Big Thicket monitor
Mike Horvath....1-512-327-6840

PGS Geophysical Services Onshore
Jerry Lawson..... (281)509-8238
Keith Stevens..... (713)725-4616
Nicky Blakeney..... (281)543-3844

Triangle Resources
Ronnie Linder..... (409)284-0091

Big Thicket National Preserve
Haigler (Dusty) Pate..... (409)951-6822

Local Government Agencies
Texas Commission on Environmental Quality: 409-898-3838
Texas Parks and Wildlife Department: 409-892-8666
Texas Railroad Commission: 512-242-3113
U.S. Environmental Protection Agency: 800-424-8802
U.S. Fish and Wildlife Service: 281-286-8282

Emergency Numbers Sherrieff, Ambulance, Fire.....911

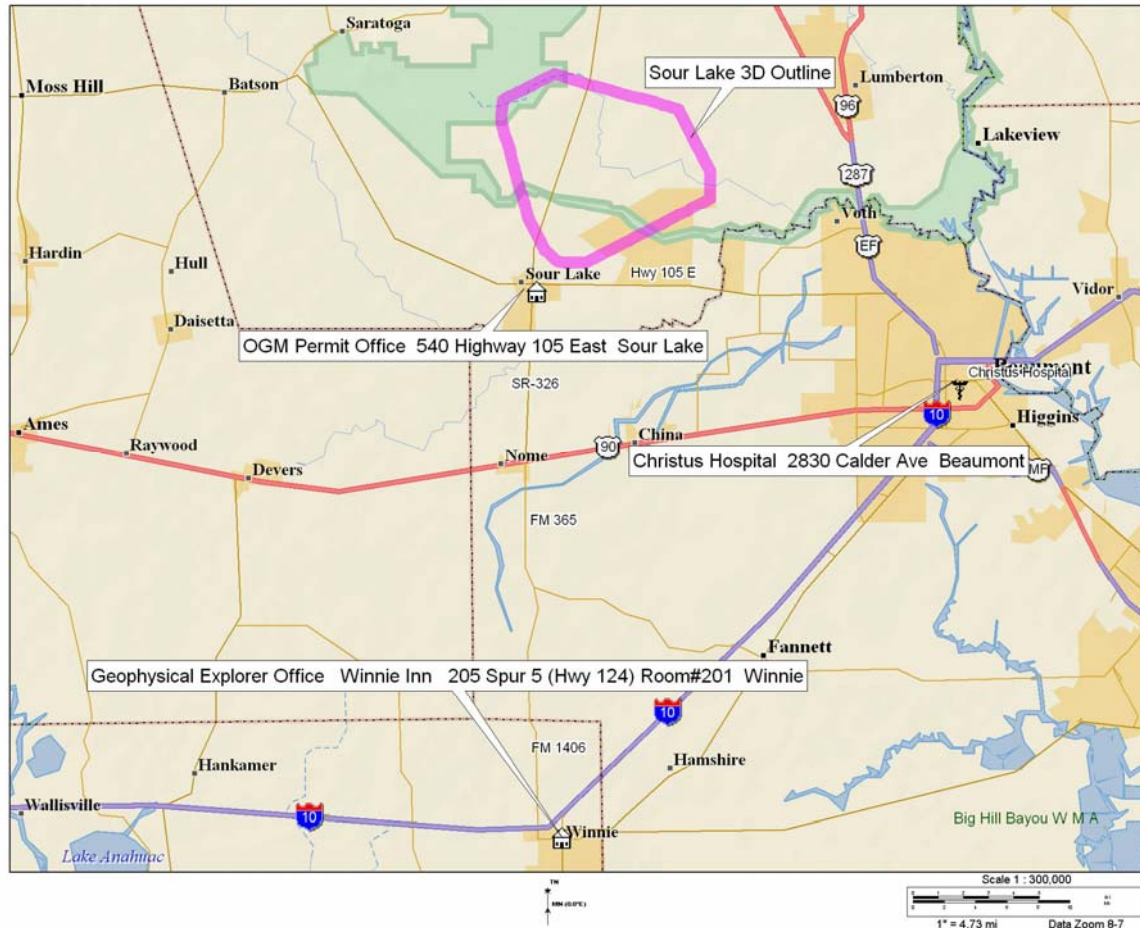
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AREA MAP

