VENOCO, INC.

VENOCO, INC. / ELLWOOD PIPELINE, INC.

EMERGENCY ACTION PLAN:
SOUTH ELLWOOD FIELD AND EPI LINE 96 PIPELINE

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PLAN STATEMENT AND APPROVAL

This plan shall be the official emergency response plan for the South Ellwood Field and Ellwood Pipeline Inc. - Line 96 and is hereby adopted as corporate policy and procedures. This plan shall be immediately activated upon the occurrence of any emergency event, as described in this plan.

Facility personnel must be trained and ready to respond to all incidents and to implement this plan. The Fire Department with jurisdictional authority has command authority for most disasters including fire, hazardous materials and rescue. Upon arrival of the Fire Department, facility personnel shall work in coordination with the Fire Department to mitigate the problem, including providing technical support and expertise to County personnel under the Incident Command System (ICS).

Facilities in the South Ellwood Field include:

- Platform Holly and its associated pipelines
- Ellwood Onshore Facility and associated pipelines
- Ellwood Marine Terminal
- Ellwood Pier
- Beachfront Lease (PRC 421) and its associated facilities, &
- EPI Line 96 Pipeline

This plan is a requirement of city, county, state and federal agencies, including:

- Santa Barbara County Office of Emergency Management (OEM).
- Santa Barbara County Fire Department.
- Santa Barbara County Planning and Development - Energy Division.
- California State Lands Commission (SLC).
- Cal-OSHA, Title 8, Section 3220.
- Office of the State Fire Marshall – Pipeline Safety Division.
- City of Goleta

The Emergency Action Plan shall be implemented according to the guidelines described herein and all employees shall be trained in their responsibilities for implementing the spirit and intent of this plan. VENOCO shall strive for the protection of life, property and the environment, both onsite and offsite, employees and non-employees, in the event of an emergency.

The employees will not hesitate to immediately notify the Santa Barbara County emergency agencies via

9-1-1 (or via 805 683-2724 if using a cellular phone) and other responsible agencies in the event of an emergency. If an employee is unsure if an emergency has occurred, or believes that an emergency may occur, the employee shall immediately notify 9-1-1 (or via 805 683-2724 if using a cellular phone).

VENOCO shall cooperate with the Fire Department with jurisdictional authority and other concerned governmental entities in the mitigation of emergencies and their impacts.

Date: 12/7/11

VENOCO, INC. and Ellwood Pipeline Inc.

Date: 1/3/12

Approved By Santa Barbara County Office of Emergency Management

Date: 12/20/11

Approved By Santa Barbara County Fire Department

Date: 12/20/11

Approved By Santa Barbara County Planning & Development – Energy Div.

Date: 1/3/12

Approved By City of Goleta Planning & Environmental Services Department

DISTRIBUTION OF THE PLAN

Plan Copy No.	Name	Date Received	Signature Acknowledging Plan was Reviewed and Understood
001	HES Manager		
002	Operations Manager – Coastal Assets		
003	Emergency Response Coordinator		
004	EOF Control Room		
005	Platform Holly Control Room		
006	Ellwood Marine Terminal		
007	Spare (Central Files)		
008	Ellwood Operations Supervisor		
009	Ellwood HES Coordinator (Truck)	2/16/12	
010	Spare HES COOR. (CARP OFFICE)	2/16/12	
011	Spare (Central Files)		
012	SB County P&D-Energy Division		
013	SB County Fire Prevention Div.		
014	S.B. County OEM		
015	City of Goleta		
016	SBC Fire Station 11		

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RECORD OF REVISION

Note: This plan will be reviewed annually and following an emergency incident. The plan will be revised whenever there is a significant change in South Ellwood Field operations, personnel, response resources, response procedures, and/or telephone numbers that affects the implementation of this plan. Revisions will be circulated to applicable agencies for approval.

Revision Number	Revision Description	Date Entered	Signature of Person Entering
0	All - New Document	2/4/08	
1	• TOC • Section 2: Pages 1, 5, 8-11, 13, 19, 25-28 (Inserted Attachment 2-1) • Section 3: Pages 3 & 4 • Appendices: **A:** Inserted 2 Spill Response Notification Forms, Updated USCG # on Agency Telephone Log **E:** Inserted MSDSs **I:** Updated Equip List (Pg 2) **J:** Updated Table J-1	6/13/08	
2	• TOC • Sections 2, 3, 4, 5 (Various) • Appendices A & L	11/2009	
3	SBC OEM, SBCFD, SBC P&D Energy Division, City of Goleta Review Comments	7/2010	
4	Edits to reflect Ellwood Line 96 pipeline relocation	12/2011	

Revision Number	Revision Description	Date Entered	Signature of Person Entering

1.1 SOUTH ELLWOOD FIELD

Name of Facility

South Ellwood Field is comprised of:

- Ellwood Marine Terminal
- Ellwood Onshore Facility and its associated pipelines
- Ellwood Pier
- Platform Holly and its associated pipelines
- Beachfront Lease (PRC 421) and its associated facilities
- Ellwood Pipeline Inc. (EPI) - Line 96 Pipeline

Name and Address of Owner/Operator	VENOCO, INC. 6267 Carpinteria Avenue Carpinteria, CA 93013
Business Telephone	(805) 745-2100
Business Fax	(805) 745-1846
Mailing Address	6267 Carpinteria Avenue Carpinteria, CA 93013
Emergency Telephone	1-888-836-6261
Person to Contact in Regard to this Plan	Walt McCarty HES Coordinator (805) 745-2260 (805) 455-9643 (Cell)

1.2 ELLWOOD MARINE TERMINAL

Name of Facility	Ellwood Marine Terminal
Business Address	695 Storke Road Goleta, CA 93118
Business Telephone	(805) 968-2212
Thomas Guide Reference	993-G4
Fax No.	(805) 961-2349
Name and Address of Owner/Operator	VENOCO, INC. 6267 Carpinteria Avenue Carpinteria, CA 93013
24-hr Owner/Operator	Venoco, Inc., Ellwood Onshore Facility
Contact	(805) 961-2375
Location of Facility	Located adjacent to the Pacific Ocean, 0.75 miles northwest of Coal Oil Point, Santa Barbara County, California on property owned by UCSB. U.S.G.S. Dos Pueblos Canyon Quad (7.5 minutes series): Latitude 34° 24' 54.6" N, Longitude 119° 52' 48.6" W. 695 Storke Road. Approximately one mile west of the intersection of Storke Road and El Collegio Road, Goleta. Vehicular entrance to the terminal is via a private road located 0.7 miles south of Hollister Avenue on Storke Road.
Type of Facility	Crude oil marine loading terminal and crude oil storage facility. Handles only Ellwood Crude. Characteristics of the crude oil:

Gravity, API	22.4
Dynamic Viscosity, cP	50.79
Wax Content, % Wt.	7.33
Asphaltene Content, % Wt.	11.55 (pentane), 7.39 (heptane)
H_2S Concentration, ppm	65
Interfacial Tension, mN/m	7.7

Size of the Facility	Approximately 16.86 acres; buildings, tanks, and equipment occupy approximately 16,000 square feet.
Major Components	Two 65,000-bbl crude oil storage tanks with floating roofs and geodesic domes. One 10,000-bbl fire water tank with a open roof. One inactive 1,000-bbl ballast tank and ballast transfer pump. Pump house with two electrically driven centrifugal-type shipping pumps. Control house with steel frame construction and corrugated sheet tin siding and roof. Windows on both north and south sides. Irregular five-point mooring system, 2,600 feet offshore in approximately 60 feet of water. A 10-inch and 12-inch loading line and 8-inch loading hoses.
Throughput	13,000 BPD (permitted). Barge is loaded once about every 5-to-12 days. Approved load limit of Ellwood crude by ABS and U.S. Coast Guard is 80,000 bbl. Each visit takes approximately 17 hours to complete from the time barge enters the mooring, receives its cargo, and departs. Typical loading rate is 4200 bph
Site Security	Surrounded by 8-foot high chain link fence. Gates kept closed and locked unless access is required. Patrolled at night and on weekends by Securitas Security (805) 967-8987 or (805) 207-6138.

1.3 ELLWOOD ONSHORE FACILITY

Name of Facility	Ellwood Onshore Facility
Business Address	7979 Hollister Avenue Goleta, CA 93117
Business Telephone	(805) 961-2338
Thomas Guide Reference	993-D2
Fax No.	(805) 961-2349
Name and Address of Owner/Operator	VENOCO, INC. 6267 Carpinteria Avenue Carpinteria, CA 93013-1423
24-hr Owner/Operator Contact	Venoco, Inc., Ellwood Onshore Facility (805) 961-2375
Location of Facility	7979 Hollister Avenue West of Goleta on the south side of the Southern Pacific Railroad tracks and 1,600 feet southwest of the intersection of Highway 101 and Hollister Avenue. Sandpiper Golf Course is located to the east of the plant. Bacara Spa and Resort is located to the west of the property. The property is about 900 feet inland from the shore.
Type of Facility	Oil and gas processing facility.
Size of the Facility	Approximately 4.5 acres; buildings, tanks, and equipment occupy approximately 3.7 acres.

Major Components

Crude Oil Processing System: Emulsion is preheated in emulsion/processed crude heat exchangers and an emulsion/therminal heat exchanger. From the exchangers, the emulsion is introduced into one of two heater treaters, where the emulsion is chemically treated allowing water to settle. Dry crude from the heater treaters is stripped of hydrogen sulfide with sweet gas in the stripper columns. Dry, stripped crude proceeds to a surge tank for settling and interim storage. Dry crude from surge tank is pumped through heater exchangers to LACT surge tank and sold through a LACT unit.

Gas Sweetening System: The system handles platform gas, LPG and NGL sales gas, and seep gas. Natural gas from the platform is filtered for removal of entrained liquids and sulfur is removed via the Lo-Cat unit. The sweetened gas is compressed, processed to remove carbon dioxide, and metered into the sales gas pipeline. The gas process produces natural gas liquids (NGLs), liquified petroleum gas (LPGs), and sulfur, which are stored and transported to market by truck. Seep gas is also processed, compressed, and metered into the sales gas pipeline. Seep is also processed through the iron sponge, compressed, and metered into the sales gas pipeline.

Produced Water Disposal System: Water removed from oil emulsion in heater treaters is transferred to a settling tank where additional oil may break out. From settling tank, water is pumped through filters and emulsion/water heat exchanger. Water is pumped down the onsite waste disposal well.

Vapor Recovery System: The system collects vapors from various systems throughout the facility, compresses them to about 50 psig, and adds them to the sour gas at the inlet of the Lo-Cat unit in the gas sweetening system. The vapor recovery system consists of two skid-mounted vapor recovery units operating in series.

Process Drain System: This system includes a hydrocarbon sump, crude oil sump and two sump pumps.

Relief System: The relief system includes a fuel gas scrubber, three Hirt burners, and a flare scrubber. Relief gas from all tanks and pressure vessels are directed to the relief system. Vapors derived from the gas sweetening and gas conditioning system are vented to the fuel gas scrubber.

Throughput

Permitted capacity is 20,000 BPD of oil and 20 MMSCFD of sour gas. Current APCD Permit limits throughput to 13,000 BPD of oil and 13 MMSCFD of sour gas.

Site Security

Manned 24 hours per day, seven days per week. A minimum of four persons on duty at all times. Surrounded by an 8-foot high chain link fence with three access gates.

1.4 EPI Line 96 Pipeline

Name of Facility	Line 96 Pipeline
Business Address	7979 Hollister Avenue Goleta, CA 93117
Business Telephone	(805) 961-2338
Thomas Guide Reference	993-D2
Name and Address of Owner	Ellwood Pipeline, Inc. 6267 Carpinteria Avenue Carpinteria, CA 93013-1423
Name and Address of Operator	VENOCO INC. 6267 Carpinteria Avenue Carpinteria, CA 93013-1423
24-hr Owner/Operator Contact	Venoco, Inc., Ellwood Onshore Facility (805) 961-2375
Location of Facility	Line 96 begins immediately adjacent to the EOF at a new EPI valve box just outside the primary EOF entrance gate where the route travels north from the Venoco Facility under Highway 101 and Calle Real Street and then turns west and continues along the North side of Highway 101, tying into the Plains Pipeline L.P. Pipeline – Coastal Segment.
Size of the Facility	8.5 mile long, 6-inch oil pipeline.
Throughput	271 bph of Group III crude oil in batch shipments not to exceed 13,000 bpd.

1.5 ELLWOOD PIER

Name of Facility	Ellwood Pier
Business Address	7979 Hollister Avenue Goleta, CA 93117
Business Telephone	(805) 968-9341
Thomas Guide Reference	993-C2
Name and Address of Operator	VENOCO INC. 6267 Carpinteria Avenue Carpinteria, CA 93013-1423 ExxonMobil 7760 Via Jero Rd. Goleta, CA 93117 (805) 961-4000 Contact: Greg Manuel (805) 961-4066
24-hr Owner/Operator Contact	Venoco, Inc. Ellwood Onshore Facility (805) 961-2375
Location of Facility	Latitude 34° 21' 23" N, Longitude 119° 54' 19" W.
Facility Description	Pier where bulk chemical and fuel liquids are transferred regularly. Fire water amount stored is a 210 bbl tank just uphill from the guard's shelter. Crew boat is used to transport platform personnel, supplies and equipment.
Site Security	Access restricted by an 8-foot-high, chain link fence. Gate is kept closed and locked unless access is required. A security guard is posted at the pier shelter. The security guard communicates with persons at the front gate and on the pier via an intercom system. He controls access remotely onto the property via the electric gate and onto the pier via an arm-type gate.

1.6 PLATFORM HOLLY

Name of Facility	Platform Holly
Business Address	7979 Hollister Avenue Goleta, CA 93117
Business Telephone	(805) 961-2360
Thomas Guide Reference	993-C2
Name and Address of Owner/Operator	VENOCO INC. 6267 Carpinteria Avenue Carpinteria, CA 93013-1423
24-hr Owner/Operator Contact	Venoco, Inc., Ellwood Onshore Facility (805) 961-2375
Location of Facility	Located on State Offshore Lease PRC 3242, in the Santa Barbara Channel, approximately 10,000 feet southwest of Coal Oil Point, Santa Barbara County, California. Water depth is approximately 211 feet. Latitude 34° 23' 23.2" N, Longitude 119° 54' 19.7" W.
Type of Facility	Offshore oil and gas production and drilling facility. Facilitates production from the South Ellwood Offshore Field, located on PRC 3120 and 3242. Production is separated into the gas and liquid phases at the platform.

Characteristics of the crude oil:

Gravity, API at 60°F	22.4
Dynamic Viscosity, cP	50.79
Wax Content, % Wt.	7.33
Asphaltene Content, % Wt.	11.55 (pentane) 7.39 (heptane)
H_2S Concentration, ppm	200
Interfacial Tension, mN/m	7.7

Size of the Facility

Drilling, compressor, production, and lower decks occupy approximately 16,000 square feet.

Major Components

Triple-decked drilling and production platform with 30 well slots. Production, drilling, compressor and lower decks. Production office on production deck. Utility buildings on production and lower decks. Boat landing on lower deck. Heliport on compressor deck.

One, triple-mast, 142-foot-high workover rig for well maintenance and workover operations.

One 6.625-inch, outside diameter, pipeline transports oil/water emulsion to Ellwood Onshore Facility for processing. Normal operating pressure is less than 550 psig.

One 6.625-inch, outside diameter, pipeline transports produced gas to Ellwood Onshore Facility for processing. Normal operating pressure is less than 250 psig.

Two utility lines (4.5-inch O.D. and 2.375-inch O.D). Can be used for gas, oil, or water transportation. The 4.5-inch line is currently used to transfer fuel gas to Platform Holly and the 2.375-inch line is currently idle.

One power cable to Platform Holly.

Throughput

20,000 BPD of oil and water (permitted).

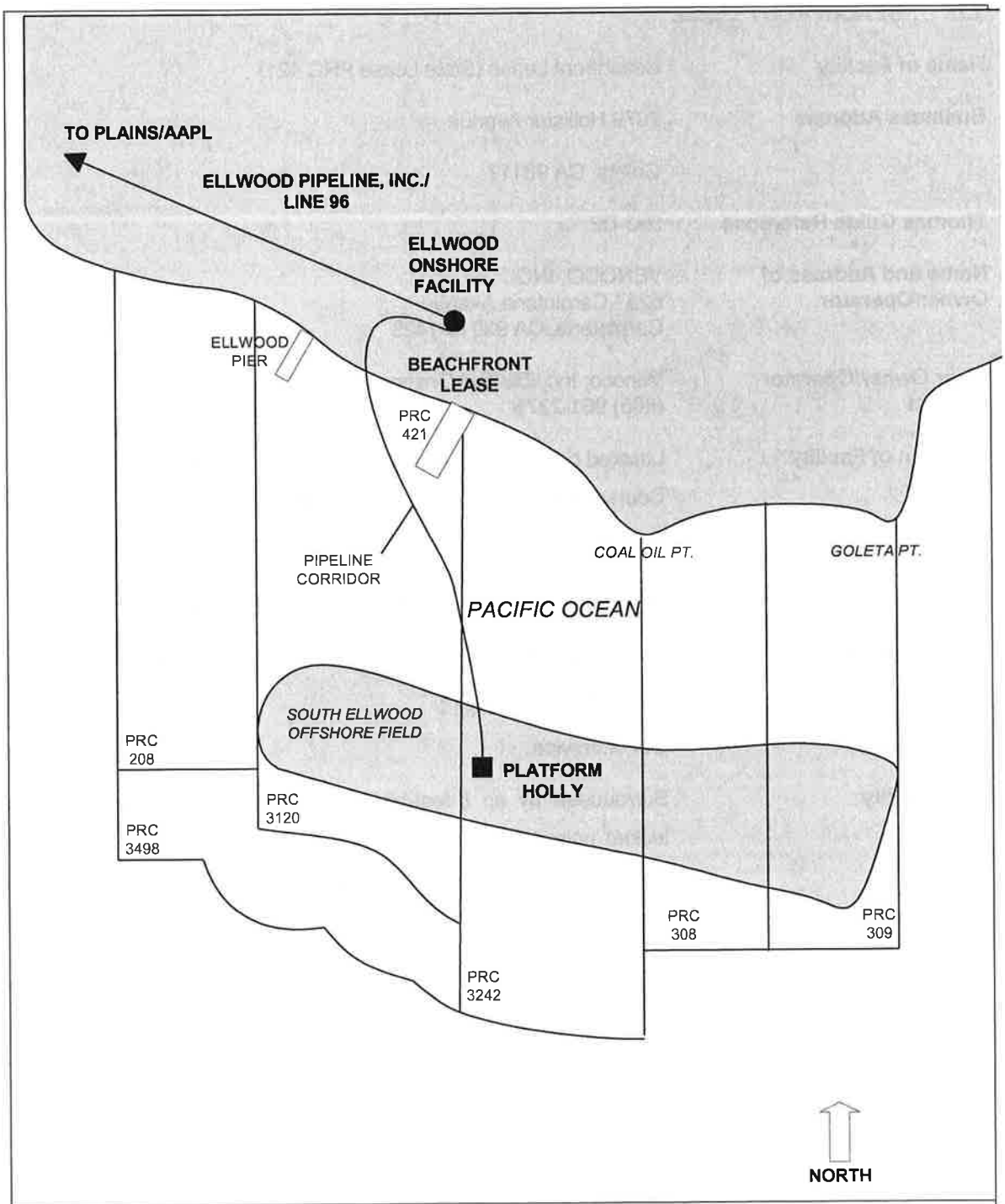
20 MMSCFD of gas (permitted).

Site Security

Platform Holly is manned 24-hours per day, seven days per week. There is a minimum of two platform operators on duty at all times.

1.7 BEACHFRONT LEASE

Name of Facility	Beachfront Lease (State Lease PRC 421)
Business Address	7979 Hollister Avenue Goleta, CA 93117
Thomas Guide Reference	993-D2
Name and Address of Owner/Operator	VENOCO, INC. 6267 Carpinteria Avenue Carpinteria, CA 93013-1423
24-hr Owner/Operator Contact	Venoco, Inc. Ellwood Onshore Facility (805) 961-2375
Location of Facility	Located on State Offshore Lease PRC 421, adjacent to the Sandpiper Golf Course, near Hollister Avenue and Highway 101. Latitude 34° 25' 29" N, Longitude 119° 54' 17" W.
Size of the Facility	Beachfront occupies approximately 10,000 feet of pier space.
Major Components	One production well, one injection well, and well cellar with 11-foot-diameter structure.
Throughput	Out of service.
Site Security	Surrounded by an 8-foot-high chain link fence. Gate kept closed and locked unless access is required. Site checked twice daily by Securitas Security (805) 967-8987 or (805) 207-6138.



VENOCO | South Ellwood Field | Figure 1-1

2.0 ALERTING and NOTIFICATION PROCEDURES

2.1 ALERTING AND RESPONSE PROCEDURES

The Ellwood Beachfront Lease and Marine Terminal are unmanned facilities with low potential for fire, H2S and combustible gas hazards. The Ellwood Pier is absent of industrial and atmospheric hazard. These facilities do not have automated alerting systems.

Ellwood Onshore Facility and Platform Holly are equipped with employee alerting systems to ensure the rapid notification of facility employees, contractors, and visitors. Alerting systems include facility Gaitronics paging systems; fire/smoke, H2S, and combustible gas detectors and alarms systems. These systems are designed to detect potentially hazardous conditions and to automatically initiate both audible and visual alarms at a control room alarm panel and throughout the facility,

2.1.1 RESPONSE TO EMERGENCY ALERTING

All facility alarm signals are sounded over a priority PA system. Each alarm has a distinctive tone, and some are accompanied by an automated voice over describing the emergency.

Ellwood Onshore Facility - Visitors

In the event of a plant-wide alarm all visitors and contractors must stop what they are doing and take the following protective actions:

1. Locate a nearby wind sock and make note of the wind direction;
2. Ensure your safety, and Immediately evacuate moving upwind to the nearest facility exit and Safe Haven;
3. Assemble and report your presence for headcount;
4. Wait for further instructions by Ellwood operations staff.

Ellwood Onshore Facility – Operations Staff

1. Locate a nearby wind sock and make note of the wind direction;
2. Ensure your safety, and proceed to the control room while assisting visitors with evacuation;
3. Report to the Incident Commander for situation status and instructions;
4. Proceed with response actions following emergency priorities; 1st Life, 2nd Environment, 3rd Property

Platform Holly

Information pertaining to the visitor and employee alerting and response on Platform Holly is provided in the Platform Holly – Station Bill (Figure 2-1).

2.2 NOTIFICATION

An emergency incident or a substantial threat of an unplanned incident at a facility will trigger prioritized internal and external notifications. Venoco has in place a set of well-defined notification procedures, see Table 2-1E. These notification procedures establish a clear order of priority for emergency initial notification within the Venoco organization and externally to emergency responders and stakeholders. Additional agency and stakeholder may also be required and is accomplished by activation of the Venoco SIRT. The form "Spill Report and Incident Notification Form" (Appendix A) will be used to provide accurate initial incident information for notification within Venoco and to Federal, State, and local agencies. The Santa Barbara County Chapter of CAER Hazardous Materials Minor Spill and Release Incident Report Guide is used to report all non-emergency incidents. The Guide and reporting form are provided in Attachment 2-1 at the end of this section.

2.2.1 AGENCY NOTIFICATION AND REPORTING REQUIREMENTS

A summary of agency notification and reporting requirements is provided in Tables 2-1E and 2-2. A copy of all forms required by the EAP will be made available for inspection by the signatory agencies of this document. A written initial assessment will be provided within 24 hours (1 business day) to the signators of the Ellwood Emergency Action Plan (EAP) and the Santa Barbara County APCD of any event that requires notice under the Ellwood EAP.

2.3 DIRECTORY OF TABLES OF CONTACTS

This directory includes the following lists of contacts:

- Table 2-1E Initial Emergency Notification Procedures
- Table 2-1.1 Organization Transition Matrix
- Table 2-2 Agency Notification and Reporting Requirements
- Table 2-3 VENOCO SIRT, IIRT And Facility Phone Numbers (including command post)
- Table 2-3a Clean Seas Yard
- Table 2-4 Response Cooperative And Contractors
- Table 2-5 Offshore Operators, Utilities & Rail Road
- Table 2-6 Regulatory Agencies
- Table 2-7 Emergency Services
- Table 2-8 Waste Management Services
- Table 2-9 Outside Services And Resources

Figure 2-1 PLATFORM HOLLY STATION BILL

PLATFORM HOLLY - STATION BILL

GENERAL INSTRUCTIONS

Each crewmember shall become familiar with the following:

THE LOCATION AND DUTIES OF YOUR EMERGENCY ASSIGNMENT
THE GENERAL ALARM NOTIFICATIONS
THE LOCATION OF THE SAFE BRIEFING AREAS
THE LOCATION OF SAFETY EQUIPMENT

All alarm conditions are sounded over priority PA system and may be accompanied by a computer voice over.

When an alarm notification is made, all personnel must don appropriate safety equipment and report to their assigned station. There is a Safe Briefing Area (SBA) on each deck. If possible, do not change decks. Report to the SBA on your work deck.

FIRE

Voice Annunciation / *Siren Tone*

UPON DISCOVERING A FIRE, IMMEDIATELY REPORT FIRE LOCATION TO CONTROL ROOM AND REPORT TO SAFE BRIEFING AREA

Title	Station	Duties
Drilling Personnel	Rig	Secure rig. Stand by for instructions
Operations Person in Charge	Production Office	Make alarm notification. Start Fire Water pumps, direct production deck operations. Secure air purge & electrical panel as needed
Operator #2 & #3	Production Office	Assess situation and begin fire control measures.
Day Workers/Visitors	Safe Briefing Area	Report to Safe Briefing Area

H2S/COMBUSTIBLE GAS / *Red light & Process alarm (10 ppm H2S or 25% LEL)*

Voice Annunciation, *Horn with Red Lights (20 ppm H2S or 55% LEL)*

UPON ALARM NOTIFICATION, CHECK WIND DIRECTION AND PROCEED TO SAFE BRIEFING AREA

Title	Station	Duties
Drilling Personnel	Rig	Secure rig. Search living quarters, report to Safe Briefing Area
Operations Person in Charge	Production Office	Make alarm notification. Contact EOF control room, monitor H2S in purge air, and coordinate incident response.
Operator #2 & #3	Production Office	Don breathing apparatus. Enter source area to secure the source.
Operator #3	Production Deck	Drop warning signs. Turn on heliport warning signs. Search living quarters.
Day Workers/Visitors	Safe Briefing Area	Report to Safe Briefing Area

ABANDON PLATFORM

Voice Annunciation / *Fast beeping Tone*

ALL PERSONNEL SHALL PUT ON LIFE JACKETS WHEN ABANDON PLATFORM NOTIFICATION IS SOUNDED, AND REPORT TO SAFE BRIEFING AREA

Title	Station	Duties
Drilling Personnel	Rig	Secure rig. Search living quarters, report to Safe Briefing Area
Operations Person in Charge	Production Office	Make alarm notification. Contact EOF control room. Direct production deck operations. Search living quarters. Report to evacuation area.
Operator #2 & #3	Production Office	Secure production equipment. Launch life rafts.
Day Workers/Visitors	Safe Briefing Area	Stand by to proceed to boat landing for evacuation.

MAN OVERBOARD

Voice Annunciation / *Slow beeping Tone*

KEEP THE VICTIM IN SIGHT; THROW A LIFE RING IF POSSIBLE. ALERT THE CONTROL ROOM WITH LOCATION.

Title	Station	Duties
Operations Person in Charge	Production Office	Assess conditions & deploy rescuers. Call crew boat and EOF for assistance.
Operator #2 & #3	Production Office	One person keep eyes on man overboard, other deploy life ring.
Day Workers/Visitors		Continue assigned duties unless called to assist.

WELL CONTROL EMERGENCY

Title	Station	Duties
Drilling Personnel	Rig	Notify Platform Operations Person in Charge. Direct well control operations.
Operations Person in Charge	Production Office	Make emergency notification. Contact EOF control room. Monitor situation.
Operator #2 & #3	Production Office	Stand by for instructions.
Day Workers/Visitors	Safe Briefing Area	Stand by for instructions.

TABLE 2-1E: INITIAL EMERGENCY NOTIFICATION PROCEDURES

Responsible Person	Notification Made	Telephone Number
Incident Observer	1. Facility Supervisor or Person-In-Charge (PIC)	EOF, 961-2375 Holly, 961-2360
IIRT IC (Facility Supervisor or Person-In-Charge) Gather the following information if known: • Time of event • Location • Type of event • Release volume (est.) • Current isolate, contain, control measures • Name and phone number	1. Activate IIRT and notify SIRT IC based on assessment of situation	Table 2-3
	2. (911) – Santa Barbara County Emergency Response	911 or (805) 683-2724 if using cell
	3. Adjacent Facility PIC	EOF, 961-2375 Holly, 961-2360
	4. Area Residents **(catastrophic leak of untreated gas)**	Community Siren
	5. SIRT Public Information Officer (PIO)	Table 2-3
Adjacent Facility PIC Do not delay if calling Clean Seas and/or NRC (NRCES):	1. Clean Seas to assist or standby (if spill threatens ocean)	(805) 684-3838 If no answer: (805) 684-4719
	2. NRCES for onshore spill	(800) 337-7455 (24-hr emergency)
	3. **If oil threatens or enters marine or State waters** **or** **oil spill to land (≥1 bbl) outside secondary containment, significant gas release, hazmat release outside secondary containment, or oil spill (≥5 bbls) inside secondary containment.**	
	National Response Center California Emergency Management Agency (Cal EMA)	(800) 424-8802 (800) 852-7550

TABLE 2-1E: INITIAL EMERGENCY NOTIFICATION PROCEDURES

Responsible Person	Notification Made	Telephone Number
SIRT IC	1. Operations Section Chief	Table 2-3
	2. Planning Section Chief	Table 2-3
	3. Logistics Section Chief	Table 2-3
	4. Finance Section Chief	Table 2-3
	5. Liaison Officer	Table 2-3
	6. Safety Officer	Table 2-3
	7. Public Information Officer	Table 2-3
	8. Emergency Ops Coordinator	Table 2-3
	9. Asset V.P. or G.M.	(805) 745-2126 (805) 448-0000
Operations Section Chief	Operations staff as needed	Table 2-3
Logistics Section Chief	Logistics staff as needed	Table 2-3
Finance Section Chief	Finance staff as needed	Table 2-3
Planning Section Chief	Planning staff as needed	Table 2-3

Note:

Personnel safety and response considerations always take precedence over notification procedures.

Notifications must be followed to completion. If the responsible person is unable to notify a person noted, then the IC must make the notification (if any) for that person.

Verbal notification of the public if affected may be necessary. VENOCO will call 9-1-1 for assistance.

Each notification of Company personnel should be logged in the Telephone Log with the following information (See Appendix A for an Agency Telephone Log):

1. Time of notification
2. Team member's name
3. Assigned duty location
4. Estimated arrival at the prescribed duty location

Other agency notifications may be required; IIRT IC must review Table 2-2 and assign notifications to Liaison Officer or other appropriate person. (For agency phone numbers see Table 2-6).

TABLE 2-1.1: ORGANIZATION TRANSITION MATRIX

Level Emergency	Criteria	Incident Commander	Typical Fire Dept. Response	Notification
Level 1 Initial Response Minor On-Site Incident	1. Oil spill or produced water spill >1 bbl outside of secondary containment designated for that vessel system, or pipeline, or ≥5 bbl inside secondary containment designated for that vessel, system or pipeline, unless it impacts or potentially impacts State or marine waters, in which case, go to Level 3. 2. Two combustible gas or fire eye alarms. 3. Verified high level combustible gas (≥50% LEL) alarm. 4. Single handheld detector with LEL reading = 50%. 5. Smoke investigation. 6. Fire reported out. 7. Hazardous material release outside secondary containment designed for that vessel, system, or pipeline. 8. Bomb or extortion threat.	Highest ranking on-duty operations person until relieved by Fire Dept.	One Engine Code 2	9-1-1 See Facility's Notification Section
Level 2 Sustained Response Major On-Site Incident	1. Oil spill or produced water spill ≥ 5 bbl unless it impacts or potentially impacts State or marine waters, in which case, go to Level 3. 2. Any toxic release >10 ppm by fixed or handheld monitor 3. More than 2 combustible gas or fire eye alarms. 4. Fire 5. Hazardous materials release requiring hazardous materials emergency response from emergency rescue personnel or contractors. 6. Sour gas in sales line. 7. Earthquake or flooding damage. 8. Activation of Emergency Shut Down for plant and/or pipeline.	Highest ranking on-duty operations person until relieved by Fire Dept.	1st alarm 3 Engines Chief Officer Code 3	9-1-1 See Facility's Notification Section
Level 3 Major Incident With Public Exposure Potential (Off-Site Impacts)	1. Oil spill or produced water spill impacting or potentially impacting State or marine waters, or threatened release of oil or produced water impacting or potentially impacting State or marine waters. 2. Fire with potential for spreading. 3. Explosion. 4. Hazardous materials release or gas leak with off-site potential. 5. Civil disturbance. 6. State of War. 7. Highway 101 closure or impact on significant access routes or roads.	Highest ranking on-duty operations person until relieved by Fire Dept. and potentially: • Responsible Party • Sheriff's Dept. • CHP • Federal On-Scene • State On-Scene Coordinator • Local On-Scene Coordinator	2nd alarm or greater Additional engines and/or specialized equipment/resources 2 Chief Officers	9-1-1 Off-Duty Personnel Community Notification Agency Notification As Required See Facility's Notification Section

Guidance Matrix for Emergency Incident Transition Definition of Terms These definitions are provided to define terminology in the Guidance Matrix for Emergency Incident Transition ("matrix")
Combustible Gas. A gas that burns including the fuel gases, hydrogen, hydrocarbon, carbon monoxide, or a mixture of these. Combustible gases include, but are not limited to those listed in the facility's Emergency Response Plan.
Emergency Rescue Personnel. Any public employee including, but not limited to, any fireman, firefighter or emergency rescue personnel or personnel of a local EMS agency, or a poison control center who responds to any condition caused in whole or in part, by a hazardous material that jeopardizes or could jeopardize public health or safety or the environment.
Hazardous Material. Any material that, because of its quantity, concentration, or physical or chemical characteristics, poses a significant present or potential hazard to human health and safety or to the environment if released into the workplace or the environment. Hazardous materials include, but are not limited to, hazardous substances, hazardous waste, and any material which a handler or administering agency has a reasonable basis for believing that it would be injurious to the health and safety of persons or harmful to the environment if released into the workplace or the environment. Hazardous materials include, but are not limited to those hazardous materials listed in the facility's Emergency Response Plan.
Hazardous Material Emergency Response. Includes but not limited to assessment, isolation, stabilization, containment, removal, evacuation, neutralization, transportation, rescue procedures, or other activities necessary to ensure the public safety during a hazardous materials emergency.
Marine Waters. Those waters subject to tidal influence.
Oil. Any kind of petroleum, liquid hydrocarbons, or petroleum products, or any fraction or residues there from, including but not limited to, crude oil, bunker fuel, gasoline, diesel fuel, aviation fuel, oil sludge, oil refuse, oil mixed with waste, and liquid distillates from unprocessed natural gas.
Oil Spill. Any release of oil or produced water.
Potential Release. See "Threatened Release."
Produced Water. The water remaining after being separated through oil and gas processing.
Release. Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping or disposing into the environment.
Sour Gas. Natural gas that contains corrosive, sulfur-bearing compounds such as hydrogen sulfide (H_2S) and mercaptans.
Threatened Release. A condition creating a probability of harm when the probability and potential extent of harm make it reasonably necessary to take immediate action to prevent, reduce, or mitigate damages to persons, property, or the environment.
Toxic Gas. Gases which are extremely hazardous and may be fatal if inhaled or absorbed through skin. Toxic gases include but are not limited to those gases in the facility's Emergency Response Plan.
Waters of the State. Any surface water ground water including saline waters within the boundaries of the State.

TABLE 2-2: AGENCY NOTIFICATION AND REPORTING REQUIREMENTS
(Note: For agency telephone numbers, see Directory, Table 2-6)

Agency	Particulars	Verbal Report	Written Report
National Response Center	Notify for any discharge on or threatening navigable waters, including surface water and drainages, and shorelines.	Immediately	None required.
California Emergency Management Agency (Cal EMA)	Notify immediately of oil or produced water spill of 1 bbl (42 gallons) or more outside secondary containment, or ≥ 5 bbls inside secondary containment, or any amount to State waters.	Immediately	
	Notify of any significant gas release, or hazardous materials, release outside secondary containment.	Immediately	Written report, using form found in Title 19 CCR, Section 2705 for releases of extremely hazardous or CERLA-listed substances over the RQ within 30 days.
United States Coast Guard – Long Beach and Santa Barbara	Notify for any discharge that occurs on or may impact marine waters Long Beach office jurisdiction is from Point Conception to the north, to the San Diego/Orange County lines to the south. USCG requests to be notified.	Immediately	None required.
United States EPA – Region IX	Notify for any spill that has impacted surface waters of the U.S., or any spill on land that threatens surface waters of the U.S.	Immediately, if determined necessary (NRC should notify). Call NRC to satisfy	For a facility with an SPCC Plan, provide a written report within 30 days of the spill for any spill >1,000 gallons or when 2 spills, meeting the verbal reporting requirements, occur within a 12-month period.
PHMSA/Dept of Transportation	Notify NRC if failure of a DOT-pipeline system results in the release of oil ***and*** any of the following occurs: (1) fire or explosion not intentionally set by the operator; (2) loss of 5 gal or more hazardous liquid or CO_2 ; (3) a fatality; (4) bodily harm to any person, such as loss of consciousness, necessity to carry person from scene, necessity for medical treatment, or disability which prohibits normal activities beyond the day of the accident; (5) estimated property damage, including cost of cleanup, value of lost product, and all property damage exceeding $50,000; (6) pollution to body of water or shoreline	Call NRC to satisfy	File Accident Report (DOT Form 7000-1) no later than 30 days after discovery of accident

TABLE 2-2: AGENCY NOTIFICATION AND REPORTING REQUIREMENTS
(Note: For agency telephone numbers, see Directory, Table 2-6)

Agency	Particulars	Verbal Report	Written Report
NOAA/National Marine Fisheries	Call for a release >100 bbl or significant impacts to marine wildlife	Immediately	If requested.
CA Dept. of Fish and Game (OSPR)	Call for releases 1 bbl (42 gallons) or more that impact or threaten inland waters, protected habitats and/or marine waters extending 3 miles from shore.	NRC & CA OES should notify	No specific report required. Report submitted to State OES is used. State OES will submit report to DFG/OSPR.
CA Dept. of Transportation "CalTrans"	Call – CalTrans has the responsibility to contain, identify, and clean up hazardous substance spills that occur on highways.	CHP should notify	None required.
CA Division of Oil, Gas, and Geothermal Resources (DOGGR)	Call in the event of an oil release of >1 bbl (42 gallons) or more from a fixed facility or pipeline. For blowouts, fires, serious accidents, significant oil, gas, and produced water leaks. (note: jurisdiction downhole only and Lease 421)	As soon as practicable	None required. DOGGR utilizes the OES report and may make inquiries of their own, if further information is required.
CA Highway Patrol	Notify of any spill to a CA highway.	Immediately, satisfy by 9-1-1 call.	None required.
CA Occupational Safety and Health Administration (Cal-OSHA)	Call Cal-OSHA in the event of any fatalities or serious injuries resulting in overnight hospitalization or unconsciousness.	As soon as practicable, but no longer than 8 hours after knowledge of the injury.	None required.
California Regional Water Quality Control Board	Notify for produced water spill >10 bbl (420 gallons) or as required by CA OES. RWQCB oversees cleanup and remediation activities.	Upon request of CA OES	The RWQCB utilizes the CA OES report. Provide RWQCB with the CA OES case number.
State Fire Marshal Pipeline Safety Division	Notify of every pipeline leak, explosion or fire regardless of magnitude of incident. Excluded from this requirement are breaks resulting in <5 bbl (210 gallons) spilled from crude oil pipeline in rural areas or in-plant pipeline breaks.	Immediately, notify Cal-EMA	None required.
Santa Barbara County Energy	Notify of any incident or release, whether considered an emergency or not.	Immediately to Deputy Director	Written initial assessment within 24 hours consistent with 06-158-DPAM permit

TABLE 2-2: AGENCY NOTIFICATION AND REPORTING REQUIREMENTS
(Note: For agency telephone numbers, see Directory, Table 2-6)

Agency	Particulars	Verbal Report	Written Report
			condition 159 and other related agency forms
Santa Barbara County Fire Department / Sheriff / 911	Notify for any emergency posing a threat to life, environment, or property.	Immediately, 9-1-1	SBC CAER Form if not an emergency within 1 business day.
Santa Barbara County OEM	Notify for any Level 2 and Level 3 Incidents.	Immediately	Written initial assessment within 24 hours consistent with 06-158-DPAM permit condition 159 and other related agency forms
Santa Barbara County APCD	Notify of equipment failure, malfunction, accident, or abnormal operations, if resulting in breakdown.	Within 4 hours of next business day.	Written initial assessment within 24 hours consistent with 06-158-DPAM permit condition 159 and other related agency forms
City of Goleta	Notify on any incident, release or threatened release whether considered an emergency or not.	Immediately to City Manager; and Planning & Environmental Services Director	Written initial assessment within 24 hours consistent with 06-158-DPAM permit condition 159 and other related agency forms

Table 2-3. Venoco SIRT, IIRT And Facility Phone Numbers.

SIRT						
Assigned Position	**Pri/Alt**	**Name**	**Office**	**Home**	**Fax**	**Cell/Pager**
Communications	Pri	IT (Help Desk)	745-2222			
	Alt	IT (Help Desk)	745-2222			
Decon/Haz Waste	Pri	NRC Envir.	800-337-7455			331-0126
	Alt	NRC Envir.	800-337-7455			331-0126
Documentation	Pri	Nicole Ling	745-2205			403-2544
	Alt	Martha Saavedra	745-2159		745-1816	455-6718
Emerg. Ops Coor.	Pri	Josephine Carioti	745-2150	775-385-0830	745-1176	705-1488
	Alt					
Environmental	Pri	Tony Stebleton	745-2162			722-0655
	Alt	RMA	985-781-0804			985-781-0804
Finance/Claims	Pri	Michael Howell	745-2137			
	Alt					
Incident Commander	Pri	Ian Livett	745-2196	845-9122	745-1476	722-0772
	Alt	Donn Schmohr	745-2161	220-6392		223-5425
Legal	Pri	Brian Donovan	303-600-2911	303-713-0538		303-963-6444
	Alt					
Liaison	Pri	Pat Corcoran	745-2264	685-8117	745-1176	455-9654
	Alt	Bruce Carter	745-2184	961-8104		220-8369
Logistics	Pri	George Ramsay	745-2133	640-7638	745-2217	729-7029
	Alt	Doug Taylor	745-4527	684-4484		455-9650
Operations	Pri	Jeff MacDonald	961-2301	736-1750	961-2349	455-9666
	Alt	Joe Hollis	745-2232	644-1400		455-9633
Planning	Pri	Joel Toreja	745-2132	298-2666	745-2217	698-6172
	Alt	Dan Taimuty	745-2178	845-3265		448-0573
Public Info Officer	Pri	Lisa Rivas	745-2164	967-6133	745-1406	637-6816
	Alt	Steve Greig	745-2255	568-0855	745-1406	895-8254
Resources Unit	Pri	Tony Soriano	745-2254	933-4613	745-1406	455-9677
	Alt	Mark Hooper	745-2174	644-4272	745-1176	
Safety	Pri	Alan Stetler	745-2283	642-9644	745-1176	453-0842
	Alt	Walt McCarty	745-2260	659-5881	961-2349	455-9643
Services	Pri	Tiffany Tapp	745-2113	794-3626		450-5843
	Alt	Matt Ott	745-2124			303-817-7380
Situation Unit	Pri	Bob Zahner	745-2122	644-0024	745-1476	455-9674
	Alt	Jody Robins	745-2153	682-4780		450-8480
Staging	Pri	Derek Paulgaard	745-2146			729-7596
	Alt	Peter Spangelo	745-2171			729-4266
Support Branch	Pri	NRC Envir.	800-337-7455			331-0126
	Alt	NRC Envir.	800-337-7455			331-0126
Surveillance	Pri	Clean Seas	684-4719		684-0484	684-3838
	Alt	Clean Seas	684-4719		684-0484	684-3838
Wildlife Branch	Pri	Morgan Nagatani	745-2186	477-7503	745-1176	452-0413
	Alt					
Note: All numbers "805" area code unless specified.						

Table 2-3. VENOCO SIRT, IIRT AND FACILITY PHONE NUMBERS (CONTINUED)

IIRT						
Assigned Position	**Pri/Alt**	**Name**	**Office**	**Home**	**Fax**	**Cell/Pager**
Incident Commander	Pri	Jeff MacDonald	961-2301	733-2874	961-2349	455-9666
	Alt	Person-In-Charge	Facility Phone/Radio			
Mooring Master: Company		Victor Marine	760-757-3929			
Master		Eugene Von Klau	760-757-3929			
		C. Constantindes J. Donovan A. Downs Jr. G. Livingstone S. Marchant E. Kelakios R. Wells D. Williams P. Gross				
Barge Captain	Pri	PSMI	562-983-9034 (24-hr)			
Line Launch Company	Pri	Tug Delilah	683-7695		683-1895	698-8968
Contact		Maryanne Schuyler	895-8222	683-7695		698-8968
Tug Boat Company		PSMI	562-983-9034 (24-hr)			
Tug Boat Contact		Peter Hoffman	310-365-7776			
Tug Boat		Eagle	562-818-2263			
Crew Boat Company		C&C	271-1313 800-443-8531 (24-hr)			
Contact		Don Sutton				
Boat		Doug C	451-6216			VENOCO 229
Facilities:						
EOF Emergency			961-2375			
Holly Emergency			916-2360			
Ellwood Marine Terminal			968-2212			
Ellwood Onshore Facility			961-2339		961-2349	
Ellwood Pier			968-2341			
Platform Holly			961-2360 961-2361 961-2364 961-2370 961-2371 961-2374		961-2358	
Note: All numbers "805" area code unless specified.						