Sour Lake, Texas

Beaumont, Texas



OGM Office: 540 Hwy 105E
Sour Lake, Texas 77659
Phone: (409)287-3932

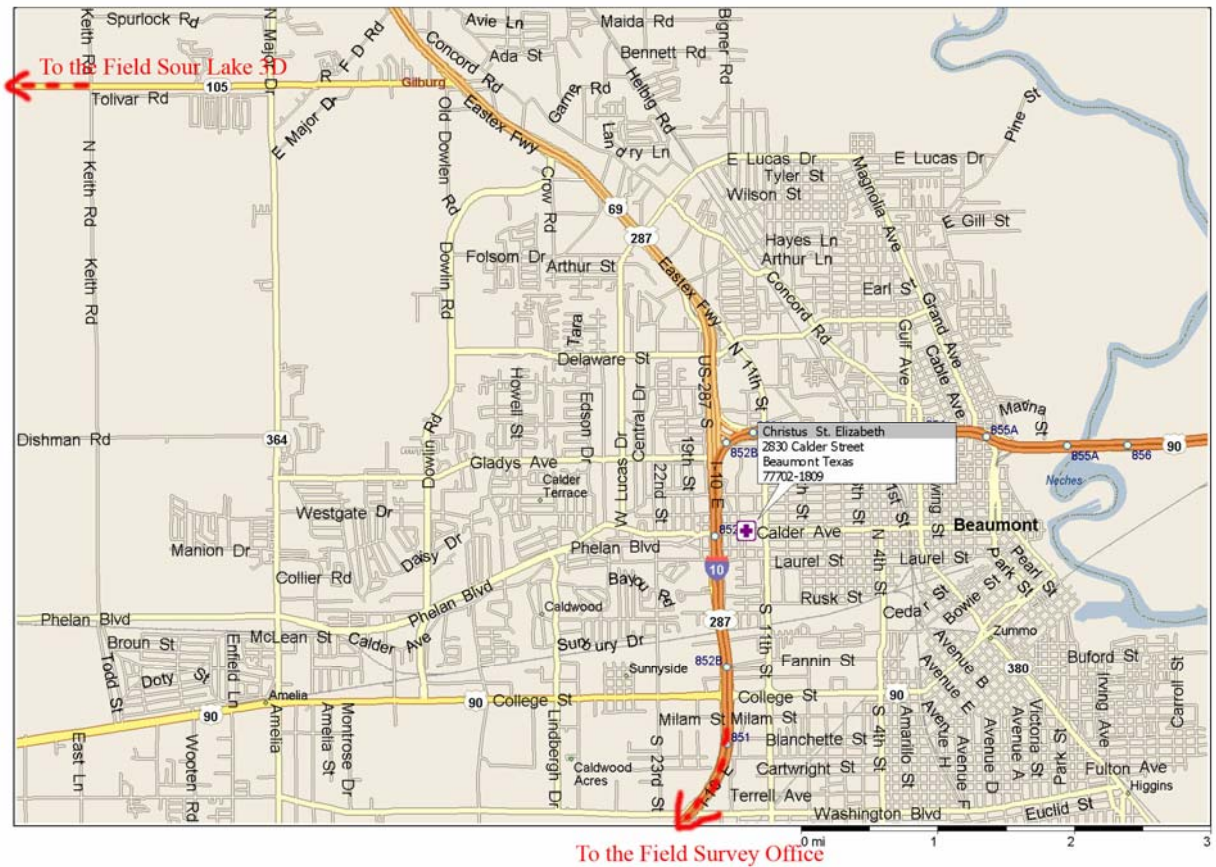
Geophysical Explorer Office:
Winnie Inn Room #201
205 Spur 5 (Hwy124)
Winnie, Texas 77665
Phone: (409)296-2947

24 hour cell: (361)550-4934...Chris Meyers, Geophysical Explorer

HOSPITAL ROUTE MAP

East Sour Lake 3D

Hospital Map: Beaumont, Texas
Christus St. Elizabeth Hospital
2830 Calder Ave
Beaumont, Texas
(409)892-7171



EMERGENCY HEAD COUNT AREAS

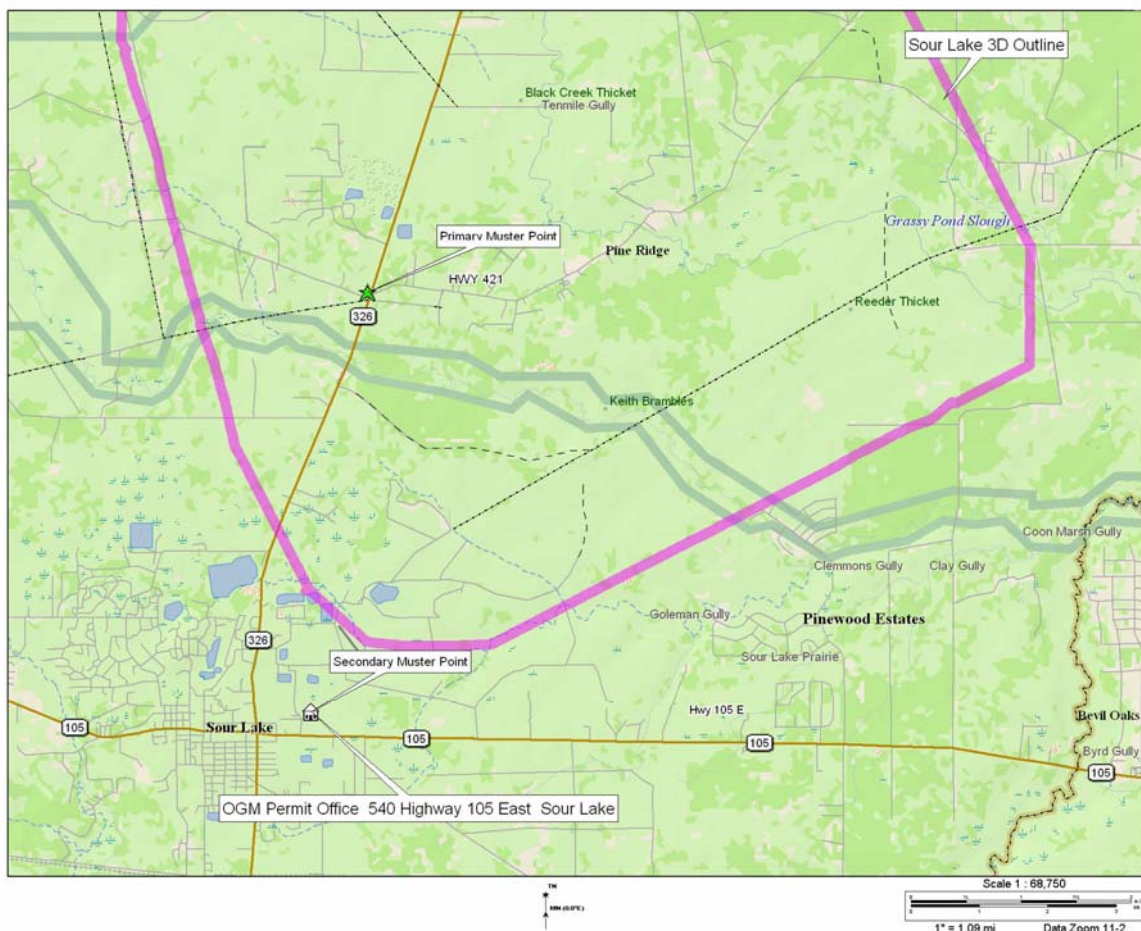
ALL STAGING SITES ARE ALSO TO BE CONSIDERED HEAD COUNT AREAS.

Additional headcount areas will be added as they are identified.

Primary headcount area will be: Intersection of Hwy 326 and Hwy 421

Secondary headcount area will be: Permit office, Sour Lake, Texas

(See Map below)



JOURNEY MANAGEMENT PROCEDURES

Personnel utilizing company or leased vehicles will follow the procedures for travel to field (Project Area) and when making necessary trips. Unnecessary travel will be avoided if at all possible.

1. Drivers will be responsible for completing a trip log stating the unit number, destination, number of passengers, time of departure, expected time of return, and actual time of return for every trip made.
2. An audit/inspection of the vehicle will also be performed prior to departure.
3. All drivers will have a copy of the project ERP and be familiarized with it prior to departure.

RADIO PROCEDURES FOR EMERGENCIES

1. To report an emergency make the call over the radio by stating:
"EMERGENCY, EMERGENCY, EMERGENCY". State the problem and give your location.
2. Upon hearing this call the field supervisor shall reply, "All personnel clear the airways for emergency transmissions".
3. In the event of an emergency all non-essential personnel shall refrain from using the radio in order to keep the airways open for emergency personnel to communicate.
4. Supervisor will alert the appropriate emergency services required via cellular phone.
5. Channel 1 on our radios will be used for all emergency actions.

MEDICAL EMERGENCY RESPONSE PLANS

IN THE EVENT OF A MEDICAL EMERGENCY, THE FOLLOWING STEPS SHALL BE FOLLOWED:

1) ASSESS THE INCIDENT SCENE USING S-E-T-U-P:

Safety – YOUR safety first! If unsafe, report emergency immediately and request help.

Environment – Inspect environment for potential hazards

Traffic – Consider traffic volume to move victim if necessary.

Unknown Hazards – Observe your surroundings for gases, electrical wiring or other hazards.

Protection – Protect yourself and the patient.

2) PERFORM INITIAL ASSESSMENT:

- A) Check for responsiveness by tapping victim on shoulder and shouting, “are you OK”.
- B) Assess **A**irway doing the head tilt chin lift technique. (Inspect mouth for foreign objects)
- C) Assess **B**reathing by performing look, listen and feel technique. (Breath about every 5 seconds)
- D) Assess **C**irculation by checking pulse in neck or wrist. (80-100 beats per minute)

3) ACTIVATE EMERGENCY RESPONSE PROCEDURE (ERP):

- A) If no response activate the Emergency Response Plan by stating on the radio “**EMERGENCY, EMERGENCY, EMERGENCY**” three times.
- B) Upon hearing this call, the supervisor shall answer the call and notify all other work groups by stating “**All** personnel cease operations, clear the airways for emergency. (All non-essential personnel shall refrain from using the radio in order to keep the airways open).
- C) Responder shall state the problem and give the location of the emergency.
- D) Supervisor will contact the ambulance via cellular phone, for the following; severe bleeding, broken bones, allergic reactions, breathing difficulties, suspected heart attack, severe burns, and sudden illness.
- E) Locate the closest accessible road and gate to the incident site and give this information to the 911 Operator.
- F) The supervisor shall designate someone, whom is very familiar with the area, to meet the ambulance and lead them to the victim.
- G) If air transport is deemed necessary, a call for air transport will be made for the following; severe head, neck, or spinal injuries, no breathing or pulse, or unconsciousness. (Relay information from advanced medical personnel to the first aid responder until advanced medical support arrives at the scene).
- H) Supervisor will give latitude and longitude to the air transport helicopter operator.

4) ADMINISTER FIRST AID:

- A) The Responder shall administer First Aid and/or CPR on the victim until Paramedics arrive at the scene of the incident.
- B) Maintain an open airway, monitor breathing, monitor circulation and control bleeding as necessary.
- C) Stabilize injured extremities with splints.

5) FIELD SUPERVISOR SHALL NOTIFY CREW MANAGER

6) CREW MANAGER OR HSE ADVISOR WILL NOTIFY;

- M and N's head office
- Client Project Coordinator

7) A serious injury requiring transport will cause project to stand down until management approves re-start.