Table 2-3a: SIRT Command Post: Clean Seas Yard

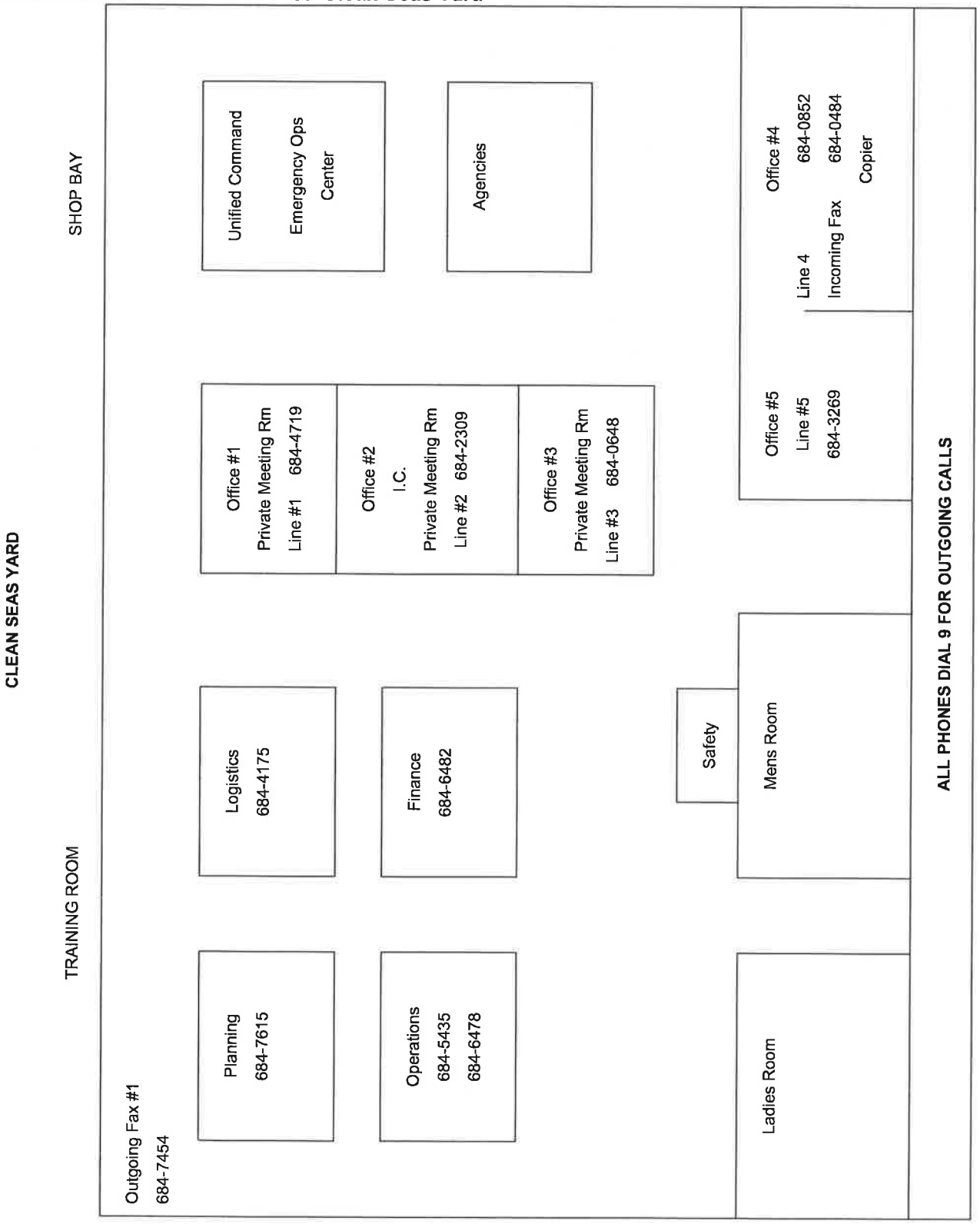


TABLE 2-4: RESPONSE COOPERATIVE AND CONTRACTORS

Company	Contact	Telephone
Clean Seas 990 Cindy Ln. Carpinteria, CA 93013	I. Ikerd Kyle Hanson	(805) 684-3838 (24-hour) (805) 684-2650 (fax) (805) 684-3838 (805) 455-5502
National Response Corporation Environmental Services Inc. (NRCES) 3284 Ventura Avenue Ventura, CA 93001	Tom Hale	(805) 331-0126 (mobile) (805) 667-8424 (Ventura Office) (800) 337-7455 (24 hr emergency)

TABLE 2-5: OFFSHORE OPERATORS, UTILITIES, RAIL ROAD, & NEIGHBORS

Facility	Operator	Telephone
OFFSHORE OPERATORS		
A	DCOR	(805) 585-1079
B	DCOR	(805) 585-1069
C	DCOR	(805) 585-1059
Habitat	DCOR	(805) 585-1043 (805) 585-1040
Henry	DCOR	(805) 585-1099
Hillhouse	DCOR	(805) 585-1089
Hogan	Pacific Operators Offshore LLC	(805) 643-1195
Houchin	Pacific Operators Offshore LLC	(805) 643-1195
UTIILITIES		
Goleta Sanitation / Sewer District		(805) 697-4519
Goleta Water District		(805) 964-6761
Southern California Edison (Edison International)		(800) 611-1911 (805) 963-3671
The Gas Co.		(800) 427-2000 (805) 681-8093 (24-hr)
RAIL ROAD		
Amtrak		(800) 872-7245
Union Pacific Railroad		(800) 870-8777
NEIGHBORS		
Bacara Resort & Spa		Hardline in control room (805) 571-3132 (if evac.) (800) 892-1283
Sandpiper Golf Course		(805) 968-1541

TABLE 2-6: REGULATORY AGENCIES

Jurisdiction	Agency	Telephone
Federal	**National Response Center** Washington, D.C.	(800) 424-8802 (24-hour)
	United States Coast Guard Marine Safety Office Los Angeles/Long Beach 1001 South Seaside Avenue Building 20 San Pedro, CA 90731	(310) 833-1600 (24-hour)
	United States Coast Guard Marine Safety Detachment 111 Harbor Blvd. Santa Barbara, CA 93101	(805) 962-7430
	Environmental Protection Agency Region 9 75 Hawthorne Street San Francisco, CA 94105	(800) 424-8802 (24-hour)
	For initial reporting of spill, contact: **Bureau of Safety and Environmental Enforcement(** California District Office 770 Paseo Camarillo Camarillo, CA 93010 P. Schroeder, District Manager	(805) 389-7775 (24-hour)
	Flight Service Station Hawthorne, CA	(800) 992-7433
	National Marine Fisheries Service Joe Cordero Marine Mammals 501 West Ocean Blvd., Suite 4200 Long Beach, CA 90802-4213	(562) 980-4017 (spill >100 bbl)
	National Oceanic and Atmospheric Administration (NOAA) Channel Islands National Marine Sanctuary 113 Harbor Way Santa Barbara, CA 93109	(805) 966-7107
	NOAA Injury Assessment Coordinator (John Cubit) 501 West Ocean Blvd., Suite 4470 Long Beach, CA 90802	(562) 980-4081
Federal (cont'd)	**NOAA** Scientific Support Coordinator Jordan Stout Alameda, CA	(510) 437-5344 (office) (510) 437-5345 (fax) (206) 321-3320 (cellular) (206) 526-4911 (24-hr spill no.)
	NOAA Trajectory Analysis 7600 Sandpoint Way NE Bin C15700 Seattle, WA 98115	(206) 526-6317 (office) (206) 526-6329 (fax) (206) 526-4911 (24-hr, HazMat Duty Officer)

TABLE 2-6: REGULATORY AGENCIES

Jurisdiction	Agency	Telephone
	National Weather Service Oxnard	(805) 988-6610
	U. S. Department of Transportation **PHMSA** East Building, 2nd Floor 1200 New Jersey Ave, SE Washington, D.C. 20590	(202) 366-4433 (202) 366-3666 (fax) **Western Region Office:** (720) 963-3160 (720) 963-3161 (fax)
	U.S. Fish and Wildlife Service Endangered Species Recovery 2493 Portola Road, Suite B Ventura, CA 93003	(805) 644-1766
State	**CA State Agencies Directory** www.cold.ca.gov/agency_lookup.asp	
	Office of Emergency Management Agency (Cal-EMA) **State Warning Center** 3650 Schriever Ave. Mather, CA 95655	(800) 852-7550 (24-hour)
	California Coastal Commission 45 Fremont Street, Suite 2000 San Francisco, CA 94105-2291	(415) 201-5792 (pager, primary number for spill reports) (415) 904-5285 (office) (415) 904-5400 (fax)
	Cal-EPA Dept. of Toxic Substance Control 1011 N. Grandview Avenue Glendale, CA 91201	(818) 551-2816 (800) 698-6942 (waste alert report)
	CHP (California Highway Patrol) 6465 Calle Real Goleta, CA 93117	(805) 967-1234
	CalOSHA 1655 Mesa Verde, Suite 150 Ventura, CA 93003	(805) 654-4581 (805) 654-4852 (fax)
	Caltrans 3999 State Street Santa Barbara, CA 93105 District 7 950 County Square Drive Ventura, CA 93009	 (805) 568-1250 (916) 653-3442 (24-hour) (805) 650-7179
State (cont'd)	**Department of Fish and Game** **Region 3, Central Coast** 17329 Silverado Trail Napa, CA 94558	(707) 944-5500
	Department of Fish and Game/OSPR Lisa Curtis 1700 "K" Street, Suite 250 Sacramento, CA 95814 **California Oiled Wildlife Network**	(916) 445-0045 (24-hour) (916) 445-9326 (916) 324-8829 (fax) (530) 752-4167

TABLE 2-6: REGULATORY AGENCIES

Jurisdiction	Agency	Telephone
	Division of Oil and Gas and Geothermal Resources 5075 S. Bradley Road, Suite 221 Santa Maria, CA 93455 1000 S. Hill Road, Suite 116 Ventura, CA 93003	 (805) 937-7246 (805) 654-4761 (805) 654-4765 (fax)
	Governor's Office Jerry Brown State Office Building Sacramento, CA 95814 LEPC (Emergency Planning) Region 1	 (916) 445-2841 (562) 795-2900 (562) 795-2877 (fax)
	Regional Water Quality Control Board 81 Higuera San Luis Obispo, CA 93401	(805) 549-3147
	State Fire Marshall Pipeline Safety Division 3950 Paramount Blvd. Lakewood, CA 90712	(562) 497-9100 (916) 445-8477
	State Lands Commission Minerals Resource Management ARCO Towers 200 Oceangate, 12th Floor Long Beach, CA 90802-4471 7394 Calle Real, Suite C & D P.O. Box 1237 Goleta, CA 93117 Marine Facilities Inspection and Management ARCO Towers 200 Oceangate, Suite 900 Long Beach, CA 90802	 (562) 590-5201 (24-hour) (805) 685-8502 (562) 499-6348
State (cont'd)	**University of California at Santa Barbara** Henry Yang Chancellor's Office 5221 Cheadle Hall Santa Barbara, CA 93106	(805) 893-2231
	State Parks Central Dispatch for all State Parks - SURCOM	 911, (951) 443-2964 and have Sheriff contact (emergencies)

TABLE 2-6: REGULATORY AGENCIES

Jurisdiction	Agency	Telephone
County	**Santa Barbara County** Fire Department 4410 Cathedral Oaks Rd. Santa Barbara, CA 93111	911, (805) 681-5500
	Santa Barbara County Fire Hazardous Materials Unit (HMU) 195 W. Hwy 246 #102 Buellton, CA 93427	911, (805) 686-8170
	Santa Barbara County Office of Emergency Management (OEM) 4408 Cathedra Oaks Rd. Santa Barbara, CA 93110	(805) 681-5526 (24-hour)
	Santa Barbara County Sheriff's Department 4434 Calle Real Santa Barbara, CA 93110	911, (805) 681-4100
	Santa Barbara County APCD 260 N. San Antonio Rd., Suite A Santa Barbara, CA 93110-1315	(805) 961-8800
	Santa Barbara County Energy Division 123 E. Anapamu St., 1st Floor Santa Barbara, CA 93101	(805) 568-2040 (805) 886-7165 (Deputy Director cellular) (24-hour)
	Santa Barbara County Building and Safety 123 E. Anapamu St. Santa Barbara, CA 93101 General / Permit Information Grading	 (805) 568-3030 (805) 568-3113
	Santa Barbara County Petroleum Office 624 W. Foster, Suite C Santa Maria, CA	(805) 934-6128
	Ventura County APCD	(805) 654-2797
	Ventura County Environmental Health	(805) 654-2813
	Ventura County Fire	(805) 389-9710
	Ventura County Sheriff 800 S. Victoria Ventura, CA 93009	(805) 654-2311
City	**Carpinteria** City Hall	(805) 684-5405
	Carpinteria Fire Department	911, (805) 684-4591

TABLE 2-6: REGULATORY AGENCIES

Jurisdiction	Agency	Telephone
	Carpinteria /Summerland Police Department	911, (805) 684-4561
	City of Goleta – City Manager	(805) 708-0045 (cell)
	City of Goleta – Planning and Environmental Services Director	(805) 415-5812 (cell)
	City of Santa Barbara - Mayor	(805) 564-5321
Harbor	**Santa Barbara Harbor Master** **Channel Islands – Harbor Patrol**	(805) 564-5531 (805) 385-6693

TABLE 2-7: EMERGENCY SERVICES

Location	Hospital	Telephone
Goleta	Goleta Valley Cottage Hospital 351 S. Patterson Avenue Santa Barbara, CA 93111	(805) 967-3411 (Medivac Helo Pad)
Goleta	Sansum Medical Foundation 122 South Patterson Avenue Santa Barbara, CA 93111	(805) 681-1777
Santa Barbara	Santa Barbara Cottage Hospital Pueblo at Bath Santa Barbara, CA 93105	(805) 682-7111
Carpinteria	Sansum Medical Foundation 4806 Carpinteria Avenue Carpinteria, CA 93013	(805) 566-5000
Ventura	Community Memorial Hospital 147 N. Brent Ventura, CA 93003	(805) 652-5011
Oxnard	St. John's Regional Medical Center 1600 N. Rose Avenue Oxnard, CA 93033	(805) 988-2500
Sherman Oaks	Sherman Oaks Burn Center 4929 Van Nuys Blvd. Sherman Oaks, CA	(818) 981-7111

TABLE 2-8 WASTE MANAGEMENT SERVICES

Service	Company	Telephone
Disposal (Class I)	Chemical Waste Management Kettleman Hills Facility 35251 Old Skyline Blvd. Kettleman City, CA 93727	(800) 222-2964
Disposal ((Class I / II)	Clean Harbors 2500 W. Lokern Buttonwillow, CA Clean Harbors (Service Center) 5756 Alba Street Los Angeles, CA 90058	(800) 544-7199 (323) 277-2500 (800) 343-4244 (emergency service)
Disposal (Class III)	Ventura Regional Sanitation Dist.[1] Toland Road Sanitary Landfill 3500 N. Toland Road Santa Paula, CA	(805) 525-8217
Lab	BC Laboratories 4100 Atlas Court Bakersfield, CA 93308	(661) 327-4911 (661) 327- 1918 (fax)
Recycling (batteries)[2]	Kinsbursky Bros. Inc. 1314 N. Lemon Street Anaheim, CA 92801	(714) 738-8516
Storage/Transport	Ecology Control Industries (formerly IT Corp.) 20846 Normandie Avenue Torrance, CA 90402	(310) 320-2555 (24-hour)
Storage/Transport	OST Trucking 2951 N. Ventura Avenue Ventura, CA 93002	(805) 643-9963
Storage Tank	Baker Tank	(805) 525-1710
Storage/Transport	Marborg Industries 136 N. Quarantina Santa Barbara, CA 93103	(805) 963-1852
Vacuum Trucks	Gallighen Inc. Speed's Oil Tool Ecology Control	(805) 648-2413 (805) 925-1369 (805) 648-5123

[1] Able to accept non-hazardous oilfield wastes, wastewater, and tank bottoms.

[2] Hazardous wastes sent to a recycling facility must be accompanied by a hazardous waste manifest. In most cases, a waste sample must be sent to the recycler for analysis prior to shipment.

TABLE 2-9: OUTSIDE SERVICES AND RESOURCES

Service	Company	Telephone
Absorbent	Cleveland Cotton	(805) 321-1050
Air Transport (Emergency)	Aspen Helicopters Inc. 2899 W. 5th Street Oxnard, CA	(805) 985-5416
Air Transport (Emergency)	Petroleum Helicopters 302 Moffat Place Goleta, CA 93117	(805) 964-0684
Ambulance	American Medical Response Buellton, CA	(805) 688-6550
Ambulance	Gold Coast Ambulance Service Ventura, CA	(805) 647-2087
Auto Rental	Avis Rent A Car	(800) 831-2847
Auto Rental	Dollar	(800) 800-4000
Auto Rental	Enterprise Rent A Car	(800) 736-8222
Auto Rental	Hertz Rent A Car	(800) 654-3131
Bus Charter	Melni Bus Service, Inc. 622 Anacapa Santa Barbara, CA 93101	(805) 963-2084
Chemicals	Chemtrec	(800) 424-9300
Consultants: Air / Environmental / Safety	Reese-Chambers Systems P.O. Box 8 Somis, CA 93066	(805) 386-4343 (805) 386-4388 (fax)
Consultants: Environmental	Goldberg Environmental Services 2922 Paseo Tranquillo Santa Barbara, CA 93105	(805) 687-6046 sparkink@verizon.net
Corexit EC9527A, EC9500A	Nalco 7701 Highway 90A Sugar Land, TX 77478	(281) 263-7000
Crane Service	T & T Truck & Crane Ventura, CA	(805) 648-3348
Crane Service	OST Ventura, CA	(805) 643-9963
Earthworks	CD Lyon Construction Ventura, CA	(805) 653-0173
Electrical	Oilfield Electrical Co. Ventura, CA	(805) 648-3131
Equipment Rental	United Rentals 3665 Market St. Ventura, CA	(800) 877-3687 (805) 644-7310
Equipment Rental	Bud's Equipment Rental (heavy equipment)	(805) 684-4173
Equipment Rental	Carpinteria Valley Lumber	(805) 684-2183
Excelsior	Republic Supply Co.	(805) 643-6158
Labor / Equipment	Gaviota Maintenance Ventura, CA	(805) 648-3141

TABLE 2-9: OUTSIDE SERVICES AND RESOURCES

Service	Company	Telephone
Labor / Equipment	CD Lyon Construction Ventura, CA	(805) 653-0173
Media: Newspapers	Santa Barbara News-Press	(805) 564-5200
Media: Newspapers	Ventura County Star	(805) 650-2900
Media: Radio	KSPE	(805) 965-1490
Media: Radio	KVEN	(805) 642-8595
Media: Radio	AM 1290	(805) 564-1290
Media: Television	KEYT	(805) 882-3933
Media: Television	KSBY	(805) 963-7883
Motel	Crown Plaza 450 E. Harbor Blvd. Ventura, Ca	(805) 648-7731
Motel	Seaward Inn 2094 E. Harbor Blvd. Ventura, CA	(805) 653-5000
Motel	Best Western Carpinteria Inn 4558 Carpinteria Avenue Carpinteria, CA	(805) 684-0473
Motel	Best Western Pepper Tree Inn 3850 State Street Santa Barbara, CA	(805) 687-5511
Operations	California Conservation Corps. 1719 24th Street Sacramento, CA Contact: Lin McNamara Can provide up to 200 workers	(916) 341-3160 (statewide, 24-hour emergency dispatch)
Operations	A.J. Diani Construction 295 N. Blosser Road Santa Maria, CA 93454	(805) 925-9533
Portable Pumps	Bud's Rental	(805) 684-4173
Portable Toilets	Fence Factory Rentals	(888) 713-3623
Portable Toilets	JW Enterprises 1689 Morse Avenue Ventura, CA 93001	(800) 350-3331
Security	Bomar Security Santa Barbara	(805) 683-4898
Security	Securitas Security 5276 Hollister Ave. Goleta, CA 93117	(805) 485-0528
Trailer Rental	William Scotsman Mobile Offices	(800) 782-1500
Truck Rental	Ryder	(800) 467-9337

TABLE 2-9: OUTSIDE SERVICES AND RESOURCES

Service	Company	Telephone
Truck Rental	U Haul Carpinteria Santa Barbara	 (805) 684-9661 (805) 965-2600
Wildlife Care	California Oiled Wildlife Care Network Mike Zicardi	(530) 752-4167 (530) 752-7803 if no response, call OSPR dispatch (916) 445-0045
Wildlife Care	Santa Barbara Wildlife Care Network	(805) 681-1080

ATTACHMENT 2-1

SANTA BARBARA COUNTY CHAPTER OF CAER

HAZARDOUS MATERIALS MINOR SPILL AND RELEASE INCIDENT REPORT GUIDE

HAZARDOUS MATERIALS MINOR SPILL AND RELEASE INCIDENT REPORT GUIDE

Approved Jointly By

Santa Barbara County Chapter of CAER

Community Awareness & Emergency Response

and

Santa Barbara County Fire Chiefs

This guide is for members of the Santa Barbara County business community who handle hazardous materials / waste, and is designed to assist in **some** of your reporting obligations in the event of a hazardous materials / waste spill, including oil, and produced water. It simplifies compliance with existing mandates, and allows **non-emergency incidents to be reported by fax.**

The Hazardous Materials Minor Spill and Release Incident Report Form provides:

1. A **single** fax number for Santa Barbara County businesses for legally required reporting of all hazardous materials / waste releases to the primary local agencies that you are obligated to notify. Follow-up your fax with a telephone call verifying receipt of the fax (686-8170) first thing the next business day. The primary local agencies include all Santa Barbara County fire departments, County Protection Services Division and County Office of Emergency Services. Hazardous material releases that are reported by using this form in some cases must also be reported to the State Office of Emergency Services (OES) – 800-852-7550. Other reporting requirements to other local, state and federal agencies may still apply.

2. Guidance on how to assess whether the incident is an emergency. The burden is on each business to make this distinction. **However, when in doubt, call 9-1-1.**

Contents

1. Guideline for Incident Assessment – (Page 2)
   - Guidelines for assessing the seriousness of an incident.
2. Incident Reporting – (Page 3)
   - Guidelines for reporting the incident to local emergency agencies
3. Hazardous Materials Minor Spill and Release Incident Report Form – (Page 4)
   - Authorized reporting form to be completed and faxed.

Questions?

Call Santa Barbara County Fire Protection Services at 686-8170

Hazardous Materials Minor Spill and Release Incident Report Form

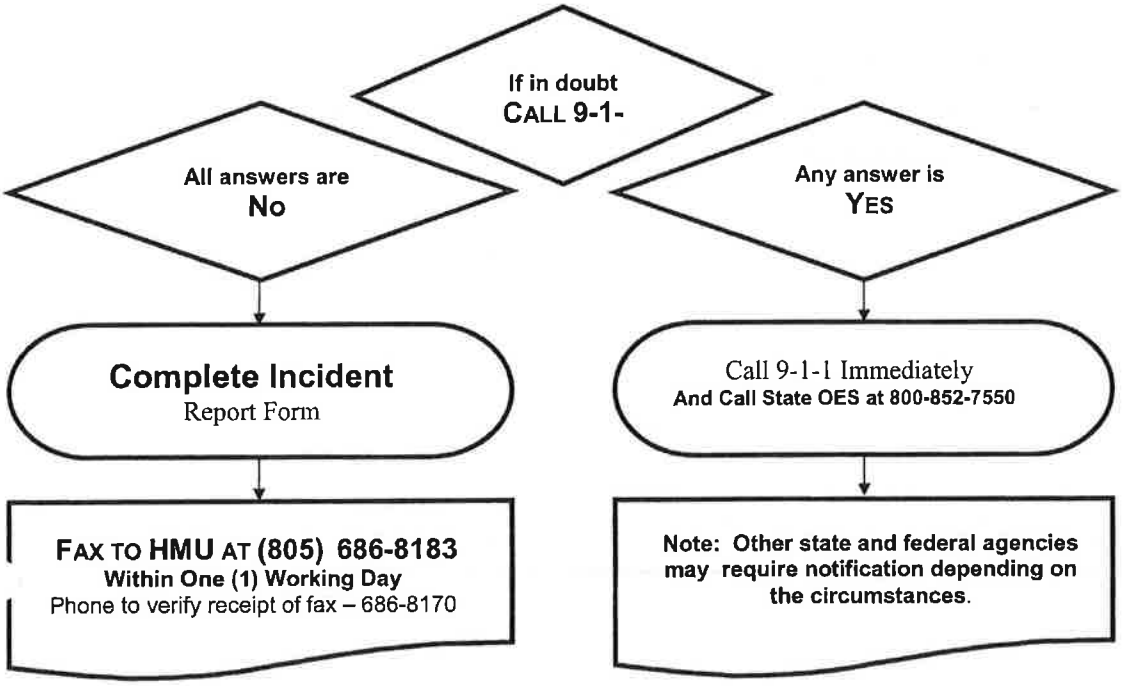
Approved Jointly by CAER (Community Awareness & Emergency Response) and Santa Barbara County Fire Chiefs

GUIDELINES FOR INCIDENT ASSESSMENT

Does the hazardous material spill / release, or threatened release, poses a threat to life, property or the environment?

If the answer is YES to any of the following questions – REPORT SPILL TO 9-1-1:

- Was anyone killed, seriously injured or admitted to a hospital for observation?
- Was anyone, other than employees in the immediate area of the release, required to evacuate?
- Did the release cause off-site damage to public or private property?
- Did the release extend into any wetlands, sewers, waterways, agricultural properties, public highways, or escape secondary contalnment/
- Is there a threat of release of a significant volume of a hazardous substance?
- Will containment, decontamination, and/or clean-up require the assistance of federal, state, county, or municipal response elements?
- Did the incident impact the environment, or threaten to impact the environment (e.g. animals, plant life, wetlands, sewers, waterways, agricultural properties, or roadways?
- Is there an increased potential for secondary effects including fire, explosion, line rupture, equipment failure, or other outcomes that may endanger employees, the general public, or the environment?



CAER Hazardous Materials Minor Spill & Release incident Report [June 2002]

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Hazardous Materials Minor Spill and Release Incident Report Form

Approved Jointly by CAER (Community Awareness & Emergency Response) and Santa Barbara County Fire Chiefs

INCIDENT REPORTING

Who is obligated to notify?

Requirements for immediate notification of all spills or releases cover: Owners, Operators, Persons in Charge, and Employees. Notification is required regarding releases from facilities, vehicles, vessels, pipelines and railroads.

What is a release?

Any spilling, leaking, pumping, pouring, emitting, emptying, discharging, injecting, escaping, leaching, dumping, or disposing into the environment, unless permitted or authorized by a regulatory agency – CA H&SC 25501(s)

Who must be notified of a spill and/or release in Santa Barbara County?

Pursuant to the California Health and Safety Code Section 25507, and Santa Barbara County Ordinances, all hazardous material releases must be reported at once to the County CUPA /Administrating Agency and/or State OES. In Santa Barbara County, the CUPA (County Fire Department Protection Services Division is the Authorized Agency), the local fire agency and the County Office of Emergency Services must be notified. When a minor spill and/or release occurs, the Hazardous Materials Minor Spill and Release Incident Report Form is to be faxed to the County Fire Department Protection Services Division within one (1) working day. Follow-up the fax with a telephone call the next working day to verify receipt of the fax. This will satisfy the emergency notification for these agencies in Santa Barbara County only. Other reporting requirements may apply.

What other agencies may need to be notified?

In addition to 9-1-1 and/or faxed Incident Report, the following apply under varying circumstances:

- All releases that equal or exceed Federal Reportable Quantitles – Call the National Response Center (NRC) at 1-800-424-8802 or on-line at www.nvc.uscg.mil/online.htm
- All releases on highway – Call California Highway Patrol at (805) 967-1234.
- All hazardous waste tank releases – Call Department of Toxic Substances Control Regional Office at (818) 551-2933
- All serious worker injuries or harmful exposures – Call Cal OSHA District Office at (805) 654-4581
- All oil spills at drilling and production fixed facilities – Call Conservation Department, Division of Oil, Gas and Geothermal Resources at (805) 937-7246.
- All spills with a potential to impact State water quality – Call State Fish & Game Department at (916) 445-0045
- All significant, potential or actual railroad releases – Public Utilities Commission at (213) 897-2975.
- All Hazardous Liquid Pipelines – Call local fire department.
- All Natural Gas Pipelines – Call Public Utilities Commission at (213) 897-2975.
- Consult Federal, State and Local laws and regulations for complete notification requirements.

Reminder: All hazardous material releases reported to Santa Barbara County Fire Department Protection Services Division, must also be reported to the State OES at 800-852-7550.

What other statutes and regulations require emergency notification of a hazardous chemical release?

• California Health and Safety Code	Sections 25270.8, 25507, 25503(c)(9)
• CA Vehicle Code	Section 23112.5
• CA Public Utilities code	Section 7673 (c)
• CA Government Code	Sections 51018, 8670.25.5(a)
• CA Water Code	Sections 13271(a), 13272(a), 13260(a)
• California Labor Code	Section 9030
• U.S. Code, Title 42	Sections 9603, 11004
• California Code of Regulations	Title 8, Section 5209 Title 13, Section 1166 Title 14, Section 1722(h) Title 19, Sections 2703, 2705 Title 22, Sections 66265.56(j), 66265.196(e) Title 23, Sections 2230, 2250, 2251, 2260
• 49 CFR	Parts 100 – 177, 263 Section 263.30
• 49 CFR	Part 171.16

Other Federal and State laws / regulations may apply.

Are there any web sites available to review the statues and regulations?

State Regulations	http://www.oes.ca.gov http://www.calregs.com/ http://www.leginfo.ca.gov/calaw.html
Federal Regulations	http://www.access.gpo.gov/nara/cfr/index.html

CAER Hazardous Materials Minor Spill & Release incident Report [June 2002]

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Hazardous Materials Minor Spill and Release Incident Report Form

Approved Jointly by CAER (Community Awareness & Emergency Response) and Santa Barbara County Fire Chiefs

Fax Completed Report to Santa Barbara County Fire Department Protection Services Division. Follow-up with telephone verification to 686-8170
(805) 686-8183

INCIDENT AND RESPONSE DESCRIPTION — 911 CALLED? ☐ YES ☐ NO

Date / Time Discovered	Date / Time Discharge	Discharge Stopped ☐ Yes ☐ No
Incident Reporting Date / Time		
Incident Business / Site Name		
Incident Address		
Other Locators (Bldg, Room, Oil Field, Lease, Well #, GIS)		
Please describe the incident and indicate specific causes and area affected.		
Indicate actions to be taken to prevent similar spills from occurring in the future.		

2. ADMINISTRATIVE INFORMATION

Business Name	
Address	
Supervisor in charge at time of incident	Phone
Contact Person	Phone

3. CHEMICAL / RELEASE INFORMATION — *CALL 911 FOR ANY RELEASES INTO WATERWAYS, WETLANDS, OR AGRICULTURE AREAS.*

Chemical	Quantity ☐ GAL ☐ LBS ☐ FT^3
Chemical	Quantity ☐ GAL ☐ LBS ☐ FT^3
Chemical	Quantity ☐ GAL ☐ LBS ☐ FT^3

Clean-Up Procedures & Timeline:

Completed By		Phone
Print Name	Title	Date and Time

SANTA BARBARA COUNTY FIRE DEPARTMENT PROTECTION SERVICES DIVISION USE ONLY

Date Received	Time	OES Control #	CIR #
Received By		Assigned To	ER ☐ Yes ☐ No
Date / Time Reported to 911		Late Report ☐ Yes ☐ No	INCIDENT #
From 911 Dispatch ☐ Yes ☐ No	Dispatch Requested HMU Respond ☐ Yes ☐ No		Time of Dispatch Request
Time HMU Responding	Time On Scene	Time Back in Service	☐ Joint ☐ Multi-Agency
PROP 65 ☐ YES ☐ NO	DATE/TIME TO HCS	DATE/TIME TO COUNTY OES	
MATERIAL		VOLUME	
HAZARD		EVACUATION/ACCESS RESTRICTED ☐ YES ☐ NO	

Current Status
☐ Clean-Up Underway ☐ Condition Abated ☐ No Action Taken
☐ Pollution Characterization Underway ☐ Preliminary Site Assessment Underway ☐ Other
☐ Case Closed (Clean-Up Completed or Unnecessary) ☐ Investigation

COMMENTS

NOTIFICATION CHECKLIST — CODE 20 ☐ YES ☐ NO ☐ UNKNOWN

☐ COUNTY OES	☐ COUNTY PETROLEUM	☐ COUNTY AG COMM	☐ LOCAL FIRE _____	☐ APCD	☐ CAL TRANS
☐ STATE OES RESPONSE	☐ STATE DOGGR	☐ STATE FISH & GAME	☐ ROAD DEPT	☐ CHP	☐ CAL OSHA
			☐ STATE RWQCB	☐ EHS	☐ DTSC

CAER Hazardous Materials Minor Spill & Release Incident Report [June 2002]

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3.0 VENOCO EMERGENCY MANAGEMENT SYSTEM

3.1 RESPONSE ORGANIZATION

VENOCO has organized an emergency response organization using the structure of the Incident Command System (ICS). The organization consists of two interrelated response teams, an Initial Incident Response Team (IIRT) and a Sustained Incident Response Team (SIRT). Diagrams of the response teams are shown in Figure 3-1 and 3-2. Duty Sheets for the response organization are included in Attachment 3-1 at the end of this section.

VENOCO's response to an incident is organized around the VENOCO Emergency Management System (VEMS) functions to:

- Mobilize resources to control and contain an incident with rapid, responsible and effective actions.
- Minimize damage, injury and environmental effects from the incident.
- Manage information accurately for tactical and strategic decisions.
- Maintain a positive relationship with government agencies, the media and the public.

3.1.1 Initial Incident Response Team

The VENOCO Person-In-Charge at the scene heads the IIRT as the Incident Commander (IC). The minimum elements of the ICS are three positions: IC, Safety and Operations. The IIRT consists of all facility personnel on site at the time of detection of the incident. The IIRT is responsible for isolation, containment, and control if:

- The event source has been controlled.
- The IIRT has adequate resources to handle the incident.

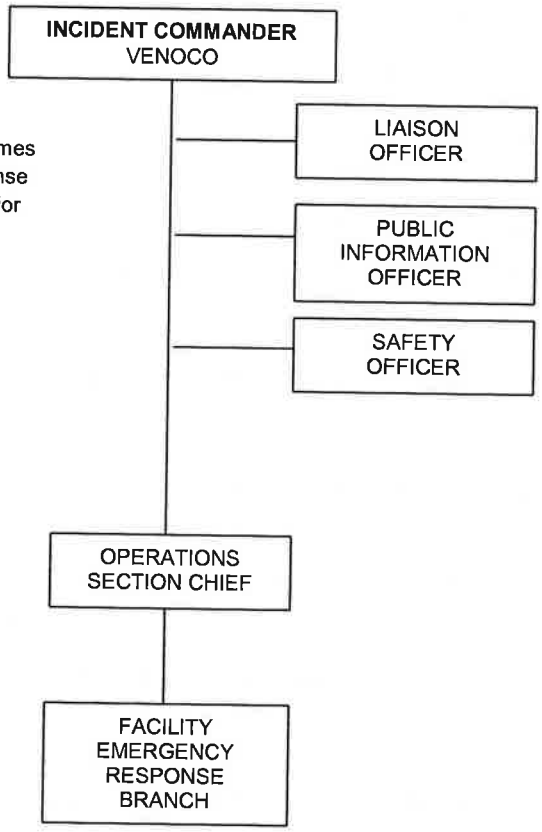
3.1.2 Sustained Incident Response Team

The Sustained Incident Response Team (SIRT) is organized into five functional sections: Command, Operations, Planning, Logistics, and Finance and is activated to the level necessary, if:

- The spill requires additional responses not available to the IIRT.
- The source remains uncontrolled.
- The spill threatens to go or goes offsite.
- The spill threatens the ocean.
- The exact nature of the incident is unclear.

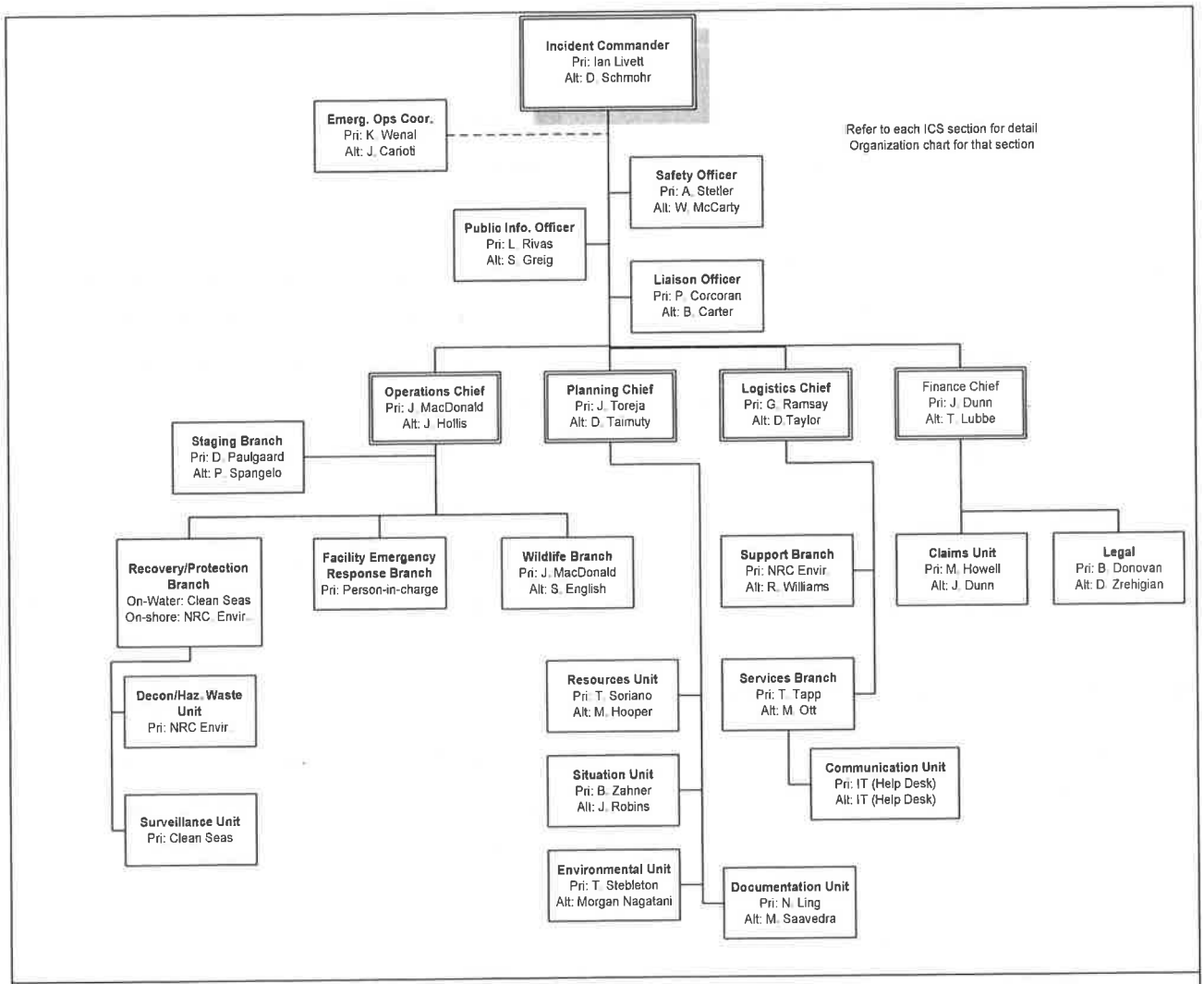
NOTES

- The Operator in Charge on duty assumes control over the Initial Incident Response Team pending arrival of the more senior VENOCO person.



VENOCO **Initial Incident Response Team** **Figure 3-1**

The IC of the IIRT serves initially as the Incident Commander until relieved by the IC of the SIRT. Each Section Chief calls up team members of his/her section as appropriate. The SIRT (see Figure 3-2) includes standard ICS positions that would be filled by Venoco and contract personnel. The call-up list for the IIRT and SIRT are provided in Section 2, Table 2-3.



VENOCO **Sustained Incident Response Team (SIRT)** **Figure 3-2**

3.2 QUALIFIED INDIVIDUAL AND DESIGNATED ALTERNATE

IIRT

Qualified Individual:	Jeff MacDonald
Designated Alternate for Qualified Individual:	Person-In Charge

SIRT

Qualified Individual:	Ian Livett
Designated Alternate for Qualified Individual:	Donn Schmohr

(Refer to Table 2-3 for telephone numbers.)

The authority of the Qualified Individual is given to the Incident Commanders. The Qualified Individual is responsible to ensure the call-out of the local cooperative and local stakeholders (first tier) and implementation of the response plan. The Qualified Individual will immediately take command responsibility of the emergency in conjunction with local, State, or Federal Coordinators per Area Contingency Plan (ACP).

3.3 INDUSTRIAL MUTUAL AID

Ellwood Pipeline, Inc. (EPI) is a member of the Santa Barbara County Oil and Gas Industry Emergency Response Plan and the Petroleum Industry Mutual Aid agreement (PIMA). Venoco, Inc. serves as the operator for EPI and therefore offers and will provide emergency resources as available to other PIMA members in accordance with the agreement. See Appendix M.

3.4 CONTINUITY OF BUSINESS MANAGEMENT

Continued or resumed operations shall be a decision made after information is gathered, analyzed, and discussed with VENOCO management and jurisdictional agencies as necessary. Employee and public safety, and environmental protection will continue to be the priority in this decision process. Some factors to be considered include:

- Safety of operations.
- Availability of trained personnel.
- Adequacy of communications.
- Capacity to process.
- Necessity to inspect or certify piping and vessels.
- Ability to bypass damaged portion of process.
- Economics of repair.

ATTACHMENT 3-1

DUTY SHEETS

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Incident Commander

Immediate Response

1. Report to the Command Center.
2. Obtain information and assess magnitude of the incident.
3. Formulate initial response plan.
4. Activate SIRT.
5. Schedule on-scene briefings, planning sessions, and Unified Command meetings.
6. Ensure safety of all personnel.
7. Keep Venoco management informed of the incident and actions taken.
8. Maintain communications with incident observers.
9. Ensure all appropriate agencies are notified.
10. Meet and brief responding agency representatives.
11. Document all actions.

Continuing Response

1. Direct and manage overall response effort, including Command Staff and Section Chiefs.
2. Direct with assistance from Liaison Officer, Planning and Operations Section Chiefs, report preparation: Incident Assessment, Incident Status Reports, Incident Action Plans, Victims List, and final written report on response operations.
3. Formulate strategic decisions related to response.
4. Meet and brief agency officials on response effort.
5. Approve media briefings and activities of visitors (public, government, media).
6. Approve reports to Management and serve as their representative throughout the incident.
7. Document all actions.

Pre-Emergency Planning

1. Review and approve pre-emergency planning activities.
2. Review response team assignments.
3. Determine appropriate emergency authorization guidelines.
4. Keep apprised of Clean Seas' capabilities. Keep apprised of available contractor assistance. Develop mutual agreements as appropriate.
5. Develop initial response team briefing agenda.

Public Information Officer

Immediate Response

1. Activate staff as required.
2. Assist in contacts with government representatives.
3. Monitor media coverage and respond appropriately with approved statements.
4. Advise IC on external implications of activities.
5. Serve as spokesperson as appropriate.
6. Prepare and release regular press statements after approval by IC and Legal Advisor.
7. Provide recommendations on communication priorities.
8. Establish and distribute media guidelines to SIRT members.
9. Coordinated communications with local, state, and federal representatives.
10. Document all actions.

Continuing Response

1. Provide assistance in obtaining agency approvals.
2. Coordinate release of information to government representatives and the media.
3. Provide a liaison with agency public information representatives and other government officials.
4. Establish and activate a Joint Information Center.
5. Ensure updated information is provided to the media and the public.
6. Document all actions.

Pre-Emergency Planning

1. Develop and maintain contacts with government, community, and media representatives.
2. Develop and maintain staffing plan.
3. Ensure staff training.
4. Prepare guidelines for effective public affairs program.
5. Keep apprised of "sensitive" issues.
6. Provide media training annually for the response team.
7. Identify potential media centers, communication needs, and equipment requirements.
8. Maintain media contact list, and contract for news clipping and video service.

Liaison Officer

Immediate Response

1. Activate staff as required.
2. Establish and maintain contacts with government representatives and community organizations.
3. Advise IC on external implications of activities.
4. Serve as spokesperson as appropriate.
5. Provide recommendations on communication priorities.
6. Document all actions.

Continuing Response

1. Coordinate visits by agency and community representatives with IC.
2. Coordinate release of information to government representatives and the media.
3. Provide a liaison with government officials and community representatives.
4. Together with Legal Advisor, assist Planning Section Chief in obtaining necessary government approvals and permits.
5. Coordinate Company response efforts with Regional Response Team (RRT) or any other committee formed by the agency representatives during the response.
6. Manage the assignment of volunteers and arrange with Logistics to provide support services for volunteers, as needed.
7. Document all actions.

Pre-Emergency Planning

1. Develop and maintain contacts with government and community representatives.
2. Develop and maintain staffing plan.
3. Ensure staff training.
4. Keep apprised of "sensitive" issues.

Safety Officer

Immediate Response

1. Report to field location(s) and ensure adherence to all safety rules and regulations.
2. Prepare Site Specific Safety Plan and Site Characterization.
3. Activate Safety staff.
4. Mobilize safety equipment.
5. Advise the IC of any casualties/injuries and required first aid assistance.
6. Provide safety observations to Operations Section.
7. Set up first aid stations and provide first aid.
8. Liaison with public safety providers.
9. Establish a hazard safety zone and evacuate/keep out all non-essential personnel.
10. Document all actions.

Continuing Response

1. Prepare safety-related reports for submission to the IC.
2. Issue Safety Bulletins/Messages to response personnel.
3. Coordinate safety effort with agency representatives (Fire, Police, Emergency Rescue).
4. Continuously monitor activities and report any unsafe conditions or operations to the Operations Section Chief.
5. Work with Services to ensure contractor personnel have the required OSHA or special training.
6. Provide fire extinguishers at prescribed locations around the hazard zone.
7. Ensure availability and usage of appropriate PPE and safety equipment.
8. Implement Decontamination Procedures.
9. Command search and rescue operations, as needed.
10. Contact medical centers/hospitals to alert them of incident and potential number of injuries.
11. Inspect and control sanitation problems and ensure safe provision of drinking water and food.
12. Document all actions.

Pre-Emergency Planning

1. Keep apprised of federal and state safety rules and regulations.
2. Develop safety training and inspection programs.
3. Maintain list of safety contractors and inventory for safety and PPE equipment.
4. Develop supply and services checklist.

Operations Section Chief

Immediate Response

1. Report directly to IC.
2. Direct all response operations.
3. Establish Field Command Post at incident site
4. Activate field operations staff and determine additional staffing requirements.
5. Work with Planning on Shoreline Protection Plan.
6. Coordinate pre-cleanup of beaches threatened by spill to minimize disposal needs.
7. Work with Planning on Beach Cleanup Plan.
8. Determine if non-related operations need to be shut down.
9. Work with other Section Chiefs to determine priority of response effort, resource requirements, and allocation of resources.
10. Keep IC informed of response actions.
11. Document all actions.

Continuing Response

1. Coordinate response effort of Onshore and Offshore groups.
2. Manage all containment and cleanup operations.
3. Provide daily progress reports to IC.
4. Ensure safety procedures are followed.
5. Evaluate effectiveness of response operations; adjust resources as necessary.
6. Document all actions.

Pre-Emergency Planning

1. Review and approve pre-emergency planning activities.
2. Maintain staffing plan.
3. Develop status reports to be provided to IC.
4. Ensure appropriate training for staff.
5. Keep informed of Clean Seas' and response contractor's capabilities and staffing.

Staging Area Manager

Immediate Response

1. Locate and establish staging areas for onshore and offshore operations.
2. Establish layout of each staging area.
3. Provide security for response personnel, facilities, and staging areas.
4. Work with Services to provide the required supplies and services.
5. Documents all actions.

Continuing Response

1. Assess need for additional sites.
2. Work Services to ensure supplies and services as provided as requested.
3. Establish check-in/check-out system for resources entering or leaving staging areas.
4. Prepare in-advance a list of needed resources, including lead times.
5. Keep Operations informed of resource status changes.
6. Demobilize staging area(s) when requested.
7. Evaluate security needs continually.
8. Work with Services Branch to implement security measures as expeditiously as possible.
9. Document all actions.

Pre-Emergency Planning

1. Identify potential staging areas.
2. Develop procedures for handling resources in staging areas.
3. Develop Demobilization Plan.
4. Maintain up-to date list of security services, including material and equipment needs and lead times.

Facility Emergency Response Branch Manager
Immediate Response
1. Organize and direct facility emergency response operations. 2. Account for all personnel. 3. Conduct initial investigation of the upset condition. 4. Assess damage/impact to affected facilities and implement corrective action if possible and safe to do so. 5. Over-respond and stand down if necessary. 6. Consult and coordinate response operations with Engineering as necessary. 7. Work with Safety Officer to maximize safety of response personnel. 8. Document all actions.
Continuing Response
1. Ensure response personnel have necessary resources. 2. Work with IC to determine if and to what extent the SIRT should be activated. 3. Ensure safety of response personnel. 4. Document all actions.
Pre-Emergency Planning
1. Ensure emergency response preparedness among personnel.

Engineering Branch Manager

Immediate Response

1. Organize and direct damage control operations.
2. Conduct initial investigation of the upset condition.
3. Assess damage/impact to affected facilities and implement engineering solutions as necessary.
4. Coordinate engineering activities with response operations.
5. Work with Safety Officer to maximize safety of engineering personnel.
6. Document all actions.

Continuing Response

1. Ensure engineering personnel have necessary resources.
2. Provide general technical assistance as needed.
3. Assist response team members in determining need for technical specialists.
4. Work with Finance to execute contracts.
5. Work with Planning to ensure technical services comply with Company requirements.
6. Coordinate review of solicited and unsolicited proposals for technical work.
7. Inform Planning of "new ideas" that have technical merit or technical services that may improve the efficiency or effectiveness of response operations.
8. Document all actions.

Pre-Emergency Planning

1. Maintain a list of technical services and technical specialists.
2. Keep informed of technical developments.
3. Plan for damage control operations.

Wildlife Branch Manager

Immediate Response

1. Assess impact and potential to onshore, shoreline and offshore wildlife.
2. Make necessary notifications to California Oil Wildlife Care Network and trustee agencies (CA Dept. of Fish and Game and U.S. Fish and Wildlife Service).
3. Provide liaison between Company and the Department of Fish and Game and U.S. Fish and Wildlife Service and CA OWCN.
4. Work with Logistics to provide requested resources.
5. Advise Operations of the potential effect on marine life of the use of chemicals and cleanup materials.
6. Document all actions.

Continuing Response

1. Work with trustee agencies and OWCN to ensure personnel have necessary resources.
2. Work with Liaison to provide volunteers as requested by trustees agencies and the OWCN.
3. Arrange for the factual documentation by consultants on the effect of the spill on critical wildlife areas.
4. Keep fully informed of the progress of control, containment, and cleanup operations.
5. Work with Finance to execute contracts.
6. Work with Planning to ensure technical services comply with Company requirements.
7. Document all actions.

Pre-Emergency Planning

1. Maintain a list of wildlife specialists who can be contacted in the event of a spill.
2. Keep informed of new developments in bird and wildlife cleaning and rehabilitation techniques.

Recovery / Protection Branch Manager

Immediate Response

1. Organize and direct onshore and offshore protection strategies and containment, recovery and storage operations.
2. Conduct initial investigation of the upset condition.
3. Assess impact and potential to onshore and offshore areas and implement protection and recovery strategies as necessary.
4. Coordinate activities with other Branch managers.
5. Work with Safety Officer to maximize safety of personnel.
6. Document all actions.

Continuing Response

1. Ensure personnel have necessary resources.
2. Provide general technical assistance as needed.
3. Assist response team members in determining need for technical specialists.
4. Work with Finance to execute contracts.
5. Work with Planning to ensure technical services comply with Company requirements.
6. Coordinate review of solicited and unsolicited proposals for technical work.
7. Inform Planning of "new ideas" that have technical merit or technical services that may improve the efficiency or effectiveness of response operations.
8. Document all actions.

Pre-Emergency Planning

1. Maintain a list of technical services and technical specialists.
2. Keep informed of technical developments.
3. Develop protection and recovery strategies.

Surveillance Unit Leader

Immediate Response

1. Report to the Recovery/Protection Branch Manager Chief.
2. Organize and direct surveillance operations in association with VENOCO's offshore response contractor.
3. Provide surveillance information to Operations.
4. Work with Logistics to obtain need resources.
5. Document all actions.

Continuing Response

1. Ensure personnel have necessary resources.
2. If needed, work with U.S. Coast Guard and FAA to restrict sea and air space.
3. Coordinate surveillance operations with Planning.
4. Coordinate activities with surveillance by government agencies.
5. Document all actions.

Pre-Emergency Planning

1. Maintain a list of surveillance services and resources.
2. Keep informed of technical developments.

Decontamination / Hazardous Waste Unit Leader

Immediate Response

1. Work with Safety to implement Decontamination Plan.
2. Develop and implement Waste Management Plan, including quantifying the amount of liquid hydrocarbons recovered.
3. Work with Logistics to obtain needed resources.
4. Document all actions.

Continuing Response

1. Ensure personnel have necessary resources.
2. Monitor temporary storage, transportation, disposal, and recycling of wastes.
3. Arrange for Company-approved contractors/laboratories to sample and test wastes.
4. Arrange for Company-approved contractors to transport wastes to approved disposal sites.
5. Document all actions.

Pre-Emergency Planning

1. Maintain a list of Company-approved waste management contractors.
2. Keep informed of all applicable state and federal regulations concerning waste management.
3. Review and update Decontamination Procedures and Waste Management and Disposal Plan as needed.

Planning Section Chief

Immediate Response

1. Coordinate with Operations Section Chief and IC to develop an initial Incident Response Plan.
2. Contact other Section Chiefs to determine situation and support requirements.
3. Document all actions.

Continuing Response

1. Continue to develop and update action plans (Refer to Sections 2.3.3.6-2.3.3.10 of OSCP).
2. Effectively monitor, track, and determine spill trajectory using all available applicable methods (Refer to Sections 2.3.3.6-2.3.3.7 of OSCP)
3. Coordinate follow-up checks with other staff members to ensure all agencies and individuals receive required reports.
4. Obtain approval for alternate remediation strategies (Refer to Appendix J.2 and J.3 of OSCP)
5. Ensure status boards are maintained.
6. Ensure work requests are used by response personnel.
7. Coordinate documentation of all aspects of the response effort.
8. Coordinate tracking of response personnel with Services Branch.
9. Document all actions.

Pre-Emergency Planning

1. Support IC pre-emergency planning activities.
2. Research and define operations/activities that require federal, state, and/or local permits.
3. Maintain a roster of personnel and equipment contractors that may be contacted on a 24-hour basis to support a response.

Environmental Unit Leader

Immediate Response

1. Manage all environmental issues.
2. Seek and obtain necessary permits and approval from appropriate government and trustee agencies such as California DFG, U.S. FWS, and National Marine Fisheries.
3. Provide assistance in obtaining permits and approvals for dispersant use, *in situ* burning and/or waste disposal.
4. If necessary, obtain permits to use certain types of equipment and vehicles in restricted areas.
5. Collect initial baseline environmental information.
6. Document all actions.

Continuing Response

1. Work with Wildlife Branch to ensure retrieval, cleaning and rehabilitation of affected wildlife.
2. Monitor response plans and activities, and advise Planning Section Chief of permit requirements (Refer to Section 2.3.3.6-2.3.3.10 of OSCP).
3. Monitor compliance with permit requirements.
4. Assist Planning in developing mitigation measures.
5. Collect area environmental information and continually assess damage/potential damage to environment (Refer to Appendix M of OSCP and ACP).
6. Provide liaison between Company and CA Department of Fish and Game / OSPR.
7. Advise Operations on potential effects of operations to the environment and/or sensitive resources (Refer to Appendix H, I, and J of OSCP).
8. Arrange for consultants to document the effect of the spill on sensitive resources.
9. Document all actions.

Pre-Emergency Planning

1. Maintain a list of environmental consultants.
2. Research and define operations/activities that require federal, state, and/or local permits.
3. Review Dispersant Use Plan, *In Situ* Burning Plan, and sensitive resource database.
4. Keep current on wildlife cleaning and rehabilitation techniques.

Documentation Unit Leader

Immediate Response

1. Provide "real time" documentation of ongoing response.
2. Publish and distribute frequently incident status chronology based on event logs during the response.
3. Contact Section Chiefs to ensure effective and proper documentation.
4. Ensure documentation of meetings with agency representatives.
5. Use still photography and video to document the incident.
6. Document all actions.

Continuing Response

1. Ensure IC has good written records available to him at all times.
2. Continue to publish and distribute incident status chronology.
3. Maintain files of all correspondence, reports, data sheets, etc.
4. Arrange for collection of news clippings and other information provided by media.
5. Provide duplication services to personnel.
6. Arrange for packing and storing of incident files for legal, analytical, and historical purposes.
7. Coordinate all documentation and prepare Final Incident Report.
8. Provide administrative support as needed.