NOTE: DO NOT TRANSPORT AN UNCONSCIOUS PERSON OR ANYONE WITH A SUSPECTED HEAD OR NECK INJURY WITHOUT ADVANCED MEDICAL PERSONNEL PRESENT FOR ASSISTANCE.

H₂S EMERGENCY RESPONSE PLAN

When working in areas where H₂S is known to exist remember the following;

1. Always be aware of wind direction, low areas, and escape routes.
2. Know the location of your crew members at all times.

In the event of an H₂S detection the following plan will be used.

1. UPON DETECTING SMELL OF H₂S, HEARING OR SEEING A MONITOR ALARM:

- A)** Do not panic! Stay calm, and hold your breath.
- B)** Immediately begin walking to a safe area that is cross wind/right angle to the alarm.
- C)** Account for all crew members.
- D)** Call field supervisor and notify him of detection or the alarm.
- E)** Give field supervisor the location and any information that indicates ownership of the source.
- F)** Field supervisor shall report detection to HSE Advisor & Survey Crew Manager.
- G)** HSE Advisor will begin investigation immediately and contact facility supervisor for air monitoring.

In the event of an H₂S exposure, the following plan will be used.

2. MAN DOWN: H₂S EXPOSURE

A) ASSESS THE INCIDENT SCENE USING S-E-T-U-P:

Safety – YOUR safety first! If unsafe, report emergency immediately and request help.

Environment – Inspect environment for potential hazards

Traffic – Consider traffic volume to move victim if necessary.

Unknown Hazards – Observe your surroundings for gases, electrical wiring or other hazards.

Protection – Protect yourself and the patient.

A) ACTIVATE THE MEDICAL EMERGENCY RESPONSE PLAN

- 1) **DO NOT ATTEMPT RESCUE WITHOUT AN ESCAPE PACK ON.**
- 2) Only attempt rescue when using a 30-minute rescue pack and another person with a second 30-minute rescue pack is ready to go in with you.
- 3) After rescue administer first aid immediately.
- 4) Secure the area and complete evacuation.
- 5) HSE personnel will begin investigation immediately

NOTE: ALWAYS USE THE BUDDY SYSTEM. NO ONE GOES IN ALONE!

SNAKE BITE PROCEDURE

In the event of snakebite incident the following procedure shall be followed:

ASSESS THE INCIDENT SCENE USING S-E-T-U-P:

Safety – YOUR safety first! If unsafe, report emergency immediately and request help.

Environment – Inspect environment for potential hazards

Traffic – Consider traffic volume to move victim if necessary.

Unknown Hazards – Observe your surroundings for gases, electrical wiring or other hazards.

Protection – Protect yourself and the patient.

Signs and symptoms:

- A) Swelling and pain at the bite site
- B) Headache (Do Not Give Aspirin)
- C) Nausea
- D) Vomiting
- E) Joint pain and muscle cramps.

1. Activate the Medical Emergency Response Plan (ERP).
2. Render aid to the victim by keeping the victim calm and as still as possible. Preferably in a sitting or semi-sitting position.
3. **DO NOT** elevate the bitten area. This will only hasten the spread of the venom. Keep the bite lower than the heart.
4. Treat for shock.
5. Attempt to identify the snake by a method that will not expose someone else to additional danger.

BEE AND WASP ENCOUNTER PROCEDURE

The presence of Africanized (Killer) bees, native wild bees, and many species of wasps and hornets may have high possibility to be encountered by personnel working on the project. In order to minimize or prevent attacks and possible allergic reactions to stings, the following procedure shall be followed:

- 1) Head-nets may be required PPE for all line clearance personnel. Head-nets might also be required PPE for survey and recording crewmembers when working in areas where large concentrations of bees, wasps, or hornets have been identified.
- 2) All personnel will inform their supervisor and/or HSE Advisor of any known allergy from past reaction to bee, wasp, or hornet stings.
- 3) If a “nest” is detected, all personnel will leave the area immediately and call in the location of the “nest” to the observer or supervisor.
- 4) The Survey Crew Manager will notify the Project Manager, Recording Crew Manager via a Hazard Map.
- 5) The area will be flagged as a hazard and its location written down for marking on the hazard map.
- 6) If a sting occurs from an attack, the following steps will be followed:
- 7) Call in the incident to the field supervisor.
- 8) Remove victim from site of attack and place in cool shaded area or vehicle.
- 9) Remove the stinger if present
- 10) Extract the venom using a bee/wasp sting kit extractor
- 11) Wash the wound
- 12) Apply ice/cold pack
- 13) Watch for signs and symptoms of allergic reaction that might include:
 - a. **Rash**
 - b. **Tightness of the chest and throat**
 - c. **Swelling of the face, neck, and tongue**
 - d. **Excessive swelling**
 - e. **Dizziness**
 - f. **Difficulty breathing**
- 14) If any of these signs or symptoms occurs activate the Medical Emergency Response Procedure (ERP).

PERSONNEL COUNT \ LOST MAN PROCEDURE

The following procedure is designed to facilitate head counts at various staging areas to prevent the possibility of a worker being over looked and left in the field should an emergency occur, and the procedure for locating that worker.

1. All personnel will sign in each morning at the regularly scheduled safety meeting, at the specified meeting site. This daily sign-in sheet will be the list used in the event an emergency occurs that requires employees to gather at designated head count areas.
2. Designated personnel that will be responsible for verifying the headcount of employees on their crews in the event of an emergency are as follows.
 - A. Surveyor will account for their crew
 - B. Survey Support will account for all surveyors

In the event that an individual is recognized as missing/lost or missing from a headcount, the following procedure shall be followed:

- 1) The other headcount areas will be contacted to determine if the individual may have gone to a different headcount area.
- 2) The missing individual's supervisor will ascertain the area of the project that individual was working in and all available personnel will proceed with an immediate search of that area once the emergency has ended.
- 3) If you are the lost man, remain calm and make yourself as visible as possible. Move to as open an area as you can find and wait for help to arrive. Use your vest or hardhat as a signal.

VEHICLE FUELING PROCEDURES

The following are basic steps will be followed by Geophysical Explorer employees and contractors during fueling of vehicles/equipment in the field in order to prevent spills, fires and injuries.

- 1) The engine of the vehicle to be fueled shall be turned off while fueling. The vehicle shall be parked with emergency brake on and gear in neutral or park to prevent movement.
- 2) Precautions shall be taken to avoid splashing/spills. Fuel spilled on the skin or clothing may cause skin irritation, could contaminate the environment and may cause later ignition of clothing when fuel evaporates.
- 3) Nozzles, hoses, and pumps will be inspected for leaks prior to commencing fueling procedures.
- 4.) All CELL Phones will be turned off or left inside vehicle, during fueling operations.
CELL PHONE USE IS STRICTLY PROHIBITED DURING FUELING OF ANY VEHICLE.
- 5) After fueling is complete, turn off pump/valve, remove nozzle from tank, replace cap on tank and ensure nozzle is securely stored.

NOTE: Some fueling systems DO NOT automatically shut off and MUST be shut off manually.

SPILL RESPONSE PROCEDURE

If a spill or release of any hazardous material occurs or is seen, the following procedures shall be followed.

1. Safeguard the area. Keep others from entering the area.
 - A) **Note any information that indicates substance (labels, placards)**
 - B) **Note any information that indicates ownership. (Pipeline, tank battery, signs)**
2. Report the incident and give the location of the spill to the Survey Crew supervisor.
3. Crew supervisor shall oversee containment efforts until the arrival of the Survey Crew supervisor or HSE Advisor
4. Upon arrival, the HSE advisor shall act as the incident commander.
5. Project manager shall initiate the corporate emergency response procedure.
6. HSE Manager will file reports with all agencies required by state and federal regulations if Geophysical Explorer LTD. materials are involved.
7. Stop the spill at the source (Only after clearing with supervisor)
8. If area is free of all hazards and the spilled substance can be identified, shut down the leaking piece of equipment, turn barrel or drum upright or close valve. (ONLY applies to Geophysical Explorer LTD. sub-contractor materials).
9. Begin preparing containment area, with available materials (pit, dirt levee, position booms, etc.) Place absorbent materials on spill to aid in cleanup.

Spill remediation

- A) HSE advisor shall oversee remediation of the spill or leak involving materials belonging to Geophysical Explorer LTD., in accordance with applicable state and federal regulations.
- B) For spills requiring remediation beyond the capabilities of Geophysical Explorer LTD., a certified company shall be employed for remediation.

NOTE: The strict use of drip pans and drop cloths will be used to prevent soil contamination during routine maintenance of equipment.

INCLEMENT WEATHER PROCEDURE

Geophysical Explorer Crews work in outdoor remote locations, which may expose employees to adverse weather conditions. Crew personnel shall monitor local weather conditions to prepare evacuation of personnel in case of inclement weather.

LIGHTNING

In the event lightning is sighted, notify the Crew supervisor immediately and give direction and proximity of sighting. (To determine the distance between you and the lightning, count the number of seconds between the lightning and thunder, divide by five for the distance in miles.

Once, it is determined the storm is within 5 miles of the operation, shut down procedures shall be initiated by the supervisor. (shutting down equipment and securing personnel). Employees shall be provided shelter inside vehicles and shall stay inside vehicles until lightning passes.

The work groups nearest to direction of storm shall be provided shelter first.

Keep away from tank batteries, cables fences and tall objects such as trees and power lines.

TORNADO

In the event a tornado is sighted, notify the supervisor immediately and give direction and proximity of sighting.

Once it is determined the tornado is within 10-15 miles from the project area, the supervisor shall evacuate personnel and assemble at nearest headcount area.

In the event the tornado does not allow crew evacuation and personnel are in open country, they shall lie flat in the nearest depression, such as a ditch or ravine. (Be alert to the possibility of flash flooding).

In a town, seek inside shelter and stay away from doors and windows. Take cover against inside walls, under heavy furniture if able.

Basements or tornado shelters are most preferable, but not always available. If you utilize an underground evacuation, ensure adequate air inlet/outlet, and that the area is free of gas, debris, and water.

HEAVY RAINFALL

Crew personnel shall keep a close look on weather activity and inform field supervisor of changing conditions.

In the event heavy rainfall or visibility is reduced to less than 110 ft. notify the field supervisor immediately and give your location. (To determine the distance of your visibility, look for the next lathe on line and if you are not able to see it, your visibility is less than 110 ft).