Pre-Emergency Planning

1. Develop documentation procedures for the response team.
2. Obtain and maintain audio recording, still photography and video equipment.
3. Maintain a list of still photographers and video consultants.
4. Maintain documentation supplies.

Situation Unit Leader

Immediate Response

1. Receive information only from Command and Section Chiefs.
2. Assist and maintain Information Center at the Incident Command Center.
3. Maintain status boards.
4. Post information from IIRT before transition to SIRT.
5. Document all actions.

Continuing Response

1. Maintain accurate and complete incident files.
2. Participate in planning meetings as required.
3. Ensure response team is aware of information by timely postings on status boards.
4. Provide a liaison with agency public information representatives and other government officials.
5. Document all actions.

Pre-Emergency Planning

1. Prepare and format status boards.
2. Ensure adequate supplies.
3. Ensure staff training.

Resources Unit Leader

Immediate Response

1. Receive resource information only from Command and Section Chiefs.
2. Develop and maintain a master list of all resources, including check-in, status, current location, etc.
3. Gather, post and maintain incident resource status.
4. Document all actions.

Continuing Response

1. Maintain accurate and complete information on availability of resources.
2. Participate in planning meetings as required.
3. Ensure resource postings on status boards.
4. Establish check-in function at incident locations.
5. Provide a liaison with agency public information representatives and other government officials.
6. Document all actions.

Pre-Emergency Planning

1. Prepare master resource lists.
2. Ensure adequate supplies.
3. Ensure staff training.

Logistics Section Chief

Immediate Response

1. Activate Services and Support Branch Managers as necessary.
2. Ensure safety of all responders.
3. Coordinate establishment of Field Command Posts with Operations.
4. Ensure delivery of response equipment, material and supplies.
5. Document all actions.

Continuing Response

1. Provide transportation, food and lodging services.
2. Coordinate with Operations and Planning/Environmental to obtain beach access.
3. Coordinate communications (radios, phones, facilities).
4. Evaluate security needs with IC and Operations Section Chief.
5. Maintain daily file of all equipment used and inform IC of deficiencies.
6. Coordinate logistics of demobilization.
7. Document all actions.

Pre-Emergency Planning

1. Review pre-emergency planning activities.
2. Maintain staffing plan.
3. Develop status reports to be provided to IC.
4. Ensure staff training.
5. Develop logistics action plan that identifies supplies and services needed and possible sources, including private enterprise, cooperatives, and in-house.
6. Keep supply and services list up-to-date.
7. Identify companies with which to maintain basic ordering agreements.

Support Branch Manager

Immediate Response

1. Manage logistic plans in support of the response effort.
2. Provide equipment, facilities and supplies to support the response effort
3. Ensure equipment and materials, transportation and facilities are provided for the response effort.
4. Determine initial support operations in coordination with Logistic Section Chief and Services Branch Manager.
5. Document all actions.

Continuing Response

1. Develop distribution plan for personnel, equipment, material, and supplies.
2. Provide fuel and lubricants delivery to support operations.
3. Provide portable sanitary facilities and arrange for regular maintenance.
4. Identify and if necessary secure services for fabrication.
5. Implement regular inspection and maintenance of response equipment.
6. Provide contract manpower for response and continued operations as needed.
7. Maintain a current file of all available personnel and their location.
8. Establish personnel recruiting office if needed.
9. Assist in making travel and lodging arrangements.
10. Work with Finance on payroll requirements for contract labor.
11. Maintain records for contracted transportation services and ensure their compliance with transportation-related standards and regulations, and work with agencies to establish transportation routes.
12. Ensure necessary materials and supplies are on-hand to keep equipment operational.
13. Evaluate adequacy and maintenance of facilities and make modifications as needed.
14. Ensure facilities comply with Building and Safety Codes.
15. Document all actions.

Pre-Emergency Planning

1. Keep up-to-date list of support needed and providers for response operations.

Services Branch Manager

Immediate Response

1. Manage contracted services for the response effort.
2. Implement staffing program.
3. Ensure equipment and materials, transportation and facilities are provided for the response effort.
4. Coordinate deployment of contract manpower with Operations and Finance Section Chiefs.
5. Document all actions.

Continuing Response

1. Arrange for first aid, medical services and transportation for injured or ill response personnel.
2. Ensure Communications Unit Leader has adequate resources to implement an effective Communications Plan.
3. Provide food and potable water for response personnel.
4. Work with Finance on payroll requirements for contract labor.
5. Develop a Security Plan and coordinate security measures with local law enforcement agencies.
6. Maintain a Visitor's Log at the Command Post.
7. Document all actions.

Pre-Emergency Planning

1. Keep up-to-date list of services needed and service providers for response operations.

Communications Unit Leader

Immediate Response

1. Implement Communications Plan.
2. Locate and obtain Mobile Communications Vehicle.
3. Arrange for additional radios, telephones, facsimiles, and PCs as necessary.
4. Document all actions.

Continuing Response

1. Maintain an inventory of radio distribution and call signs.
2. Track distributed communications equipment.
3. Ensure operability of the communications network.
4. Install and test communications equipment.
5. Maintain and repair communications equipment.
6. Establish and manage communications and messaging center.
7. Document all actions.

Pre-Emergency Planning

1. Develop a Communications Plan for supplementing existing communications.
2. Review and upgrade emergency notification system as necessary.
3. Maintain up-to-date list of suppliers and services.

Finance Section Chief

Immediate Response

1. Activate support staff.
2. Prepare and approve contracts and expenditures for response.
3. Advise IC of expenditures.
4. Document all actions.

Continuing Response

1. Coordinate activities of staff.
2. Oversee family support protocol in the event of an injury or death to a Company employee or contractor.
3. Communicate essential cost information to appropriate personnel.
4. Provide cost forecasts for response operations to IC.
5. Ensure Work Requests are being used by section personnel.
6. Document all actions.

Pre-Emergency Planning

1. Maintain staffing plan, including contract labor sources.

Claims Unit Leader

Immediate Response

1. Activate support staff.
2. Notify other Accounting/Auditing supervisors.
3. Establish Claims Center/Phone Number if necessary.
4. Document all actions.

Continuing Response

1. Coordinate activities of staff.
2. Maintain accounting of response expenditures.
3. Ensure Accounting and Auditing is staffed as needed.
4. Review requests for personnel and equipment, contracts, invoices, rental agreements, etc.
5. Communicate essential cost information to appropriate personnel.
6. Continually audit material billings and manpower.
7. Provide qualified claims adjusters to investigate claims of damage.
8. Handle inquiries from insurance companies and accompany claims adjusters on tour of site.
9. Work with insurers on settlements as a result of an injury or death.
10. Work with Services to develop Procurement Plan.
11. Develop and implement Cost Accounting Program.
12. Review, negotiate, and process contracts.
13. Develop and administer a cash account and payroll system.
14. Document all actions.

Pre-Emergency Planning

1. Develop procedures to receive, review, and process damage claims.
2. Maintain staffing plan, including contract labor sources.
3. Develop Cost Accounting Program.
4. Maintain list of existing contracts and basic ordering agreements.

Legal Advisor

Immediate Response

1. Activate staff and estimate additional staff required.
2. Advise IC and Section Chiefs of legal sensitivities and required documentation that may be required in potential lawsuits and insurance claims.
3. Lead investigative team to determine the cause of the incident and collect data that may be needed for future legal activity.
4. Review documentation responsibilities with the response team.
5. Review contracts as needed.
6. Provide consultation as necessary.
7. Coordinate legal activities.
8. Document all actions.

Continuing Response

1. Review appropriateness of submitted documentation.
2. Review claims and contracts as needed by Finance Section.
3. Provide legal approval of all reports provided to government agencies.
4. Coordinate legal activities.
5. Document all actions.

Pre-Emergency Planning

1. Review and approve pre-emergency planning activities.
2. Maintain staffing plan and appropriate training.
3. Develop documentation program.
4. Identify law firms with oil spill experience to provide assistance during an incident.
5. Keep apprised of all applicable rules and regulations.
6. Coordinate with Staging / Security to develop a plan for investigating/documenting the cause of the incident.
7. Provide consultation as necessary.

4.1 OBJECTIVES

VENOCO's operational goal for the South Ellwood Field is to prevent emergency incidents. The Company is committed to use equipment and systems that comply with government rules and regulations and/or meet industry standards, and to follow sound operational and maintenance procedures. To ensure response preparedness, all employees and contractors associated with operations at its facilities are required to be familiar with this plan and must participate in specified training/exercise programs simulating emergency incident response.

The primary objectives in responding to any incident are:

- To save lives and prevent injuries of personnel.
- To minimize environmental impacts.

Although response actions vary depending on the incident, general priorities have been assigned to response actions for satisfying these objectives. These priorities are provided in Table 4-1.

4.2 RESPONSE ACTIVATION

The Emergency Action Plan will be activated immediately after the occurrence of any event described in this plan by the highest-ranking on-duty VENOCO employee who assumes the position of Incident Commander until formally relieved by the Ellwood Operations Supervisor, other qualified VENOCO representative, or agency On-scene Coordinator per ACP. The Incident Commander will activate this plan by employing the Plan Activation Checklist (Tables 4-1 and 4-2).

VENOCO'S Incident Commander will work with other responsible agency Incident Commanders of the Unified Command to formulate tactical and strategic decisions. Depending on the size of the incident, the response organization will be comprised of the Initial Incident Response Team (IIRT) and if required, the Sustained Incident Response Team (SIRT) described in Section 3 of this plan, activated to the extent necessary. The IIRT will be based at the Ellwood Onshore Facility located at 7979 Hollister Avenue in Goleta, California. Emergency response checklists are provided in Section 5.

VENOCO currently employs twenty five (25) people at the EOF. The plant runs seven (7) days per week and twenty four (24) hours per day. The minimum number of Operations staff at the EOF at any time is four (4) operations personnel working 12 hours shifts 5 a.m. to 5 p.m., 5 p.m. to 5 a.m. .

Normal daytime/weekday operating crew staffing levels consist of ten (11) personnel consisting of an Operations Supervisor, one (1) administrative person, one (1) engineer, and eight (8) operations staff. Addtionally there are a number of contract personnel on site. Normal weekend/daytime operating crew staffing levels consist of four (4) operations personnel. . Normal night time operating crew staffing levels

consist of four (4) operations personnel

4.3 COMMAND POSTS AND STAGING AREAS

The facility at which the emergency event occurs is the initial incident command post. Depending on the conditions of the event, the command post may be relocated to a pre-determined location as listed below or be a mobile command post as determined by the Incident Commander.

Pre-Determined Command Post Locations

- Ellwood Onshore Facility
- Platform Holly
- Venoco Carpinteria Office
- Clean Seas Yard (meeting room)
- Clean Seas mobile command post

During emergency response locations will be needed to stage equipment, personnel, materials, etc. Pre-designated staging areas include Venoco Ellwood facilities not impacted by the event, and nearby local commercial and private parking lots. Staging areas will be identified and determined by the Venoco SIRT organization in conjunction with Incident Commander.

TABLE 4-1: GENERAL PRIORITIES OF RESPONSE ACTIONS	
PRIORITY	**ACTION**
1	**Assess the situation**. If safe: • Identify source of release and its potential toxic or combustible nature (see Appendix C). • Establish hot zone and determine ambient conditions. • Sound alarm, warn people, and evacuate facility if necessary (see Section 7).
2	**Save lives and prevent injuries**. • Dial 9-1-1 (or 805 683-2724 if using a cellular phone) to report emergency and obtain assistance. Activate Community Siren (catastrophic release of untreated gas) and notify adjacent properties if offsite effects. • Don required PPE if necessary. • Provide first aid. • Assist in evacuation.
3	**Initiate response actions when it is safe**. • Take immediate action to try to stop the release/flow of oil if possible and contain it if applicable and it can be done safely and quickly. • Report the event to the Ellwood Operations Supervisor or Operator-In-Charge. • Notify Clean Seas in the event of an offshore/shoreline spill. • Activate the Initial Incident Response Team. • Deploy onsite response equipment and control the effects of the incident. • Refer to response checklist as necessary (see Section 5).
4	**Assess situation and make required notifications**. • Report circumstances to Ellwood Operations Supervisor or Operator-In-Charge as soon as possible. • Notify the public, businesses, and required agencies in accordance with Table 2-2. • Initiate ICS and activate the Sustained Incident Response Team, if necessary.
5	**Minimize damage to the environment**. • Identify and protect sensitive resources and habitats . • **Over-respond** and stand down if necessary. • Mobilize and deploy additional equipment and manpower from private contractors and public agencies, as necessary. • Notify additional government agencies.
6	**Clean up and restore the affected areas**. • Prepare and submit cleanup and restoration plans (e.g., Offshore/Shoreline Cleanup Plan, Waste Disposal Plan, Shoreline Restoration Plan) for agency approval. Refer to the ACP Los Angeles/Long Beach, and/or Clean Seas Regional Resource Manual for additional information. • Implement plans efficiently and effectively.
7	**Submit report forms**. • Prepare and submit report forms as required by Company and/or agencies, in a timely manner and consistent with City, County, State, and Federal requirements.

TABLE 4-2: RESPONSE ACTIVATION CHECKLIST

ACTION	COMPLETE (INITIAL)
1 Assess the situation to verify that an emergency has occurred and decide whether Emergency Action Plan implementation is necessary.	
2. Warn employees and visitors - provide for their safety and yours.	
3. Immediately dial **9-1-1** (or **805 683-2724** if using a cellular phone) and request help. Stay on line. Answer questions.	
4. Initiate facility and/or area evacuation, as appropriate, or shelter-in-place.	
5. Isolate the problem. Activate the emergency shutdown switch, if appropriate.	
6. Take charge until formally relieved.	
7. Attempt to correct the problem if it is safe to do so.	
8. Assess Organization Transition Matrix (Table 2-1.1).	
9. Identify and initiate emergency response. Use Response Checklists (Section 5).	
10. Identify and activate appropriate response personnel. (Section 3).	
11. Make necessary offsite, agency, and company notifications (Section 2).	

4.4 EMERGENCY PROCEDURES AND STRATEGIES

4.4.1 Incident Assessment

The parameters detailed below are general guidelines for assessing the seriousness of an incident. They are not intended to be or can be comprehensive. Always rely on good judgment. Every incident is unique.

In the event of an emergency incident or threatened emergency, call 9-1-1 or if using a cellular phone, call (805) 683-2724.

To determine whether an incident poses a threat to life, health (i.e., VENOCO, surrounding properties - residences, school, businesses, golf course, hotel, beach visitors, travelers by Highway 101 or rail), property, or the environment, consider the following factors:

Affected Area

- Onsite vs. offsite
- Number of people affected or potentially affected
- Type of area
- Interior vs. exterior
- Wetland, waterway, sensitive habitat
- Direction and rate of release

Chemical Properties

- Toxicity
- Volatility
- Reactivity
- Corrosivity
- Flammability
- Other chemical characteristics

Meteorology

- Wind speed
- Wind direction
- Stability
- Ambient conditions

Personnel Capabilities

- Emergency response training
- Technical knowledge (see Section 2 & 3 for ICS roles and responsibilities)
- Experience
- Planning
- Tools/materials

Secondary Containment

- Presence
- Integrity
- Capacity

Potential For Escalation

- Stability of the situation
- Steady state versus changing
- Potential to spread
- Consequences of escalation

Ventilation

- Recirculation
- Size
- System capability

Circumstances

- Scope
- Where
- How much
- Surface material
- How much

In summary, in the event of an emergency incident, the order of tasks for each incident is based on protecting **1st LIFE, 2nd ENVIRONMENT, and 3rd PROPERTY**. Steps to take in the initial incident assessment include:

- **Hazard Identification and Recognition**. Identify where the release is coming from and going to. If applicable, isolate the scene and deny entry. Initiate notifications and Incident Command System (see Section 2).
- **Assessment of the Hazard**. Review physical and chemical properties of release material to anticipate behavior and potential outcomes given ambient conditions. Consult Material Safety Data Sheet for further information.
- **Zone of Impact**. Isolate initially in all directions and then protect persons downwind. Use isolation distances as a guide to determine incident parameter and barriers. Exclusion (hot) zone, contamination reduction (warm) zone, and support (cold) zone should be established by emergency response personnel.

4.4.2 Action Planning and Response

Four principal components of action planning are safety, stabilization, protection, and termination. Steps to be taken for each of these components are incident-specific. Response checklists have been developed for specific incidents and these are found in Section 5.

Depending on the incident, safety considerations may include:

- Determine if all personnel at the site of the emergency have been accounted for.
- Determine the need for protective actions - evacuation or sheltering-in-place (see Section 7).
- Observe plume to help assess impact to population. If population is to shelter-in-place, they should be reminded to close windows, doors, vents, heating and air conditioning systems and stay indoors.

Depending on the incident, stabilization may include:

- Shut off the source if can be done so safely.
- Isolate or begin isolation of the source if it can be done safely.

Depending on the incident, protection may include:

- Ensure affected routes of travel (e.g. highway, rail) are isolated and traffic is blocked until incident is safely stabilized.
- Protective spraying of areas with water to protect exposure.

Depending on the incident, termination may include:

- Air: Monitor situation and evacuate immediate area. Allow wind to disperse.
- Water: Isolate and treat in place with aeration or bacteria.
- Ventilate enclosed areas.
- Soil: Transport contaminated soil to approved disposal site.

In the event of a spill or a leak, employees should refer to the MSDS for the particular chemical involved for specific procedures to follow. MSDS's are updated frequently and employees must review the MSDS in the event of an incident.

Hydrogen Sulfide

Hydrogen sulfide is a colorless gas that has a rotten egg odor but is odorless at poisonous concentrations. It sinks and boils in water. It is poisonous, flammable and produces a visible vapor cloud. General guidelines to follow in the event of an H_2S release are provided below:

- **Do not rely on your sense of smell to detect H_2S.**
- Do not enter an H_2S area without proper training and authorization.
- **Never attempt to rescue an H_2S victim without proper respiratory protection in the form of a SCBA.**
- Stop the flow of gas.
- Evaporate to atmosphere and use water spray to dilute vapor cloud.
- Evacuate area.
- Personnel performing cleanup must use protective equipment.
- Eliminate all ignition sources.

Sour Natural Gas

Sour natural gas is a colorless gas with a foul odor. It is extremely flammable with harmful vapors. General guidelines to follow in the event of a release are provided below:

- Stop the flow of gas.
- Evaporate to atmosphere and use water spray to dilute vapor cloud.
- Evacuate area.
- Personnel performing cleanup must use protective equipment.
- Eliminate all ignition sources.

Liquid Petroleum Gas (Propane-Butane Mixture, LPG)

Liquid Petroleum Gas (Propane-Butane Mixture, LPG) is extremely flammable and odor is an inadequate warning of potentially hazardous air concentrations. General guidelines to follow in the event of a spill/leak of LPG are provided below:

- Shut off ignition sources; no flares, smoking or flames in hazard area.
- Evacuate all essential personnel to an area upwind.
- Do not touch or walk through spilled material; stop leak with non-sparking tools if you can do so without risk.
- Ventilate enclosed areas to prevent formation of flammable or oxygen-deficient atmospheres.
- Use water spray to reduce vapors; isolate area until gas has dispersed.
- Liquid spills will vaporize forming cold, dense vapor clouds that do not readily disperse.
- Avoid vapor cloud, even with proper respiratory equipment.

Refrigerant Propane (LPG)

Refrigerant propane is extremely flammable and odor is an inadequate warning of potentially hazardous air concentrations. General guidelines to follow in the event of a spill/leak of refrigerant propane are provided below:

- Shut off ignition sources; no flares, smoking or flames in hazard area.
- Evacuate all essential personnel to an area upwind.
- Do not touch or walk through spilled material; stop leak with non-sparking tools if you can do so without risk.
- Ventilate enclosed areas to prevent formation of flammable or oxygen-deficient atmospheres.

- Use water spray to reduce vapors; isolate area until gas has dispersed.
- Liquid spills will vaporize forming cold, dense vapor clouds that do not readily disperse.
- Avoid vapor cloud, even with proper respiratory equipment.

Condensate Distillate

Condensate distillate is extremely flammable. General guidelines to follow in the event of a release of condensate distillate are provided below:

- Shut off ignition sources; no flares, smoking or flames in hazard area.
- Remove leaking containers to detached area.
- Adsorb on fire retardant treated sawdust, diatomaceous earth, etc.
- Shovel up and dispose of at an appropriate waste disposal facility in accordance with applicable laws and regulations.
- For large spills, contain material and pump back to holding tank, if possible, for later disposal.
- Use water spray to reduce vapors; isolate area until gas has dispersed.
- Liquid spills will vaporize forming cold, dense vapor clouds that do not readily disperse.
- Avoid vapor cloud, even with proper respiratory equipment.

4.5 TOXIC GAS RESPONSE PROCEDURES WITH OFFSITE CONSEQUENCES

VENOCO has established clear and effective emergency notification procedures for notifying agencies and the public of a toxic gas release with offsite effects (see Table 2-1E). In addition to immediate notification of all responsible agencies, neighboring properties will be notified by phone. In the event of a catastrophic release, the public within the hazard footprint will be notified by a Community Siren. Signs have been posted to explain the meaning of the siren and recommended actions to take when heard.

Checklists for the South Ellwood Field are provided for the following emergencies:

- Table 5-1: Structure Fire in Facility Checklist
- Table 5-2: Release of LPG/No Fire Checklist
- Table 5-3: Release of Gas/No Fire Checklist
- Table 5-4: LPG Fire Checklist
- Table 5-5: Gas Fire Checklist
- Table 5-6: Liquid Fire Checklist
- Table 5-7: Explosion Checklist
- Table 5-8: Release of Ignitable Liquid/No Fire Checklist
- Table 5-9: Threatened/Actual Hazardous Material/Waste Release Checklist
- Table 5-10: Vessel Rupture Checklist
- Table 5-11: Electrical/Equipment Failure Checklist
- Table 5-12: Pipeline Rupture Checklist
- Table 5-13: Pipeline Leak Checklist
- Table 5-14: Sour Gas Leak Into Sales Gas Line Checklist
- Table 5-15: Failure of EMT Transfer Equipment
- Table 5-16: EMT Tank Overfill Checklist
- Table 5-17: EMT Tank Failure Checklist
- Table 5-18: Ellwood Onshore Facility Tank Overfill Checklist
- Table 5-19: Ellwood Onshore Facility Tank Failure Checklist
- Table 5-20: Beachfront Lease Pier/Caisson Leak Checklist
- Table 5-21: Reserved
- Table 5-22: Earthquake Checklist
- Table 5-23: Wildland Brush Fire Checklist
- Table 5-24: Civil Disorder Checklist
- Table 5-25: Flood/Tsunami Checklist
- Table 5-26: High Wind Checklist
- Table 5-27: Medical Emergency Checklist
- Table 5-28: Bomb Threat Checklist

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TABLE 5-1: STRUCTURE FIRE IN FACILITY CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
"ESD" if necessary and sound alarm	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)2	Person discovering victim	
All ESD's for Plant or Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Shut off source of supply	Operator	
Ensure fire systems are activated	Operator	
Protect exposures with hose lines or monitors	Operator/Roustabouts	
Attempt to extinguish fire (if safe to do so)	Operator/Roustabouts	
Eliminate all ignition sources onsite	Operator	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Inspect pipelines, piping equipment, and firewater system integrity[2]	Operators	
Check off-site areas for damage	Operators/Roustabouts	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2
Ellwood Pier (access to Platform Holly): Grid 993-B2

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TABLE 5-2: RELEASE OF LPG (NO FIRE) CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Shut off source of supply/"ESD" if necessary and sound alarm	Operator	
If person down, notify Operator-In-Charge, rescue/evacuate person (if safe to do so)[2]	Person discovering victim	
All ESD's for Plant or Pipelines are a Level 2 Emergency and 9-1-1 must to be called	Operator	
Eliminate all ignition sources onsite	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Ensure fire systems are activated	Operator	
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabouts	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2
Ellwood Pier (access to Platform Holly): Grid 993-B2

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TABLE 5-3: RELEASE OF IGNITABLE GAS (NO FIRE) CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Shut off source of supply/"ESD" if necessary and sound alarm	Operator	
All ESD's for Plant or Pipelines are a Level 2 Emergency and 9-1-1 must to be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Ensure fire systems are activated	Operator	
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabouts	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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TABLE 5-4: LPG FIRE CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
"ESD" if necessary and sound alarm	Operator	
All ESD's for Plant or Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Shut off source of supply	Operator	
Ensure fire systems are activated	Operator	
Protect exposures with hose lines or monitors	Operator/Roustabouts	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Inspect pipelines, piping equipment, and firewater system integrity[2]	Operators	
Check off-site areas for damage	Operators / Roustabout	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2
Ellwood Pier (access to Platform Holly): Grid 993-B2

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TABLE 5-5: GAS FIRE CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
"ESD" if necessary and sound alarm	Operator	
All ESD's for Plant or Pipelines are a Level 2 Emergency and 9-1-1 must to be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Shut off source of supply	Operator	
Ensure fire systems are activated	Operator	
Protect exposures with hose lines or monitors	Operator/Roustabouts	
Attempt to extinguish fire (if safe to do so)	Operators / Roustabout	
Eliminate all ignition sources onsite	Operators	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Inspect pipelines, piping equipment, and firewater system integrity[2]	Operators	
Check off-site areas for damage	Operators / Roustabout	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2
Ellwood Pier (access to Platform Holly): Grid 993-B2

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TABLE 5-6: LIQUID FIRE CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
"ESD" if necessary and sound alarm	Operator	
All ESD's for Plant or Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Shut off source of supply	Operator	
Ensure fire systems are activated	Operator	
Protect exposures with hose lines or monitors	Operator/Roustabouts	
Attempt to extinguish fire (if safe to do so)	Operators / Roustabout	
Eliminate all ignition sources onsite	Operators	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Inspect pipelines, piping equipment, and firewater system integrity[2]	Operators	
Check off-site areas for damage	Operators / Roustabout	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2
Ellwood Pier (access to Platform Holly): Grid 993-B2

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TABLE 5-7: EXPLOSION CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
"ESD" if necessary and sound alarm	Operator	
All ESD's for Plant or Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Shut off source of supply	Operator	
Ensure fire systems are activated	Operator	
Protect exposures with hose lines or monitors	Operator/Roustabouts	
Attempt to extinguish fire (if safe to do so)	Operators / Roustabout	
Eliminate all ignition sources onsite	Operators	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Inspect pipelines, piping equipment, and firewater system integrity[2]	Operators	
Check off-site areas for damage	Operators / Roustabout	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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TABLE 5-8: RELEASE OF IGNITABLE LIQUID (NO FIRE) CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Shut off source of supply OR "ESD" if necessary and sound alarm	Operator	
All ESD's for Plant or Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Ensure fire systems are activated	Operator	
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabouts	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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TABLE 5-9: ACTUAL AND/OR THREATENED HAZARDOUS MATERIALS/WASTE RELEASE CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Evacuate people to safe area (upwind). Alert others	Operator	
All ESD's for Plant or Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Review MSDS and label on container or vessel to ensure proper PPE is used	Ellwood Operations Supervisor	
Confine spill by diking (if safe to do so)	Operator/Roustabouts	
Eliminate all ignition sources onsite	Operator	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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TABLE 5-10: VESSEL RUPTURE CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Shut off source of supply OR "ESD" if necessary and sound alarm	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Eliminate all ignition sources onsite	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Ensure fire systems are activated	Operator	
Ensure valves on secondary containment are closed, if applicable	Operator/Roustabouts	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabouts	
Inspect pipelines and piping equipment	Operator	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Notify local clean-up contractors as necessary	Adjacent Operator-In-Charge	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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TABLE 5-11: ELECTRICAL/EQUIPMENT FAILURE CHECKLIST		
ACTIONS TO BE TAKEN	**RESPONSIBLE PERSON[1]**	**COMPLETE (TIME/INITIAL)**
Assess situation/take command **EXERCISE CAUTION[2]**	Operator or Ellwood Operations Supervisor	
"ESD" if necessary and sound alarm	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Evaluate risk of spill and/or fire/explosion and refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.

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TABLE 5-12: PIPELINE RUPTURE CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Shut down affected line. "ESD" if necessary and sound alarm	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
Shut down Ellwood pump, if applicable	Operator	
Close valves to isolate rupture	Operator	
If Line 96 incident, assess pipeline by driving ROW	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Eliminate all ignition sources onsite	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Ensure fire systems are activated	Operator	
If oil, activate Oil Spill Contingency Plan	Operator	
Ensure valves on secondary containment are closed, if in affected area	Operator	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

TABLE 5-12: PIPELINE RUPTURE CHECKLIST (Continued)

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabout	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Coordinate deployment of containment and recovery equipment	Ellwood Operations Supervisor	
Designate staging areas for personnel and equipment	Ellwood Operations Supervisor	
Coordinate activities of local clean-up contractors	Ellwood Operations Supervisor	
Set up command post , if warranted	Ellwood Operations Supervisor	
Ensure safety of personnel involved in spill response activities	Ellwood Operations Supervisor	
Caution against smoking, use of flash cameras, or other sources of ignition	Ellwood Operations Supervisor	
Keep persons not involved in response at least 300 feet from spilled oil	Ellwood Operations Supervisor	
Brief U.S. Coast Guard and/or other agency personnel on arrival	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

TABLE 5-13: PIPELINE LEAK CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Shut down affected line. "ESD" if necessary and sound alarm	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
Shut down Ellwood pump, if applicable	Operator	
Close valves to isolate leak	Operator	
If Line 96 incident, assess pipeline by driving ROW	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Eliminate all ignition sources onsite	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Ensure fire systems are activated	Operator	
If oil, activate Oil Spill Contingency Plan	Operator	
Ensure valves on secondary containment are closed, if in affected area	Operator	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

TABLE 5-13: PIPELINE LEAK CHECKLIST (Continued)

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabout	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Coordinate deployment of containment and recovery equipment	Ellwood Operations Supervisor	
Designate staging areas for personnel and equipment	Ellwood Operations Supervisor	
Coordinate activities of local clean-up contractors	Ellwood Operations Supervisor	
Set up command post , if warranted	Ellwood Operations Supervisor	
Ensure safety of personnel involved in spill response activities	Ellwood Operations Supervisor	
Caution against smoking, use of flash cameras, or other sources of ignition	Ellwood Operations Supervisor	
Keep persons not involved in response at least 300 feet from spilled oil	Ellwood Operations Supervisor	
Brief U.S. Coast Guard and/or other agency personnel on arrival	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

TABLE 5-14: SOUR GAS LEAK INTO SALES GAS LINE CHECKLIST

NOTE: Hydrogen Sulfide May Be Present.

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
"ESD" if necessary and sound alarm	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
Shut off source of supply	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Make necessary notifications (See Table 2-1E), including the Gas Company who buys the gas (SOCAL: 805 683-3781)	Operator-In-Charge Liaison Officer	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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TABLE 5-15: FAILURE OF EMT TRANSFER EQUIPMENT CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Shut source of supply OR "ESD" if necessary and sound alarm	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Eliminate all ignition sources onsite	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page / Grid 993-G4 • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency (1/2 mile off Storke Road to SW side of Highway 101, entrance on right side) • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Ensure fire systems are activated	Operator	
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabout	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.

TABLE 5-15: FAILURE OF EMT TRANSFER EQUIPMENT CHECKLIST (Continued)

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Coordinate deployment of onsite containment and recovery equipment, including vacuum truck if required for pulling and maintaining vacuum in line	Ellwood Operations Supervisor	
Designate staging areas for personnel and equipment	Ellwood Operations Supervisor	
Coordinate activities of local clean-up contractors	Ellwood Operations Supervisor	
Set up command post , if warranted	Ellwood Operations Supervisor	
Ensure safety of personnel involved in spill response activities	Ellwood Operations Supervisor	
Maintain radio communication with vessel personnel	Ellwood Operations Supervisor	
Brief U.S. Coast Guard and/or other agency personnel on arrival	Ellwood Operations Supervisor	

NOTE:
Emergency Shutdown Procedures can be found in Section 6 (pages 6-1 through 6-8).

A Site Strategy Sheet for the Devereaux Slough that includes protection strategies for both an inland and ocean spill and recommended resources can be found in Attachment 4-1 at the end of Section 4.

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.

TABLE 5-16: ELLWOOD MARINE TERMINAL TANK OVERFILL CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Shut off shipping pumps at Ellwood. Close inlet valve of overfilled tank. Open inlet valve of 2nd storage tank if capacity available	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Eliminate all ignition sources onsite	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page / Grid 993-G4 • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency (1/2 mile off Storke Road to SW side of Highway 101, entrance on right side) • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
If oil, activate Oil Spill Contingency Plan	Operator	
Ensure fire systems are activated	Operator	
Ensure valves on secondary containment are closed	Operator/Roustabout	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabout	
Inspect pipelines and piping equipment	Operator	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.

TABLE 5-16: ELLWOOD MARINE TERMINAL TANK OVERFILL CHECKLIST (Continued)

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Arrange for steel gauge measurement and roof inspection of tank in question as soon as possible	Ellwood Operations Supervisor	
Notify local clean-up contractors as necessary	Adjacent Operator-In-Charge	

NOTE:
Emergency Shutdown Procedures can be found in Section 6 (pages 6-1 through 6-8).

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.

TABLE 5-17: ELLWOOD MARINE TERMINAL TANK FAILURE CHECKLIST		
ACTIONS TO BE TAKEN	**RESPONSIBLE PERSON[1]**	**COMPLETE (TIME/INITIAL)**
Assess situation/take command **EXERCISE CAUTION[2]**	Operator or Ellwood Operations Supervisor	
Shut off shipping pumps at Ellwood.	Operator	
All ESD's for Plant and Pipeline are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Eliminate all ignition sources onsite	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page / Grid 993-G4 • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency (1/2 mile off Storke Road to SW side of Highway 101, entrance on right side) • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
If oil, activate Oil Spill Contingency Plan	Operator	
Ensure fire systems are activated	Operator	
Ensure valves on secondary containment are closed	Operator/Roustabout	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabout	
Inspect pipelines and piping equipment	Operator	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.

TABLE 5-17: ELLWOOD MARINE TERMINAL TANK FAILURE CHECKLIST (Continued)

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Notify local clean-up contractors as necessary	Adjacent Operator-In-Charge	

NOTE:
Emergency Shutdown Procedures can be found in Section 6 (pages 6-1 through 6-8).

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.

TABLE 5-18: ELLWOOD ONSHORE FACILITY TANK OVERFILL CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Shut down Platform Holly if necessary. Check tank levels of overflow tank	Operator	
All ESD's for Plant and Pipeline are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Eliminate all ignition sources onsite	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page / Grid 993-D2 • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency (7979 Hollister Ave.) • Route to approach • Number and type of injuries	Operator-In-Charge	
If oil, activate Oil Spill Contingency Plan	Operator	
Ensure fire systems are activated	Operator	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabout	
Inspect pipelines and piping equipment	Operator	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Notify local clean-up contractors as necessary	Adjacent Operator-In-Charge	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.

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TABLE 5-19: ELLWOOD ONSHORE FACILITY TANK FAILURE CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
ESD	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Eliminate all ignition sources onsite	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page / Grid 993-D2 • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency (7979 Hollister Ave.) • Route to approach • Number and type of injuries	Operator-In-Charge	
If oil, activate Oil Spill Contingency Plan	Operator	
Ensure fire systems are activated	Operator	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Monitor area with gas detectors to determine vapor area[2]	Operator/Roustabout	
Inspect pipelines and piping equipment	Operator	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Notify local clean-up contractors as necessary	Adjacent Operator-In-Charge	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.

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TABLE 5-20: BEACHFRONT LEASE PIER/CAISSON LEAK CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify the Operator-In-Charge and rescue/evacuate person (if safe to do so)	Person discovering victim	
Eliminate all ignition sources onsite	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency (PRC 421 adjacent to Sandpiper Golf Course) • Route to approach (e.g., wind is blowing from north, so approach from west) • Number and type of injuries	Operator-In-Charge	
If oil, activate Oil Spill Contingency Plan	Operator	
Assign person to direct emergency response vehicles	Operator-In-Charge	
Monitor area with gas detectors to determine vapor area[2]	Operators/Roustabouts	
Deploy response equipment from trailer as feasible	Operators	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Brief fire department upon arrival	Ellwood Operations Supervisor	
Arrange for inspection as soon as possible	Ellwood Operations Supervisor	
Notify local clean-up contractors as necessary	Adjacent Operator-In-Charge	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.

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TABLE 5-21

Reserved for future use.

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TABLE 5-22: EARTHQUAKE CHECKLIST

OUTDOORS: **Stay away from objects that may fall. Lie spread eagle on the ground.**

INDOORS: **Take cover under a desk/table or in door way. Stay away from glass windows. Do not run outdoors.**

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
"ESD" if necessary and sound alarm	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
If person down, notify Operator-In-Charge and rescue/evacuate threatened person (if safe to do so)[2]	Person discovering victim	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Do not attempt restart	Ellwood Operations Supervisor	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Inspect pipelines, piping equipment, and other equipment	Operator	
Check off-site areas for damage	Operator/Roustabout	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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TABLE 5-23: WILDLAND BRUSH FIRE CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
All ESD's for Plant and Pipeline are a Level 2 Emergency and 9-1-1 must be called	Operator	
Alert others and sound fire alarm	Person discovering fire	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Assign person to monitor firewater pump	Ellwood Operations Supervisor	
Apply water to facility perimeter	Operator/Roustabout	
Eliminate all ignition sources onsite, if necessary	Operator	
Assign person to direct emergency response vehicles and to guard gates	Operator-In-Charge	
Brief Fire Department upon arrival	Ellwood Operations Supervisor	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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TABLE 5-24: CIVIL DISORDER CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
"ESD" if necessary and sound alarm	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Activate Security Plan (see Section 8)	Ellwood Operations Supervisor	
Alert others by radio/telephone	Operator	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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TABLE 5-25: FLOOD / TSUNAMI CHECKLIST		
ACTIONS TO BE TAKEN	**RESPONSIBLE PERSON[1]**	**COMPLETE (TIME/INITIAL)**
Assess situation/take command **EXERCISE CAUTION[2]**	Operator or Ellwood Operations Supervisor	
Continue to monitor weather reports	Operator	
For threat of flooding to onshore facilities: • Perform diking, berming, and trenching as needed to contain water • "ESD" if necessary and sound alarm	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
For threat of tsunami/tidal wave (>20 feet) to offshore/shoreline facilities: • Secure and tie down equipment not essential to life support or fire fighting • Secure operations • Prepare for ESD and to sound alarm • Evacuate by appropriate means and if safe to do so	Operator	
For threat of tsunami/tidal wave that threatens low-lying onshore facilities: • Secure and tie down equipment not essential to life support or fire fighting • Secure operations • Prepare for ESD and to sound alarm • Seek higher ground	Operator	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.

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TABLE 5-26: HIGH WINDS CHECKLIST		
ACTIONS TO BE TAKEN	**RESPONSIBLE PERSON[1]**	**COMPLETE (TIME/INITIAL)**
Assess situation/take command **EXERCISE CAUTION[2]**	Operator or Ellwood Operations Supervisor	
ESD and evacuate if necessary	Ellwood Operations Supervisor	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
Make necessary notifications (See Table 2-1E)	Operator-In-Charge Liaison Officer	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.

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TABLE 5-27: MEDICAL EMERGENCY CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
All ESD's for Plant and Pipeline are a Level 2 Emergency and 9-1-1 must be called	Operator	
Call for assistance by radio or if no radio send next person who arrives for help	Operator	
Alert others and sound alarm	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Provide appropriate first aid Do not attempt to move victim until extent of injuries has been determined	Person discovering victim	
Make necessary notifications/investigations (Table 2-1)	Operator-In-Charge Liaison Officer	
Brief Fire Department upon arrival	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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TABLE 5-28: BOMB THREAT CHECKLIST

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1]	COMPLETE (TIME/INITIAL)
Assess situation/take command **EXERCISE CAUTION**[2]	Operator or Ellwood Operations Supervisor	
Complete Bomb Threat Worksheet (Appendix A)	Person receiving call	
"ESD" and evacuate if necessary	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
Call 9-1-1 or 805 683-2724 via cellular phone[3] • Thomas Guide Page[4] • Your Name, Company and Phone Number • Type of Emergency • Location of Emergency • Route to approach (e.g., wind is blowing from west, so approach from south to our gate) • Number and type of injuries	Operator-In-Charge	
Make necessary notifications/investigations (Table 2-1)	Operator-In-Charge Liaison Officer	
Refer to other checklists as necessary	Ellwood Operations Supervisor	

[1]Or other qualified personnel
[2]Appropriate personal protective equipment must be worn.
[3]Use one of the outside phone lines. If you can't hear them or they can't hear you, hang up and call back.
[4] Ellwood Marine Terminal: Grid 993-G4 Ellwood Onshore Facility: Grid 993-D2

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6.1 ELLWOOD MARINE TERMINAL

6.1.1 Introduction

The person-in-charge must stop the transfer operation whenever oil from any source is discharged in any area. Analyze situation and take corrective action as necessary. Transfer operations may resume only after oil spilled in the area is cleaned up.

6.1.2 Terminal Controlled Shutdown

Emergency shutdown of loading operations will be initiated by the Terminal Person-in-Charge/Operator, the VENOCO Representative aboard the Vessel, or the Barge Captain.

Emergency shutdown (ESD) switches are located in the pump house, control house, and at both stairways over the berms leading to each of the crude oil storage tanks. Pump house controls consist of "START" and "STOP" switches. The control house and stairways have only "STOP" switches. Pumps automatically turn-off and all motor-operated valves (MOVs) close, isolating the loading line. Pressure on the loading line is continually recorded on a circular chart in the control house near the operator's work area. The operator observes the pressure frequently and will activate the ESD system immediately when a pressure drop is noted. The MOVs will close within 60 seconds of activating the ESD system. Emergency shutdown actions are shown in Table 6-1.

6.1.3 Vessel Controlled Shutdown

Loading operations will cease if the winds exceed 20 knots from the north, 20 knots from the south, or if the seas exceed 5 feet (see Section 6.5 of the Operations Manual for a description of limiting factors). Also, loading will be terminated automatically if a leak occurs in the line. If for any reason it becomes necessary for the vessel to initiate an emergency shutdown of loading operations, this can be done as follows:

Emergency shutdown can also be accomplished remotely via hand held radios carried onboard the barge by the VENOCO representative and tankerman. The coded shutdown turns off the terminal cargo pumps and closes the MOVs.

TABLE 6-1: EMERGENCY SHUTDOWN ACTIONS FOR ELLWOOD MARINE TERMINAL

ACTIONS TO BE TAKEN	PERFORMED BY
Shut down both pumps.	Terminal Person-In-Charge/ VENOCO Representative on Vessel/ Barge Captain
Notify TPIC/Barge Captain of shutdown.	VENOCO Representative or Barge Captain/Terminal Operator
As soon as power is OFF, close beach valve.	Terminal Operator
Open breaker switches to pump motors.	Terminal Operator
After Nordstrom valve is closed, close all valves and isolate tanks.	Terminal Operator
If possible, displace loading line with sea water and put displacement volume in Tank 8264 or 8265. Direct flush water through vent line or through pump #1.	Terminal Operator
Warn all personnel in the vicinity of spilled oil to avoid oil fumes and to avoid igniting oil.	Terminal Operator
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Terminal Operator
Call 9-1-1 (or 805 683-2724 if using a cellular phone), Activate Initial Incident Response Team and Clean Seas.	Terminal Operator
Warn crew to avoid breathing oil fumes and to avoid igniting oil. Direct use of protective breathing apparatus and clothing as necessary.	Barge Captain
Take immediate action to try to stop the flow of oil if it can be accomplished safely and quickly.	Barge Captain
Follow initial spill response actions (see Section 4.3, Table 4-1, Priority 3).	Initial Incident Response Team

6.2 PLATFORM HOLLY

6.2.1 Introduction

To protect personnel, the environment, and equipment, Platform Holly is equipped with an elaborate alarm/shutdown system. Operational alarms simply alert personnel to abnormal operating conditions, whereas extreme case horns signal more severe conditions and are accompanied by immediate platform shutdown (see Table 6-2).

6.2.2 Alarms Only

Operational alarms alert personnel to abnormal operations that are not serious enough to warrant a platform shutdown. The basic operational alarm horn sounds and the corresponding light flashes in the control room.

The extreme case horns alert personnel to fire, man overboard, or abandon platform condition. The horns are activated manually by electric switches strategically located about the platform. Their activation has no effect on the platform's operation or shutdown systems; thus minimizing potential hazards when the platform is operating normally. There is no flashing light in the control room for these horns.

6.2.3 Shutdowns

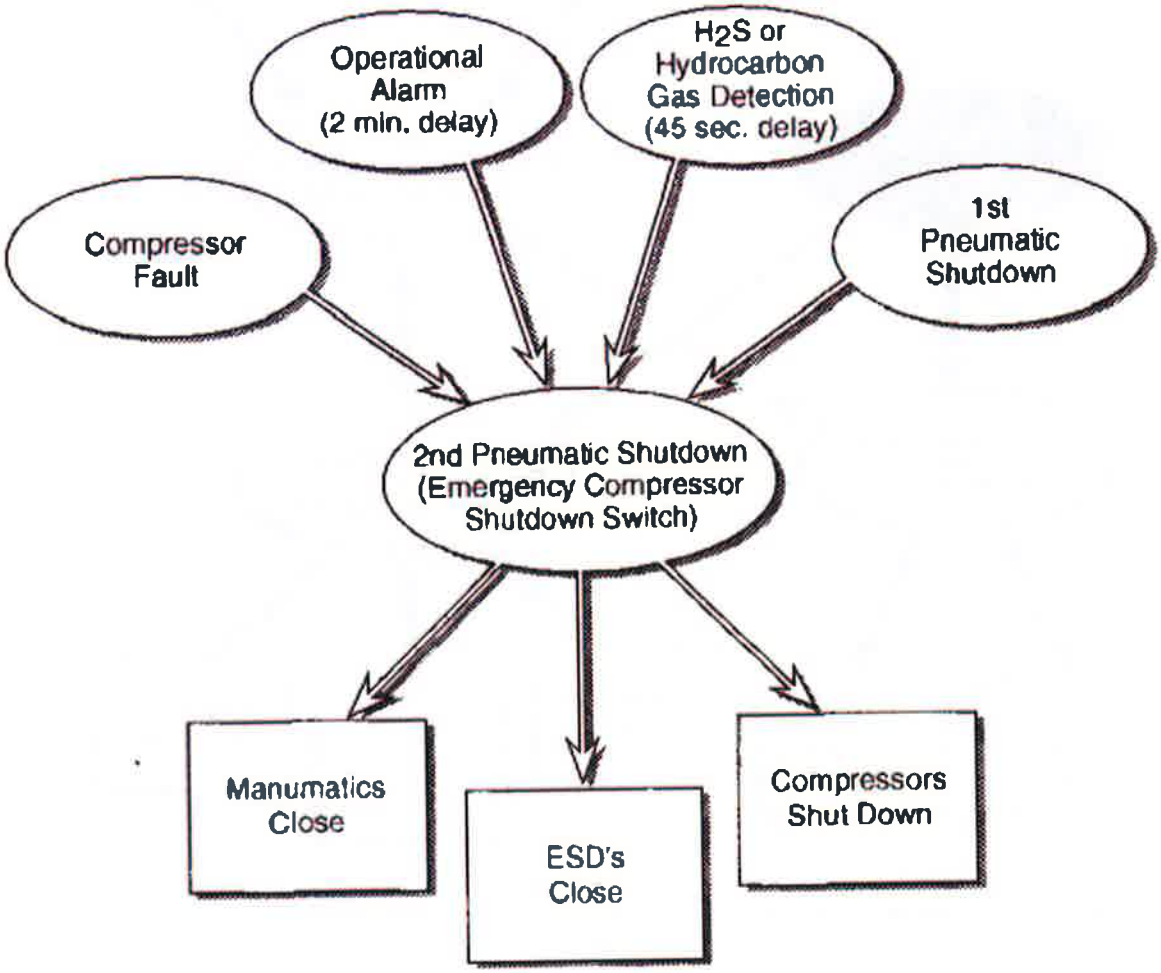
The 2nd Pneumatic Shutdown is a fault shutdown that shuts in the wells and shuts down the compressors (see Figure 6-1). Shutdown is immediate.

The first Pneumatic Shutdown is a safety shutdown (see Figure 6-2). Its activation immediately forces a platform shutdown (2nd Pneumatic Shutdown) and closes SSSV's and activates the sprinkler system. The operational horn, the fault shutdown and the sprinkler systems are activated.

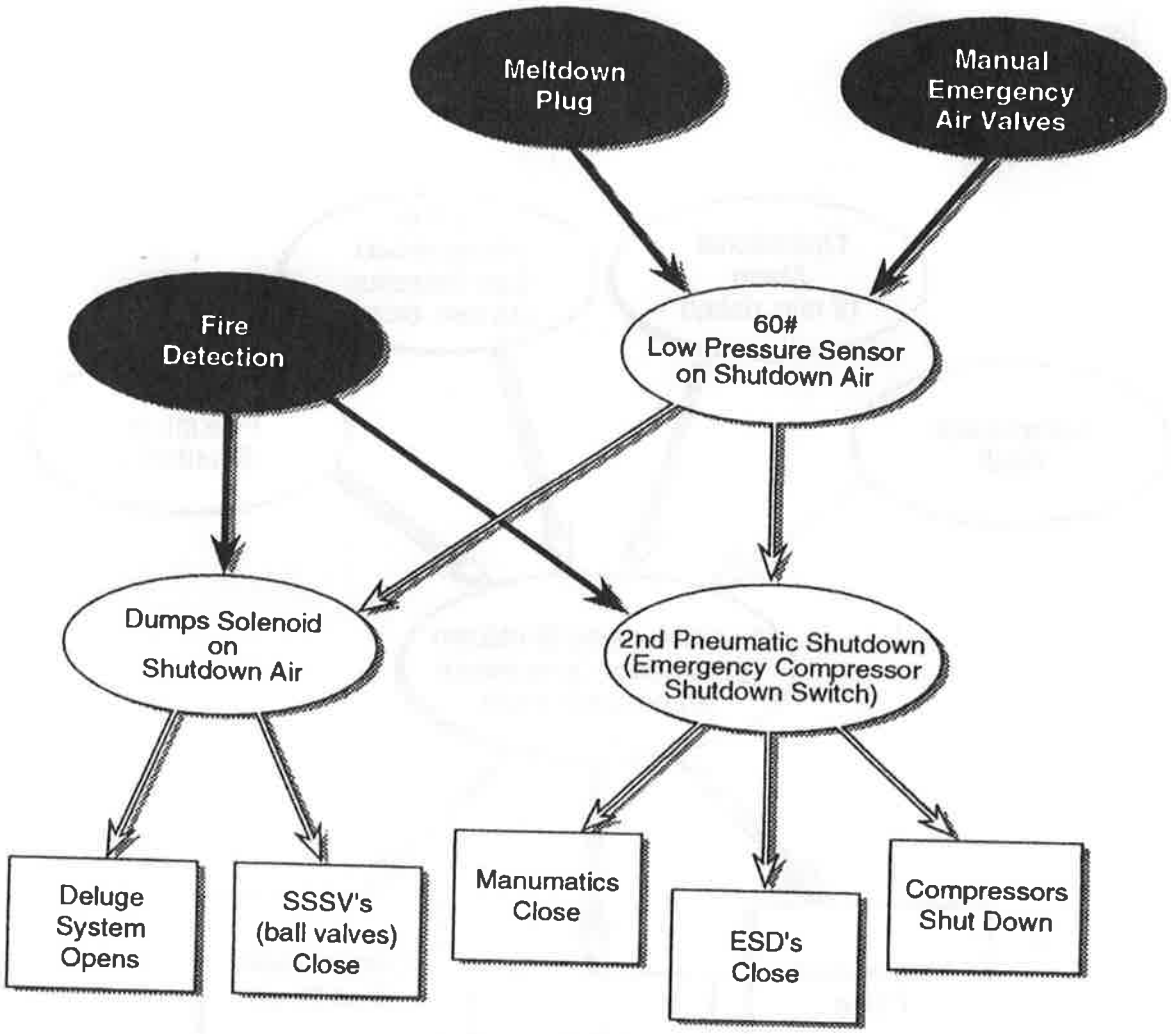
TABLE 6-2: PLATFORM HOLLY SHUTDOWN PROCEDURES

SHUTDOWN TYPE	ACTIVATED BY	RESPONSE
2nd Pneumatic Shutdown "Fault Shutdown"	• Compressor fault • Operational alarm/shutdown • H_2S or hydrocarbon gas detection (45 second delay) • lst pneumatic shutdown • Possibly power flicker	• Compressors stop • Manumatics close • ESD's shut[1]
1st Pneumatic Shutdown "Safety Shutdown"	• Electrically activated controlled shutdown • Emergency activated controller shutdown • Manually emergency shutdown (opening emergency air valves) • Fire eye detection • Meltdown plug activation • Possibly power flicker	• Sprinkler system opened • Hydraulic SSSV's (ball valves) close • 2nd Pneumatic Shutdown initiated: 1) Compressors stopped 2) Manumatics close 3) ESD's shut[2]

[1] All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 needs to be called
[2] All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 needs to be called



VENOCO 2nd Pneumatic Shutdown Logic Figure 6-1



Note: Reverse type denotes shutdown origination.

VENOCO **1st Pneumatic Shutdown** **Figure 6-2**

6.3 BEACHFRONT LEASE

Wells are not producing and have been made safe.

TABLE 6-3: SHUTDOWN PROCEDURES FOR BEACHFRONT LEASE
For Future Use

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1,2]	COMPLETE (TIME/INITIAL)

6.4 ELLWOOD ONSHORE FACILITY

Shutdown procedures for Ellwood Onshore Facility are provided in Table 6-4.

TABLE 6-4: SHUTDOWN PROCEDURES FOR ELLWOOD ONSHORE FACILITY

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1,2]	COMPLETE (TIME/INITIAL)
Shut in lines from Platform Holly	Operator	
Notify Ellwood Operations Supervisor and Platform Holly	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
Notify APCD	Operator	

6.5 EPI Line 96 Pipeline

Shutdown procedures for Ellwood Onshore Oil Transfer Pipeline are provided in Table 6-5.

TABLE 6-5: SHUTDOWN PROCEDURES FOR EPI Line 96 Pipeline

ACTIONS TO BE TAKEN	RESPONSIBLE PERSON[1,2]	COMPLETE (TIME/INITIAL)
Shut down transfer pump and LACT Unit	Operator	
Ensure all 4 remote pipeline valves close	Operator	
All ESD's for Plant and Pipelines are a Level 2 Emergency and 9-1-1 must be called	Operator	
Notify Ellwood Operations Supervisor	Operator	
Make required notifications in Section 2.0, Table 2-1E and 2.2	Operator	

[1]Or other qualified personnel.

[2]Appropriate personal protective equipment.

7.1 INTRODUCTION

There are two distinct forms of emergency evacuation that may be applicable at a VENOCO facility.

An **Immediate Evacuation** involves little or no warning and requires all personnel to vacate the facility as quickly as possible to escape dangers associated with the facility or its location.

A **Staged Evacuation** involves anticipated circumstances that may pose a risk to facility personnel. Examples of this type of evacuation include forecasted severe weather or sea conditions, an approaching toxic vapor cloud from an offsite incident, a bomb threat, etc. Such incidents often permit early evacuation of non-essential personnel by routine transportation means.

This plan defines the general procedures that should be followed by personnel at a VENOCO facility not only in making decision to evacuate but also in carrying out the evacuation order. Where applicable, these procedures will be integrated with other emergency procedures (such as 9-1-1 and offsite effects notifications) described in this plan (see Sections 2: Notification Procedures and Section 5: Emergency Response Checklists). **This plan is not intended to supplant the use of common sense or actions not specifically mentioned but considered necessary to mitigate a problem.**

7.2 STEPS IN THE EVACUATION PROCESS

7.2.1 Determine The Need For Evacuation

The **IIRT IC** is responsible for the decision to evacuate and its implementation. The decision to evacuate is always a difficult one. The **IIRT IC** must weigh the dangers of remaining at/on a facility against the dangers inherent with evacuation procedures, particularly in the case of unanticipated events. **Each incident will require individual assessment and evaluation, and the use of common sense.** The **IIRT IC** will determine if the potential of the situation is:

- Beyond control/ cannot be stabilized/contained/returned to normal.
- Likely to worsen or deteriorate.
- Such that the outcome/consequences of the event is predictable/known.
- Such that there is a current danger to health, safety and welfare of personnel and/or the public.
- Such that the conditions for evacuation are acceptable and do not pose hazards or risk to health, safety, or welfare of personnel.

The **IC** will always err on the side of conservatism; that is, enhanced safety to personnel. The decision process will take into consideration the following actions:

- The safety of the facility's personnel is of primary importance and must be ensured. All other factors are secondary.
- If possible, operations should be secured. This action may prevent or lessen the hazards to evacuating personnel but should not put personnel securing the facility at increased risks.
- Non-essential personnel should be evacuated if anticipated events could result in a deterioration of conditions.

In the event of an H_2S release (see Table 2-1.1 for definitions of release or threatened release), the following decision criteria will be used for the evacuation of non-essential personnel:

- Any release of H_2S gas which results in the contamination of work areas with H_2S gas concentrations at or above 10 ppm.
- A release of H_2S gas which results in the contamination of the office/control building at Ellwood Onshore Facility or the production office, conference room, galley, or supervisor's office on Platform Holly, or the control room/pump house at Ellwood Marine Terminal with H_2S gas concentrations at or above 10 ppm.

Conditions that may warrant the evacuation of all personnel include:

- Any release of H_2S gas which results in contamination of work areas with H_2S gas concentrations at or above 100 ppm.
- A release of H_2S gas which results in the contamination of the office/control building at Ellwood Onshore Facility or the production office and/or conference room on Platform Holly, or the control room/pump house at Ellwood Marine Terminal with H_2S gas concentrations at or above 20 ppm.

7.2.2 Determine The Method Of Evacuation

The method of evacuation will depend on the nature and location of the emergency incident. The **IC** may rely on existing resources at the affected facility or call for assistance from outside resources.

An evacuation at Platform Holly may require the use of one or a combination of the following transport methods:

- The life raft on the platform.
- The Boston Whaler on the platform.
- The crewboat under contract with VENOCO.
- (A) marine vessel(s) of opportunity.

In the worst case, none of the above methods of transportation may be initially feasible and an overboard evacuation may be necessary. Personnel will be required to evacuate the platform and swim to the nearest flotation device or life raft that is to be thrown overboard prior to evacuation. Personnel should notify others, if possible, prior to going overboard. Personnel will be instructed to hail rescue vessels when possible.

An evacuation at Ellwood Onshore Facility, Ellwood Marine Terminal, Ellwood Pier, or Beachfront Lease may require one or a combination of the following transportation methods:

- Personal and/or company vehicles.
- Contract transportation service.

In the worst case, personnel may be required to evacuate and proceed on foot to a "safe haven"; that is, a safe refuge or an area outside of the hazard zone, where they will later be picked up by company vehicles or a charter service. The location of the safe haven is incident-specific and will be determined prior to evacuation by the **IC**. Potential "safe havens" for four key wind directions, including the prevailing southwesterly winds, are identified in Attachment 7-1 at the end of this section.

7.2.3 Sound The Alarm And Make The Announcement

Upon making the decision to evacuate Platform Holly or Ellwood Onshore Facility, the **IC** will sound the alarm (i.e. siren) and announce the evacuation on the public address system. The announcement will be repeated several times, each time with the statement "This is not a drill." The announcement will include information on:

- The upset condition (e.g., there is a fire in the area of the heater treaters).
- The location of the Safe Briefing Area (e.g., proceed to the front gate or rear gate).
- Special precautions (e.g., do not drive a vehicle).

Predetermined Safe Briefing Areas on the platform are the production office or conference room, provided that H_2S is monitored inside the office/room and is determined to be less than 10 ppm. At Ellwood Onshore Facility, the front gate or back gate serve as the Safe Briefing Areas. Depending on the incident, these areas may not be safe and another location may need to be substituted.

In the event of a required evacuation at Ellwood Marine Terminal, Ellwood Pier, or Beachfront Lease (these facilities are partially manned), the **IC** will announce the evacuation and provide the necessary information to personnel.

7.2.4 Make The Required Notifications

Notification procedures must be carried out to ensure that necessary resources are dispatched to assist. Emergency notification must include 9-1-1 or if using a cellular phone (805) 683-2724. Notification procedures, including notifications required in the event of offsite consequences are described in Section 2 (**specifically Table 2-1E**) of this plan.

7.2.5 Secure Operations

When necessary and if possible, all operations will be secured and shut down to prevent the deterioration of conditions that might endanger the safety of personnel and the public.

7.2.6 Assemble And Account For Personnel

In the event of an evacuation announcement, all personnel will proceed to the designated Safe Briefing Area. The **IC** will ensure a roll call/head count is conducted and the information will be relayed back to the Control Room/Production Office, where this information will be checked against the log entries and roster of scheduled personnel. If personnel are missing, the **IC** may organize a search and rescue mission if it can be accomplished safely and if the delay in evacuation does not endanger other personnel.

7.2.7 Direct The Evacuation

Once personnel are accounted for, the evacuation will proceed under the direction of the **IC** who will review and approve the evacuation plan, including any safety precautions, and by what means and to where they will reassemble.

7.3 EVACUATION CHECKLISTS AND PROCEDURES

Evacuation checklists and procedures are provided in the following tables:

- Table 7-1: Evacuation Checklist for Ellwood Marine Terminal/Ellwood Pier/Beachfront Lease.
- Table 7-2: Evacuation Checklist for Platform Holly.
- Table 7-3: Boston Whaler/Life Raft Evacuation Procedures.
- Table 7-4: Attending Vessel Evacuation Procedures.
- Table 7-5: Overboard Evacuation Procedures.
- Table 7-6: Evacuation Checklist for Ellwood Onshore Facility.
- Table 7-7: Evacuation Checklist for the Public.

TABLE 7-1: EVACUATION CHECKLIST FOR ELLWOOD MARINE TERMINAL/ ELLWOOD PIER/BEACHFRONT LEASE

ACTIONS TO BE TAKEN	COMPLETE (TIME/INITIAL)
Assess situation/take command. If barge is present, keep Captain informed of situation.	
Shut off source of supply/"ESD" if necessary.	
Determine the need for evacuation.	
Determine the method of evacuation: • Personal and/or company vehicles • On foot	
Inform all personnel onsite of: • The need to evacuate • The evacuation route • Where to assemble • Special precautions	
As soon as possible, the Ellwood Operations Supervisor/Operator-In-Charge should make the necessary initial notifications (see Table 2-1E) and mobilize outside resources if necessary. If offsite effects, be sure to notify as necessary Sandpiper Golf Course, the Bacara Resort, CHP (for Highway 101), and Union Pacific RR (see Table 2-5) and beach visitors by activating the Community Siren.	
Assemble and account for personnel at front or back gate.	
If person missing/down, search and/or rescue (if safe to do so)[1].	
Secure operations. Eliminate all ignition sources onsite.	
Direct evacuation.	
Refer to other checklists as necessary.	

TABLE 7-2: EVACUATION CHECKLIST FOR PLATFORM HOLLY	
ACTIONS TO BE TAKEN	**COMPLETE (TIME/INITIAL)**
Assess situation/take command.	
Shut off source of supply/"ESD" if necessary.	
Determine the need for evacuation (Immediate vs Staged).	
Determine the method of evacuation. Refer to Tables 7-3 through 7-5 for evacuation procedures. • Life raft/Boston Whaler • Attending vessel (crewboat/vessel-of-opportunity) • Overboard evacuation	
Sound alarm and make announcement on: • The nature of the incident • Location of safe briefing area • Required personal protection equipment • Special precautions	
Make necessary notifications (see Table 2-1E). Mobilize outside resources if necessary.	
Assemble and account for personnel.	
If person missing/down, search and/or rescue (if safe to do so). Appropriate personal protective equipment must be worn.	
Secure operations. Eliminate all ignition sources onsite.	
Direct evacuation.	
Refer to other checklists as necessary.	

TABLE 7-3: BOSTON WHALER / LIFE RAFT EVACUATION PROCEDURES
EVACUATION PROCEDURES
1. Proceed to the boat with SCBA when required. If interior of boat monitors greater than 20 ppm H_2S upon entry, the SCBA must be worn during and after entry until the monitor indicates that the atmosphere is well clear of potential H_2S exposure. All visitors and non-essential personnel should be boarded into the boat first. The Ellwood Operations Supervisor/Operator-In-Charge should be the last person to enter the boat and must ensure that the platform ESD has been activated before departure.
2. If it is necessary to utilize an SCBA in the boat, carry the 30-minute SCBA to the boat on left shoulder with the waist belt unbuckled and right shoulder strap off. When entering the boat, lift the SCBA cylinder off the left shoulder and hand it to someone on the boat. Once onboard, carry the 30-minute SCBA in front, sit down as instructed, place 30-minute SCBA on lap, and buckle seat belt. After seat belt is secured, place 30-minute SCBA between legs (cylinder valve up) and hold it in place. **ALL PERSONS SHOULD REMAIN UNDER SUPPLIED AIR UNTIL THE ATMOSPHERE MONITORS LESS THAN 20 PPM H_2S.**
3. Ensure the weight of personnel is evenly distributed in the boat.
4. Ensure all personnel wear a personal flotation device while onboard the boat.
5. The Ellwood Operations Supervisor/Operator-In-Charge should account for all persons at the boat. If person(s) missing, the Ellwood Operations Supervisor/Operator-In-Charge will organize a search if safe to do so.
6. Once all personnel are accounted for and loaded, **or** the decision to launch is made, secure the boat and proceed with launch of boat. Ensure portable radios are brought onboard. Steer boat upwind of H_2S or toxic release (if applicable) and away from the platform. Continue to breathe from SCBA until the atmosphere is less than 20 ppm H_2S or instructed to do otherwise by the Ellwood Operations Supervisor/Operator-In-Charge.

TABLE 7-4: ATTENDING VESSEL EVACUATION PROCEDURES
EVACUATION PROCEDURES
1. Proceed to boat landing with SCBA donned (if required), when directed by Ellwood Operations Supervisor/Operator-In-Charge.
2. At boat landing, don personal flotation device. The Ellwood Operations Supervisor/Operator-In-Charge will provide assistance in donning PFDs and ensure all persons wear the device.
3. All non-essential personnel should be off-loaded first. The Ellwood Operations Supervisor/Operator-In-Charge should be the last person to enter the vessel and must ensure that the platform ESD has been activated before departure.
4. Ensure the weight of personnel is evenly distributed in the capsule/boat.
5. The Ellwood Operations Supervisor/Operator-In-Charge should account for all persons at the vessel. If person(s) missing, the Ellwood Operations Supervisor/Operator-In-Charge will organize a search if safe to do so.
6. Once all personnel are accounted for and loaded, **or** the decision to launch is made, the Captain will be notified and advised to steer the vessel upwind of H_2S or toxic release (if applicable) and away from the platform. Continue to breathe from SCBA until the atmosphere is less than 20 ppm H_2S or instructed to do otherwise by the Ellwood Operations Supervisor/Operator-In-Charge.

TABLE 7-5: OVERBOARD EVACUATION PROCEDURES
EVACUATION PROCEDURES
1. Evacuate overboard only if there are hazards present that prevent movement to the capsule or boat landing once the order to evacuate has been given. Notify personnel in the Safe Briefing Area or others of your decision to go overboard if possible.
2. Loosen shoelaces and clothing. Get rid of excess weight.
3. Obtain a personal flotation device or activate life raft by removing from case and throwing it overboard, **ensuring that the inflation cord is triggered**.
4. Lower self into water using escape ropes or jump feet first after ensuring that no objects on the water are in your path.
5. Swim to the nearest flotation device and move upwind (if applicable) and away from the platform.
6. Attempt to hail rescue vessels when possible.

TABLE 7-6: EVACUATION CHECKLIST FOR ELLWOOD ONSHORE FACILITY

ACTIONS TO BE TAKEN	COMPLETE (TIME/INITIAL)
Assess situation/take command.	
Shut off source of supply/"ESD" if necessary. If ESD, notify Platform Holly.	
Determine the need for evacuation (Immediate vs Staged).	
Determine the method of evacuation: • Personal and/or company vehicles • Contract transportation service • On foot	
Sound alarm and make announcement on: • The nature of the incident • Location of safe briefing area(s) • Required personal protection equipment • Special precautions	
Make necessary notifications (see Table 2-1E). Mobilize outside resources if necessary. If offsite effects, be sure to notify as necessary Sandpiper Golf Course, the Bacara Resort, CHP (for Highway 101), and Union Pacific RR (see Table 2-5). In the event of a catastrophic release, activation of the Community Siren may be warranted.	
Assemble and account for personnel.	
If person missing/down, search and/or rescue (if safe to do so). **Appropriate personal protective equipment must be worn**.	
Secure operations. Eliminate all ignition sources onsite.	
Direct evacuation.	
Refer to other checklists as necessary.	

TABLE 7-7: EVACUATION CHECKLIST FOR THE PUBLIC	
ACTIONS TO BE TAKEN	**COMPLETE (TIME/INITIAL)**
Make necessary notifications (see Table 2-1E). The Santa Barbara County Sheriff is in charge of evacuation of the public.	
Mobilize outside resources if necessary.	
Provide assistance as necessary to the Santa Barbara County Sheriff.	

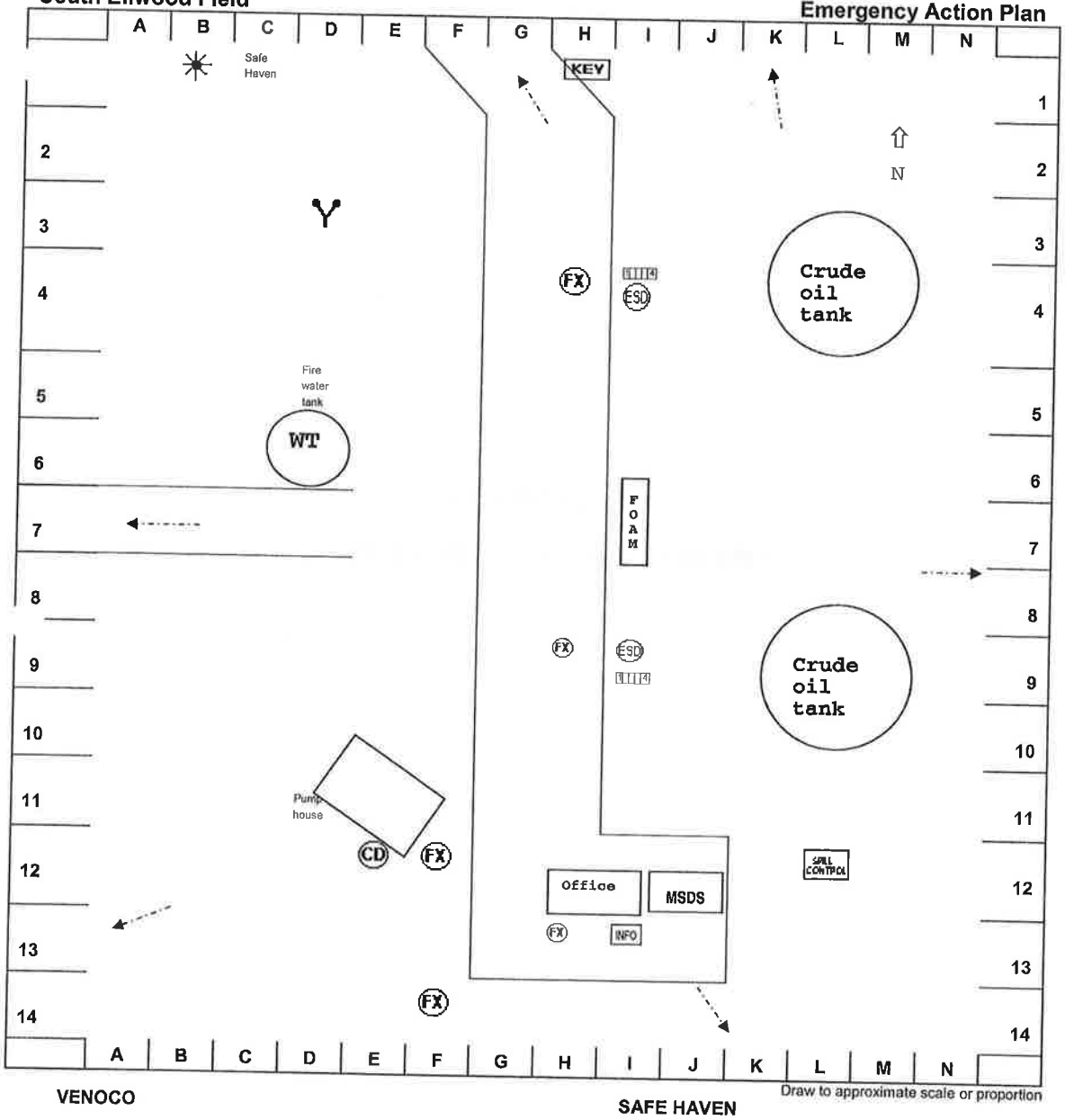
ATTACHMENT 7-1

IDENTIFICATION OF SAFE HAVENS

VENOCO, INC.

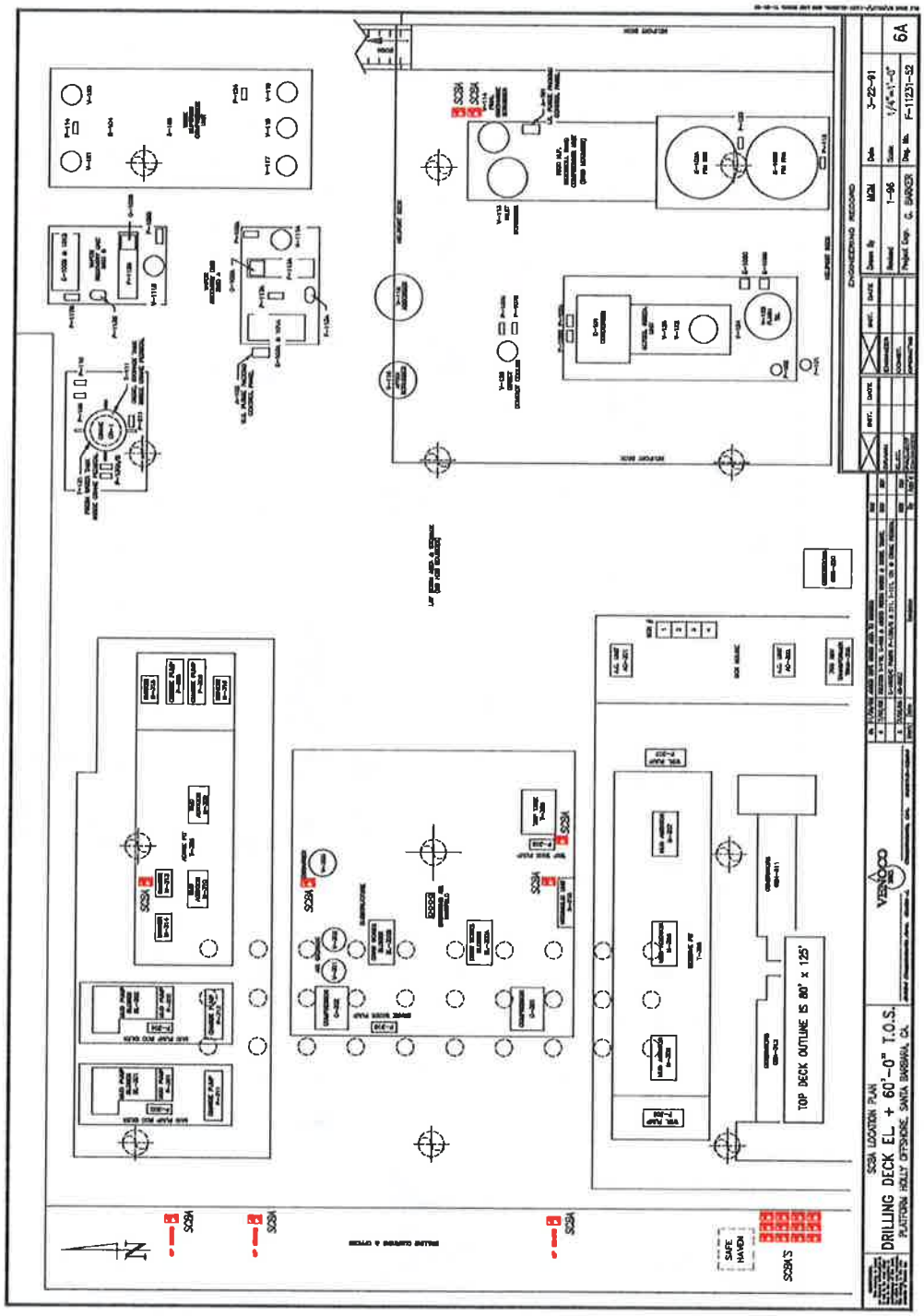
South Ellwood Field

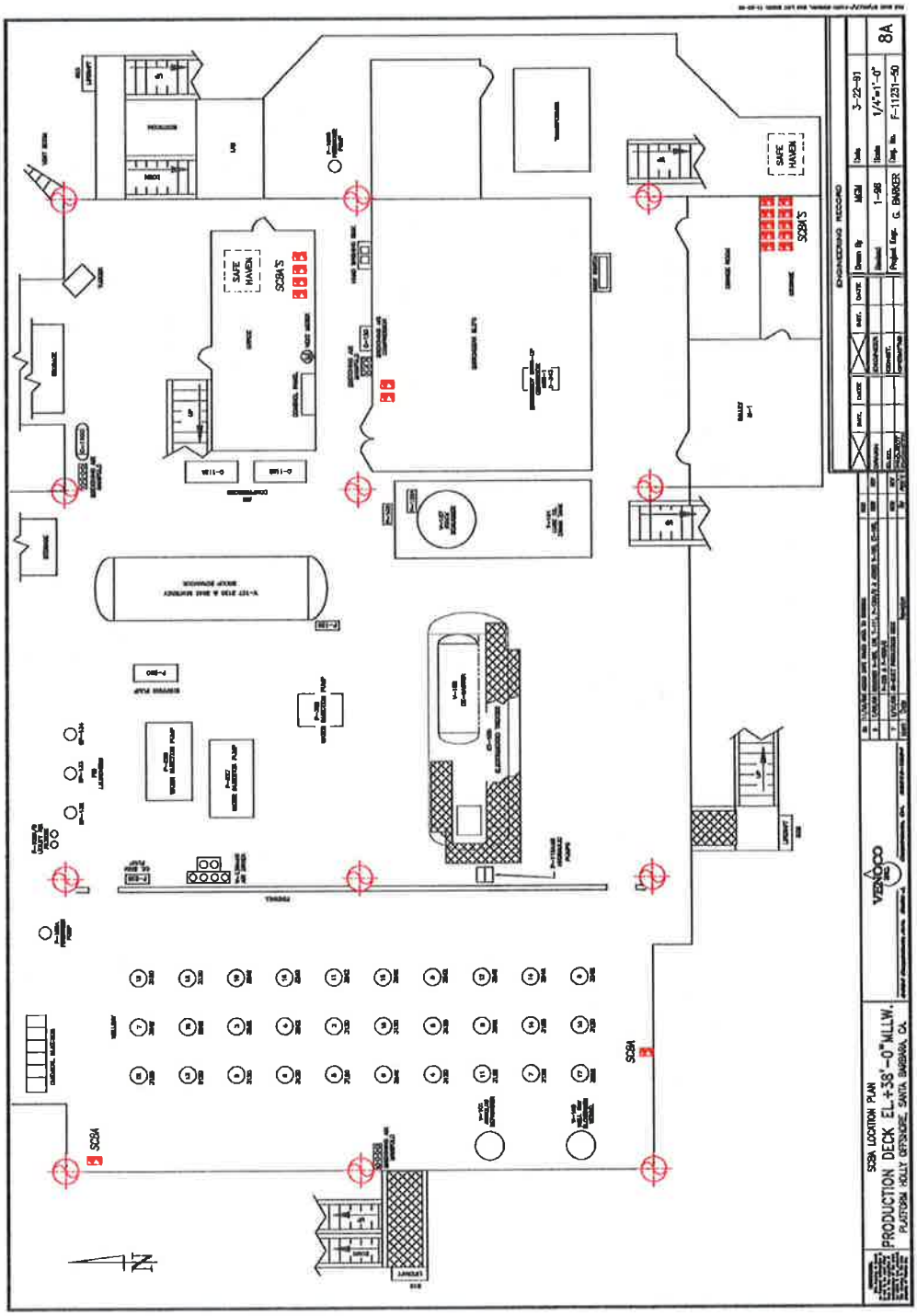
Section Seven: Evacuation Procedures
Emergency Action Plan

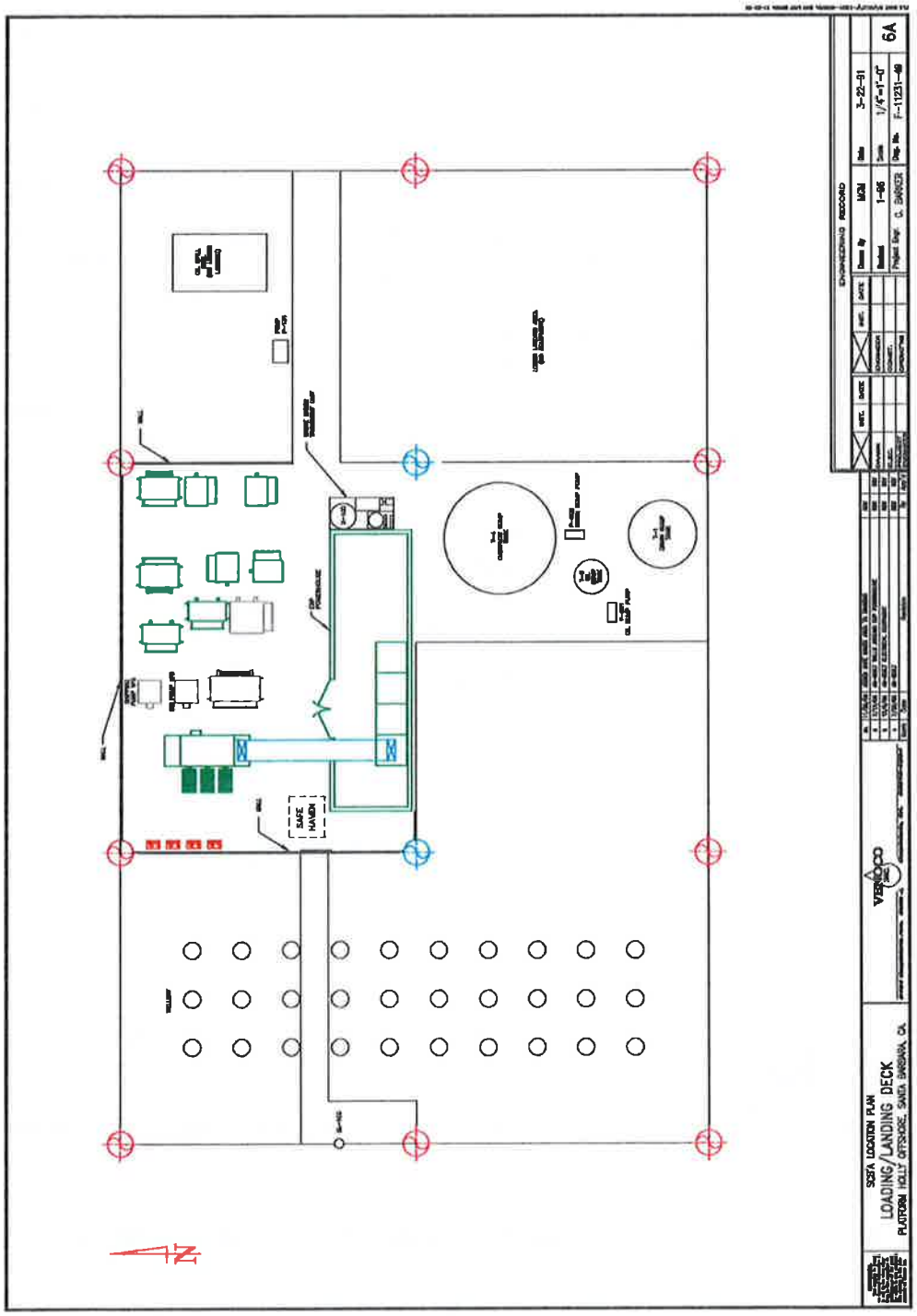


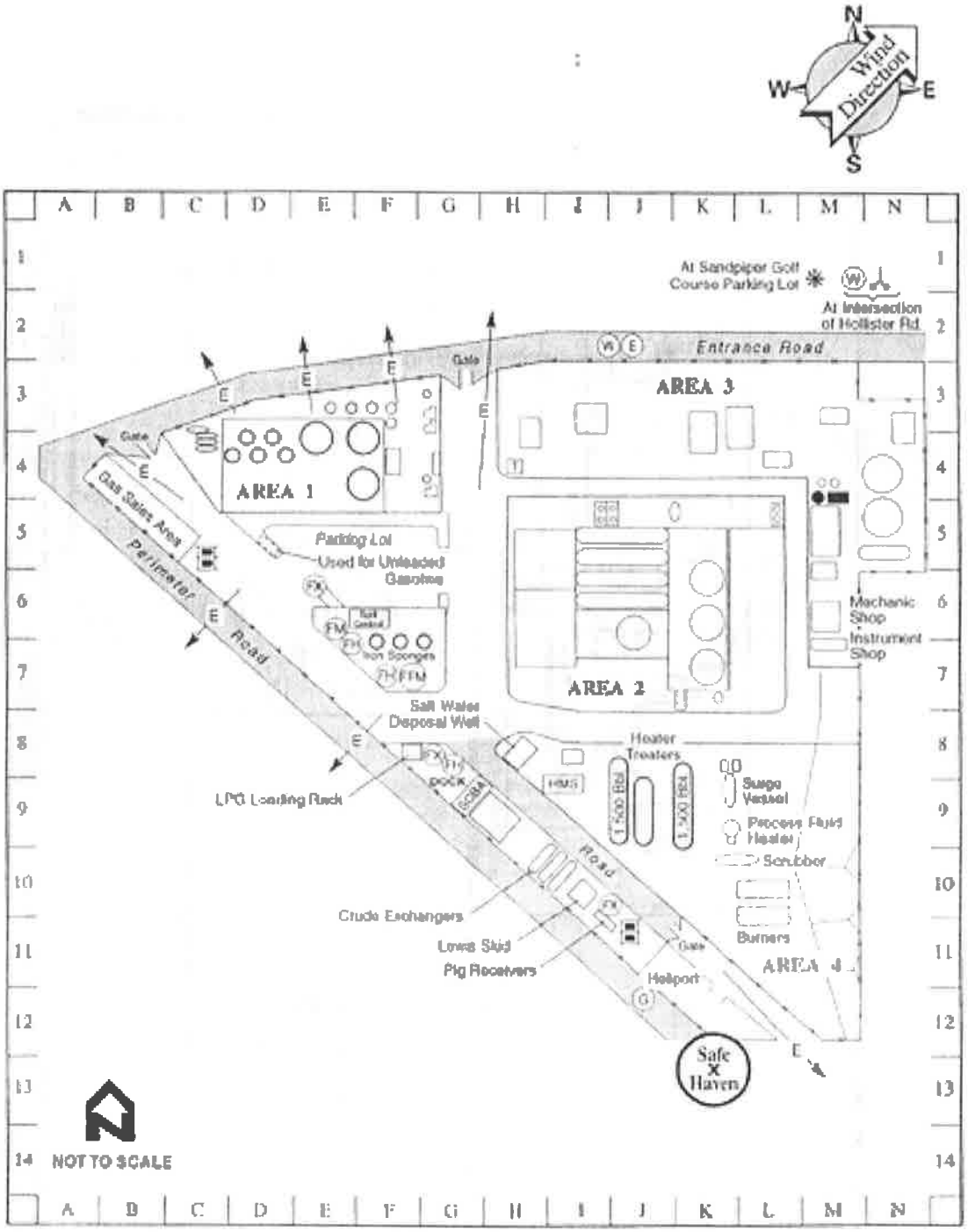
Business Name: Ellwood Marine Terminal	Date: 11/16/09
Address: 695 Storke Road, Goleta, CA 93117	
Number of Employees in Facility Depicted Above - Day = 1 Night = 1	Page 1 of 1

FRM-MAP.DOC [REVISED 06-2008]

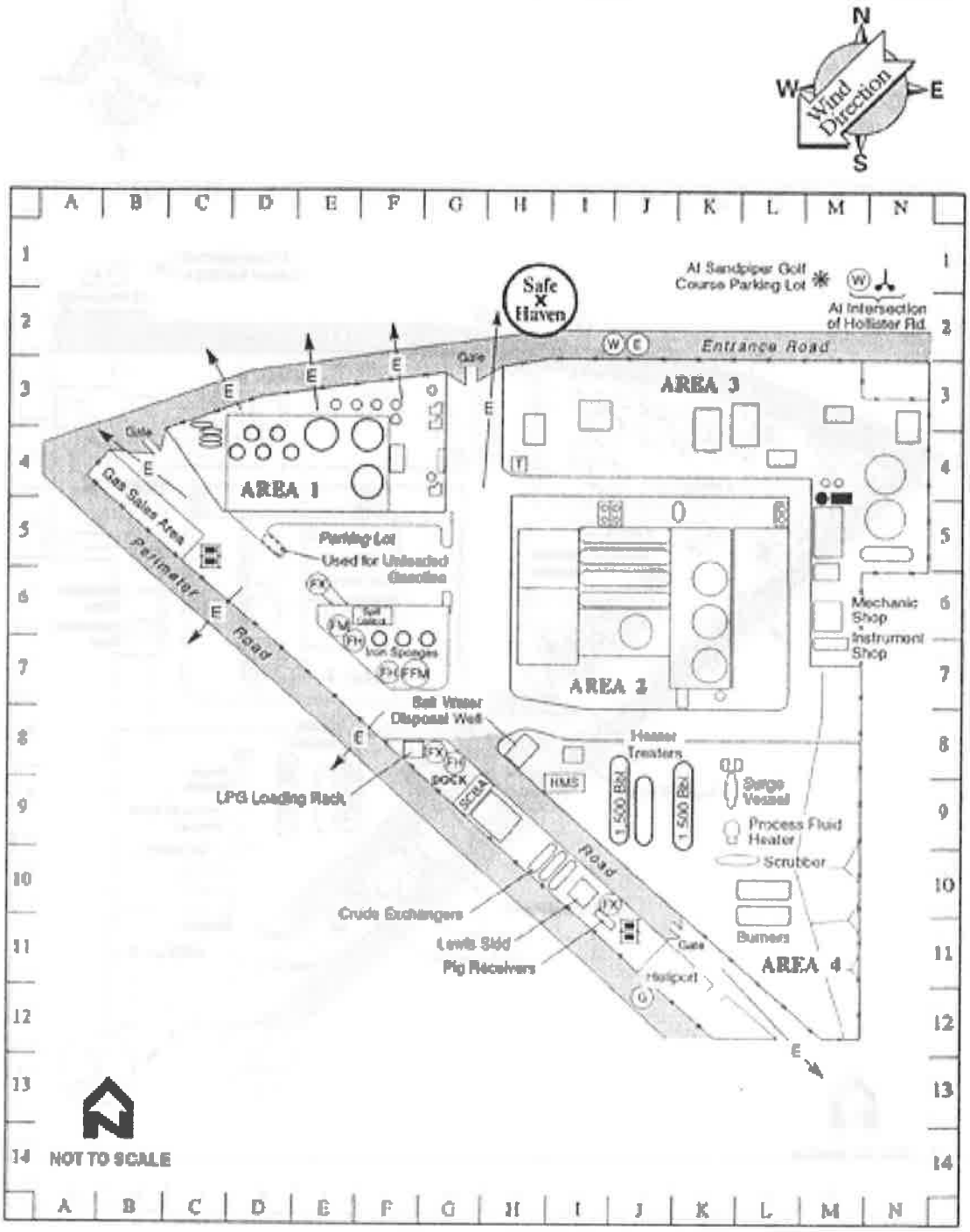

DRILLING DECK EL. + 60'-0" T.O.S.
PLATFORM HOLLY OFFSHORE, SANTA BARBARA, CA.
TOP DECK OUTLINE IS 80' x 125'
SAFE HAVEN
6A


SCBA LOCATION PLAN
PRODUCTION DECK EL.+38'-0" MLLW.
PLATFORM HOLLY OFFSHORE, SANTA BARBARA, CA.
SAFE HAVEN
SCBA'S
SCBA
8A
3-22-91
1/4"=1'-0"
F-11231-50
1-98
G. BARKER

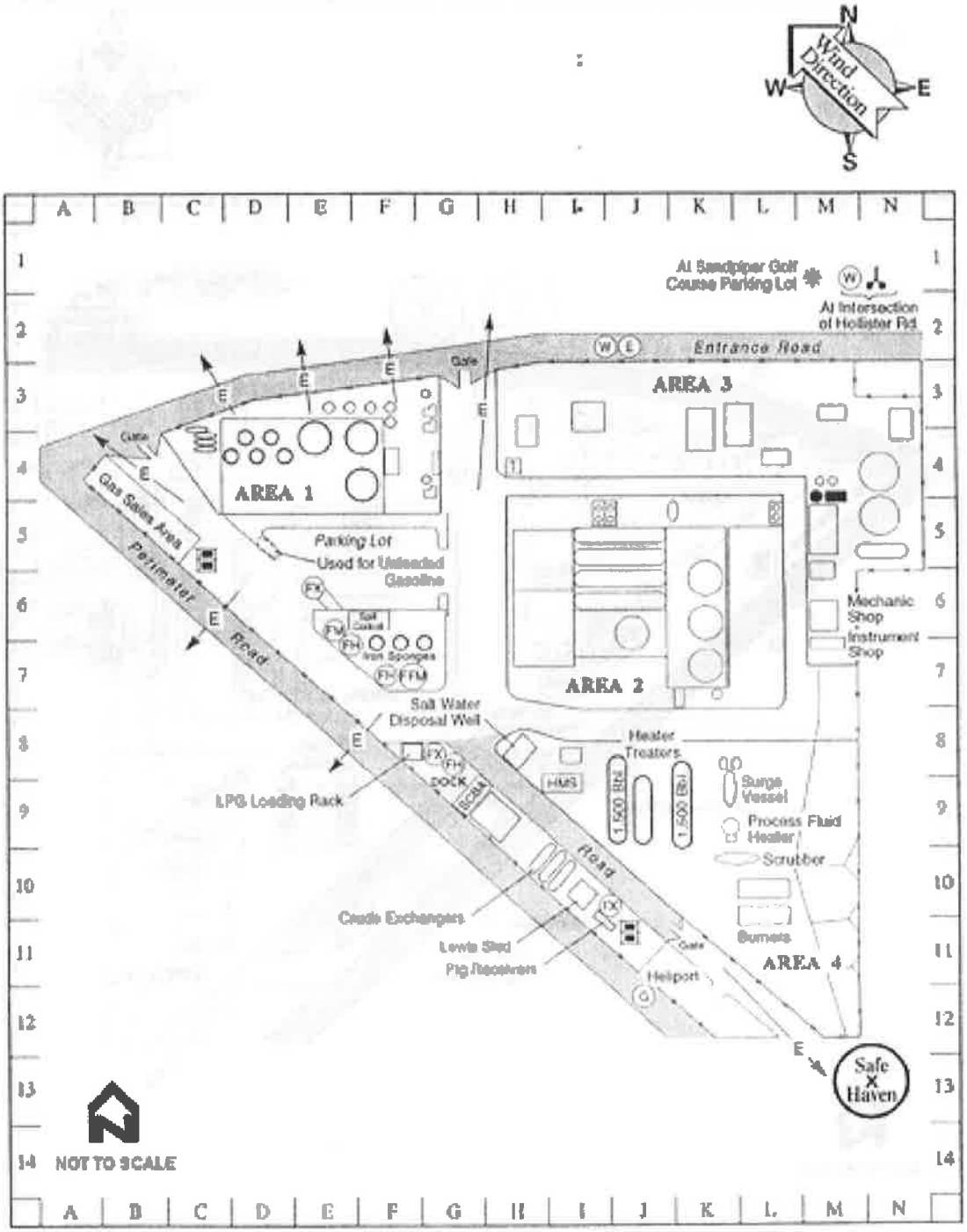

SAFE HAVEN
LOADING/LANDING DECK
PLATFORM HOLLY OFFSHORE, SANTA BARBARA, CA.
6A



VENOCO **SAFE HAVEN – WIND FROM SOUTHWEST**



VENOCO **SAFE HAVEN – WIND FROM NORTHEAST**



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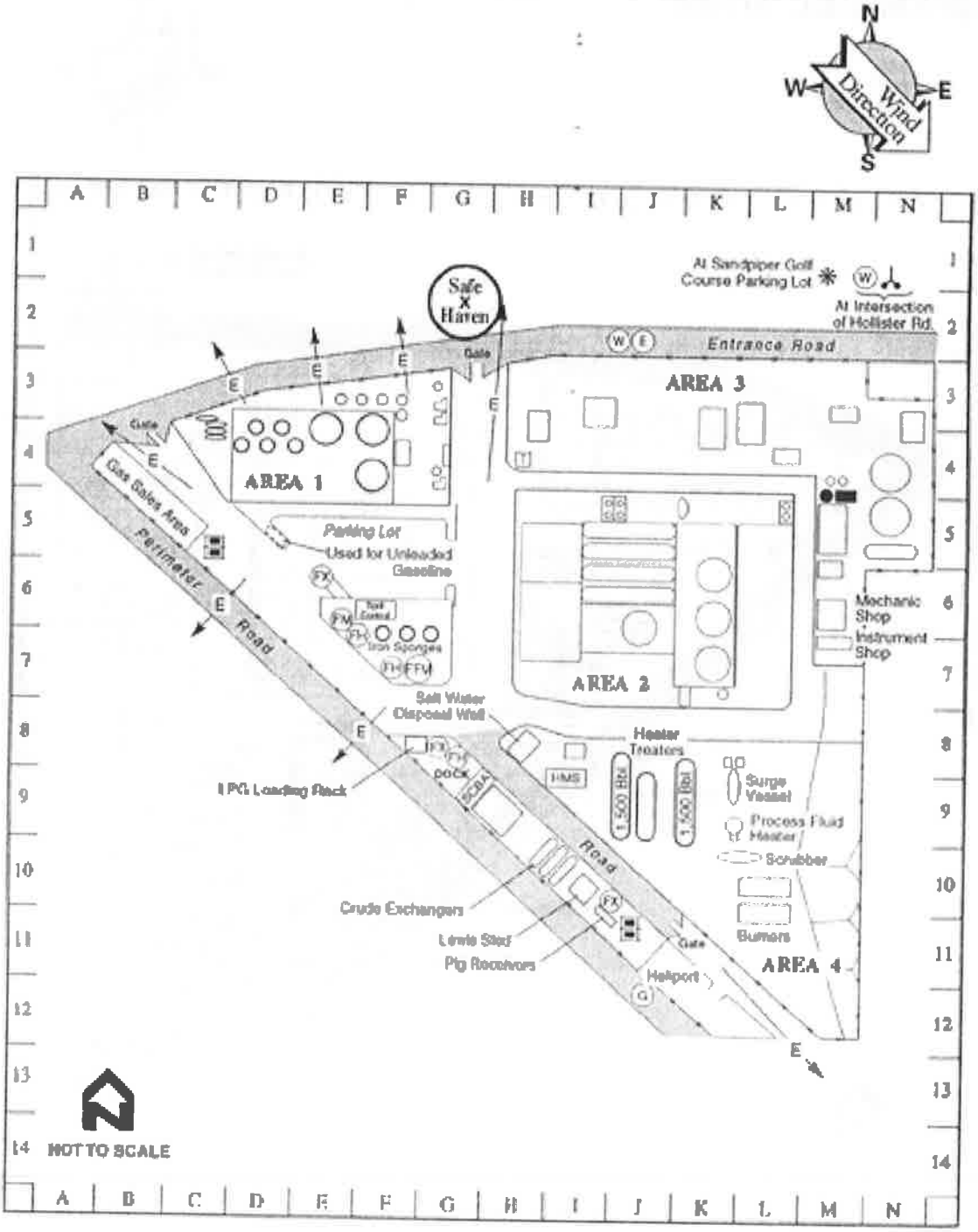

VENOCO

SAFE HAVEN – WIND FROM NORTHWEST

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8.1 INTRODUCTION

General facility security covers procedural and physical security measures for the protection of employees, facility assets, and the public in the general vicinity. It is implemented under normal operations and in conjunction with existing facility emergency response plans and the company's overall safety policies, procedures, and philosophy.

An Ellwood Marine Terminal (EMT) Facility Security Plan (FSP) has been developed in accordance with *33 Code of Federal Regulations Part 105 - Facility Security* and *Title 2 Code of California Regulations, Division 3, Chapter 1, Article 5.1 - Marine Terminal Physical Security*. The FSP identifies policies, procedures and actions for Company personnel to implement in order to prevent and/or protect EMT personnel and company assets.

8.2. FACILITY ACCESS

8.2.1 General and Personnel Access

Authority to enter all Ellwood facilities must be approved by the Ellwood Operations Supervisor who serves as the Alternate Facility Security Officer (AFSO). The VENOCO Person-In-Charge (PIC) and Ellwood Pier Guard serve as authorized designees of the AFSO.

Access to the Ellwood Marine Terminal (EMT) is via the Ellwood Onshore Facility (EOF) control room where sign-in and identification check occurs and then the visitor is escorted to the EMT. Screening of personnel and vehicles takes place at the EMT. Access to the Marine Terminal mooring and the barge loading vessels is via the Ellwood Pier. Screening of personnel takes place prior to gaining pier access to board the transfer boat.

Personnel access to the Ellwood facilities including Platform Holly is by request only. Non-employees are typically scheduled and authorized for entry in advance by the AFSO/PIC. An Authorized Access List is provided to facility operating personnel and the Ellwood Pier Guard for non-employee access control.

The offshore environment provides for natural access control to Platform Holly. Only persons authorized to be on the platform are permitted access to the facility. All persons at the platform are required to check in at the platform production office. The facility is manned 24 hours per day, seven days a week, with a minimum of two platform operators on duty at all times.

The Beachfront Lease is surrounded by an eight-foot-high, chain link fence with one foot of three strand barbed wire at the top of the fence. The gates to the two work areas are kept padlocked closed until access is required. All visitors and contractors to the facility are provided access by a VENOCO employee.

8.2.2 Security Measures for Access Control

All VENOCO employees, contractors, visitors, vendors, and governmental agency personnel seeking access to Ellwood facilities must sign-in at the EOF, Ellwood Pier and Platform Holly. All employees and non-employees working at the EMT are required to sign-in at the EOF control room and sign out at the end of the workday or job.

Unauthorized and authorized individuals seeking access to the pier and the EMT are subject to screening according to MARSEC Directive 105-3 at the main gate to the EMT and/or at the pier guard house. Screening will be conducted by security guard service personnel.

8.2.3 Identification System

A valid, State-issued driver's license or other government-issued, laminated, tamper-resistant, photo identification card is required that will establish basic identification of an individual. Other identification may be acceptable on a case-by-case basis when approved by the Facility Security Officer or Alternate Facility Security Officer.