The field supervisor shall shut down operations and evacuation procedures shall be initiated.

Field supervisor shall direct all Surveyors to meet at the nearest headcount area.

The field supervisor shall notify the Crew Supervisor of weather conditions, who will determine whether to wait out the storm or return to town after all personnel are accounted for.

HEAT EXHAUSTION / HEAT STROKE PROCEDURE

These two conditions should be taken very seriously due to the fact that it is often difficult to distinguish the difference between them. Both are serious conditions, but heat stroke can be fatal. Even with advanced medical attention 50% of all heat stroke victims do not survive. Both have like symptoms, but the signs are different. A heat exhaustion victim can become a heat stroke victim rapidly without first aid being administered quickly.

HEAT EXHAUSTION:

Signs and Symptoms

NAUSEA	VOMITING	DIZZINESS	DISORIENTATION
HEADACHE	FATIGUE	PROFUSE SWEATING	COOL AND CLAMMY SKIN

In the event of a heat exhaustion emergency, the following procedure shall be followed:

- 1) Activate the Medical Emergency Response Plan (ERP)
- 2) Move the victim to a cool shaded area and elevate the legs slightly to prevent or treat shock.
- 3) Remove excess clothing and wet the victim down with water (do not pour ice water on the victim).
- 4) Fan the victim with a hat, shirt, cardboard, etc.
- 5) Have the victim drink water (do not let the victim drink too quickly). Refusing water, vomiting, or changes in consciousness mean that the victim's condition is getting worse.

HEAT STROKE:

Signs and Symptoms

NAUSEA	VOMITING	DIZZINESS	DISORIENTATION
HEADACHE	FATIGUE	RED, HOT, DRY SKIN	DELIRIUM
LOSS OF CONSCIOUSNESS		RAPID, SHALLOW BREATHING	
RAPID, WEAK PULSE			

In the event of a heat exhaustion emergency, the following procedure shall be followed:

- 1) Activate the Medical Emergency Response Plan (ERP). This is a life-threatening emergency. This victim will need advanced medical treatment!
- 2) Move the victim to a cool shaded area and elevate the legs slightly to prevent or treat shock.
- 3) Remove excess clothing and wet the victim down with water.
- 4) Fan the victim with a hat, shirt, cardboard, etc.
- 5) If conscious, have the victim drink water (do not let the victim drink too quickly).
- 6) Apply cold packs to the armpits, groin area, and neck.

VEHICLE OVERDUE PROCEDURE

In order for crew management to account for all personnel in the field, the following journey management procedure shall be followed:

- 1) If a driver fails to return and has not reported in. A supervisor with a cell phone will be dispatched to search for the overdue driver. Office personnel will make the appropriate phone calls to the police department(s) and inquire about accidents that might have occurred within the time frame of the trip.
- 2) A search of the route area and inquiries to emergency services will continue until the driver is located.

VEHICLE SAFETY PROCEDURE

1. Always drive defensively.
2. Never operate a vehicle while under the influence of drugs and / or alcohol.
3. Always drive with your lights on for better visibility to other drivers.
4. Always wear your seat belt, regardless of how far you plan to drive.
5. Reduce your speed during fog, rain, or other times when visibility is reduced or road conditions become more hazardous.
6. Observe and follow all warning signs.
7. Be aware of school zones during weekdays.
8. **DO NOT** exceed posted speed limits.
9. **DO NOT** operate a vehicle with more passengers than it is designed to carry.
10. Be aware of the highways in the area where speed limits are 65 – 70 mph.
11. All personnel must be on the M and N Services Approved Drivers List prior to operating a company vehicle.
12. When parking vehicles on the side of roads, pull as far off the road as possible and activate four – way flashers and put out orange warning cones. **DO NOT** block driveways or roadways. **DO NOT** park at the tops of hills or in curves.

VEHICLE ACCIDENT / COLLISION RESPONSE PLAN

If involved in an accident with or without injuries the following procedure will be followed.

1) ASSESS THE INCIDENT SCENE USING S-E-T-U-P:

Safety – YOUR safety first! If unsafe, report emergency immediately and request help.

Environment – Inspect environment for potential hazards

Traffic – Consider traffic volume to move victim if necessary.

Unknown Hazards – Observe your surroundings for gases, electrical wiring or other hazards.

Protection – Protect yourself and the patient.

If accident results in injuries, the following procedure shall be followed:

2) PERFORM INITIAL ASSESSMENT:

- A) Check for responsiveness by tapping victim on shoulder and shouting, “are you OK”.
- B) Assess **A**irway doing the head tilt chin lift technique. (Inspect mouth for foreign objects)
- C) Assess **B**reathing by performing look, listen and feel technique. (Breath about every 5 seconds)
- D) Assess **C**irculation by checking pulse in neck or wrist. (80-100 beats per minute)

3) CALL 911 OR HAVE SOMEONE ELSE CALL 911 (IF CONTACTING BY CELL, BE CLEAR CONCERNING LOCATION AND SITUATION AS CELL TOWERS MAY INITIATE EMS FROM AN AREA FURTHER FROM THE PROJECT THAN PLANNED.)