All non-employee personnel are required to possess and present a valid current State Driver's License or other valid, government-issued, photo ID at time of sign-in and be prepared to provide the ID at any time to company, contract or governmental security personnel prior to entry and authorization to work in restricted areas.

8.3 SECURITY SYSTEMS AND EQUIPMENT MAINTENANCE

All security equipment and systems are maintained in good working order. Where applicable, they are inspected, tested, and calibrated according to the manufacturer's specifications and recommendations.

Security equipment consists of fencing around perimeter of all Ellwood facilities, chains and padlocks on all gates except emergency egress gates, motion detector located inside the EMT motor control center and alarms tied to the motion detector, phones and communication systems, cellular phones, radios, lighting, remotely operated gate at the Ellwood Pier.

8.4 RANDOM CONTRABAND INSPECTION AND SEARCH PROGRAM

The purpose of random security inspections and searches is to provide a safe environment by prohibiting illegal or unauthorized drugs, alcohol, firearms or other weapons, and people under the influence on VENOCO property. The successful implementation of a random search or inspection program depends upon adequate notification, nondiscriminatory application, minimum inconvenience, and careful and proper supervision. To insure that these factors are satisfied, VENOCO observes the following procedures.

- Prior to hiring, all employees are informed of VENOCO's intention to conduct random security inspections or searches.
- During training sessions VENOCO informs contractors and employees of its right to conduct random searches of persons or vehicles on their property.

The **Ellwood Operations Supervisor or corporate safety staff** may initiate a random security inspection and search program at his discretion. The possession of alcohol, narcotics, firearms, explosives or any weapon is strictly prohibited on the facility and will be cause for termination of employment. Signs are posted at the facility warning of these prohibitions. All persons in the facility at the time of a security inspection are subject to the inspection. If prohibited items are seized during a security inspection, they will be seized and given to VENOCO's Security Department or law enforcement personnel as appropriate.

8.5 CIVIL DISTURBANCE

Procedures for managing civil disturbances are detailed in Section Five of this plan. Contract security services or local law enforcement agency personnel will be called to provide additional support if necessary. All gates are closed at the facility, except during entry. Senior management up to the President of VENOCO will be notified of any civil disturbances on or near company property.

8.6 CONTRACT SECURITY SERVICES

VENOCO has contracted with a private security service to police and guard Ellwood Marine Terminal and Beachfront Lease, and to check for fire, theft, damage, or any irregularities on these premises. The service furnishes one on-site uniformed guard 24 hours each day, seven days each week, 52 weeks per year. In addition, The service is contracted to provide the following patrol

services:

- Ellwood Marine Terminal: Two checks each night, seven nights each week, and one check each day on weekends and holidays.
- Beachfront Lease: One check each night, seven nights each week, and one check each day on weekends and holidays.

8.7 EMERGENCY SECURITY PROCEDURES

In the event of an emergency incident, there may be a lapse in time from the onset of the incident to the mobilization/arrival of local, state, and federal officials that have the authority to implement ground, marine, and air traffic procedures (e.g., reroute traffic, create exclusion zones). At the onset of an incident, VENOCO will implement the following measures when necessary:

- Arrange for additional contract security services to control facility and perimeter access.
- Notify the Flight Service Station to advise air traffic of the incident via NOTAMS and the transcribed weather broadcast.
- Notify the USCG via VHF Channel 22 or 16 to advise marine traffic of the incident.

This appendix includes the following forms:

- Spill Report and Incident Notification Form
- Agency Telephone Log
- Telephone Log
- Bomb Threat Worksheet
- FEMA ICS 201, Incident Brief (used for sustained response only)

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SPILL REPORT AND INCIDENT NOTIFICATION FORM

**** Do not delay reporting pending additional information****

REPORTING PARTY					
Reporter's Name:					
Position:					
Phone Numbers:	Day:		Evening:		
Company:					
Address:					
Were Materials Discharged?	Y ☐ N ☐		Confidential?	Y ☐ N ☐	
Calling for Responsible Party?	Y ☐ N ☐				

RESPONSIBLE PARTY	
Company:	Venoco, Inc.
Contact:	Ed O'Donnell
Address:	6267 Carpinteria Ave
	Carpinteria, CA 93013
Phone:	(805) 745-2100

RELEASE DESCRIPTION			
Source of Release:			
Date of Release:		Time of Release:	
Incident Location (address, Lat/Long, GPS):			
Nearest City:		Distance to City:	

MATERIAL				
Type of Material:				
Est. Discharge Quantity:		Bbl, Gal, or Lbs:		
Discharged to Water?	Y ☐ N ☐	Quantity:		Bbl, Gal, or Lbs:
If oil, Description of Slick:				
Est. Size of Slick:				
Direction of Movement:				

RESPONSE ACTION	
Actions taken to isolate, contain and control release:	

IMPACTS				
Number of Injuries:		Number of Deaths:		
Were there any evacuations?	Y ☐ N ☐		Number evacuated:	
Was there any damage?	Y ☐ N ☐			
Medium Affected:	Water Land Air			
Description of Medium Affected:				

WEATHER AND WATER CONDITIONS				
Temperature:	Air	°	Water	°
Wind:	mph from the			
Current:	knots to the		Wave Height:	

NOTIFICATIONS:			
AGENCIES:			
☐	911 – SBC Fire Dept. / SBC Sheriff		Time Reported:
☐	National Response Center (NRC)	Report #:	Time Reported:
☐	United States Coast Guard (USCG)	Report #:	Time Reported:
☐	Calif. Emergency Management Agency (Cal EMA)		Time Reported:
☐	CA DOGGR		Time Reported:
☐	Office of Spill Prevention & Response (OSPR)		Time Reported:
☐	SBC Energy Division		Time Reported:
☐	SBC Office of Emergency Management (OEM)		Time Reported:
☐	City of Goleta		Time Reported:
INTERNAL:			

AGENCY TELEPHONE LOG

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

AGENCY TELEPHONE LOG

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
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AGENCY TELEPHONE LOG

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
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	Date	
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Contacted By.	*Fax No.*	
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	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
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Contacted By.	*Fax No.*	
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	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

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Agency:	Time	Business Discussed
	Date	
Person Contacted	Followup Required? Yes No	
Contacted By.	Fax No.	
Contact Verification Number		

Agency:	Time	Business Discussed
	Date	
Person Contacted	Followup Required? Yes No	
Contacted By.	Fax No.	
Contact Verification Number		

Agency:	Time	Business Discussed
	Date	
Person Contacted	Followup Required? Yes No	
Contacted By.	Fax No.	
Contact Verification Number		

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	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

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Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

AGENCY TELEPHONE LOG

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

AGENCY TELEPHONE LOG

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

Agency:	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Contacted By.	*Fax No.*	
Contact Verification Number		

VENOCO
TELEPHONE LOG

Person Making Calls

TO / FROM *(circle one)*	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Phone No.	*Fax No.*	
TO / FROM *(circle one)*	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Phone No.	*Fax No.*	
TO / FROM *(circle one)*	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Phone No.	*Fax No.*	
TO / FROM *(circle one)*	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Phone No.	*Fax No.*	

VENOCO
TELEPHONE LOG

Person Making Calls

TO / FROM *(circle one)*	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Phone No.	*Fax No.*	
TO / FROM *(circle one)*	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Phone No.	*Fax No.*	
TO / FROM *(circle one)*	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Phone No.	*Fax No.*	
TO / FROM *(circle one)*	*Time*	*Business Discussed*
	Date	
Person Contacted	*Followup Required?* Yes No	
Phone No.	*Fax No.*	

BOMB THREAT WORKSHEET

SHOULD YOU RECEIVE A BOMB THREAT:

Keep the caller talking. If the caller seems agreeable to further conversation, ask questions like:

When will it go off?	*Hour*	*Time Remaining*
Where is it located?	*Building*	*Room Number*
Is the bomb in the open? Hidden?		
What does it look like?		
What kind of bomb?	*(Incendiary, High Explosive)*	
How did you get it onto the premises?	*(Mail or hand-carried)*	
Why did you put the bomb here?		
Ask the caller: "If the bomb blows up, will it cause injury or death?"		
Where are you calling from?		
What is your name and address?		
Caller's Message:		

Do not discuss bomb threat with anyone other than your supervisor and the Sheriff's Office.

BOMB THREAT WORKSHEET

INSTRUCTIONS

CALLER'S IDENTITY (Answer with your impression or best guess)

☐ MALE ☐ FEMALE	Approximate Age	Educational Level
Nationality and Race	Mental or Emotional Stability	
Knowledge of VENOCO, Facility, Personnel		

VOICE CHARACTERISTICS	SPEECH	LANGUAGE
☐ LOUD ☐ SOFT	☐ FAST ☐ SLOW	☐ GOOD ☐ FAIR
☐ HIGH PITCH ☐ DEEP	☐ DISTINCT ☐ DISTORTED	☐ POOR ☐ FOUL
☐ RASPY ☐ PLEASANT	☐ STUTTER ☐ NASAL	☐ EXCELLENT
☐ INTOXICATED	☐ SLURRED ☐ LISP	Other
Other	Other	

ACCENT	MANNER	BACKGROUND NOISES
☐ LOCAL	☐ CALM	☐ TRAIN ☐ MUSIC
☐ NOT LOCAL	☐ ANGRY	☐ ANIMALS ☐ VOICES
☐ FOREIGN	☐ RATIONAL	☐ AIRPLANES ☐ QUIET
Country	☐ IRRATIONAL	☐ MIXED
Race	☐ DELIBERATE	☐ FACTORY MACHINES
Religion	☐ EMOTIONAL	☐ STREET TRAFFIC
	☐ RIGHTEOUS	☐ OFFICE MACHINES
	☐ LAUGHING	☐ PARTY ATMOSPHERE
	Other	Other
Call Receiver's Name	Date/Time of Receipt	Phone # at which bomb threat was received:

INCIDENT BRIEFING (ICS 201)

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

4. Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment):

5. Situation Summary and 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.

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 201, Page 1 Date/Time: _____

INCIDENT BRIEFING (ICS 201)

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

7. Current and Planned Objectives:

8. Current and Planned Actions, Strategies, and Tactics:

Time:	Actions:

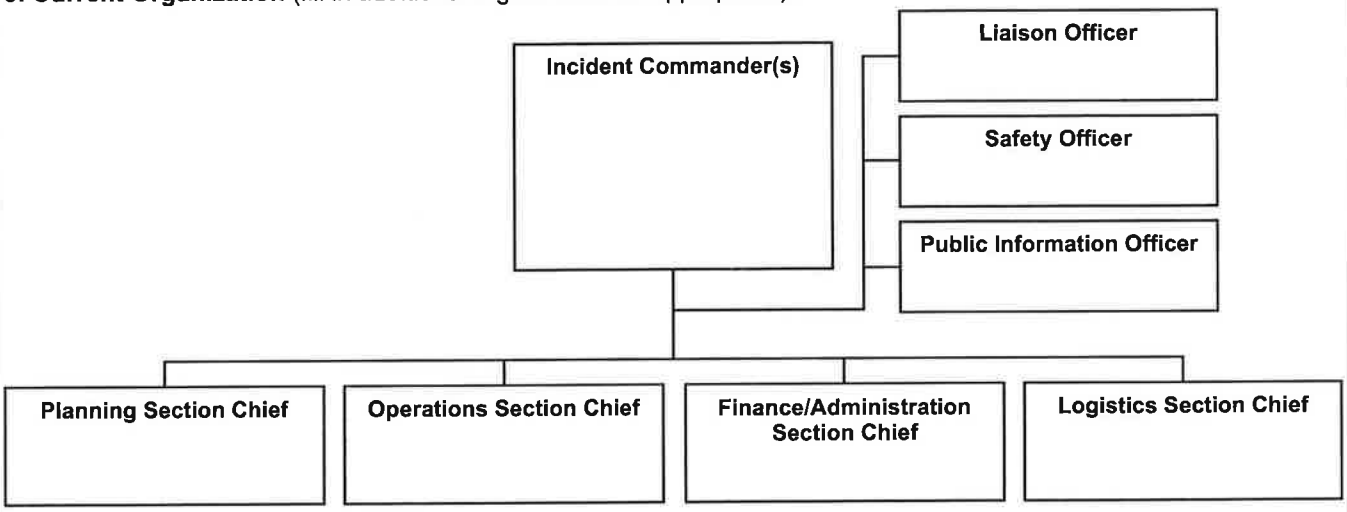
6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

INCIDENT BRIEFING (ICS 201)

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

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

INCIDENT BRIEFING (ICS 201)

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

10. Resource Summary:

Resource	Resource Identifier	Date/Time Ordered	ETA	Arrived	Notes (location/assignment/status)
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	
				☐	

6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

ICS 201
Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	**Incident Name**	Enter the name assigned to the incident.
2	**Incident Number**	Enter the number assigned to the incident.
3	**Date/Time Initiated** • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	**Map/Sketch** (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	**Situation Summary and 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.	Self-explanatory.
6	**Prepared by** • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	**Current and Planned Objectives**	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	**Current and Planned Actions, Strategies, and Tactics** • Time • Actions	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	**Current Organization** (fill in additional organization as appropriate) • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief	• Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	**Resource Summary**	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly.
	• Resource	Enter the number and appropriate category, kind, or type of resource ordered.
	• Resource Identifier	Enter the relevant agency designator and/or resource designator (if any).
	• Date/Time Ordered	Enter the date (month/day/year) and time (24-hour clock) the resource was ordered.
	• ETA	Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock).
	• Arrived	Enter an "X" or a checkmark upon arrival to the incident.
	• Notes (location/ assignment/status)	Enter notes such as the assigned location of the resource and/or the actual assignment and status.

B.1 WORST CASE GAS RELEASE AT ELLWOOD ONSHORE FACILITY

The hazard footprint for a worst case gas release at the Ellwood Onshore Facility is included at the end of this appendix on page B-3.

MAXIMUM HAZARD ZONES WITHIN THE CITY OF GOLETA FROM LINE 96 CRUDE OIL PIPELINE (QRA 2011)

The maximum hazard zones within the City of Goleta for a crude oil leak from the EPI Line 96 pipeline is included at the end of this appendix on page B-3.

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ATTACHMENT B-1

HAZARD FOOTPRINT FOR A WORST CASE GAS RELEASE

HAZARD ZONE FOR CRUDE OIL LEAK FROM LINE 96 PIPELINE

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Ellwood Pipeline Inc. - Line 96 Crude Oil Pipeline Maximum Hazard Zones within the City of Goleta (QRA 2011)

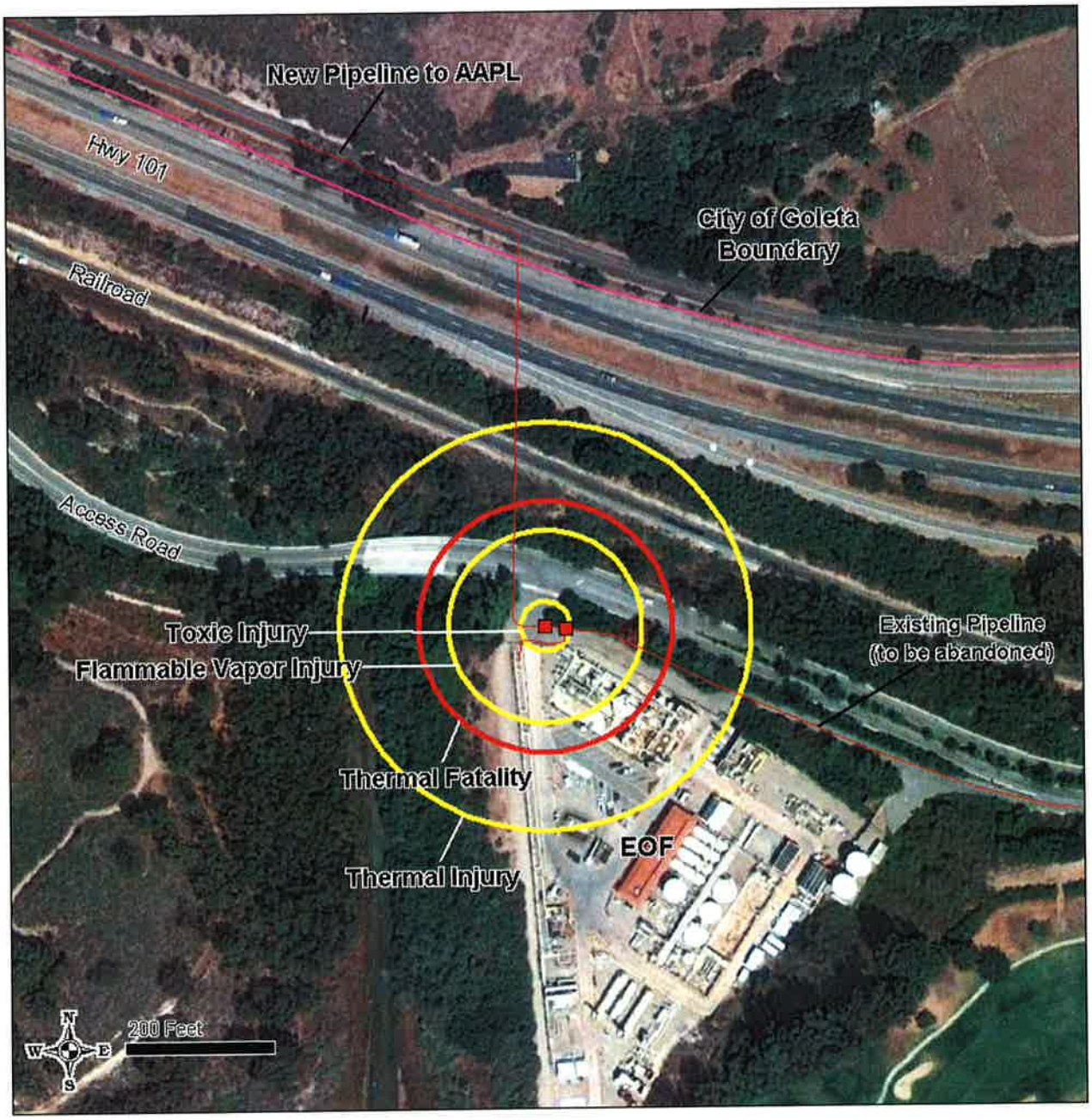
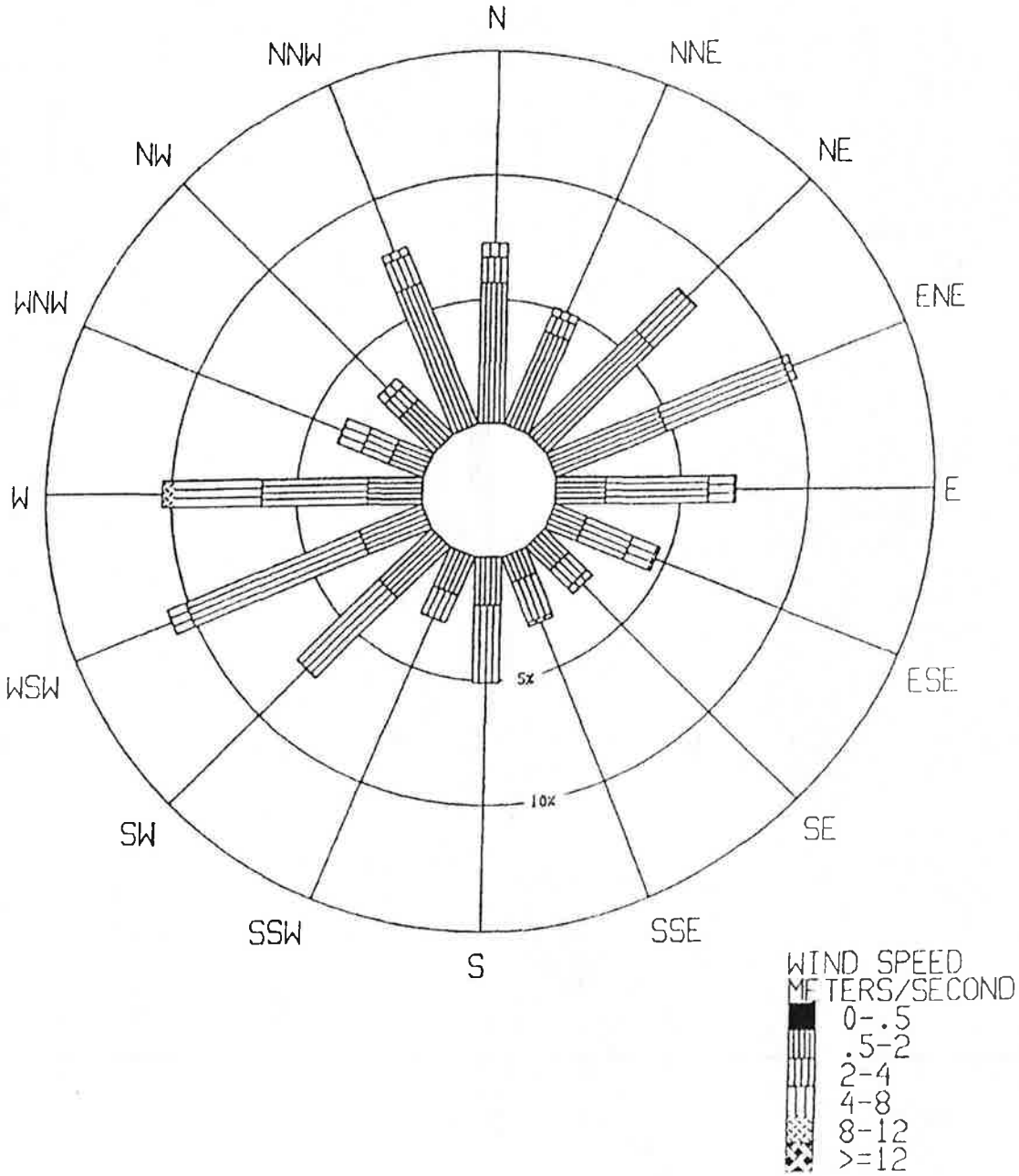


FIGURE 1 Ellwood Onshore Treatment Facility Windrose
(Santa Barbara APCD Database - October 1, 1988 to September 30, 1989)



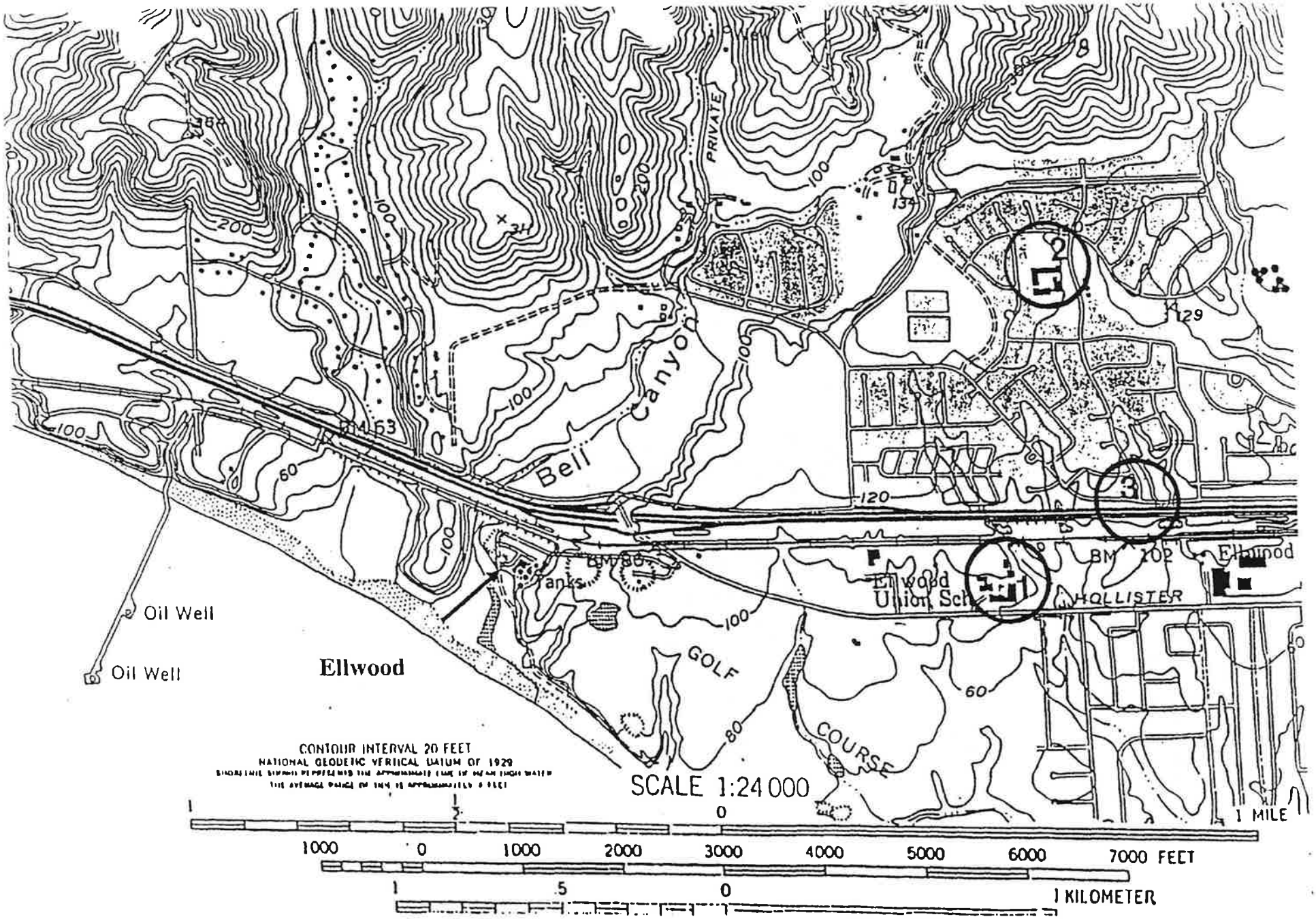


FIGURE 2 Vulnerable Zones

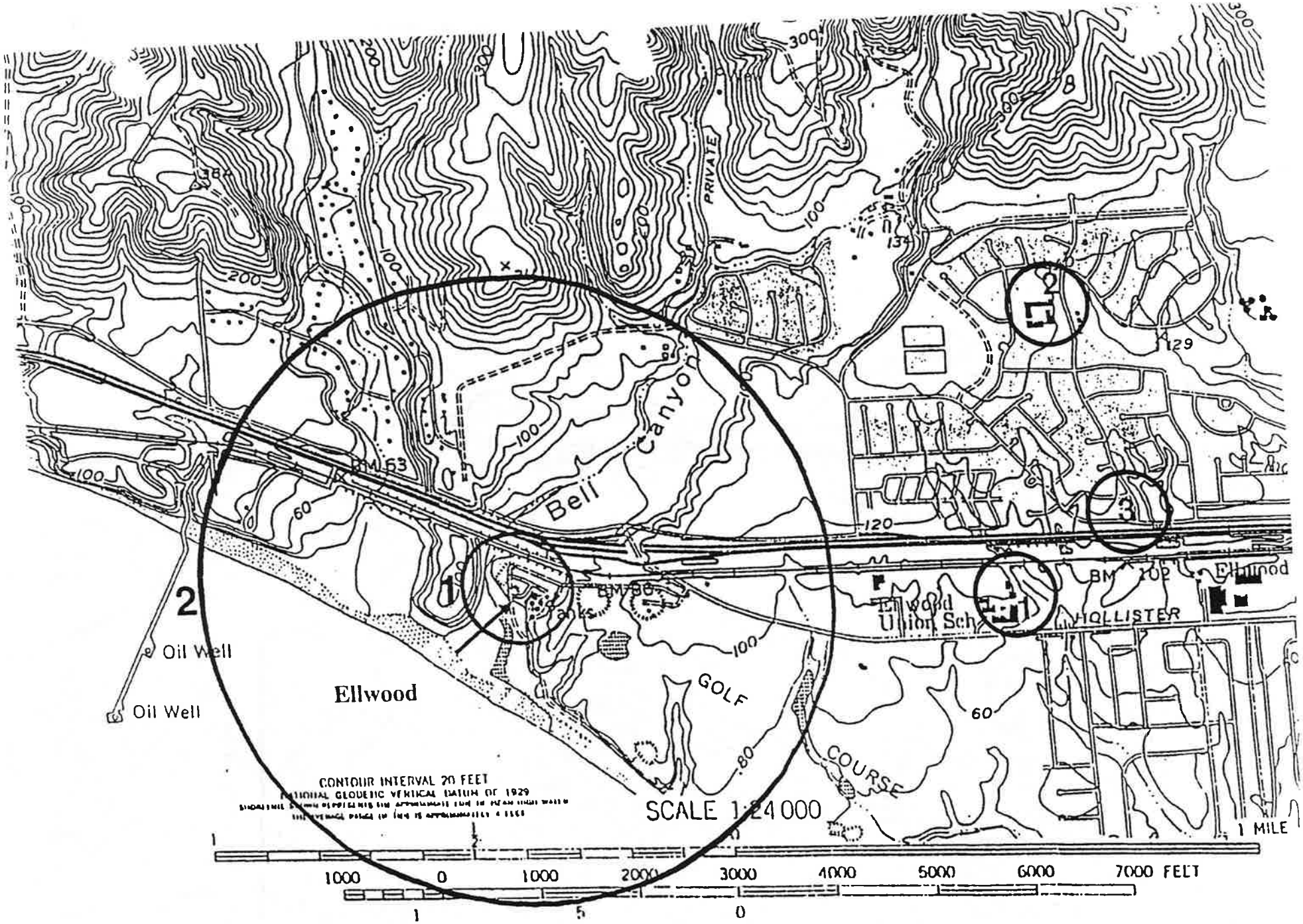


FIGURE 3 Worst Case Heater Treater Crude Oil (10,000 ppm)

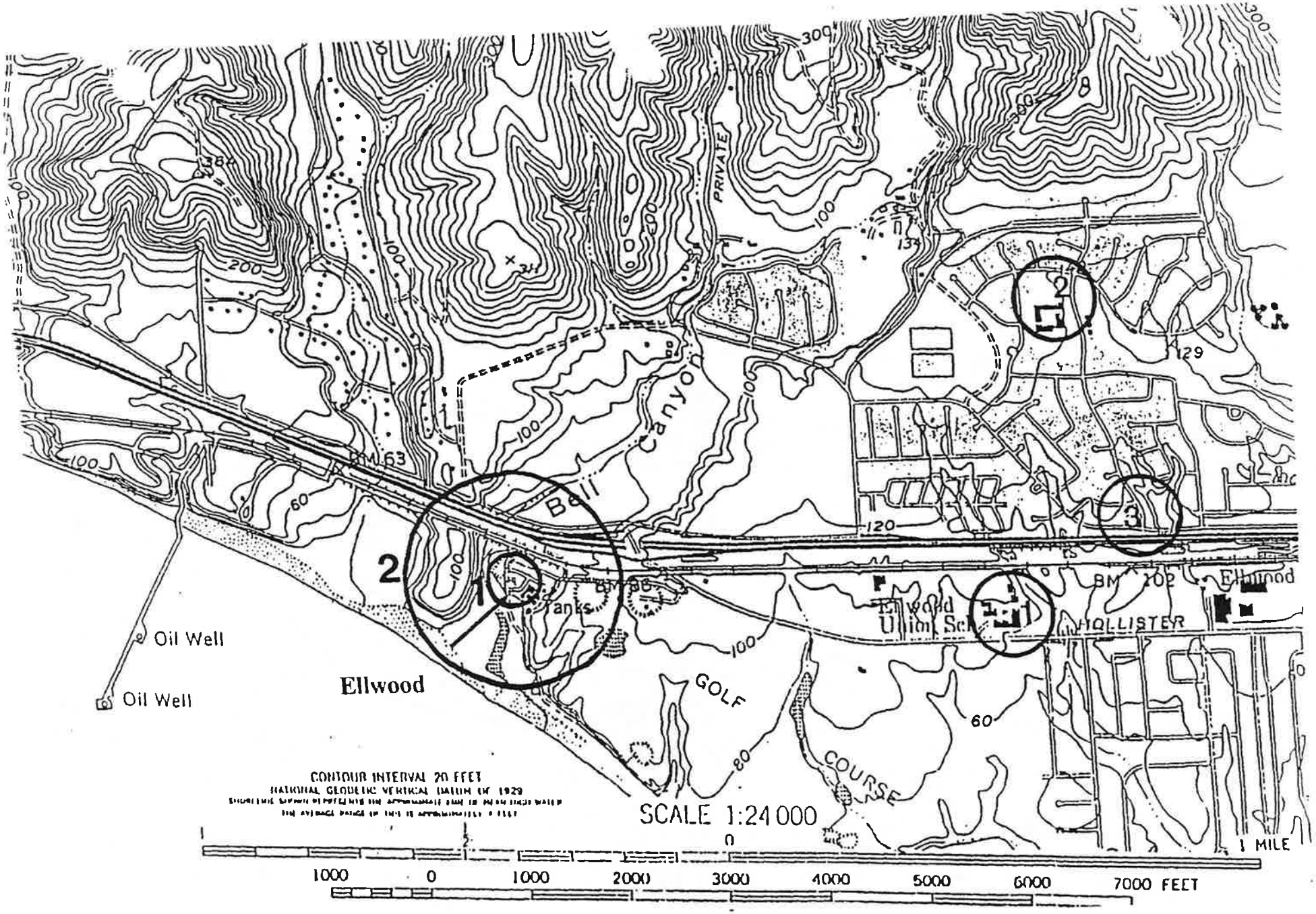


FIGURE 4 Heater Treat Crude Oil (6,000 ppm)

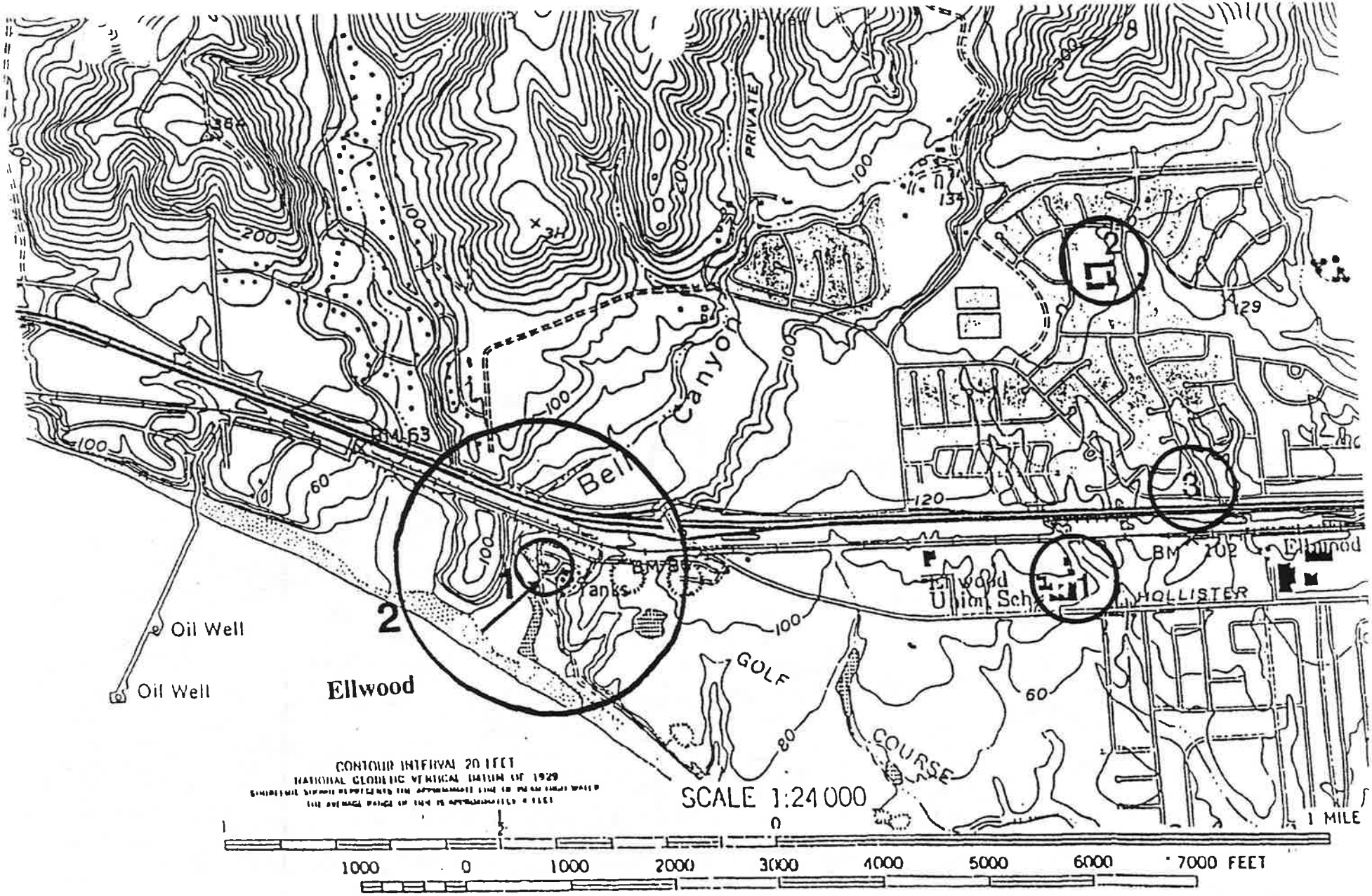


FIGURE 5 Steady State 14" Flange Seal Crude Oil Leak (10,000 ppm)

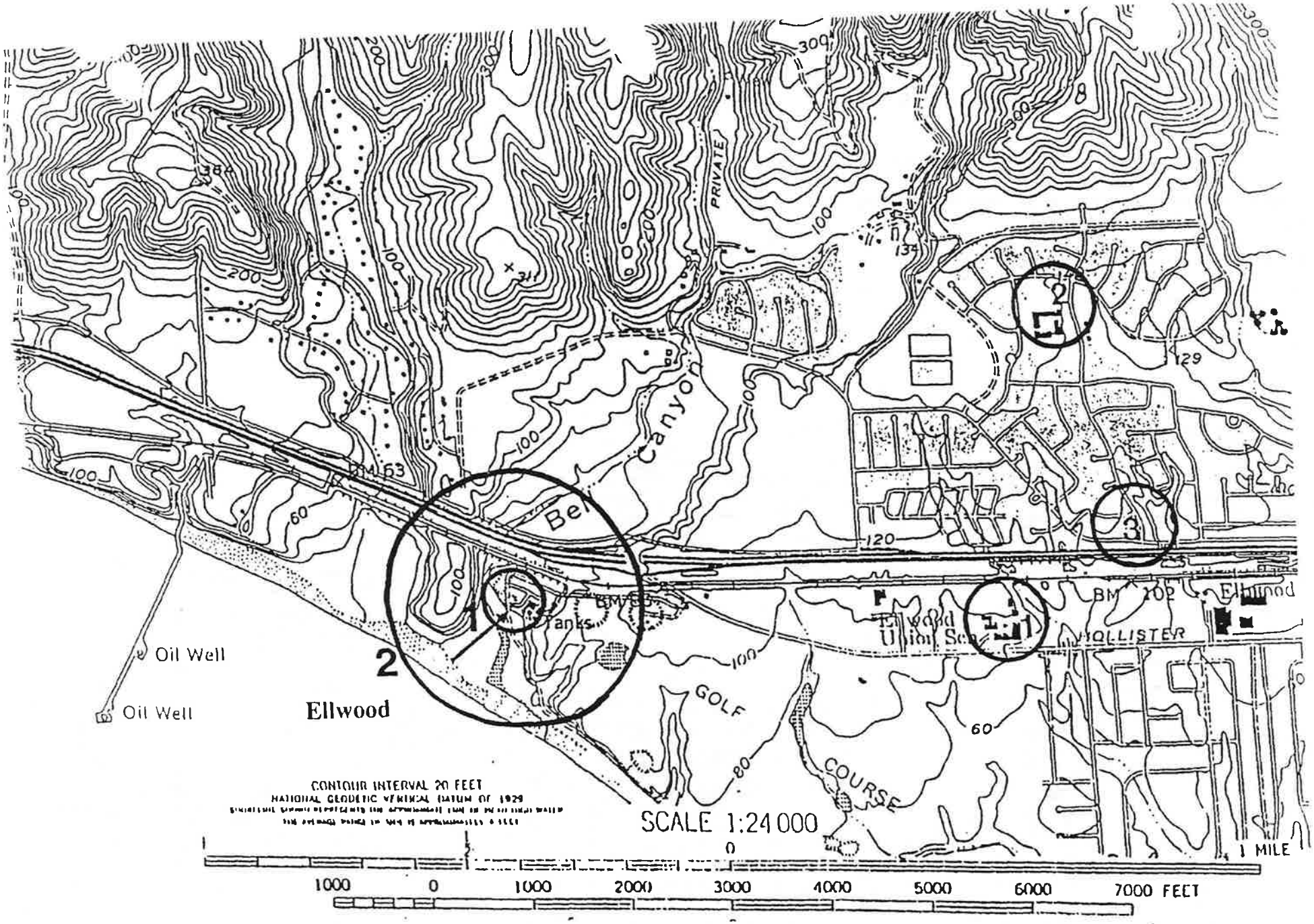


FIGURE 6 Steady State 8" F ;e Seal Crude Oil Leak (10,000 ppm)

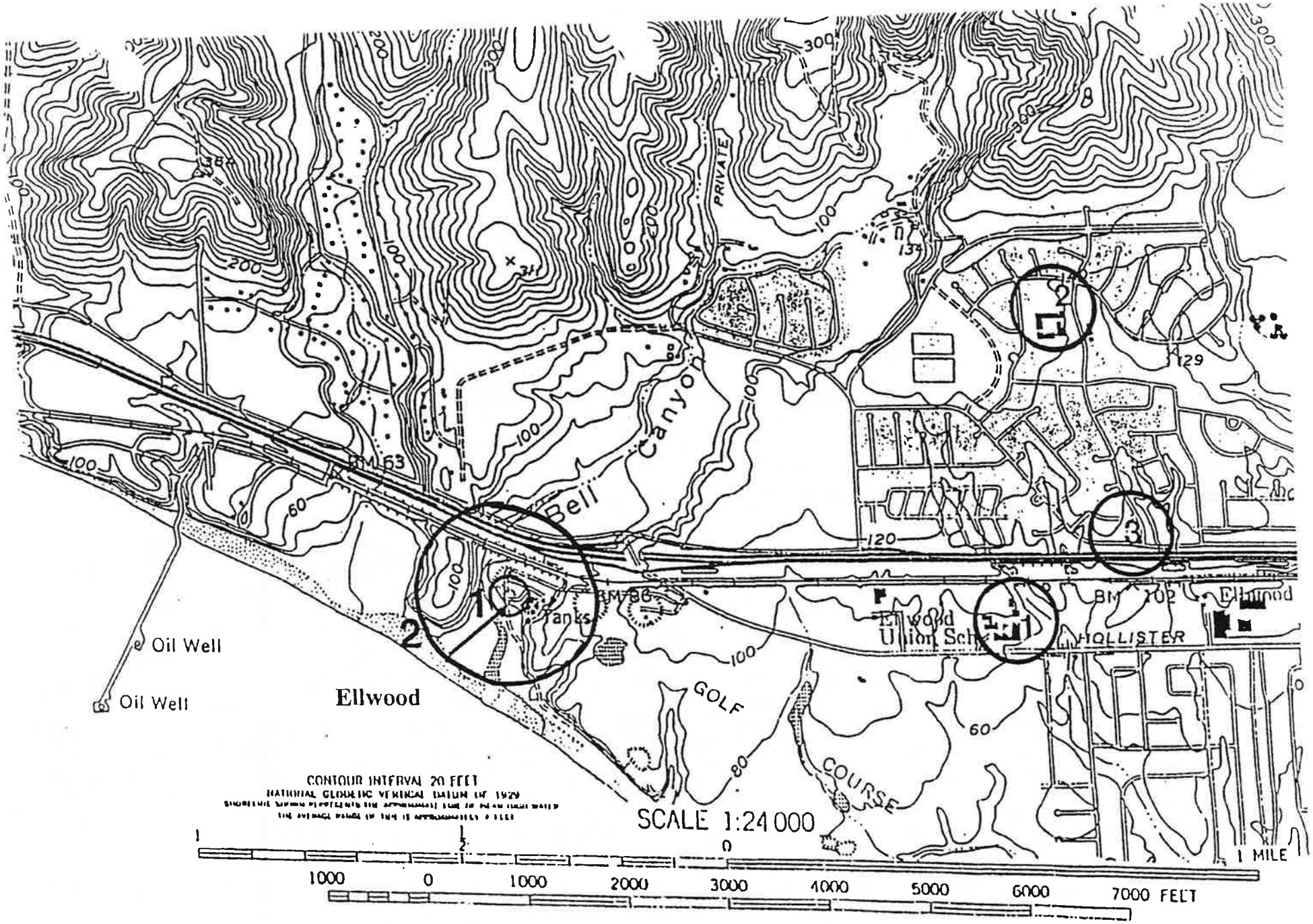


FIGURE 7 Break Upstream of the Bettus Valve Crude Oil Leak (10,000 ppm)

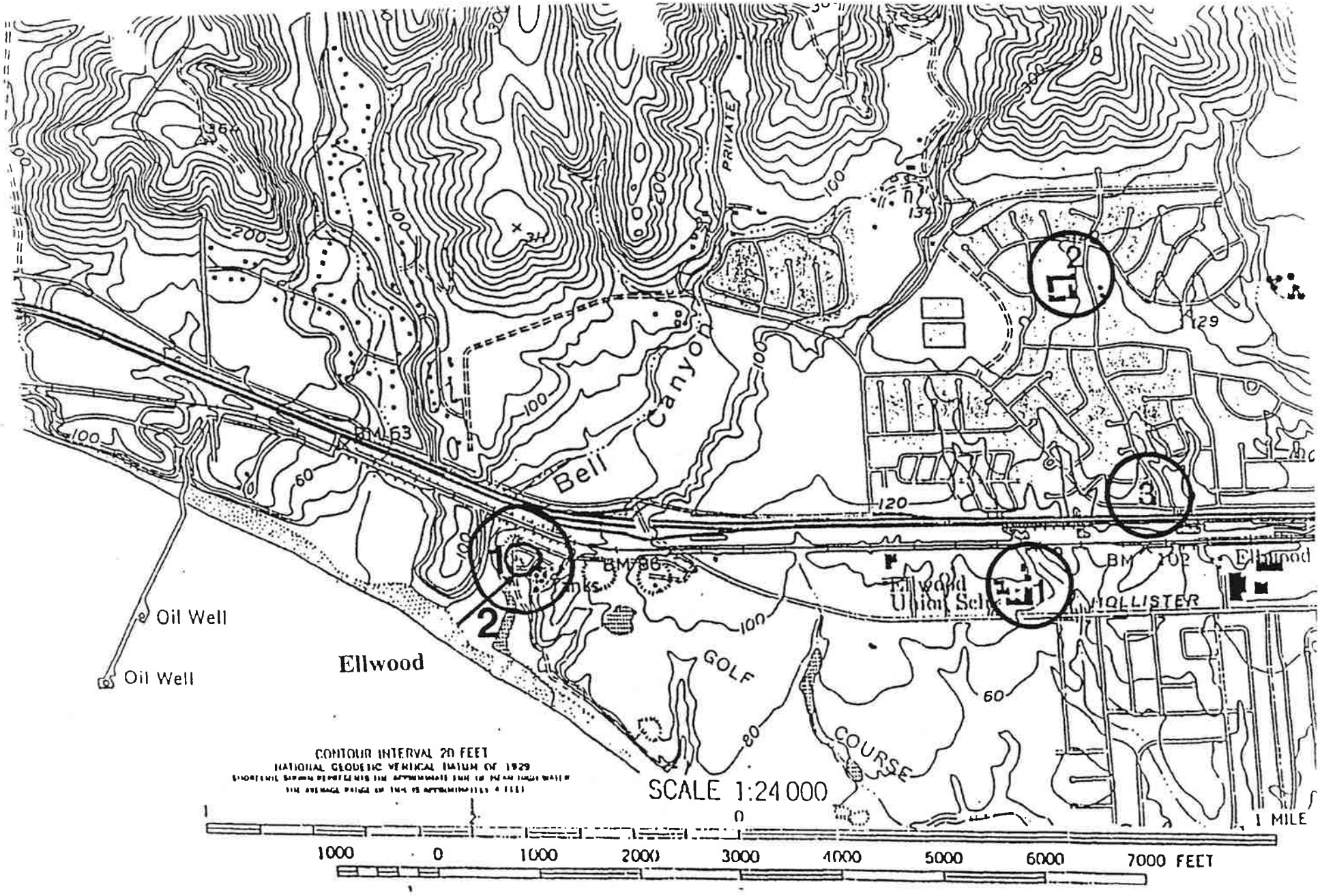


FIGURE 8 Steady State 1" Puncture Crude Oil Leak (10,000 ppm)

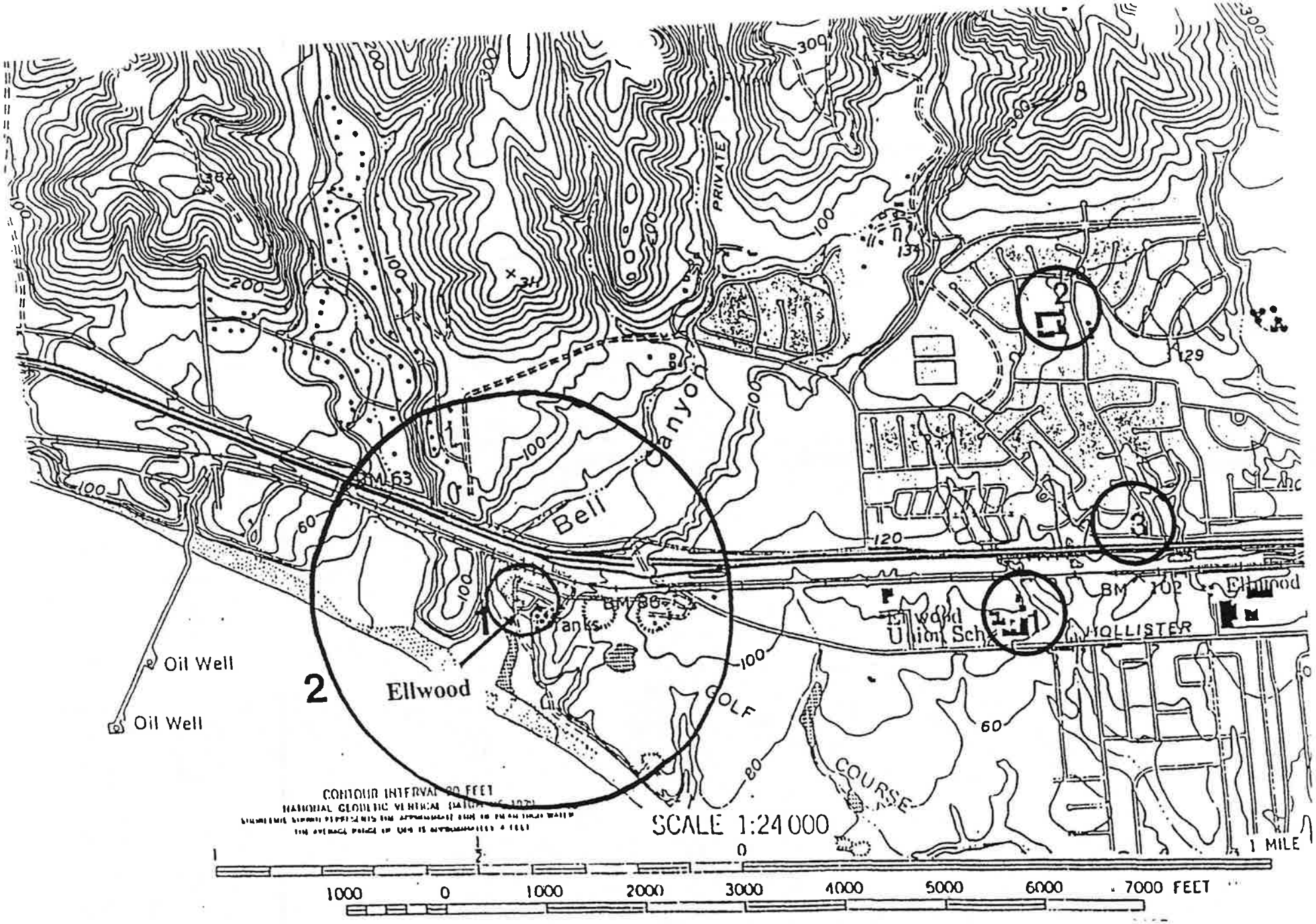


FIGURE 9 Steady State 18" Flange Seal Gas Leak (20,000 ppm)

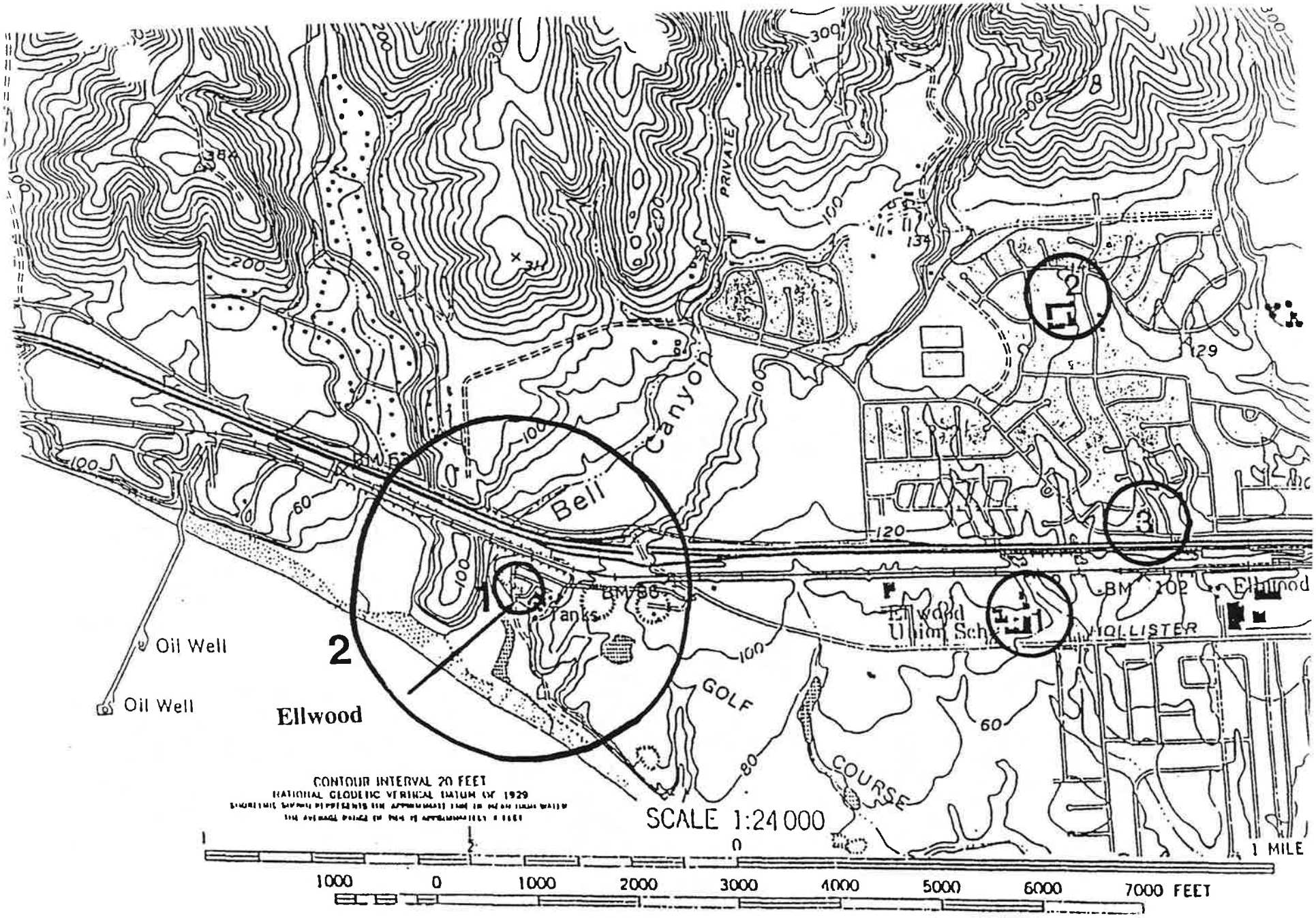


FIGURE 10 Steady State Iron Sponge Inlet Gas Scrubber Release (20,000 ppm)

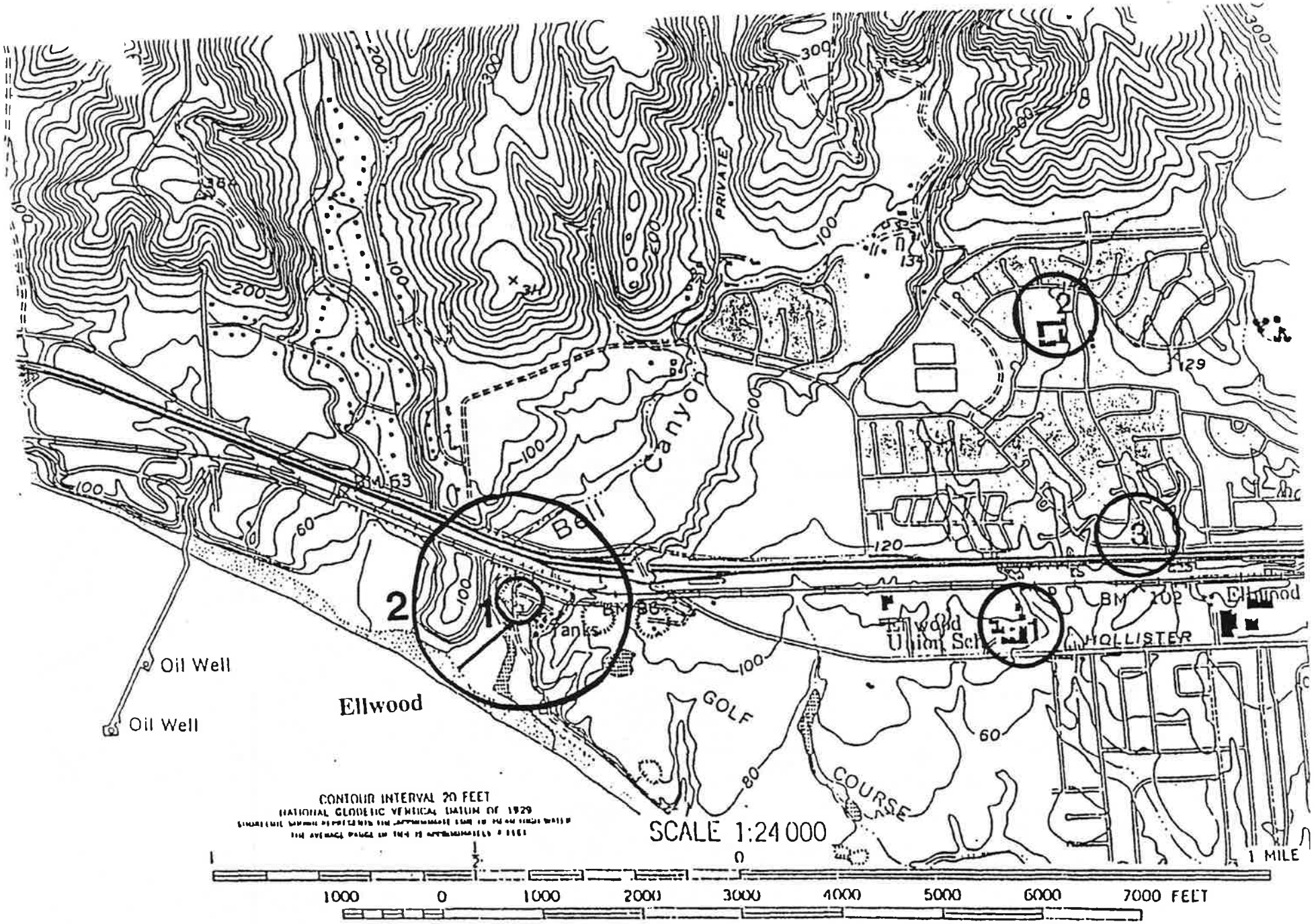


FIGURE 11 Steady State VRU2 Scrubber Gas Release (20,000 ppm)

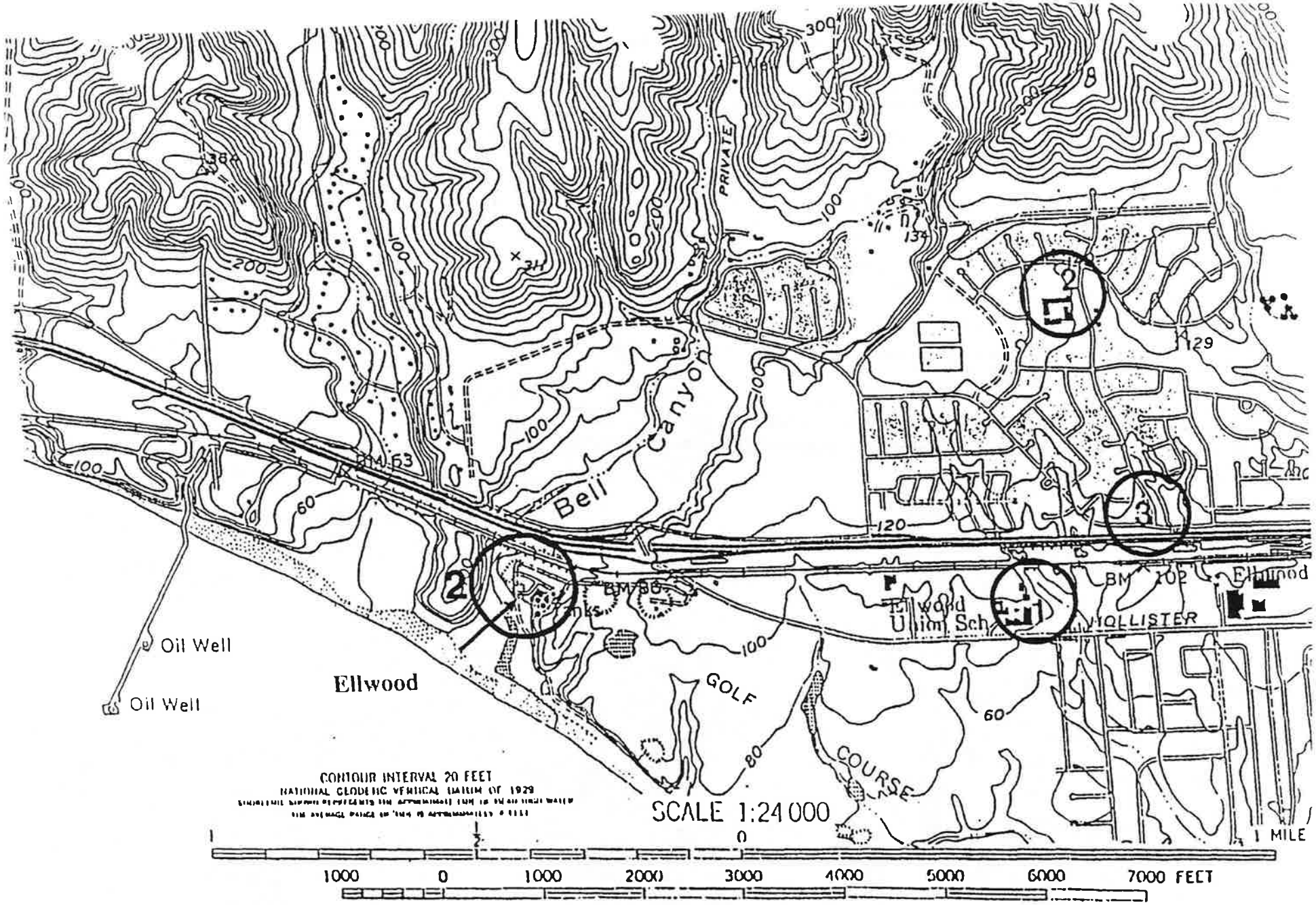


FIGURE 12 Steady State 1" Puncture Inlet Gas Scrubber Release (20,000 ppm)

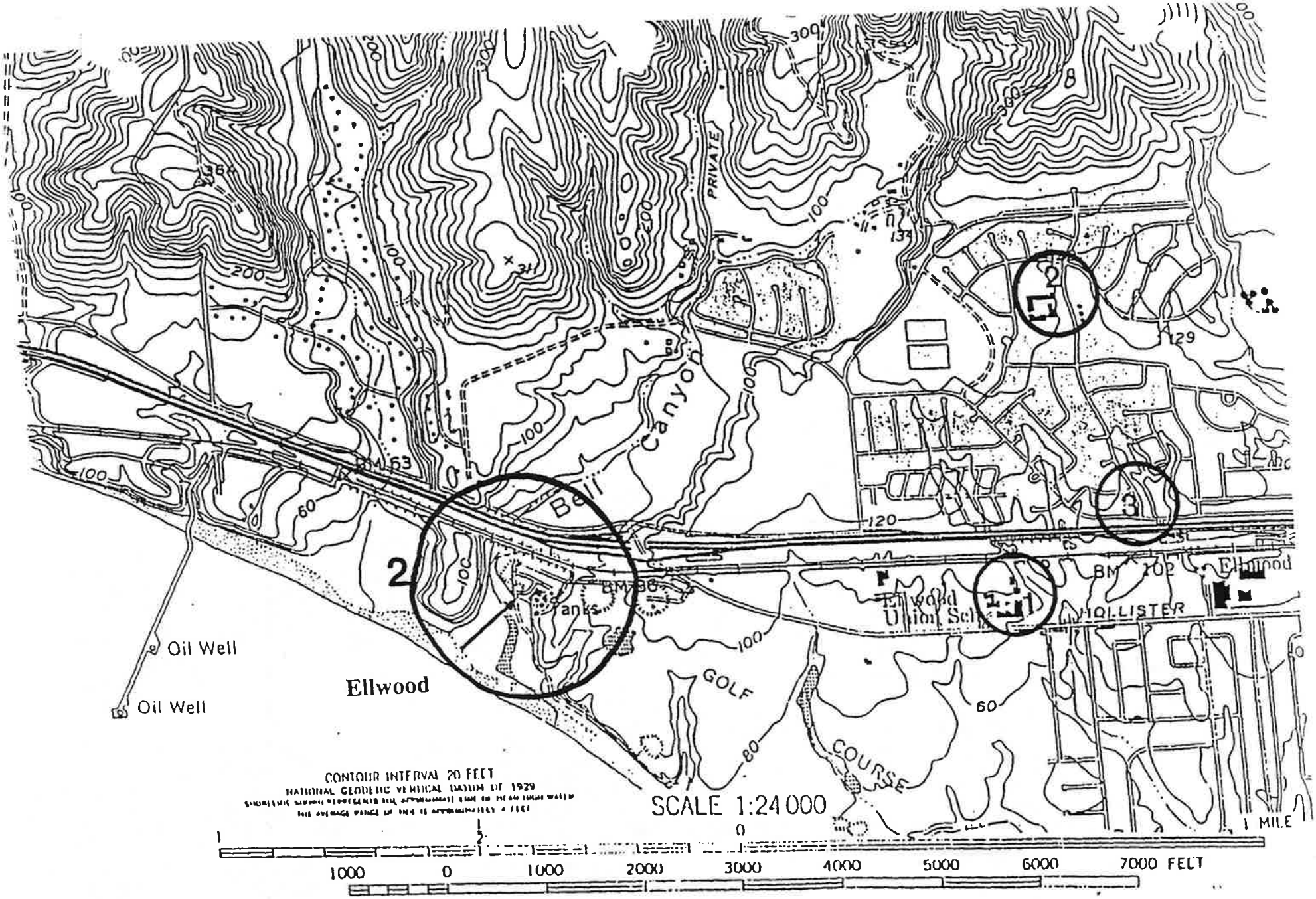


FIGURE 13 Steady State 6" Flange Seal Gas Leak Release (20,000 ppm)

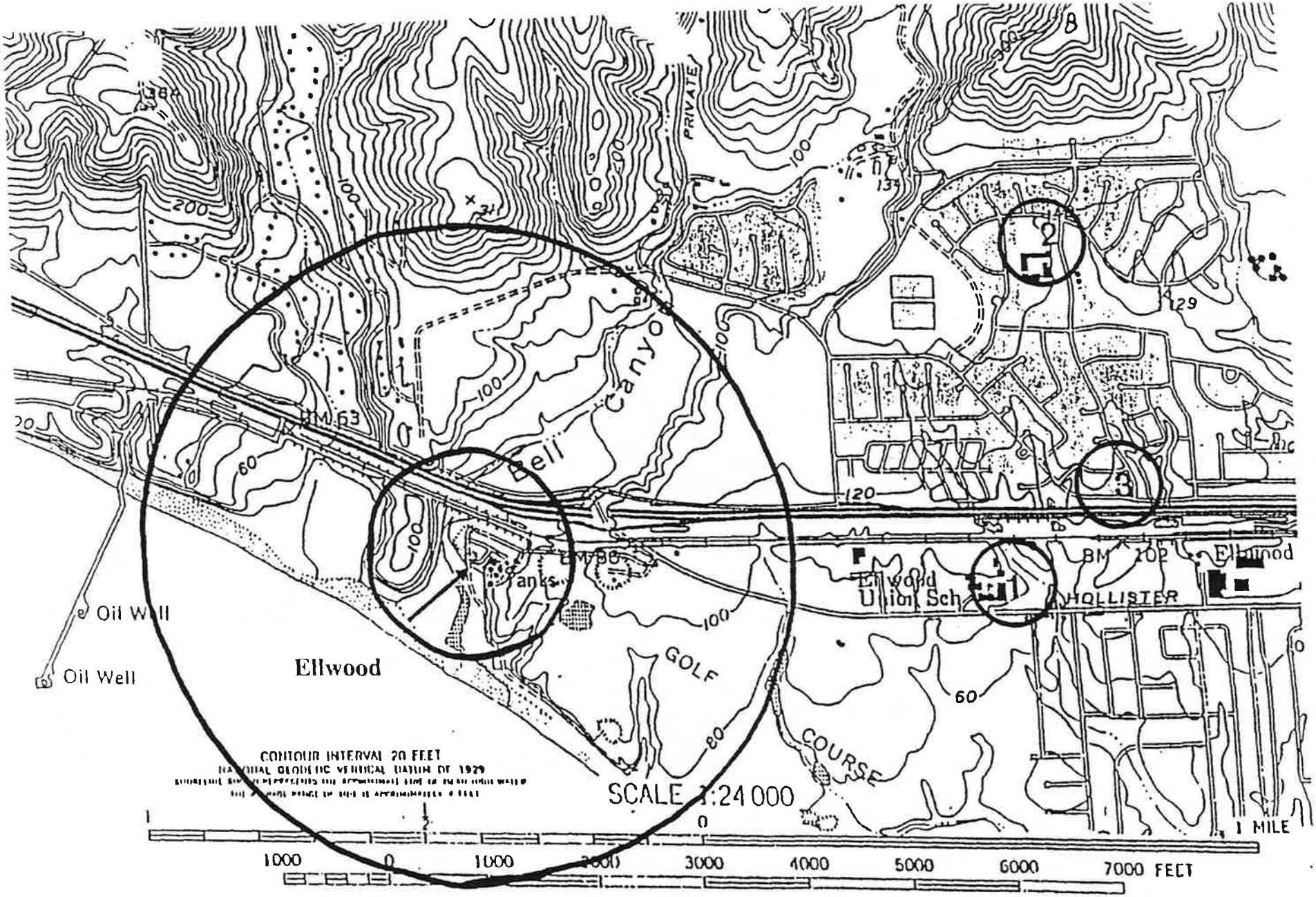


FIGURE 14 Instantaneous Gas Release from Pipeline Rupture

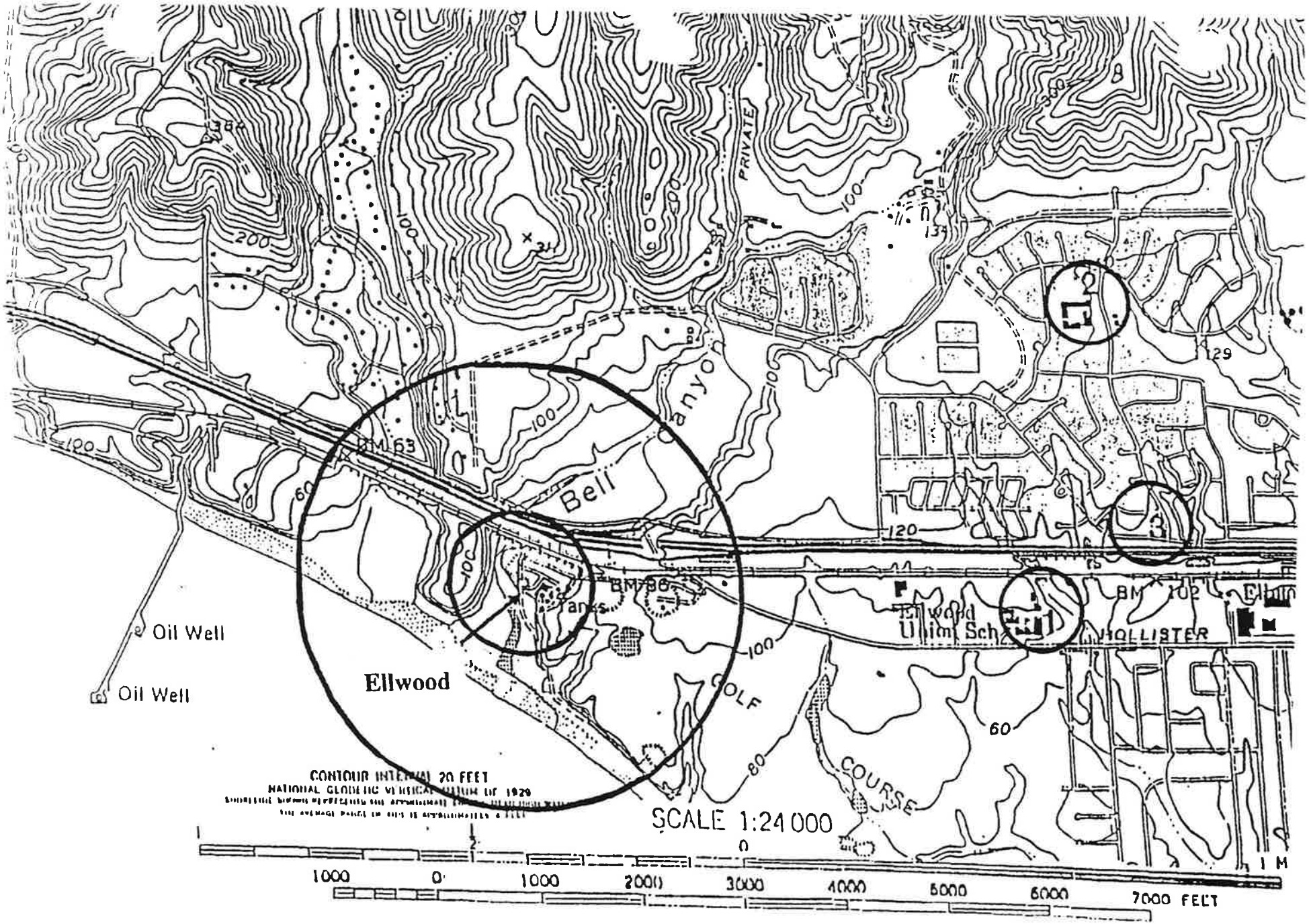


FIGURE 15 Instantaneous Gas Release from Break Upstream of Bottom Valve

C.1 COMPANY POLICY

A Site Safety Plan developed in accordance with State and Federal OSHA regulations will be implemented at all emergency site or post-emergency clean-up operations by the Safety Officer, and approved by the Incident Commander. The Safety Officer is responsible for monitoring and assessing hazardous and unsafe situations and developing measures for assuring personnel safety.

- The pre-entry monitoring of the jobsite will be conducted by trained personnel using meters, colormetric tubes with hand pump, and personal monitoring badges. A record will be kept of all readings for Benzene (BZN), Hydrogen Sulfide (H_2S), Oxygen (O_2), and the Lower Explosive Limits (LEL). The decision for short term continuous monitoring will be decided by the Safety Officer.
- Material Safety Data Sheets will be made available for review by all employees at each job site.
- Access control zones (hot,warm,cold) will be designated and controlled for the work area.

The Site Safety Plan is intended to provide guidance for the site supervisors and information to work site personnel on the hazards and protective measures required when performing tasks in that work area. The site supervisors will assist the Safety Officer and both will ensure that all their employees and contractors conform to all safety related issues.

C.2 SITE SAFETY PLAN REQUIREMENTS

1. A Site Safety Plan will be posted and maintained at each job site.
2. All work personnel must be provided safety briefing, or otherwise read and sign the Site Safety Plan prior to entry into a work site.
3. Work sites will be limited to "authorized" personnel only.
4. Each employee must have completed required HAZWOPER training in accordance with CCR Title 8 Section 5192, or otherwise provide documentation of having completed such training.
5. Employees and sub-contractors are responsible for reporting to their supervisor all illnesses, injuries, or medications they are taking prior to entry, or exiting, or on the job site.
6. Ensure that all MSDS are included with the Site Safety Plan.
7. Employees are responsible for inspection of their personal protection equipment prior to entry into a job site.
8. Smoking is prohibited at work sites except in designated smoking areas.

9. A list of personnel on each job site will be maintained for the purpose of meeting medical surveillance requirements.
10. All employees will use "the buddy system" and monitor each other for job related injuries, exposure to the elements, or any other strange behavior.

A copy of the Venoco Site Safety Plan form is provided in Attachment C-1.

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ATTACHMENT C-1

SITE SAFETY PLAN

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SITE SAFETY PLAN

Incident Information:

Location:_____

Date:_____ Time:_____

Site Supervisor:_____

Brief Description of Incident:_____

_____

Monitoring:

Spilled or Released Product:_____

O_2 Level:_____

LEL:_____

H_2S (ppm):_____ Benzene (ppm):_____

Personal Protection:

- ☐ Tyvek Suit
- ☐ Rain Slicker
- ☐ Gloves
- ☐ Work Vest
- ☐ Hard Hat
- ☐ Face Shield
- ☐ Shade/H_2O
- ☐ Steel–toed Rubber Boot/Shoe
- ☐ Respirator
- ☐ Safety Glasses
- ☐ Goggles
- ☐ Duct Tape
- ☐ Barrier Cream
- ☐ Sun Screen

Communication:

Command Post #:_____

Marine Radio Frequency:_____

IC #:_____

Safety Officer #:_____

Other:_____

Other:_____

Other:_____

Physical Hazards:

- ☐ Overhead
- ☐ Confined Space
- ☐ Trip/Fall
- ☐ Noise
- ☐ Burn
- ☐ Cut
- ☐ Skimming/containment operations
- ☐ Heat Stress
- ☐ Other/Comments:_____
- ☐ Terrain
- ☐ Bio/Chemical
- ☐ Atmosphere
- ☐ Crane Operations
- ☐ Heavy Equipment
- ☐ Electric

Emergency Evacuation Plan:

Evacuation/Alarm Signal:_____

Evacuation Assembly Location:_____

Ambulance Co.:_____ Phone:_____

Hospital/Clinic:_____ Phone:_____

Address:_____

_____

_____

Applicable Cal-OSHA required Venoco Safety & Health Plans can be found at the nearest Venoco office.

	Location
Instrument Calibration Logs	_____

Site Description:

Wind:_____ Direction:_____

Temp.:_____ Humidity:_____

Sun %:_____ Rain:_____

Fog:_____ Sea State:_____

Other:_____

Decontamination Procedures (Zone Control)

Print Name:_____

Signature:_____

Date:_____

Faxed:_____

- ☐ Attach Site Characterization Form
- ☐ Attach Safety Meeting Form
- ☐ Attach MSDS

D.1 INTRODUCTION

Activities required during responses to emergency incidents involving hazardous substances may contribute to the movement of contaminants from the site to unaffected areas. Both response personnel and their equipment may become contaminated and, if movement is not strictly controlled, could potentially result in contaminants being carried into clean areas. To minimize the transfer of hazardous substances from the site as a result of response activities, contamination control and decontamination procedures are needed.

D.2 CONTAMINATION CONTROL

The **Safety Officer** will establish control at a contaminated response site to reduce the possibility of exposure to any contaminants including their transport by personnel and/or equipment from the site. Various procedures include:

- Set up security and physical barriers to exclude unnecessary personnel and visitors from the contaminated area.
- Minimize the number of personnel and equipment onsite consistent with effective operations.
- Establish work zones within the site to reduce the migration of hazardous substances from contaminated areas to clean areas.
- Establish control points to regulate access to work zones.
- Conduct operations in a manner that reduces exposure of personnel and equipment and the potential for airborne dispersion.

D.2.1 Work Zones and Control Points

Work zones prevent or reduce the migration of contamination from a site where operations occur and access control points limit the movement of personnel and equipment between zones and onto the site itself. By these means, contamination is contained within relatively small areas and its potential for spread is minimized.

The **Safety Officer** will establish three contiguous work zones surrounding each separate contaminated area on the site where response operations are to take place. These zones will include:

- Zone 1: Exclusion Zone.
- Zone 2: Contamination Reduction Zone.
- Zone 3: Support Zone.

An example of a work zone plan is shown in Figure D-1. Movement of personnel and equipment into and out of the contaminated areas and between zones will be limited to access control points located upwind of the contaminated area.

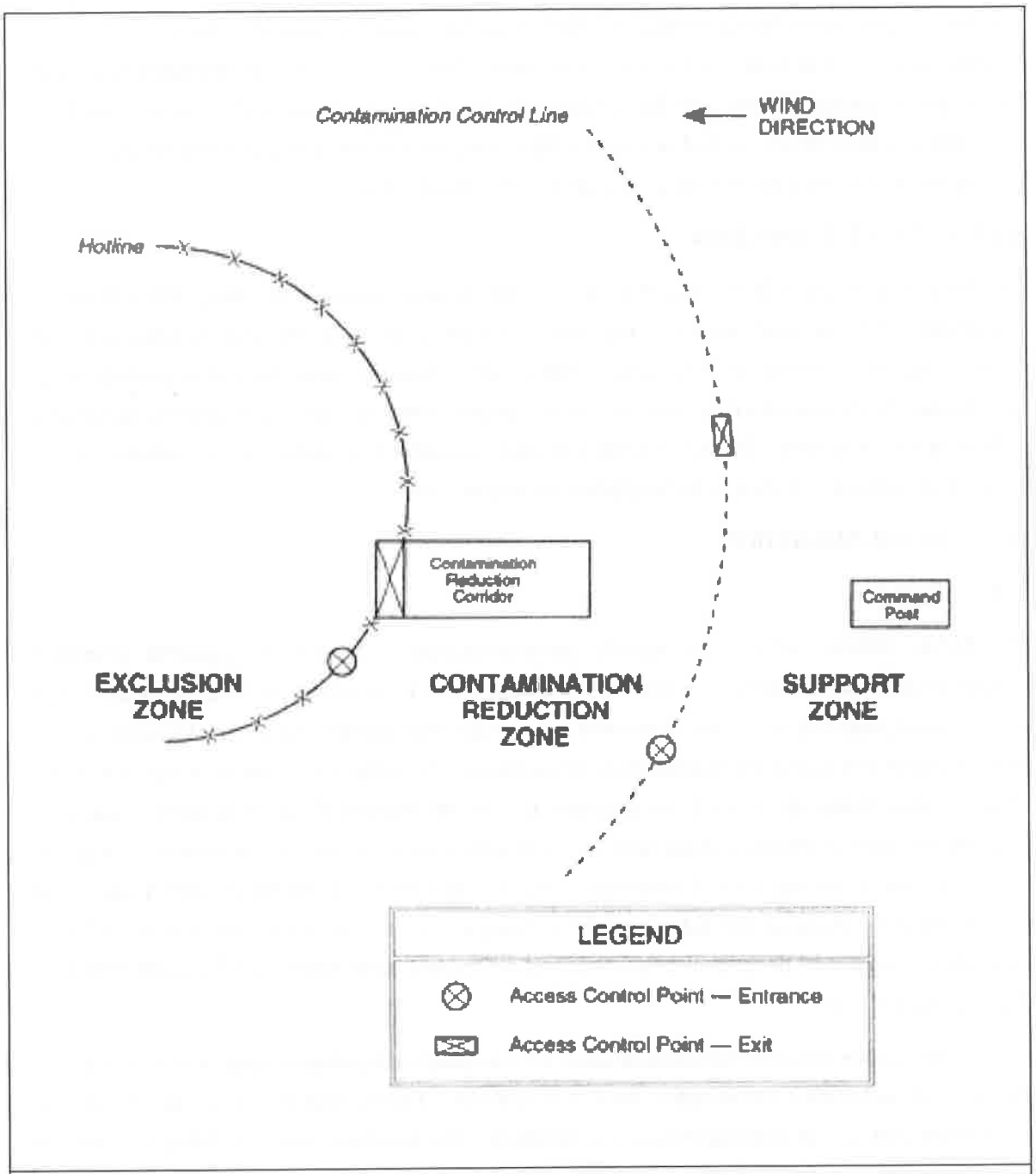
D.2.1.1 Zone 1: Exclusion Zone

The Exclusion Zone (Zone 1), the innermost of the three contiguous zones, is the zone where contamination is known or suspected to occur based on the results of the preliminary site characterization. All personnel working in the Exclusion Zone will be required to wear the specified Levels of Protection. (Different Levels of Protection in the Exclusion Zone may be designated based on site-specific subarea conditions and job assignments.) An entry and exit access control point will be established to regulate the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. The access control point will be located upwind of the contaminated areas along the outer boundary (i.e., the Hotline) of Zone 1.

The Hotline will be clearly marked for easy identification. The Hotline will initially be established by visually surveying the immediate area of the incident and determining the locations of the involved hazardous substance(s), leachate, and/or spilled material, and any drainage; and whether any discolorations are visible. Guidance in determining the boundary will also be provided from monitoring data obtained during the initial site survey. Additional factors that will be considered include the distances needed to prevent fire and/or an explosion from affecting personnel outside the zone, the physical area needed to conduct response operations, and the potential for contaminants to be blown from the area. The boundary may be modified and adjusted over time as more information becomes available.

D.2.1.2 Zone 2: Contamination Reduction Zone

The Contamination Reduction Zone (Zone 2) is located between the Exclusion and Support Zones. Initially, it will be a clean area designed to provide a transition between contaminated and clean areas. Zone 2 serves as a buffer to further reduce the probability of the clean zone from becoming contaminated or from being affected by other existing hazards. Decontamination of personal protective clothing and equipment will take place at a series of stations within the Contamination Reduction Corridor. This corridor extends from the Hotline of the Exclusion Zone through the Contamination Reduction Zone (see Figure D-1).



VENOCO **Site Work Zones Layout** **Figure D-1**

The boundary between the Contamination Reduction Zone and the Support Zone (Zone 3) is the Contamination Control Line. Entry and exit between Zones 2 and 3 will be restricted to access control points upwind of Zone 1 on the Contamination Control Line. Personnel entering Zone 2 will be required to wear the prescribed personal protective equipment and those entering the Zone 3 will be required to remove any personal protective equipment worn in Zone 2.

D.2.1.3 Zone 3: Support Zone

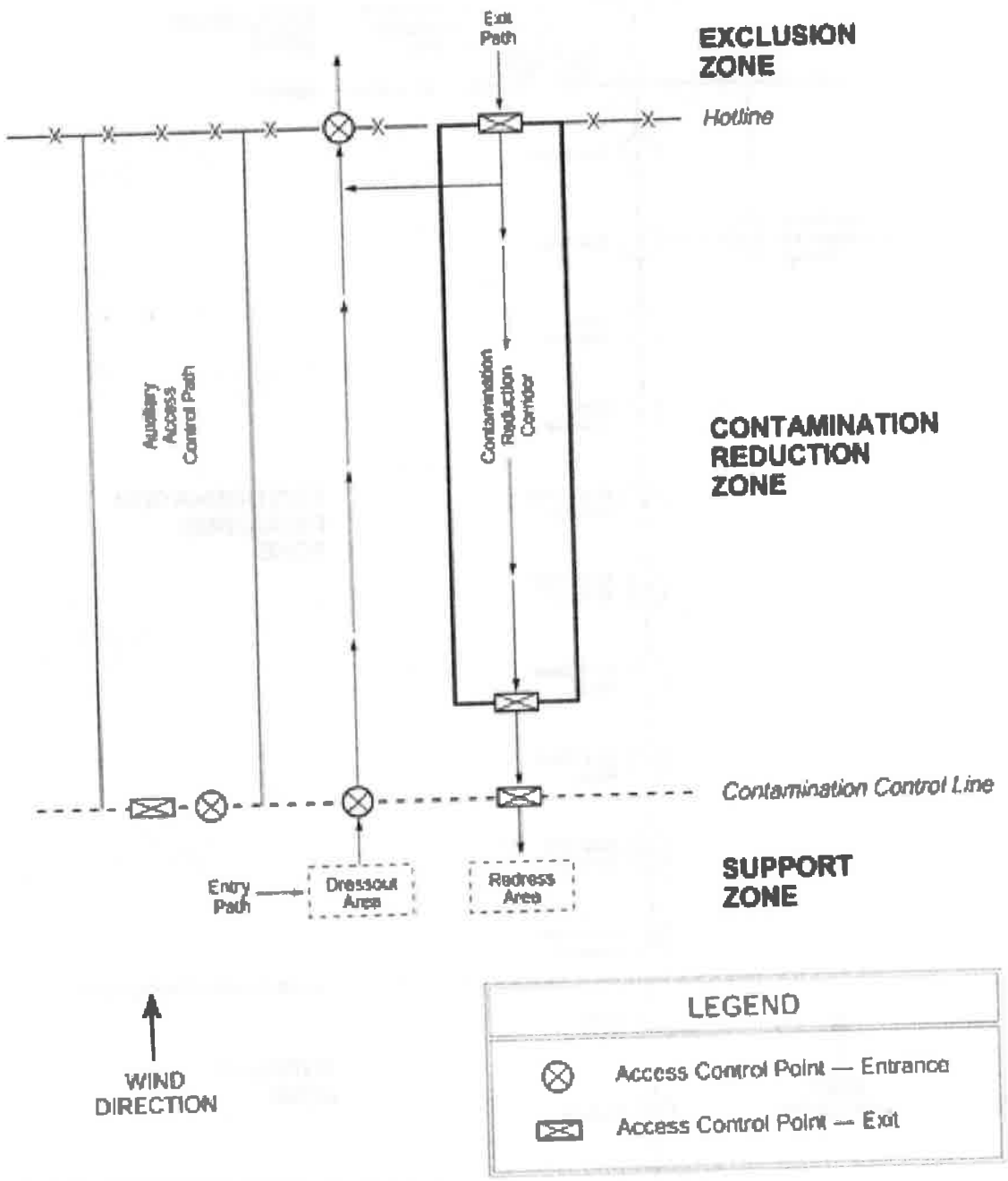
The Support Zone (Zone 3), the outermost part of the site, is a clean area that may include the Field Command Post, transport vehicles, equipment, supplies, etc. Its location is dependent on accessibility, wind direction (ideally upwind from Zone 1; however, wind shifts may preclude this), and availability of resources (e.g. adequate roads, power, water, shelter). Normal work clothes are appropriate for this zone. No contaminated clothing, equipment, samples will be permitted in this zone. Traffic will be restricted to authorized response personnel.

D.3 DECONTAMINATION

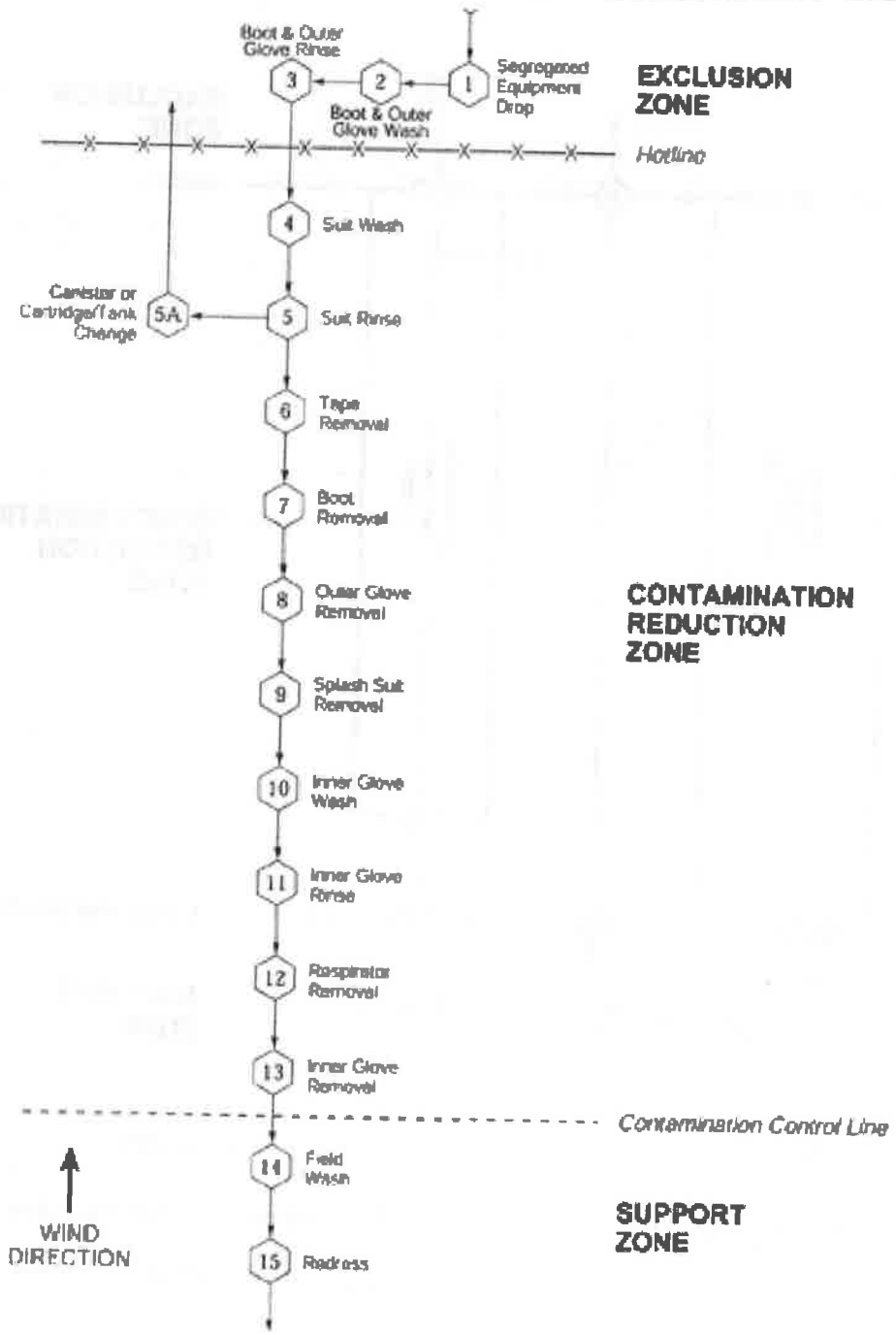
D.3.1 Overview

The **Safety Officer** will develop specific decontamination procedures for personal protective equipment and field equipment. Separate but similar procedures will be established for both field and personal protective equipment to prevent the transfer of contaminants from the Exclusion Zone. All field equipment will be transferred from the Exclusion Zone through a separate corridor in the Contamination Reduction Corridor to a central pad in the Support Zone or to another location. (Decontamination of sampling equipment for quality assurance reasons is considered a separate issue from these procedures.) A separate access corridor for the transport of non-contaminated equipment and personnel will extend from the Support Zone directly into the Exclusion Zone. Examples of a general decontamination area and a Contamination Reduction Zone are shown in Figures D-2 and D-3.

Personal protective equipment decontamination will take place at a series of stations placed at three-foot intervals within the Contamination Reduction Corridor. The number of stations will depend on the amount and type of personal protective equipment. The maximum number of decontamination stations will be required for personnel wearing Level A personal protective equipment. Decontamination procedures for lower levels of protection will consist of fewer decontamination stages for the amount of equipment worn or involve the elimination of wash and rinse stages when disposable clothing is used. A summary of the decontamination stations associated with Level A protection generally required for most hazardous waste site work is shown in Figure D-3.



VENOCO **Decontamination Area Layout** **Figure D-2**



VENOCO **Contamination Reduction Zone Layout** **Figure D-3**

The **Safety Officer** will identify the amounts and types of decontamination equipment and supplies required for site operations. He will also develop specific procedures for decontamination of equipment using Form 6. In developing these procedures, he will determine, using regulatory guidelines and assistance from an experienced chemist, what additional decontaminant chemicals are needed to remove specific contaminants that cannot be removed by detergent alone.

At the completion of operations, the decontamination area(s) will be decommissioned. The transport and disposal of all waste materials will be managed by VENOCO's **Decon/Hazardous Waste Unit Leader** in accordance with all state and federal regulations and requirements.

All contaminated equipment will be scrubbed and rinsed and contaminated clothing and supplies will be placed in plastic lined garbage cans or similar containers. At the end of each day, the bags of contaminated clothing and materials will be transferred to a secure, central, temporary storage location. Spent wash and rinse solutions will also be transferred to drums or similar containers for temporary onsite storage.

D.3.2 Decontamination Area Site Set-Up

A level site should be selected at the edge of the Exclusion Zone/Hot Zone where an entrance from the Exclusion Zone may be located, and an exit through the Contamination Reduction Zone/Warm Zone and into the Support Zone/Cold Zone may be located. The site selected should be away from the travel of equipment and supplies and not of value or needed for any future activities during the response. Steps for the design of the area include:

1) Construct a low berm around the Decon site. Lay a sheet of visqueen over the entire surface area and over the berm. Weight sheet with soil around outside edge of berm.

2) Arrange all equipment in a fashion that follows the sequence of decontamination specified in Section D.4.2.

3) Lay down sorbent pads at Decon entrance and near all tubs, buckets, and paths of travel where liquids may be tracked or deposited.

4) Set marker stakes and tape off Decon area consistent with marking used for Exclusion/Hot Zone.

5) Install signs at entrance and exit indicating them.

6) Appropriately label all waste containers. Have containers for contaminated debris and uncontaminated wrappings or trash.

7) Set up boot washing tubs or pools, #1 with Simple Green or other biodegradable soap, #2 with clear water, an optional tub may be used in between tubs #1 & #2 with milder soap concentration. Provide scrub brushes in each tub.

8) Set up glove washing area on table, #1 bucket with soap, #2 with clear water, and optional bucket in between #1 & #2 with milder soap may be used. Provide rags or towels on table.

9) If SCBA's used in Exclusion/Hot Zone, set-up one bucket with mild bleach solution for mask washing, one with soap for mask washing, one for rinse, and have wipes or towels available.

10) Organize extra equipment and store neatly.

11) Take inventory of all PPE and Decon equipment upon mobilization of Decon. Log all PPE and equipment as it is resupplied or used on the response. Take inventory of PPE and Decon equipment upon de-mobilization. Create report of PPE used and status of equipment inventory at end of response.

12) KEEP DECON AREA NEAT AND CLEAN AT ALL TIMES!

A list of the Decon equipment available is provided in Table D-1.

D.4 PERSONAL PROTECTION EQUIPMENT REQUIREMENTS

D.4.1 Introduction

Personal Protective Equipment (PPE) appropriate to the exposure hazards of an emergency response incident must be worn at all times while potential or actual exposure exists. Guidance as to appropriate PPE application is contained in the Venoco's Loss Prevention Policy and Procedures. This information coupled with incident site industrial hygiene monitoring will provide the basis for PPE selection.

TABLE D-1: LOCATION OF DECON AREA EQUIPMENT

DECON AREA EQUIPMENT	LOCATION	
	FACILITY	SPILL RESPONSE TRAILER
Visqueen		X
Stakes		X
Caution-Keep Out tape	X	X
Waste container labels	X	
At least 2 55-gallon DOT open head drums	X	
Marker pen and cardboard for making signs	X	
Tubs or inflatable swimming pools (2 or 3)		X
Five-gallon buckets (5 or 6)	X	
Simple Green soap or other biodegradable soap	X	X
Chlorine bleach (if SCBA's used in hot zone)	X	
Sorbent pads	X	X
Rags, towels, or wipes	X	
Scrub brushes (3 or 4)		X
Clipboard, pen and paper for inventory	X	
At least two tables and two chairs	X	
Plastic bags for drum liners, etc.		X
Tools - shovel, post drivers		X
Tyvek suits	X	X
Safety glasses	X	X
Rubber boots	X	X
Duct tape	X	X
Rubber gloves	X	X
Nitrile inner gloves	X	
Earplugs	X	X
Eyewash station, portable	X	

The **Safety Officer** or Advisor will prepare a Site-Specific Safety and Health Plan based upon a site assessment, monitoring results, and knowledge of job tasks and processes. The plan will contain recommendations for PPE required to prevent employee exposure to chemical or physical hazards at the incident site.

Standard PPE requirements include the following:

- Hard hat.
- Steel toe shoes.
- Safety glasses.
- Personal H_2S monitors where potential H_2S exists.
- Appropriate protective clothing to the hazards present.
- Gloves appropriate to the hazards present.
- Boots appropriate to the hazards present.
- Respiratory protection appropriate to site respiratory hazards.

D.4.2 Standard Decontamination Procedures For PPE Up To And Including Level B

Enter Decontamination Area from Exclusion/Hot Zone entrance and proceed through the following steps and stations:

1) Clean boots in Tub #1 using scrub brush.
2) Rinse boots in Tub #2 using scrub brush.
3) Clean gloves in Bucket #1.
4) Rinse gloves in Bucket #2.
5) Have Decon Technician (Decon Tech in PPE) remove tape from gloves, boots, and Tyvek suits.
6) Have Decon Tech remove outer gloves (leave inner gloves on).
7) Have Decon Tech remove SCBA (if worn and when Decon area is verified to be below PEL exposure limits).
8) Have Decon Tech unzip Tyvek suit and assist removal of boots first, then Tyvek suit. Step into own shoes when clear of boots and suit.
9) If applicable, wash SCBA mask in Bucket #3 and rinse in Bucket #4. Dry mask.
10) Remove inner gloves being careful not to touch outer surfaces.
11) All throwaway PPE items to be deposited by Decon Tech in appropriate DOT drum.
12) All reusable PPE items to be stowed neatly in temporary storage by Decon Tech and made ready for reuse.

13) Depart through designated exit to Support/Cold Zone.

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The Ellwood Facilities utilize MSDS online, to maintain MSDSs of all chemicals and hazardous materials stored at Ellwood Onshore Facility, Platform Holly and Ellwood Marine Terminal. MSDS online can be accessed by all Operations and HES personnel 24/7 and is updated regularly as new products are introduced and other products are retired.