- A) Perform first aid if trained and able until ambulance arrives, you get tired or someone else with equal or higher training arrives.
- B) Obtain insurance information
- C) Insurance Company name
- D) Insurance Company phone number
- E) Insurance policy number
- F) Name of the person insured
- G) Name of the person driving and their Drivers License number
- H) Vehicle license number
- I) If there are more than two vehicles involved, make sure you get this information from all the parties involved.
- J) Ask police officer for his name and badge number
- D. If asked, give the same information as requested above.
- K) Be courteous and do not try to assess guilt
- L) Notify your supervisor and HSE Advisor as soon as possible (Do Not leave the scene to do this)

4) If the accident results in damage only:

- a. Call 911 or have someone else call 911 and wait until the police arrive
- b. Obtain critical information
- c. Insurance Company name
- d. Insurance phone number
- e. Insurance policy number
- f. Name of the person insured
- g. Name of the person driving and their Drivers License number
- h. Vehicle license number
- i. If there are more than two vehicles involved, make sure you get this information from all the parties involved.
- j. Ask the police officer for his name and badge number.
- k. If asked give the same information as above.
- l. Be courteous and do not try to asses guilt
- m. Notify your supervisor and HSE Advisor as soon as possible (Do Not leave the scene to do this)

FIRE EVACUATION PROCEDURE

In the event of a fire in the hotel/motel, the following steps shall be taken:

1. If you are unable to contain with extinguishers leave the building and sound the fire alarm.
2. Call 911 or the designated fire department number.
3. If you're a designated fire warden, ensure everyone in your section has evacuated the building.
4. If your hotel/motel has doors leading into a hallway, touch the door before opening to make sure the fire is not outside your door.
5. If your room is full of smoke, get down on your hands and knees and crawl out of your room.
6. All personnel shall gather at the designated head-count area.
7. Designated fire wardens shall take a head-count to ensure everyone is present.

In the event of a fire in the field, the following procedure shall be followed:

- 1) Attempt to extinguish it with fire extinguishers, if you are unable to contain with fire extinguishers, leave the area and get to the nearest road.
- 2) Report the fire to the field supervisor by stating **"EMERGENCY, EMERGENCY and EMERGENCY"** three times.
- 3) Upon hearing this call, the supervisor shall answer the call and notify all other work groups by stating **"All personnel cease operations, clear the airways for emergency transmissions. (All non-essential personnel shall refrain from using the radio in order to keep the airways open).**
- 4) Crew supervisor must notify the Fire Department (911) AND National Park Service and give location of fire. Notify the NPS Fire Management office at 1-409-238-5824 or if after hours call the duty officer at 1-409-656-4505.
- 5) Crew or field supervisor shall place people along road to guide fire truck to fire.
- 6) Once fire is extinguished, operations shall resume.

THREATENED AND ENDANGERED SPECIES SIGHTING PROCEDURE

In the event an animal, insect, bird or plant that has been identified as being threatened and endangered is sighted in the project area, the following procedure shall be followed:

1. Do not attempt to follow or in any way disturb the endangered species.
2. Mark the area of the sighting on a map (if available).
3. If a plant or insect is found mark the area clearly so that it will be protected.
(Always write down the closest line and station number to the area of the sighting).
4. Call in the sighting to your supervisor.
5. Supervisory personnel will immediately contact the HSE Advisor.
6. HSE Advisor will contact Client HSE personnel for the appropriate actions to take.
7. Client HSE personnel will contact the appropriate client representative.

Establishment of the Roadside as a Workplace Protocol

The following practices and procedures are to be followed by crew personnel in the event that vehicle repairs must be made on a vehicle sitting on a road. The following hazards may be present on the site during these procedures:

- Vehicle traffic from both directions of the road
- Restricted view of the site by other drivers
- Drivers not paying 100% attention due to staring at the scene
- Vehicles ignoring warning signs
- Vehicles too wide for the established passing area, and
- Other drivers misjudging passing area and striking vehicle or workers.

Definitions

***“Site supervisor”** is defined as any controlling supervisor located on the prospect or in control of the personnel on a site. It is specifically titled in this fashion to designate the individual who is making decisions on a day-to-day basis and who typically represents the company as well as the client.*

*The term **“disabled”** is defined as a state of repair in which the vehicle is unable to safely proceed in a forward motion and / or under the proper control of the operator.*

***“Extreme weather conditions”** are defined as environmental conditions, which restrict visibility or movement to such a state that advancement of the vehicle would compromise the safety of the driver or occupants.*

***“Effective repairs”** are defined as repairs, which will allow the vehicle to be safely driven to another location where the risks and hazards are reduced.*

*A **“JSA”** is defined as a job safety analysis, which is a process, which assists to identify and eliminate workplace hazards.*

***“PPE”** is defined as personal protective equipment.*

The following procedures and practices are to be adhered to when conducting effective repairs under this protocol:

Workers on the site shall ensure that a documented JSA is conducted prior to beginning work. In addition, their JSA shall be reviewed to ensure that all steps have been completed prior to exposure to the hazards associated with their tasks. If at any time the conditions of the site change or deteriorate, the personnel at the site shall re-evaluate the situation and if deemed necessary, the procedures shall be stopped and the site vacated until approved by the site supervisor to return and complete the task.

Procedures relating to effecting repairs are to be reviewed in the form of a documented JSA (job safety analysis) and are to be followed prior to and during the task. Any deviations from the established plans require a revised or additional *documented* JSA and new risk assessment completed prior to work beginning.