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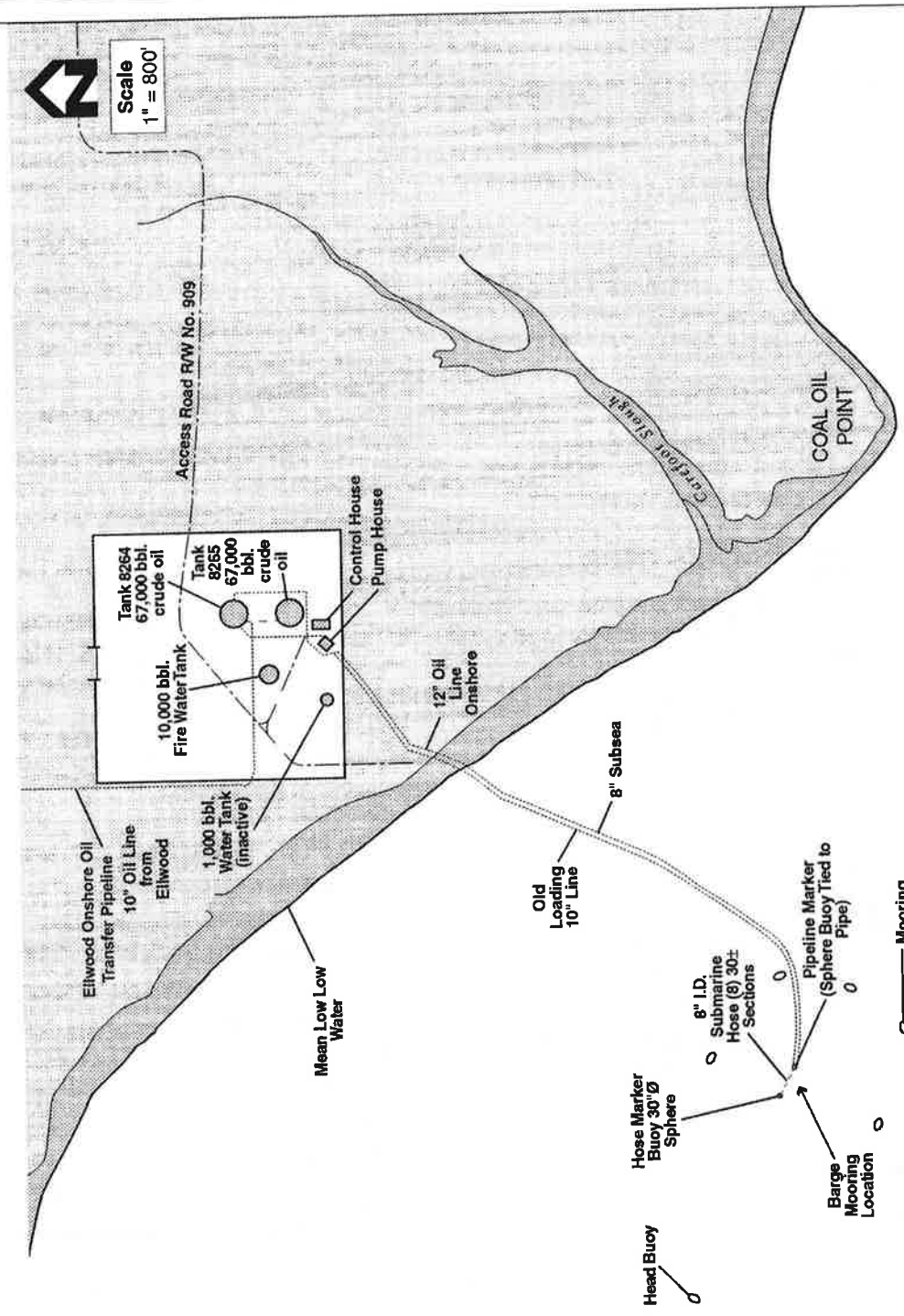
This appendix includes the following:

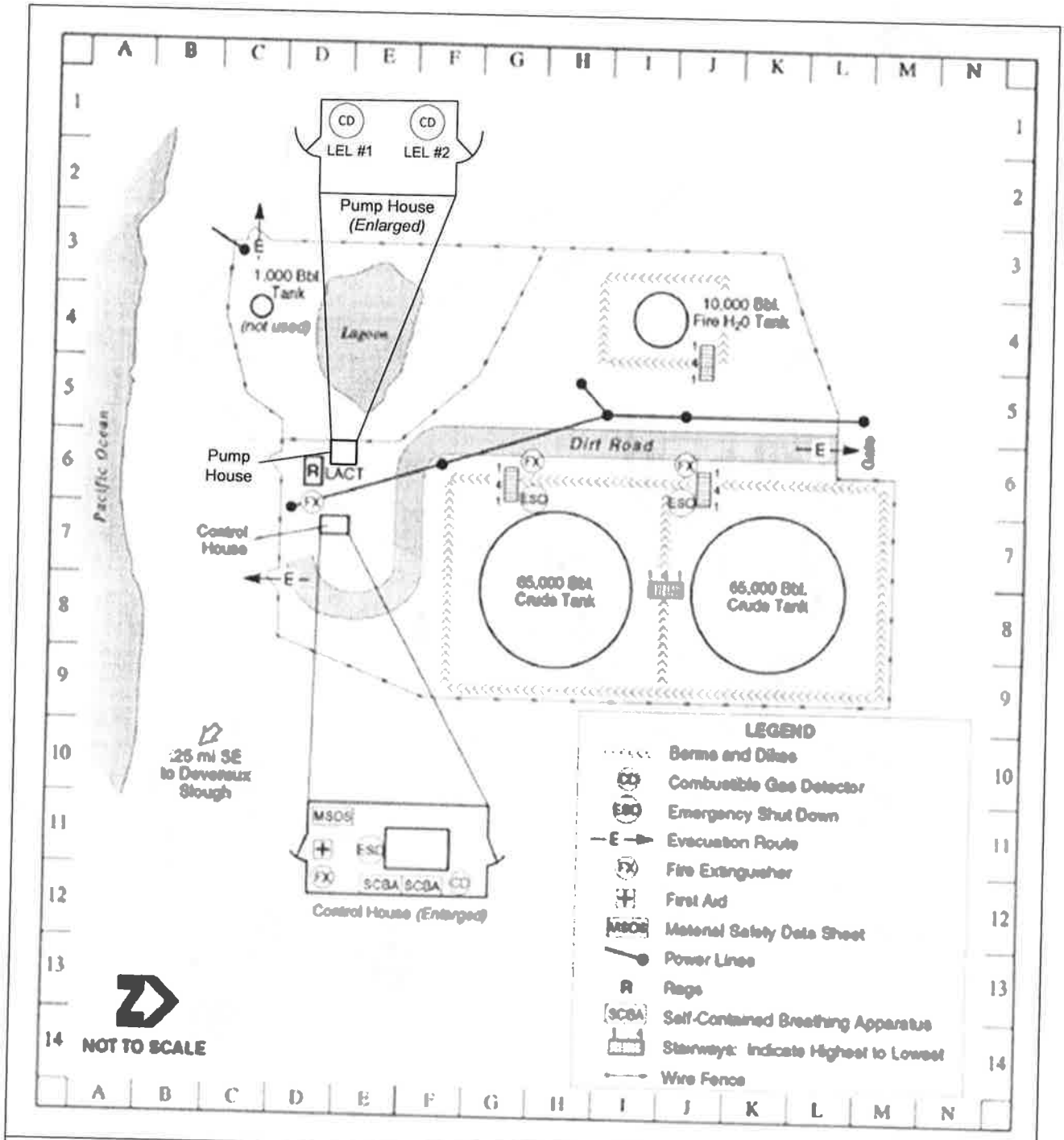
- Figure F-1 Ellwood Marine Terminal and Mooring
- Figure F-2 Ellwood Marine Terminal Site Map
- Figure F-3 Ellwood Onshore Facility Site Plan
- Figure F-4 Ellwood Onshore Facility Area 1
- Figure F-5 Ellwood Onshore Facility Area 2
- Figure F-6 Ellwood Onshore Facility Area 3
- Figure F-7 Ellwood Onshore Facility Area 4
- Figure F-8 Ellwood Onshore Facility Area Dock Area Detail
- Figure F-9 Ellwood Onshore Facility Office/Control Building Detail
- Figure F-10 EPI Line 96
- Figure F-11 Ellwood Pier

<<<<<<	Berms and Dikes
CD	Combustible Gas Detector
	Compressed Gas Cylinders
E	Electrical Shut-Off
ECS	Emergency Control Station
INFO	Emergency Information, Business Plan, Chemical Inventory and Maps
ESD	Emergency Shut Down
*	Evacuation / Staging Area
-E →	Evacuation Route
EW	Eye Wash
FA	Fire Alarm Annunciator Panel
R	Fire Alarm Reset
FB	Fire Blanket
	Fire Department Connection
FX	Fire Extinguisher
FFM	Fire Foam Monitor
FH	Fire Hose
	Fire Hydrant
FM	Fire Monitor
	Fire Pump
	First Aid Kit
FLA	Flammable / Combustible
G	Gas Shut-Off
	Hazardous Materials Cabinet
	Hazardous Materials Drums
HMH	Hazardous Materials Handling
HMS	Hazardous Materials Storage
HVAC	Heating, Ventilation & Air Conditioning Shut-Off
LJ	Life Jacket Storage
LR	Life Raft
MSDS	Material Safety Data Sheet
OXY	Oxidizer
PPE	Personal Protective Equipment
	Power Lines
R	Rags
R/A	Roof Access
SS	Safety Shower
Safety Station	Safety Station
SCBA	Self-Contained Breathing Apparatus
SD	Smoke Detector
Special Safety Station	Special Safety Station
Spill Control	Spill Control Equipment
1 4	Stairways: Indicate Highest to Lowest
TK	Tank
TD	Toxic Gas Detector
T	Trash / Refuse Storage
W	Water Shut-Off
	Wire Fence

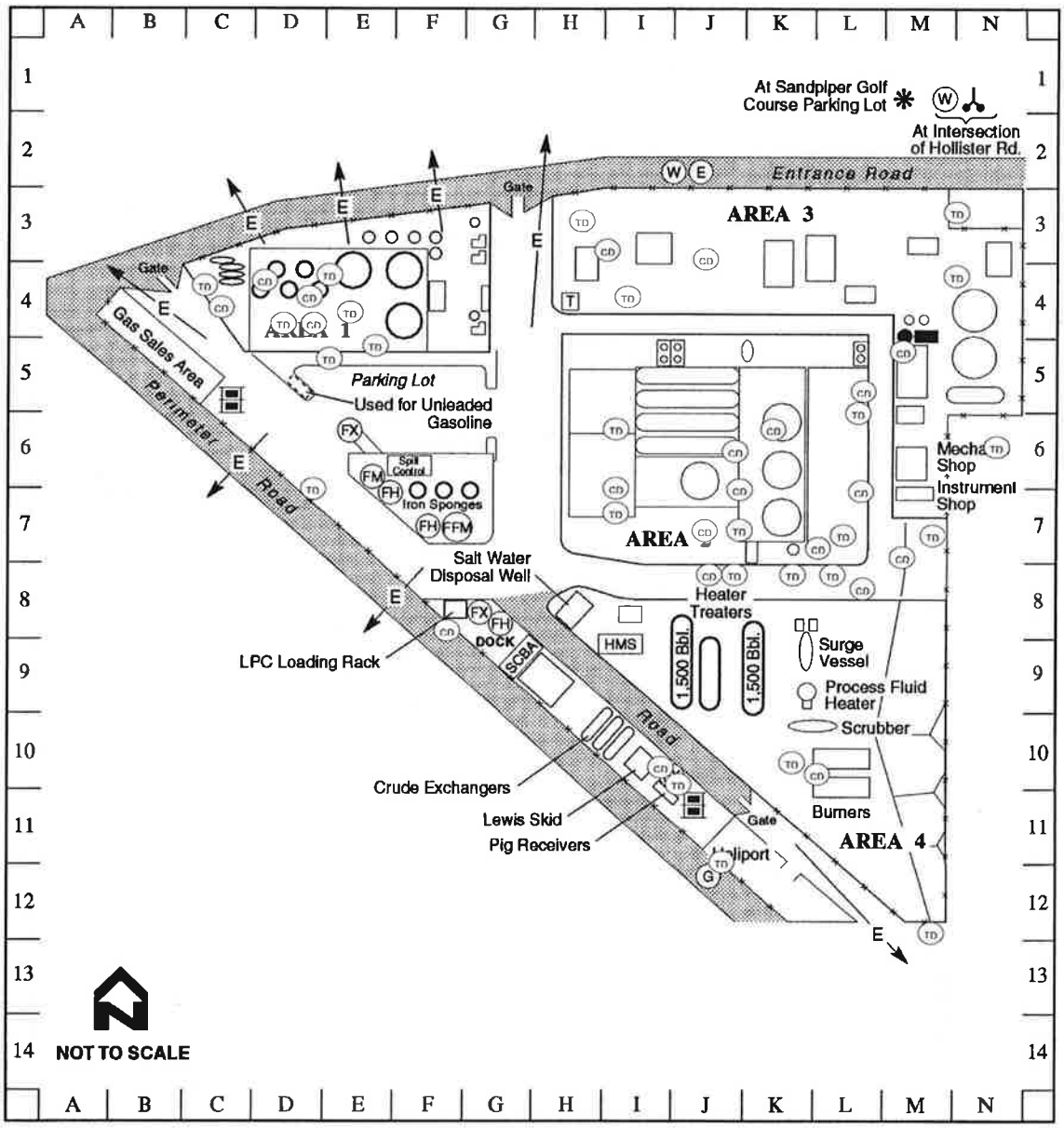
LEGEND FOR FIGURES F-2 THROUGH F-9



VENOCO **Ellwood Marine Terminal and Mooring** **Figure F-1**

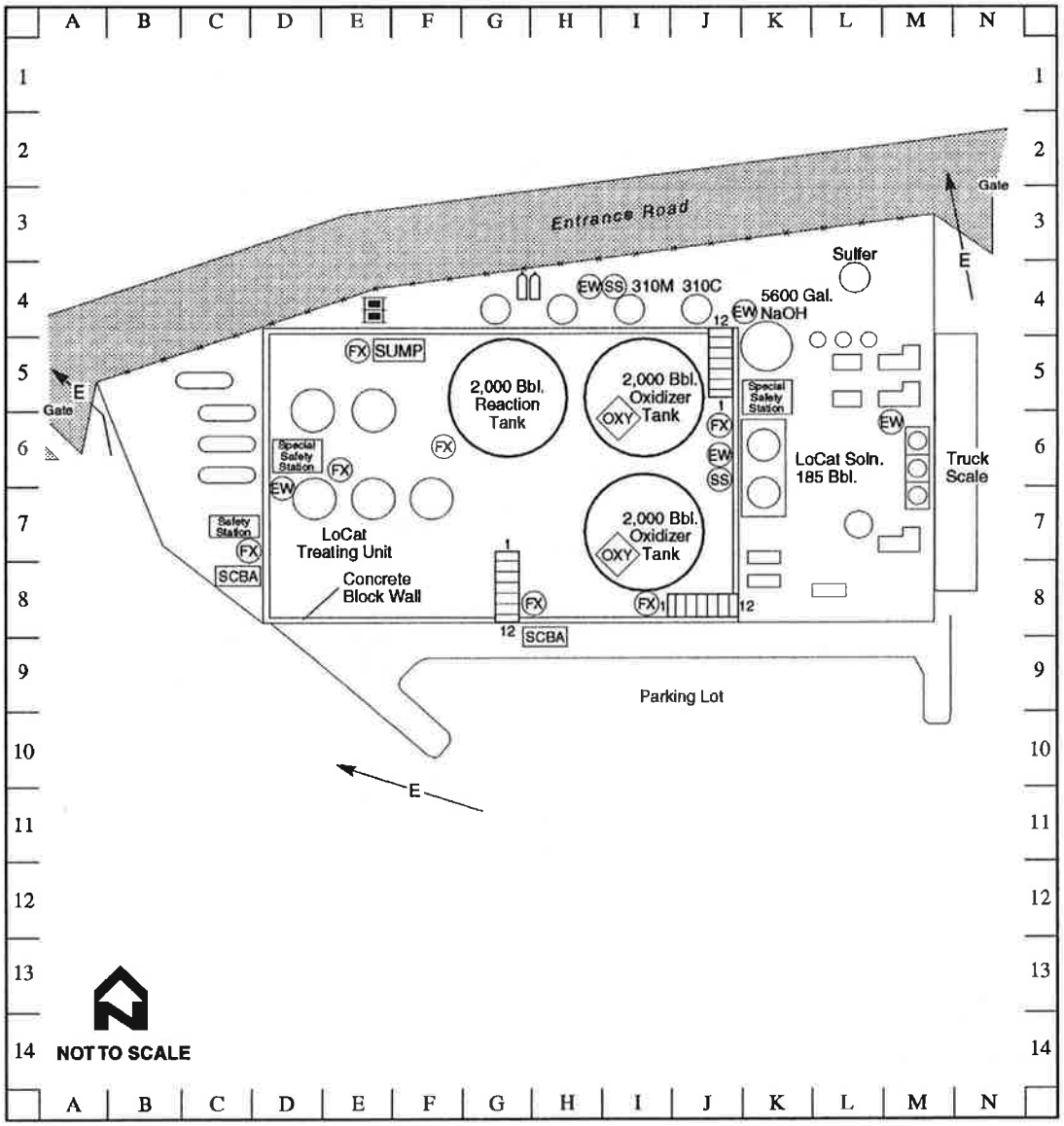


VENOCO **Ellwood Marine Terminal Site Map** **Figure F-2**

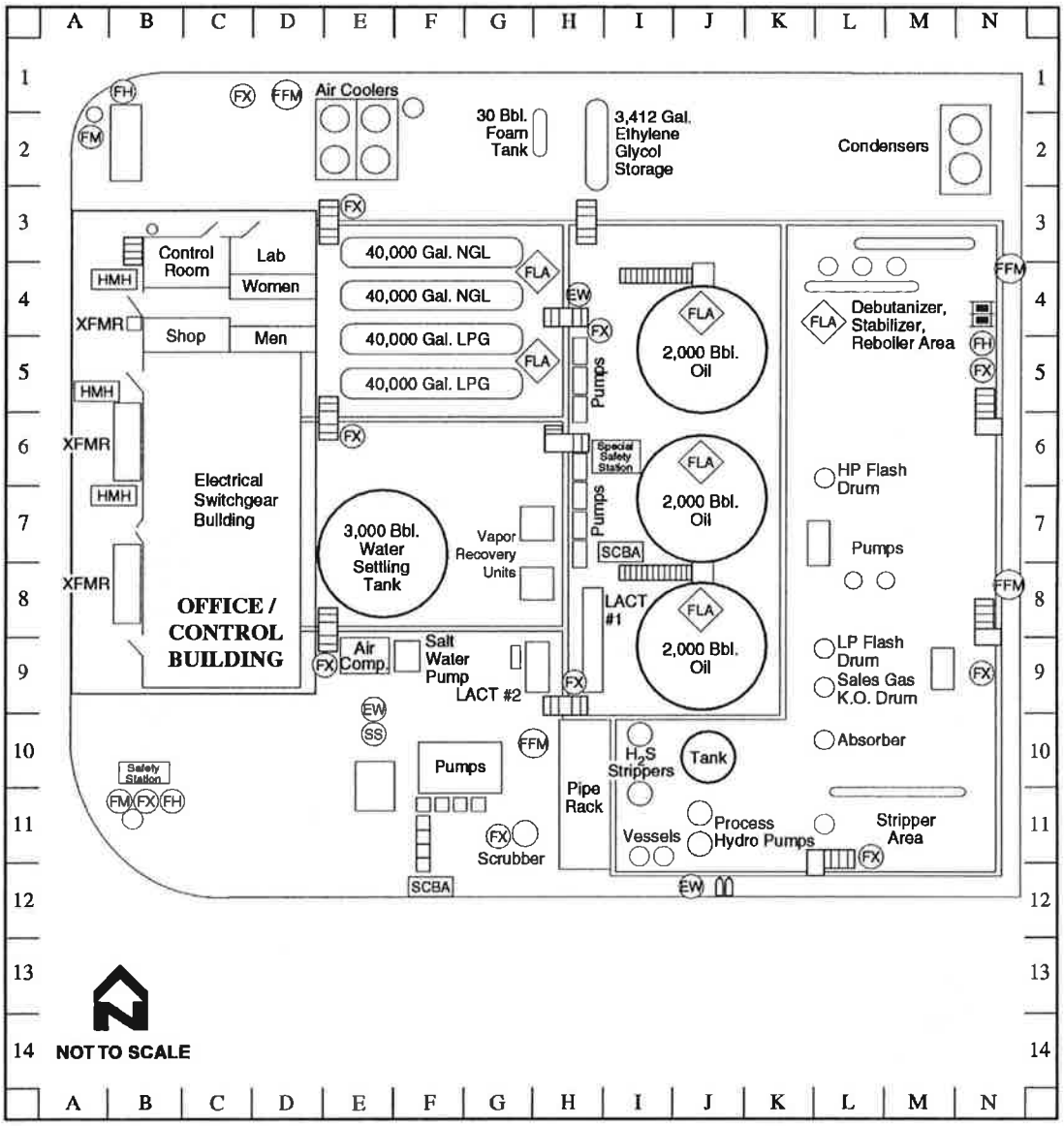


Note: See detail maps for Areas 1, 2, 3, 4, and Dock.

VENOCO **Ellwood Onshore Facility Site Plan** **Figure F-3**

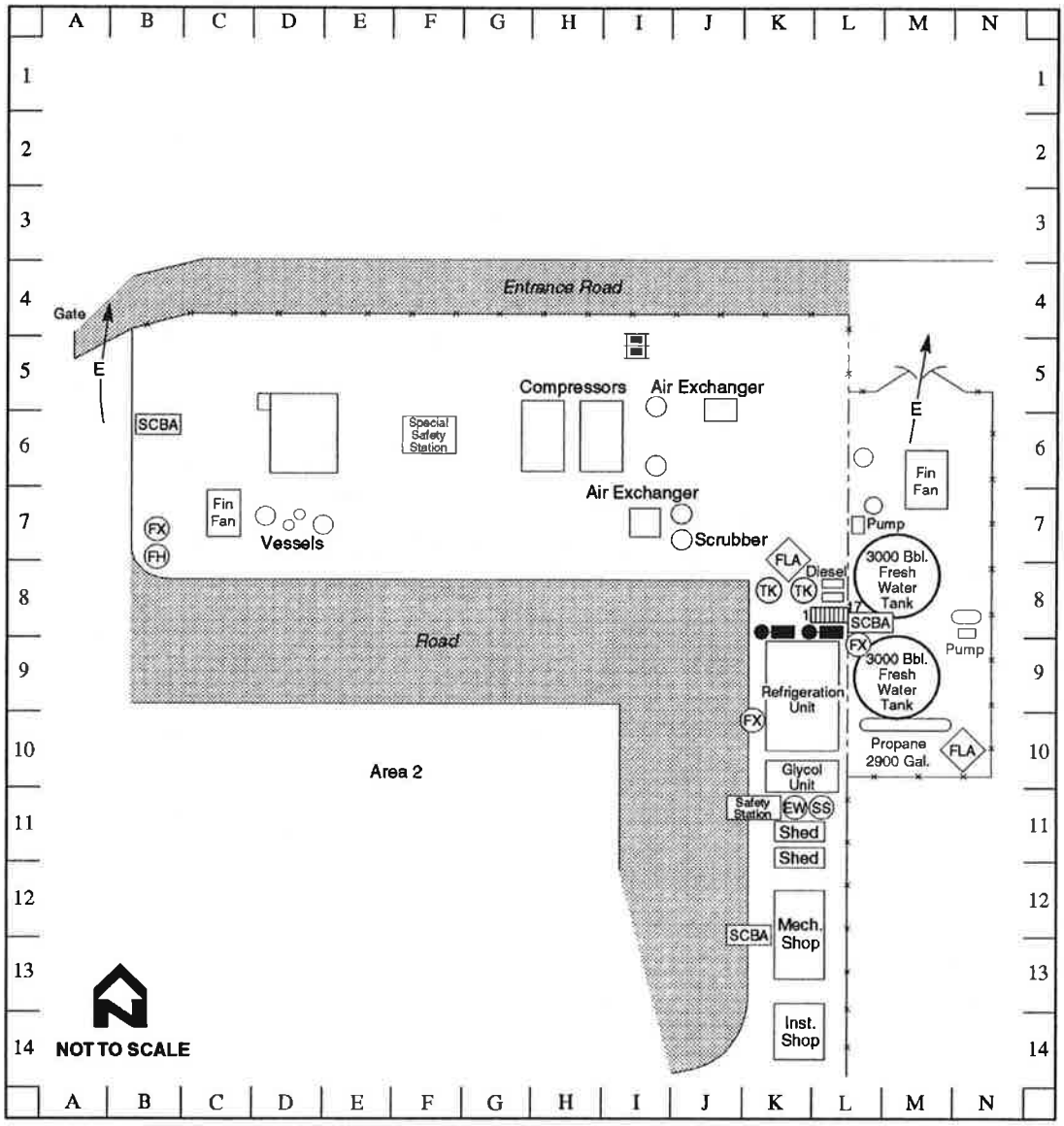


VENOCO **Ellwood Onshore Facility Area #1** **Figure F-4**

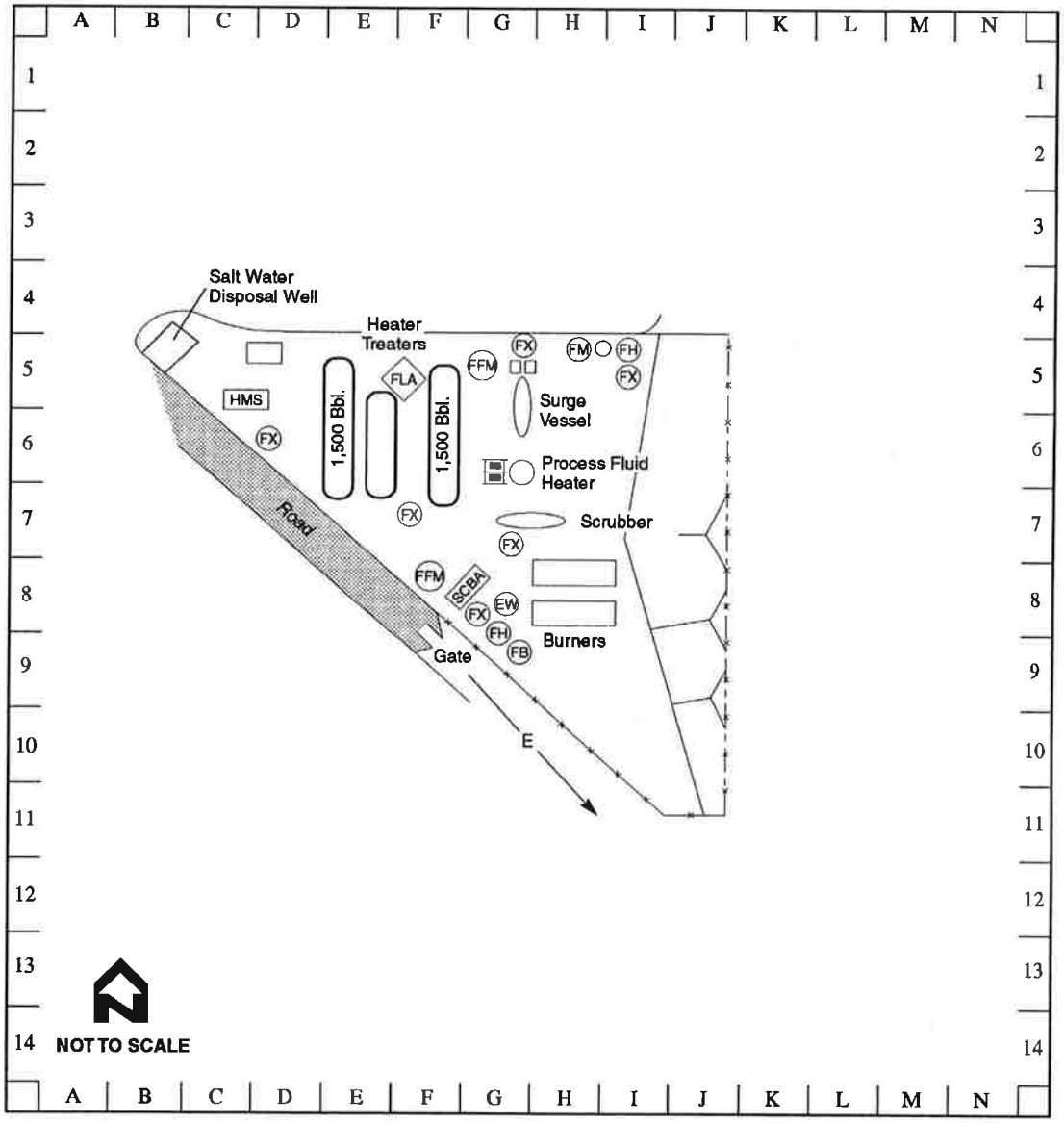


Note: See detail map for Office/Control Building

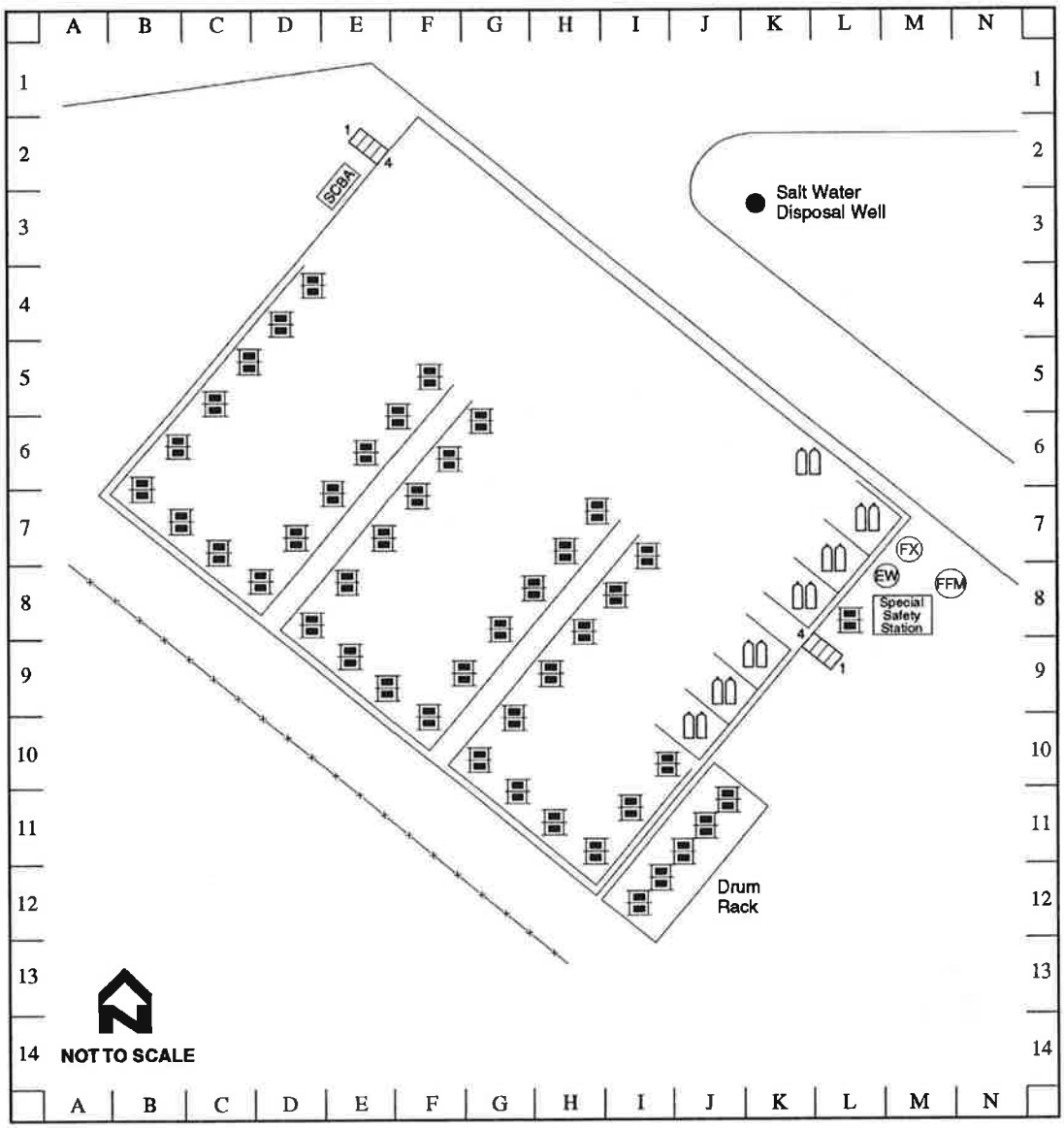
VENOCO **Ellwood Onshore Facility Area #2** **Figure F-5**



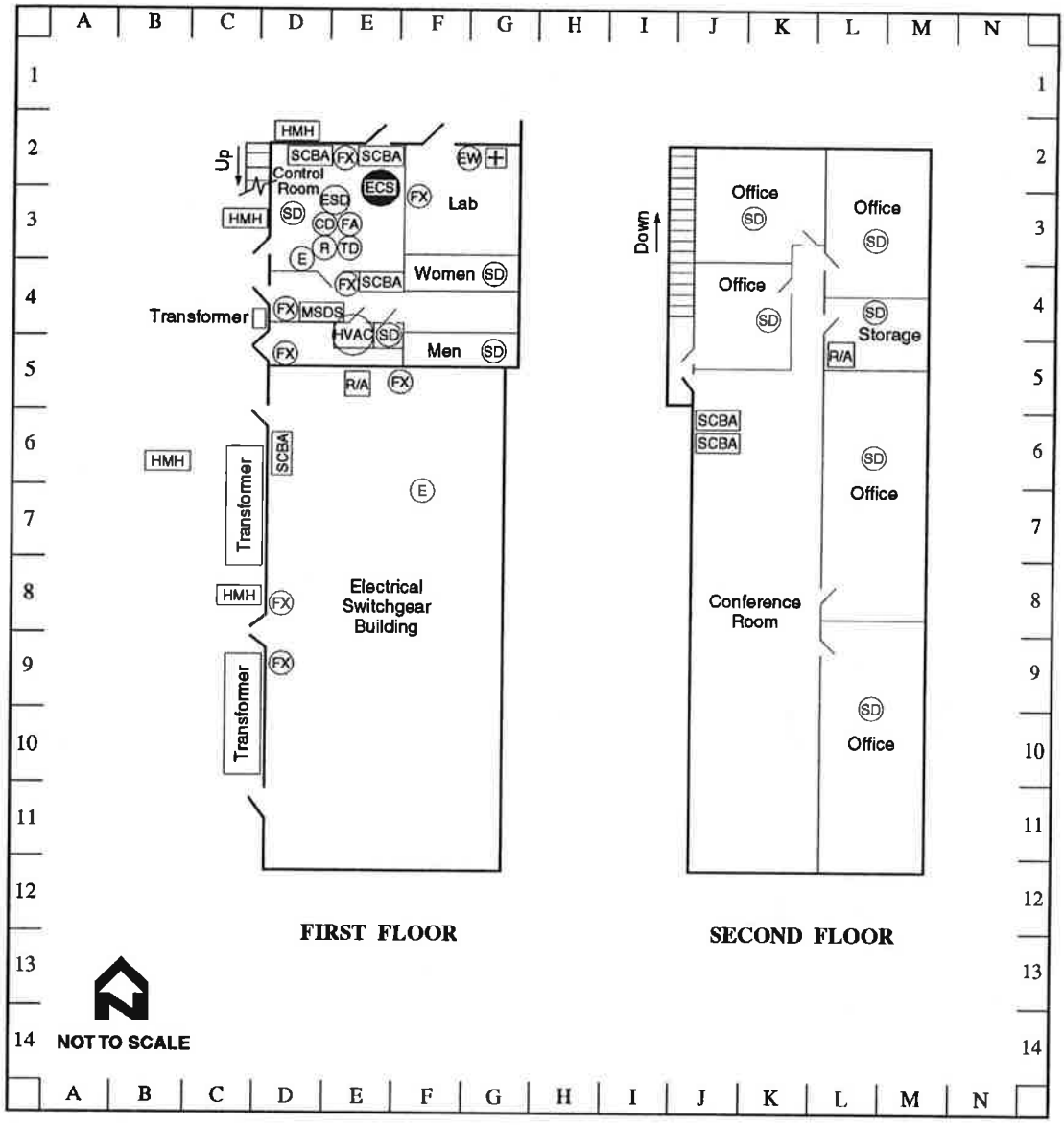
VENOCO **Ellwood Onshore Facility Area #3** **Figure F-6**



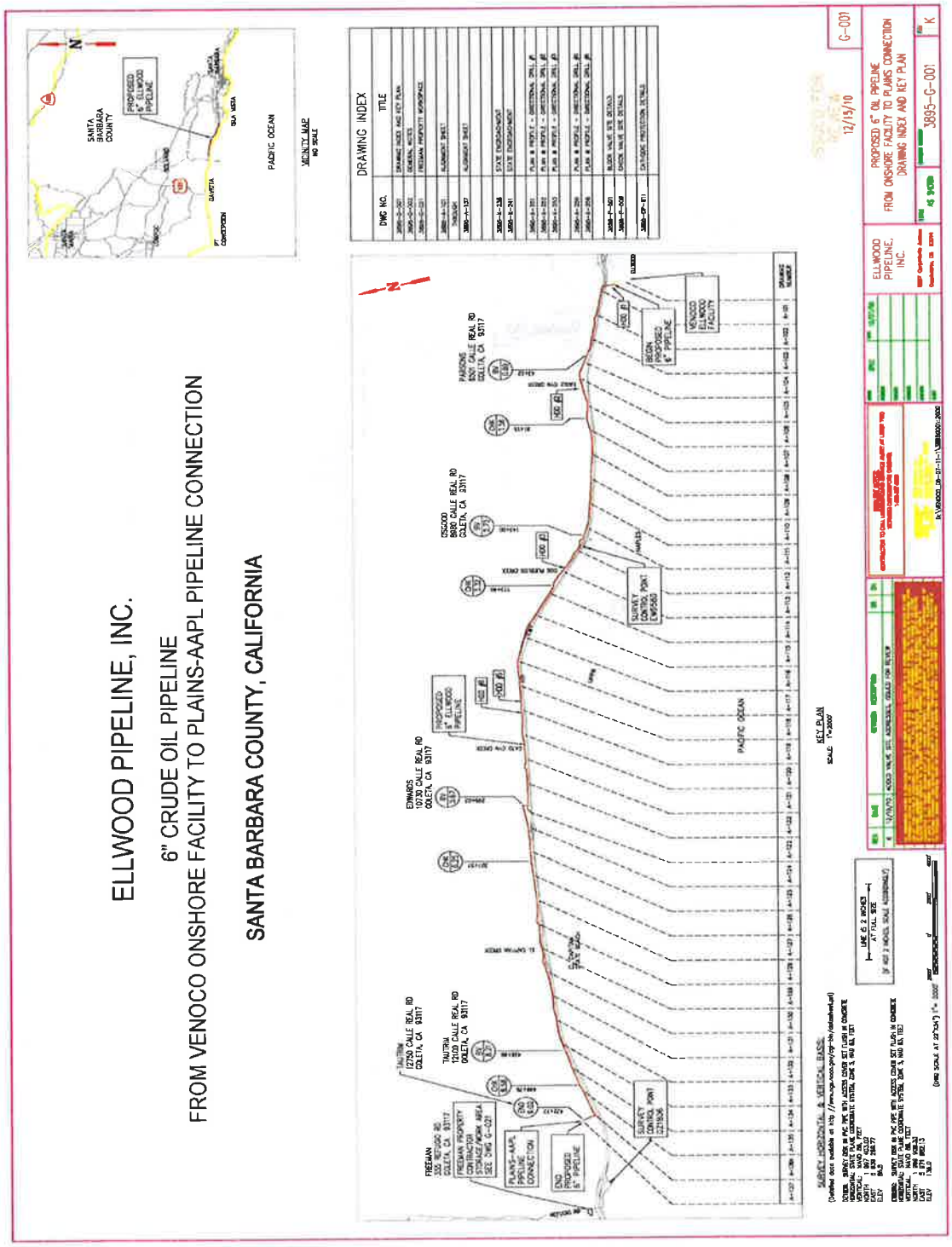
VENOCO **Ellwood Onshore Facility Area #4** **Figure F-7**



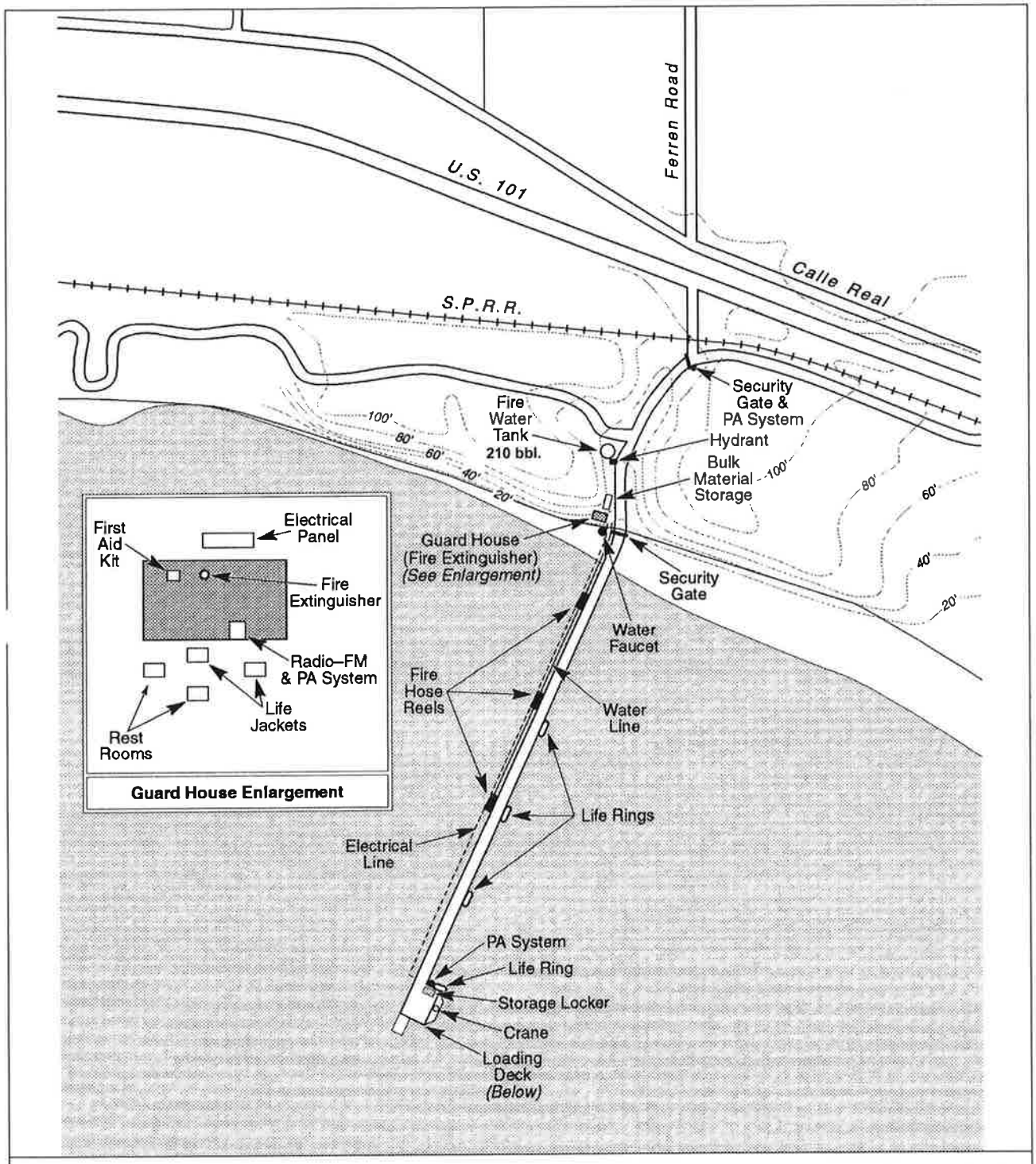
VENOCO **Ellwood Onshore Facility Dock Area Detail** **Figure F-8**



VENOCO **Ellwood Onshore Facility Office/Control Building Detail** **Figure F-9**



VENOCO **Ellwood Onshore Oil Transfer Pipeline** **Figure F-10**



VENOCO **Ellwood Pier** **Figure F-11**

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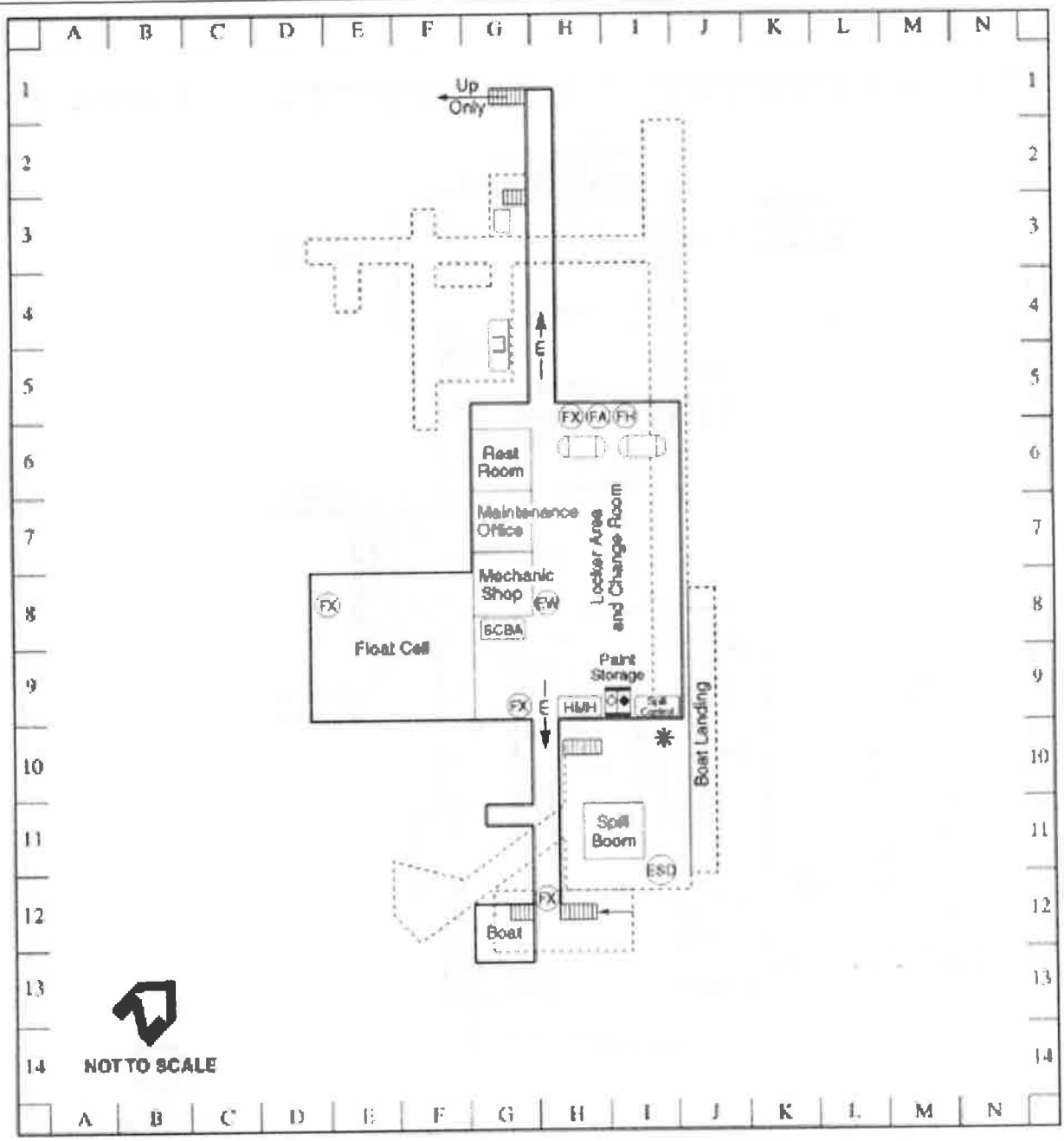
This appendix includes the following:

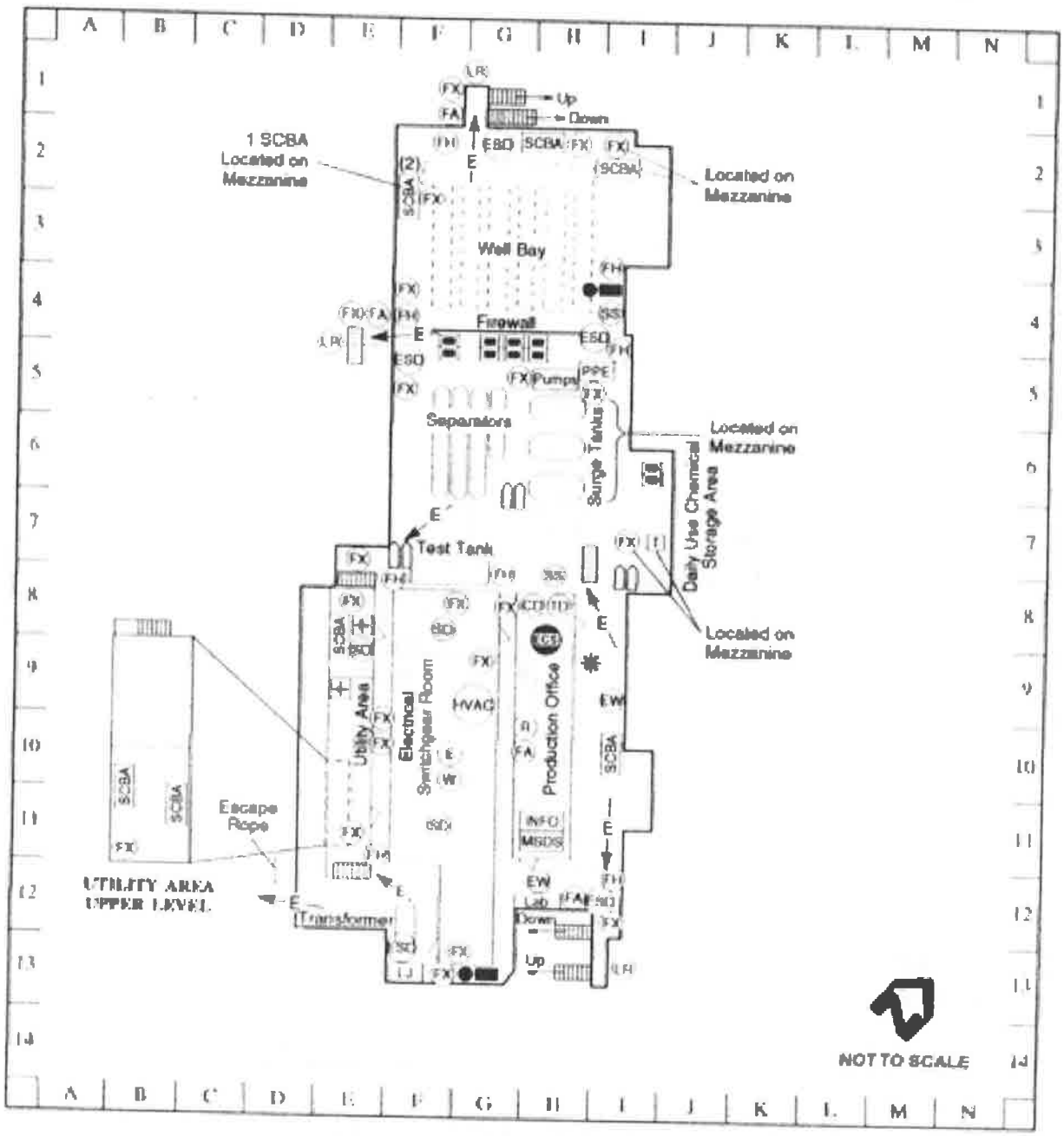
- Figure G-1: Platform Holly Lower Deck/Boat Landing.
- Figure G-2: Platform Holly Production Deck.
- Figure G-3: Platform Holly Drilling/Compressor Decks.