Workers are to physically ensure that signage in the form of reflective triangles or other warning devices are still in place on the site, are clean and placed effectively.

Triangles / warning devices are to remain in both directions on the roadway in a manner consistent with opposing traffic being able to stop or conduct avoidance maneuvers in a safe manner.

All personnel conducting rescue tasks related to the abandoned vehicle will wear PPE, which will include:

- Hardhat
- High visibility clothing
- Proper clothing for the environment, and
- Any specialized PPE to conduct special tasks.

At no time will any worker place him / herself in a position which physically blocks access to vehicles to the site.

4 way flashers are to be used on any auxiliary vehicles to ensure increased visibility to the general public

Auxiliary vehicles are to be placed near the disabled vehicle in such a manner so the headlights are not to impair or hinder the vision of oncoming traffic. In addition, the vehicle will be facing the same direction as the normal flow of traffic and in a position so that the vehicle does not unduly reduce the width of the road.

At no time when the auxiliary vehicle is facing traffic will the high beams of the headlights be engaged.

Abandoned Vehicle Protocol

The following practices and procedures are to be followed by crew personnel in the event of a vehicle remaining on a road for various reasons. These reasons might include but not be limited to the following:

Vehicle becoming disabled due to mechanical failure
Transport company dropping the vehicle as per directions
Vehicle left on the road due to extreme weather conditions
Vehicle out of fuel
Operator of the vehicle becoming incapacitated
Suspension of operations due to an emergency on the site, and
Following direction of a peace officer, company HSE personnel, client, or governmental representative.

Definitions

An “**abandoned vehicle**” is defined as any type of motorized vehicle, which has been left on a roadway where traffic may access up to or past its location. This also includes trailers, which are left for repair, maintenance or simply for retrieval at a later date.

*“**Site supervisor**” is defined as any controlling supervisor located on the prospect or in control of the personnel on a site. It is specifically titled in this fashion to designate the individual who is making decisions on a day-to-day basis and who typically represents the company as well as the client.*

*The term “**disabled**” is defined as a state of repair in which the vehicle is unable to safely proceed in a forward motion and / or under the proper control of the operator.*

*“**Extreme weather conditions**” are defined as environmental conditions, which restrict visibility or movement to such a state that advancement of the vehicle would compromise the safety of the driver or occupants.*

A “**roadway**” is defined as any surface area that is designed and / or marked for the use of various types of vehicles and operated in a fashion consistent with government regulations.

Any vehicle(s) left at a location on a roadway will cause the following procedures to be undertaken without exception:

Vehicles, which are left on a roadway because of mechanical difficulty or weather, related reason will have the vehicle pulled to the extreme right hand side of the road wherever possible. If there is a critical or sudden breakdown and the vehicle is not optimally situated, every attempt is to be made to place it against the side of the road including towing, pushing, or other method suitable to the situation and type of vehicle.

Notification of the breakdown or abandonment of the vehicle shall be completed with the site supervisor as soon as practicable.

4. In all situations, the vehicle shall have repairs completed in accordance with the rules established under the “roadside as a workplace” procedures as necessary.
5. If the practices and procedures of “establishment of the roadside as a workplace” are not completely attainable for any reason, the repairs are not to be started at any time. This vehicle will remain static until such time as the conditions are met. In addition, personnel shall not interact with the vehicle at any time for any reason. This includes retrieval of equipment, removal of documents, or any other contact with the vehicle.

Practices and Procedures

The following practices and procedures will be adhered to in all cases and without exception when a vehicle is being left on a roadway without personnel in attendance:

Prior to the requirement to use these procedures, site supervisors and other supervisory personnel shall ensure that all proper emergency equipment is in place in each vehicle to allow this procedure to be utilized.

Site supervisors will conduct a JSA on abandoning vehicles where indicated by changing or new conditions.

Company personnel will receive training regarding the proper deployment of warning / hazard equipment.

All motorized vehicles will have warning cones, first aid kits, and fire extinguishers on board as a minimum standard.

Prior to the starting of the work shift, all workers who are tasked to be in care and control of a vehicle regardless of type shall conduct a daily inspection, which is to include all safety equipment required in the case of breakdown or abandonment of the vehicle.

During the deployment of warning devices, the personnel conducting these tasks shall ensure that they are wearing the proper clothing with proper reflective striping, and other appropriate PPE as dictated by the site supervisor.

At no time will workers place themselves between another vehicle and their disabled vehicle to signal or control access to the site.

The use of warning cones will be deployed immediately upon parking of the vehicle, and they will be deployed in the following manner:

Cones shall be placed on the side of the road at distances of 100 and 200 feet, and in a position that is in line with the outside tire or track of the vehicle and in relation with the flow of the traffic. The operator of the vehicle shall ensure that the warning cones are clean so that they can be clearly seen by oncoming vehicles.

In the event that the vehicle is in a difficult area of the road where a limited view of the vehicle is likely due to bushes, road curves, or weather, additional warning cones shall be immediately obtained and placed in a manner consistent with other vehicles being able to spot the markers from both directions and in a suitable time to stop or avoid the site.

If the site has limited visibility to a point where the warning cones become unsuitable, the site supervisor will utilize other appropriate methods of warning the public of the vehicle's position

If repairs are not anticipated to be available in a reasonable amount of time the vehicle shall be removed to a more appropriate site, following the procedures established for "protocol for the roadside as a workplace".