LEGEND

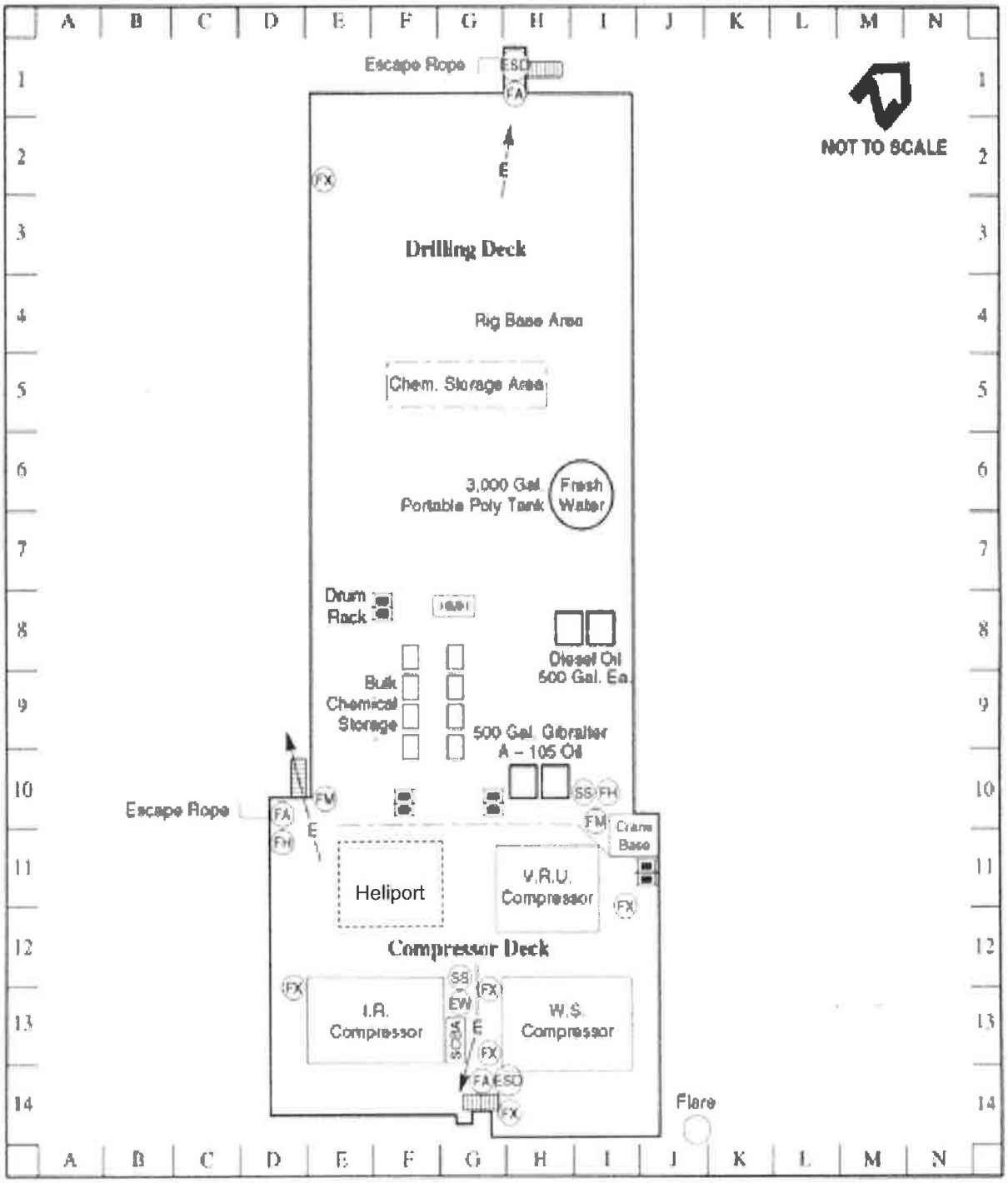
- CD — Combustible Gas Detector
- Compressed Gas Cylinders
- E — Electrical Shut-Off
- ECS — Emergency Control Station
- INFO — Emergency Information, Business Plan, Chemical Inventory and Maps
- ESD — Emergency Shut Down
- Evacuation / Staging Area
- E — Evacuation Route
- EW — Eye Wash
- FA — Fire Alarm Annunciator Panel
- R — Fire Alarm Reset
- FB — Fire Blanket
- Fire Department Connection
- FX — Fire Extinguisher
- FFM — Fire Foam Monitor
- FH — Fire Hose
- Fire Hydrant
- FM — Fire Monitor
- Heliport
- Fire Pump
- First Aid Kit
- Hazardous Materials Cabinet
- Hazardous Materials Drums
- HMH — Hazardous Materials Handling
- HVAC — Heating, Ventilation & Air Conditioning Shut-Off
- LJ — Life Jacket Storage
- LR — Life Raft
- MSDS — Material Safety Data Sheet
- PPE — Personal Protective Equipment
- SS — Safety Shower
- SCBA — Self-Contained Breathing Apparatus
- SD — Smoke Detector
- Spill Control — Spill Control Equipment
- Stairways
- TO — Toxic Gas Detector
- T — Trash / Refuse Storage
- W — Water Shut-Off



VENOCO **Platform Holly Lower Deck/Boat Landing** **Figure G-1**



VENOCO **Platform Holly Production Deck** **Figure G-2**



VENOCO **Platform Holly Drilling/Compressor Decks** **Figure G-3**

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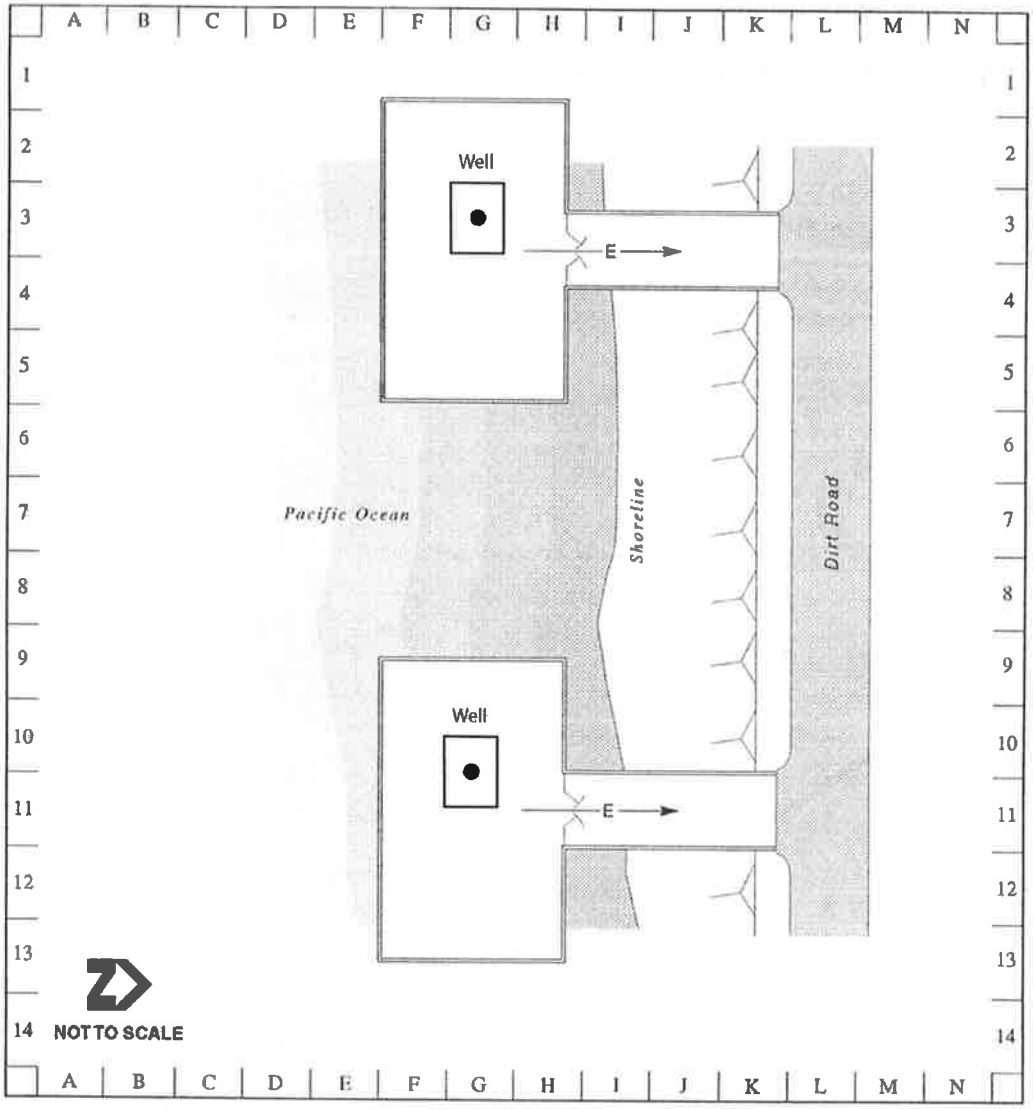
AVERY™ RECYCLED PAPER MADE FROM 20% POST CONSUMER CONTENT

This appendix includes the following:

- Figure H-1: Beachfront Lease Site Plan.



KEY: —E→ Evacuation Route

VENOCO **Beachfront Lease Site Plan** **Figure H-1**

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This appendix includes the following equipment lists:

- VENOCO

VENOCO EQUIPMENT LISTS

VENOCO FIRE PROTECTION AND CONTROL EQUIPMENT			
FACILITY	**EQUIPMENT**	**LOCATION**	**REFERENCE**
Ellwood Marine Terminal	Extinguishers, fire water tank, fire foam	Office, vehicles, facility	Figure F-2
Ellwood Pier	Extinguishers, fire water tank, fire hose reels	Guard house, facility	Figure F-11
Ellwood Onshore Facility	Extinguishers, hoses, fire foam and fire monitors, hydrants, fire blankets, fire alarm, smoke detectors, combustible gas detector	Office, vehicles, facility	Figures F-3 through F-9
Platform Holly	Extinguishers, hoses, fire monitors, smoke detectors, combustible gas detector, fire alarm	Facility	Figures G-1 through G-3.

VENOCO RESPONSE EQUIPMENT

Ellwood Onshore Facility:

- absorbent pads, 3M, T-156, 18 inch x 18 inch x 3/8 inch (4 bales)
- T-270, 3M, absorbent boom (4 8-foot booms)
- 50-foot sections containment boom, 6-inch x 12-inch Simplex 18-inch American Marine
- line pipe, 6 5/8 ft x .280 wall x 5-ft long, Toe G.R.-B
- 6-inch 150# asbestos ring gasket
- 6-inch full coupling threaded (1)
- 6-inch 150# slip-on R.F.F.S. (1)
- 6-inch, 150# gate valve R.F.F.E. "Crane" (1)
- 3/4-inch x 3 3/4-inch B-7 stud bolts with hex nuts (8)
- 6-mil Visquene, 20 ft x 100 ft (2 rolls)
- poly bags, Hefty steel sack (1 case)
- punt rakes (5)
- square point shovels (5)
- eye protection, glasses and goggles (12)
- PVC rain suits (6)
- PVC boots and gloves (6 pairs each)
- duct tape (6 rolls)
- barrier tape (2 rolls)
- sledge hammer (1)
- 5-foot metal stakes (4)
- metal buckets (2)
- explosion-proof flashlights with batteries (6)
- fire extinguishers (2)
- drinking water (2 cases)
- first aid kits (2)
- approx. 3-gal plastic pans (2)
- approx. 20-gal plastic tubs (2)
- Simple Green soap (1 quart)
- 5-foot by 8-foot enclosed utility trailer
- Satellite phone **(Located in Ellwood Onshore Facility Control Room)**

Ellwood Pier:

- absorbent boom (3M Type 270 Powersorb, 2 bales with 4 8-foot booms per bale)
- absorbent pads (3M HP-156 High Performance, 1 bale with 100 pads each 17" x 19")

Platform Holly:

- Expandi 4300 boom (1,700 feet)
- absorbent pads (3M HP-156 High Performance, 3 bale each with 100 pads 17" x 19")
- Boston Whaler (boom support boat)

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J.1 COMMUNICATION REQUIREMENTS

Good communications is one of the keys to the conduct of effective and efficient emergency response operations. The **Communications Unit Leader** is responsible for the development and maintenance of the communications network throughout the response effort.

Communications requirements will fall into two basic categories:

- Primary communications necessary for the conduct of response operations.
- Secondary communications necessary to support response operations.

A comprehensive, integrated communications network must be established linking the command post(s) to field operations. The demand for good, clear, reliable communications equipment will be enormous during response operations. Redundancy must be built into the network. In addition, there will be an enormous demand for portable communications devices (e.g., cellular phones and handheld radios, including battery charging units and batteries) which will need to be carefully tracked when distributed.

J.2 EXISTING COMMUNICATIONS NETWORK

Communications during response operations will be facilitated by using VENOCO's existing radio and telephone systems for its oil and gas operations. (See Table J-1). Both Platform Holly and the Ellwood Onshore Facility are also equipped with a public address system and warning lights. Radios/cellular telephones are also provided in company vehicles.

J.3 EMERGENCY RESPONSE COMMUNICATIONS NETWORK

In the event of an ESD at the Ellwood Onshore Facility, the Ellwood Operations Supervisor/Operator-In-Charge must notify Platform Holly immediately. During response operations, VENOCO's existing communications network will be supplemented to provide an effective network linking the command posts, staging areas, vehicles, and/or offshore vessels. Supplemental communications equipment will include:

- Telephones (fixed, cellular) and fax machines
- Hand held radios
- Personal computers and modems

During a major response, existing phone and communications system may be augmented by third party communications providers. These companies can provide trailers equipped with phones and go-packs with cellular telephones. For offshore response operations, additional frequencies (i.e., Channel 16 is monitored during routine operations) may also be used for communications with Marine Band radios. Communications requirements fall into two basic categories: (1) primary communications, which are necessary within the site

area; and (2) secondary communications which originate at the site to other offsite locations. The FCC has assigned primary and secondary frequencies for oil spill response use (see Table J-1). The primary communications system operates on UHF frequencies for command, coordination over distance, force development, and other supervisory functions during cleanup operations. Secondary communications operates on VHF frequencies and supports logistics (e.g., obtaining supplies, planning and staging equipment operations, interfacing with the land telephone system, receiving U.S. Coast Guard information). A list of the standard marine VHF voice communication frequencies is also provided in Table J-1.

Communications with Clean Seas will be necessary to alert the management of Clean Seas to an oil spill and to communicate during spill response operations. The radio frequencies and telephone numbers of Clean Seas and the Clean Seas vessels are included in Table J-1. VENOCO will be able to integrate its radio system with the Clean Seas system by placing a portable base station in the Clean Seas Mobile Command Center. This will enable VENOCO personnel to communicate with the Clean Seas Command Posts as well as VENOCO cleanup supervisors via portable radios tuned to designated frequencies.

J.4 SBC Area Oil & Gas Industry Emergency Response Plan

In accordance with the above referenced plan, Venoco Inc. will maintain one satellite phone for use when the Plan is activated by Venoco Inc. or another Plan member.

Table J-1. Venoco's Communications Network.

		RADIO SYSTEM[1]		
FACILITY/VESSEL	**TELEPHONE**	**TYPE/QUANTITY**	**CALL SIGN**	**FREQUENCY[2]**
Ellwood Marine Terminal	Table 2-3	FM/1 VHF Marine CH 16/1	KA 77456 VENOCO 262 "Marine Terminal"	49.12 156.950
Crew Boat	Table 2-3	VHF Marine CH 16/1 UHF Repeater CH 1	Venoco 229	451.575 RX 456.575 TX
Barge Olympic Spirit	Table 2-3	FM/1 VHF Marine CH16/1 (CH 19)	WYQ 8032 "Olympic Spirit"	49.12 156.950
Tug	Table 2-3	Single Side Band (2) VHF CH 16/1 (2)	WDD7867	4125
Ellwood Onshore Facility	Table 2-3	FM/11 VHF Marine CH 16/1 Handhelds (22)	VENOCO 251	49.12 Repeater 451.575 RX 456.575 TX
Ellwood Pier	Table 2-3			
Platform Holly	Table 2-3	FM/3 Marine CH 16/1 Handhelds (14)	VENOCO 249 "Holly"	156.950 49.12 Simplex 451.575 TX & RX
Venoco Corporate	805 745-2100			
Satellite phone	881632575245			

NOTES:
1. Radio system has a range of approximately ten miles.
2. Radio system may be used to communicate for shoreline, marine, and/or air operations (i.e., ground-to ground, ground-to-air, ground-to-sea, sea-to-sea, and sea-to-air).

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K.1 Media Relations

Handling the media effectively is an important part of crisis management. and may shape the attitudes of the public and the agencies more than the physical response to the emergency incident. Every effort should be made to accommodate the media. However, access to the scene and/or response personnel must be limited or restricted if it interferes with or diverts essential resources away from emergency response operations. At no time should safety be compromised. In cases where a news report is apparently in error or includes unfounded speculations, every effort should be made to provide the source with correct information and ask for an amendment to the report.

In a large incident, it is necessary to obtain assistance from VENOCO's public relations professionals who have extensive training and are experienced with working with the media and addressing the concerns of special interest groups. Whenever possible, media / special interest group contacts should be referred to one of these professionals or the Ellwood V.P. Coastal Asset who has received training in communicating with these persons.

In the event of an emergency incident involving South Ellwood Field, the Ellwood Operations Supervisor during the daytime or the Operator-In-Charge during off-hours will be the Company spokesperson until such time as this duty is assumed by the Public Information Officer or his/her designee. Roles and responsibilities are summarized in the duty sheets found in Section 3 (Attachment 3-1).

All news conferences and news releases, and their content, should be provided to the cooperating regulatory agencies prior to their actual release. Coordination with the agencies should be focused on avoiding surprises and avoiding subsequent interviews with agency personnel with discrediting or opposing views.

K.2 EMPLOYEE RESPONSE GUIDELINES

K.2.1 Interactions With Media

Unless authorized to speak with the media, all response personnel, including contractors, should be advised to refer the media to a company spokesperson. An employee, authorized to speak for VENOCO that is approached by the media, should provide accurate and up-to-date information. As a rule, responses should be limited to the area(s) where the employee has firsthand knowledge. The employee should stick to the facts, avoid speculation, and if unable to answer a question, should say so and offer to get back to the reporter with an answer as soon as possible.

K.2.2 Telephone Protocol

How we appear to the public during a crisis is almost as important as how well we respond to the actual event. Those of you who will be answering the phones will be seen as "a VENOCO spokesperson" and anything you say may appear the next day in print as fact.

Everyone who speaks to the public/media must be:

- Calm - as if this were a normal day.
- Polite.
- Confident.
- Nice - even if they are rude to you.
- Not rushed or harried.

Do not:

- Repeat anything you have overheard - it will be taken as fact.
- Speculate on what might have happened.
- Give out any information - especially on injuries, fatalities, names of injured, or where the injured have been taken. This is the job of the Public Information Officer.

Always answer the phone:

- "Good morning/afternoon evening. This is (provide your first and last name) with VENOCO. May I help you?"

For calls from the public:

- You should say: "You'll need to speak with the Public Information Officer. Let me see if she/he is available."
- If available: Transfer call to the Public Information Officer.
- If not available say: "She/he is not available right now, but I'll be happy to page her/him and she/he will get back to you as soon as possible."
- Find out who the call is from, who they are with (i.e., media), and get their phone number.
- Immediately page the Public Information Officer. Record the incoming calls on a log sheet.

If pressed for any additional information:

- Be polite, but firm and say: "No, I'm sorry I don't have any information, but I will be happy to put you in contact with the Public Information Officer."

For all internal calls:

- Route to the person requested.
- If person is not available: "I'm sorry, but _____ is not available at this time. I will be happy to leave a message."
- If asked for information: "I'm sorry, but I don't have any information, but I'll be happy to leave a message/try and reach _____."
- Company officials should visit key emergency sites, such as the scene itself, the hospitals, evacuation center, claims center, etc.
- It is advisable to acknowledge publicly the assistance received during the emergency from other companies, police and fire departments, Red Cross, etc.

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L.1 OVERVIEW

VENOCO's Facility Training/Drill program has been developed to ensure facility personnel are properly prepared to perform their response duties and to be in compliance with County, State, and Federal requirements. Operations training for all personnel include safety procedures, operation of firefighting equipment, spill prevention and containment, emergency response and management. Safety training needed to protect human, environmental, and physical resources is described in Appendix C. All personnel are trained under the guidance of the Ellwood Operations Supervisor.

The training of VENOCO's Initial Incident Response and Sustained Incident Response Teams (IIRT and SIRT) in the prompt and effective response to an emergency incident is an integral part of VENOCO's environmental, health, and safety policies. VENOCO has developed a multi-faceted training program for the members of its response organization. The program consists of classroom instruction, field briefings, exercises and drills, involving the deployment of VENOCO and its contractors' response equipment, and tabletop drills of the management team.

VENOCO will invite agencies to participate in both the equipment deployment drills and the management team tabletop drills. After each of these drills, VENOCO will review drill objectives and document the drill.

L.2 TRAINING

L.2.1 Program Summary

Training is an essential part of VENOCO's response commitment, and is conducted for facility and management employees with responsibilities under the plan to respond to emergencies in a safe and timely manner.

Suggested levels of training for VENOCO response personnel are shown in Table L-1. Response personnel must have completed a 24-hour course meeting OSHA requirements of the response technician level. Spill clean-up personnel, working after the initial response is completed, must have completed a 40-hour safety course and a three-day onsite training course meeting OSHA requirements.

TABLE L-1: TRAINING PROGRAM MATRIX

Position	Training					
	HAZWOPER	CPR/ First Aid	ICS	Oil Spill Prevention & Control	Management of Emergency Incidents	Hazard Communication
Qualified Individual	•		•	•	•	•
Incident Commander	•	•	•	•	•	•
Safety Officer	•	•	•		•	•
Legal Advisor			•			
Planning Section Chief			•		•	
Operations Section Chief	•		•		•	•
Logistics Section Chief			•		•	
Finance Section Chief			•		•	
IIRT	•	•	•	•	•	•

L.2.2 CONTRACTOR TRAINING

In the event a clean-up operation is required and third party personnel are needed, VENOCO will use fully qualified environmental contractors or co-ops to perform the work. If contractors or co-ops sub-contract to labor pools, documentation as to the training of casual laborers will be required. At the time clean-up operations are initiated, documentation from the contractor or co-op regarding the HAZWOPER qualification of their personnel will be obtained. Each contractor or co-op must provide a letter annually to the facility which states that their personnel are properly trained.

L.3 DRILLS

VENOCO will conduct periodic drills for emergency response preparedness in compliance with Federal, State, and local requirements. This includes surprise drills by the County. The accountability for drills lies with the Ellwood Operations Supervisor and V.P. Coastal Asset.

L.4 RECORDKEEPING

L.4.1 Training Records

VENOCO will maintain records sufficient to document training of its response team members, volunteers, and contractors. VENOCO personnel records will be maintained at the VENOCO's corporate office. VENOCO's response organization will maintain records sufficient to document training of the organization's personnel for

a period of five years or for as long as an individual is assigned duties under the response plan. These records will be available for inspection upon request by VENOCO management personnel, its Qualified Individual, City, County, State, and Federal agencies.

L.4.2 Drill Records

VENOCO will ensure that records sufficient to document drills for its IIRT and SIRT are maintained for a period of five years following completion of drills. Similarly, VENOCO will ensure that records sufficient to document drills of its response organization and response resources identified in this plan are maintained for five years. All records will be made available for inspection upon request by the City, County, State and Federal agencies.

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M.1 Santa Barbara County Area Oil & Gas Industry Emergency Response Plan

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ATTACHMENT M-1

SBC Area Oil & Gas Industry Emergency Response Plan (County P-4)

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SANTA BARBARA COUNTY

AREA OIL & GAS INDUSTRY EMERGENCY RESPONSE PLAN (Industry Mutual Aid Plan)

MARCH 2007

Revised: September 2011

Prepared by: **Santa Barbara County Office of Emergency Management; and Industry**

AREA OIL & GAS INDUSTRY EMERGENCY RESPONSE PLAN

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RECORD OF REVISIONS: March 2008; June 2009; September 2009 #1 & #2; October 2009; November 2009, July 2011

Revision Number	Revision Date	Revision Page and Description
1	3/2008	Pg 35 - Add PIMA Task Force Chairman Rotation
1	3/2008	Pg 36-42 - Update Facility Communications Plan Information
1	3/2008	Pg 9 - Change that Hazardous Materials Emergency Response Area Plan was developed by OEM and is being revised by SBC Fire-HMU.
2	6/2009	Updated Title Page, Record of Revisions, and Distribution of Plan
2	6/2009	Page 12 – Deleted date of FOG and added Current FOG. Added new web location for IMH.
2	6/2009	Page 23 – Clarified portion pertaining to Industry EOC. Added "protective measures for the protection of life, property and the environment.
2	6/2009	Page 35 – Changed AAPL from Dave Woodruff to Kathy Thomas.
2	6/2009	Page 36, 39, 40 – Updated contact information.
2	6/2009	Page 43 – Added line for date completing forms.
2	6/2009	Page 38 – Change Control Center Telephone Number.
3	10/29/09	Page 18 – Change Level III to Level 3 in the Criteria column.
3	10/29/09	Page 36, 37, 38, 40, and 41 – Changed Satellite Phone information.
4	11/9/09	Page 42 – Added Satellite information to SMAR.
5	7/2011	Distribution of Plan – Name Changes: Kathy Randall, Ed Fetterman, Tim Plaisance & EPI Representative. Deleted all references that this Plan is an annex to County HazMat Plan. Communications Plan – Name Change for Kathy Randall & EPI Rep. Added Satellite Information. Updated information for: SBC, Kathy Randall, E&B, ExxonMobil & EPI Information. Added Year to Self Inspection Forms.
6	9/2011	Added EPI representative and information. New satellite phone numbers for PXP, E&B information.

Rev. 9/2011

DISTRIBUTION OF PLAN

Name	Agency	Revision Date
Byron Everist	PXP – Arguello (GOHF) and LOGP	9/2011
Kathy Randall	AAPL	9/2011
Bill Orr	ConocoPhillips	9/2011
Ed Fetterman	E&B	9/2011
Tim Plaisance	ExxonMobil	9/2011
Susan Whalen	Greka – SMRC	9/2011
Kevin Drude	P&D – Energy Division	9/2011
Keith Wenal	EPI	9/20/11

Rev. 7/2011

The Santa Barbara County Emergency Response Plans are designed to be consistent with the National Contingency Plan, Area Contingency Plan and State Emergency Response Plans. The National Incident Management System (NIMS) Incident Command System (ICS) model will be utilized for emergency response issues that occur within Santa Barbara County. Utilization of the Standardized Emergency Management System (SEMS) model will promote clear communications and stakeholder involvement in all aspects of emergency response within the County.

This plan is designed to work in concert with and be a part of the Emergency Response Plans (ERPs) for those facilities that operate within Santa Barbara County and are required to have an ERP.

Introduction

Santa Barbara County has long been known for the oil and gas development, which occurs off its shores. There are numerous oil and gas platforms, pipelines, processing facilities, and marine terminals. Although both government and oil industry have gone to great lengths to reduce the risks posed by oil and gas development and the marine transportation of oil and other hazardous materials, the possibility exists that an incident could occur.

This document is directed toward the joint government and oil industry response to a petroleum related incident, which involves one or more of the onshore petroleum facilities. Examples of the types of incidents, which would require activation of this plan, are: toxic gas releases, hazardous substance spill, major fire, explosion, earthquake, or other emergency situations that exceed the operator's initial response capabilities.

The Area Oil and Gas Industry ERP has been developed pursuant to County Permit Conditions enacted upon oil and gas development projects, which have undergone or are currently undergoing the County's land use permitting process. In addition, California Government Code Section 8670-35 requires local governments with jurisdiction over or located directly adjacent to marine waters, to develop an offshore Oil Spill Contingency Plan (OSCP). The Area Oil and Gas Industry ERP was also developed to satisfy this requirement.

Purpose and Objective

The purpose of the Area Oil and Gas Industry ERP is to provide a structure for government and industries' response to an onshore oil or hazardous materials related emergency. It outlines the responsibilities of federal, state, and local responding agencies and the oil industry, and describes how these entities should coordinate their response efforts.

The objective of this plan is to provide timely, effective and coordinated response and mitigation of petroleum or hazardous materials related emergency involving one or more petroleum facilities, and oil or gas pipelines.

Scope

This plan is to be used by the oil industry and local agencies in responding to onshore petroleum related emergency occurring at one or more of the oil and gas facilities located within Santa Barbara County.

This Plan may be activated at any time that the facility or governmental Incident Commander (IC) deems it necessary to do so. Upon activation of this Plan, a Level 3 Industry emergency shall be declared. Nothing in this Plan shall override the right of a jurisdictional agency to assume full command of a Level 3 incident at any time.

Each individual facility shall utilize its own ERP for all incidents. This plan is intended to provide an overarching process for Level 3 emergency response actions.

Refer to the Emergency Levels Matrix located in this plan for definition of Emergency Levels.

Authorities

This plan is promulgated under the authorities:

- State Emergency Services Act (Govt. Code Chapter 7 of Division 1 of Title 2, Sections 8559 et seq) especially Articles 3.5 and 3.7)
- California Health & Safety Code
  - Hazardous Materials (Division 20, Chapter 6.95, Sections 25500 through 25521)
  - County Health Emergencies (Division 1, Part 2, Chapter 1158, Sections 470-474)
- California Emergency Plan
- State Hazardous Materials Incident Contingency Plan
- State OSCP
- DOT Pipeline Safety Regulations
- County of Santa Barbara Emergency Operations Plan (EOP)
- County of Santa Barbara Emergency Services Ordinance #3014
- County Board of Supervisors Emergency Plan Requirements for New Petroleum Facilities (P-3 Condition)
- County Board of Supervisors Area Emergency Planning requirements for existing and new petroleum facilities (P-4 Condition)

Hierarchy/Relationship to Other Plans

The federal, state and local governments have numerous plans dealing with emergency response. In addition, there are different industry OSCPs for platforms, marine terminals and onshore facilities. The purpose of this section is to describe the different government and industry OSCPs and explain how these plans interrelate. The plans included in this discussion are those that focus on oil spill response or have an Annex that deals with that issue.

This plan shall be updated as changes are made to the Communications Plan or at least every three years to assure accuracy, adequacy and consistency with other related plans.

This plan will be activated when an incident involves one or more facilities or has the potential for an impact upon the community. It does not supersede the facility plans but coordinates implementation of those plans when more than one facility is impacted or assistance is required from neighboring facilities.

FEDERAL PLANS

National Contingency Plan

The National Contingency Plan serves as the umbrella document guiding the Federal Government's response to an oil spill or other hazardous materials discharge, occurring anywhere in the United States, both offshore and inland. Offshore includes: the navigable waters, the waters of the contiguous zone, and the ocean waters of which the natural resources are under the exclusive management of the United States. Specifically, the plan discusses and describes federal response policies, the national response organization; the responsibilities of the Federal On-Scene Coordinator; the agencies included on the National Response Team and their responsibilities; and the National Response Center.

The Oil Pollution Act of 1990 (OPA '90) requires that the oil spill response component of the National Contingency Plan be amended to address a worst-case discharge, which is a complete loss of cargo from an oil tanker. Specifically, the plan is required to include the following:

- Identification, maintenance, storage and procurement of equipment and supplies;
- Establishment of a National Response Unit and Coast Guard District Response Groups;
- A surveillance and notification system to ensure the earliest possible notification of an oil spill or other hazardous materials discharge;
- Establishment of a national center to provide coordination and direction for operations in carrying out the plan;
- Procedures and techniques to be used in identifying, containing, dispersing and removing oil or other hazardous materials discharge;

- A section identifying dispersants or other chemical used to mitigate the effects of an oil spill, which must include identification of the water where dispersants may be used and the quantity of dispersants which may be used in these waters;
- Procedures for reimbursing a State for its response to an oil spill;
- Procedures to coordinate the activities of Coast Guard Strike Teams, the Federal On-Scene Coordinator, Coast Guard District Response Groups, and Area Committees; and
- A fish and wildlife response plan for immediate and effective protection, rescue and rehabilitation of fish and wildlife resources.

Region IX – Mainland Regional Contingency Plan

The Region IX – Mainland Regional Contingency Plan describes the response actions of Region IX – Mainland Regional Response Team. The plan is to be used in the event of an oil spill and other hazardous substance discharges both onshore and offshore of Region IX – Mainland. Region IX – Mainland includes Arizona, California and Nevada.

The Region IX – Mainland Regional Contingency Plan is to be used in conjunction with the National Contingency Plan. The Regional Contingency Plan describes the responsibilities of the Regional Response Team; procedures for establishing Federal Local Contingency Plans (see below); and procedures for conduction response actions pursuant to the Clean Water Act and the Comprehensive Environmental Response, Compensation, and Liability Act of 1980, as amended by SARA.

Specifically, the Region IX – Mainland Plan does the following:

- Pre-designates specifically who the Federal On-Scene Coordinator is for the different geographical areas within Region IX – Mainland;
- Describes the formation of the Region IX – Mainland Regional Response Team, its specific membership and their responsibilities in both of response planning and in the event of an oil spill;
- Discusses funding, public information, and community relations in the event of an oil spill or other hazardous materials discharge.

The main difference between the National Contingency Plan and the Region IX – Mainland Regional Contingency Plan is the National Contingency Plan focuses on the federal response to an oil spill, including the responsibilities of the Federal On-Scene Coordinator, the National Response Team, the Coast Guard Strike Teams, and the National Response Center. The Region IX – Mainland Regional Contingency Plan describes the responsibilities of the Region IX – Mainland Regional Response Team and how it assists the Federal On-Scene Coordinator in the event of an oil spill.

U.S. Coast Guard Marine Safety Office/Group Los Angeles – Long Beach Oil and Hazardous Substance Pollution Contingency Plan

The National Contingency Plan requires the Coast Guard to develop federal local plans to provide for the integrated and coordinated response to an offshore oil spill or other hazardous substance discharge, between federal, state and local government agencies, and non-government entities. Federal Local Plans are much more specific than the National and Regional Contingency Plans since the Federal Local Plans describe the response procedures for a particular geographic area. The federal local plan in which Santa Barbara County is included is the U.S. Coast Guard Marine Safety Office/Group Los Angeles – Long Beach Oil and Hazardous Substance Pollution Contingency Plan. The plan also includes Orange, Los Angeles and Ventura Counties. The intent of this plan is to provide an integrated and coordinated response to an offshore oil spill or other hazardous substance discharge, between federal, state and local government agencies, and non-government entities.

The Oil Pollution Act of 1990 requires some modification to the Federal Local Plans. For example, OPA '90 requires that Area Committees, consisting of qualified federal, state, and local officials, be established to work with the Federal On-Scene Coordinator in developing what they are now calling Area Contingency Plans. As with the federal local plans the Area Contingency Plans will be more site specific than the National and Regional Contingency Plans and must describe the response procedures for worst-case spill occurring within the jurisdiction of each Area Committee.

The Area Contingency plans to be used in conjunction with the National Contingency Plan and the Regional Contingency Plan in the event of an oil spill or other hazardous substance discharge. The plans are required to describe the Coast Guard and other federal response agencies' exact responsibilities in the event of an oil spill or other discharge, and the joint response between federal, state and local response agencies. The plans must also include:

- A description of areas within the jurisdiction of the Area Committee that are of special environmental or economic importance;
- A list of available equipment and personnel; and
- The responsibilities of governmental agencies and the vessel or facility owner or operator responding to a discharge.

The Area Committee in which Santa Barbara County is included in the same geographic region covered by the Marine Safety Office/Group Los Angeles – Long Beach which includes the counties of Orange, Los Angeles, Ventura and Santa Barbara.

California Hazardous Materials Incident Contingency Plan (HMICP)

The California State Office of Emergency Services pursuant to Government Code Section 8574.16 requires a state toxic disaster plan to be prepared. The plan addresses the release or threatened release of hazardous materials, including an oil spill and radiological release. The HMICP serves primarily as an umbrella and reference document, not an operational tool. Specifically, the plan:

- Describes the ICS and provides examples for how the system works;
- Delineates the respective responsibilities for the local, state, and federal agencies, interagency organizations, and non-governmental organizations;
- Describes the different federal and state funding sources available to federal, state, and local agencies for financing or reimbursing their response to an oil spill other hazardous materials release, and
- Facilitates mutual aid to supplement local needs.

The HMICP provides a good description of the overall hazardous materials emergency response organization in California.

State Oil Spill Contingency Plan

The State's OSCP is a stand-alone Annex to the HMICP and specifically addresses the state's response to an oil spill. In 1990 however, the State Legislature passed the Lempert-Keene-Seastrand Oil Spill Prevention and Response Act, which requires that the State OSCP be amended to include a marine OSCP section. The State Office of Oil Spill Prevention and Response within the Department of Fish and Game, is charged with developing the new planning section that must provide for the best achievable protection of California's coast and marine waters and must include the following elements:

- A Marine Response Element that will specify the hierarchy for state and local agencies responding to an oil spill;
- A Regional and Local Planning Element which will provide the framework for the involvement of regional and local agencies in the State's response to an oil spill;
- A Coastal Protection Element which will establish the State standard for coastal protection; and
- An Environmentally and Ecologically Sensitive Areas Element, which will consist of maps depicting environmentally and ecologically sensitive areas in marine waters or along the coast.

LOCAL PLANS

Emergency Operations Plan (EOP)

The EOP is the county emergency plan required by the State of California. This plan addresses the jurisdiction's planned response to extraordinary emergency situations associated with natural disasters, technological incidents and nuclear defense operations.

The EOP is activated as the umbrella response plan for all major emergencies. However, the County Hazardous Materials Emergency Response Area Plan would also be activated in the event of an oil spill. The Offshore OSCP and this plan would be activated as a component of the Hazardous Materials Emergency Response Area Plan.

Hazardous Materials Emergency Response Area Plan

California Health and Safety Code Section 2550 et seq. requires local governments to develop Hazardous Materials Emergency Response Area Plans. The purpose of these plans is to detail how city and county emergency response agencies will respond in the event of an actual or threatened hazardous materials release. In Santa Barbara County the original plan was developed by OEM but the plan is currently being revised by the Santa Barbara County Fire Department Hazardous Materials Unit (CUPA) for the County and the Cities within the County.

The Area Plan for the Santa Barbara County area is intended to be used as a resource and guidance document for emergency response agencies and organizations during a hazardous materials release or threatened release. This plan does not specifically address the County or Cities' response to an oil spill but there are general guidelines, which are applicable to both a hazardous materials emergency occurring onshore and offshore.

Area Oil and Gas Industry Emergency Response Plan (This Plan)

The Area Oil and Gas Industry ERP outlines how Industrial Mutual Aid will occur and augments operator facility ERPs and OSCPs.

Oil Spill Contingency Plan (OSCP)

The County OSCP, approved by the State, is a stand-alone Annex to the Hazardous Materials Emergency Response Area Plan. The purpose of this plan is to provide a structure for government and industries' response to an offshore oil or hazardous materials related emergency.

Industry Plans

All oil facilities in federal or state waters, onshore facilities, and all tank vessels utilizing these facilities must have an approved OSCP to be used in conjunction with their Facility ERPs. In addition, oil spill cooperatives shall have OSCP for their response areas.

OIL POLLUTION ACT OF 1990

OPA'90 requires that by February 1993, all offshore tankers and facilities and all onshore facilities that could cause a release of oil into the environment, must prepare oil spill response plans. These plans must do the following:

- Be consistent with the National Contingency Plan and the appropriate Area Contingency Plan;
- Identify the qualified individual having full authority to implement the removal actions and require immediate communications between that individual and the appropriate federal responder;
- Identify and ensure by contract, the availability of personnel and equipment necessary to remove a worst case discharge; and
- Describe the training, equipment, periodic unannounced drills and response actions of personnel on the tanker or at the facility.

In order for a tanker, offshore facility or onshore facility to continue operating, the Coast Guard and Oil Spill Prevention and Response (OSPR) must approve its oil spill response plan.

THE LEMPERT-KEENE-SEASTRAND OIL SPILL PREVENTION AND RESPONSE ACT

Under the Lempert-Keene-Seastrand Oil Spill Prevention and Response Act, all operators of tank vessels, pipelines, terminals and facilities within the marine waters of the State of California are required to prepare OSCPs. These plans are required to address the following:

- The response to a worst case oil spill;
- Measures to be taken to protect environmental and recreational resource areas:
- The hazard associated with the operation such as operating error, equipment failure and external events;
- A list of contacts to call in the event of an oil spill;
- Financial and contractual arrangements for equipment and personnel in the event of an oil spill. The amount of equipment and number of personnel must be sufficient to respond to a worst case oil spill;
- Identification of the type of equipment that would be used in the event of an oil spill, including it's location and the time it would take to deliver the equipment to the site; and
- Demonstration that all protective measures have been taken to reduce the possibility of an oil spill.

COOPERATIVE CLEAN-UP MANUALS

These manuals may be used as reference materials within the Facility ERPs as deemed appropriate. They can provide valuable information concerning clean up resources.

- Clean Seas Clean-up Manual
- Marine Spill Response Corporation (MSRC) Response Plan

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)/INCIDENT COMMAND SYSTEM (ICS)

The NIMS is a nationwide standardized approach to incident management and response. NIMS utilizes the ICS.

The ICS is used to manage incident response activities. ICS is readily expandable to help manage small incidents as well as larger more complex incidents. ICS is an effective safety and incident management tool and should be implemented for all emergency incidents that may cause potential harm to responders, the public, the environment or property. Staffing and resources needed to meet specific incident needs will be based on the size, complexity and severity of the incident. At minimum, Hazardous Waste Operations and Emergency Response (HAZWOPER) regulations require the ICS positions of IC and Safety Officer to be implemented during a response to a hazardous or potentially hazardous substance.

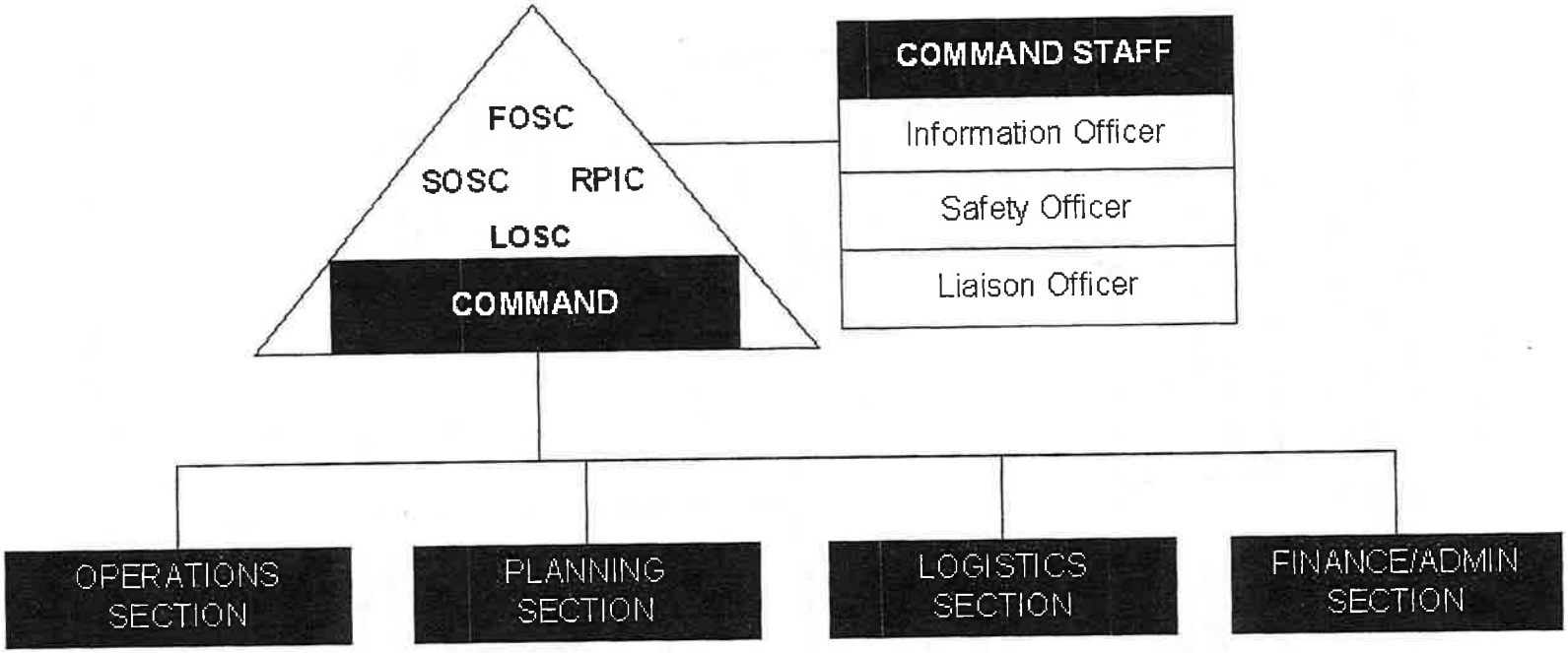
This Section contains an example of the basic NIMS ICS Organization (five functional areas) and the Operational Period Planning Cycle.

Company Stakeholders will utilize the IMH, dated August 2006, as the primary guide for incident response.

Responders may continue to utilize the current U.S. Coast Guard Oil Spill Field Operations Guide (FOG), ICS-OS-420-1 or current Incident Management Handbook (IMH) in their possession. Either of these documents is consistent with the five functional areas of NIMS ICS.

Access to complete versions of the latest U.S. Coast Guard Incident Management Handbook can be located on the U.S. Coast Guard web site at http://www.uscg.mil/hq/nsfweb/docs/FinalIMH18AUG2006.pdf.

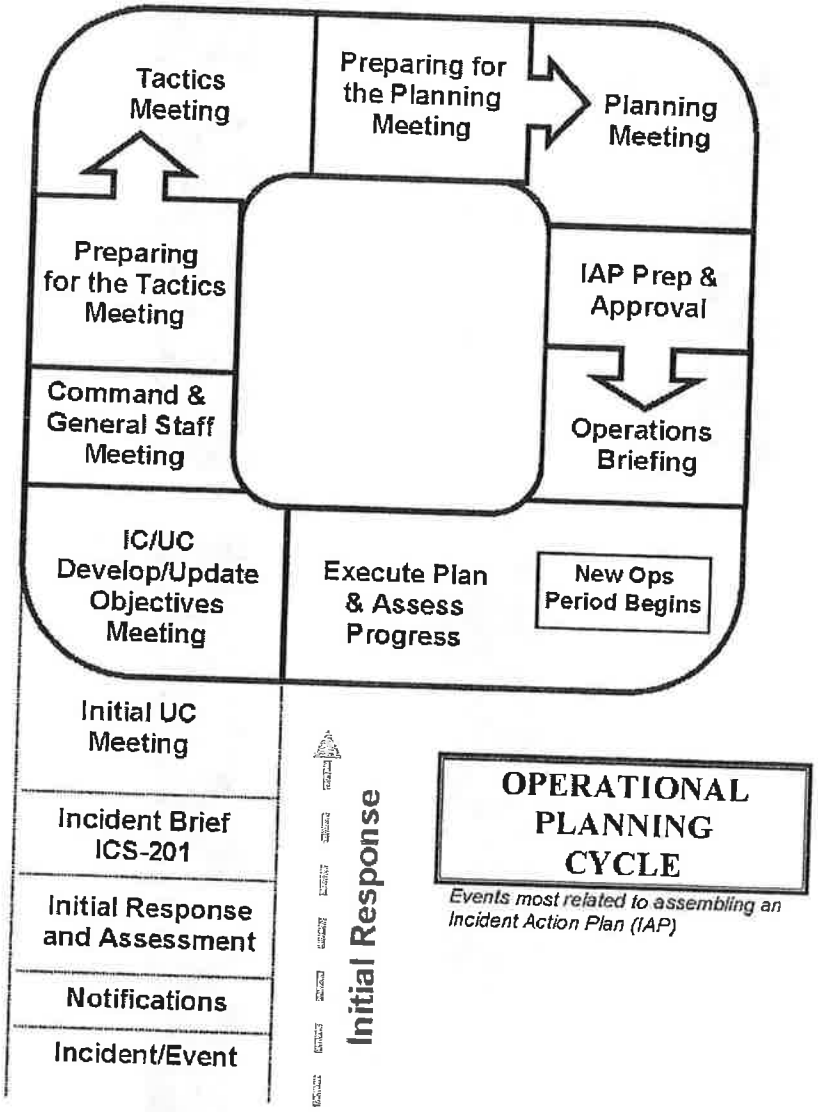
NIMS ICS FIVE MAJOR FUNCTIONAL AREAS



JUNE 2005

CHAPTER 3

OPERATIONAL PLANNING CYCLE, MEETINGS, BRIEFINGS, AND THE ACTION PLANNING PROCESS



OPERATIONAL PLANNING CYCLE 3-1 OPERATIONAL PLANNING CYCLE

This plan has two categories:

1. Emergency Operating Procedures

2. Appendices
   - County Plan Exercise Program
   - Petroleum Industry Mutual Aid (PIMA) Agreement
   - SBC/OSPR Memorandum of Understanding (MOU)
   - Communications Plan
     - List of Petroleum Facilities and Phone Numbers
   - Self-Inspection Form

General Information

Introduction

The most likely incidents, which could occur at fixed onshore facilities and have major impacts on the community or involve more than one facility, are:

- Major flammable or toxic gas release
- H_2S in sales gas lines
- Major tank or vessel fires
- Large explosions at facilities
- Major liquid spills
- Explosions/overpressure
- Civil disorder
- Major earthquake
- Floods

Planning Assumptions

It may be assumed that one or more of the following incidents could occur within the life of this plan. These emergencies may require activation of this plan and thus will serve as the planning assumptions for this plan.

Type of Emergency	Magnitude
1. Major Earthquake	Of a magnitude causing significant damage, spills, releases, fire, etc. at more than one facility.
2. Major Hazardous Materials Release	Major casualties on site, or spreading off site or having potential for causing injury, (Gas or Liquid).
3. Hydrogen Sulfide Gas Release	Major casualties on site, or spreading outside of the boundary of a facility, or leaking from a pipeline, at a concentration approaching or exceeding 300 ppm.
4. Petroleum Liquid Release without Fire	Onshore, having the potential to spread off site, (liquid tank, pipeline failure, Oil, NGL or Gasoline, etc.).
5. Flammable Gas Release	Spreading off site and near residence or populated area.
6. Civil Disobedience/Terrorism/Labor Strife	With potential or actual impact upon more than one facility. (Widespread threats, roving vandalism, mass picketing, etc.).
7. Tank Truck Accident	Spill fire or explosion involving vehicles entering or leaving facilities.
Note: Tanker accidents on highway not associated with a local facility are treated as a hazardous materials incident and are not in the scope of this plan. However, the basic procedures in the appropriate checklist can also be applied to a transportation accident.	
8. Major Facility, tank or Pressurized Vessel	• Tank over 100' in diameter, or Fire involving storage, loading, process, or • Multiple Tanks, or Buildings • Lengthy fire with threat of boil over, or • Threat of causing off site fire, injury, or • Major spill fire, or • Process unit fire, or • Threat of/or actual BLEVE of a major vessel, or • Potential for causing injury, death or damage off site. • Destruction of control center.
9. Predicted or Actual Flood/Tidal Wave/Tsunami	Of a magnitude, which could or does major damage to more than one facility
10. State of War	Period of heightened tensions, or actual enemy attack.

Type of Emergency	Magnitude
11. "Off Site' Incident Impacting Facilities	Wildland fire, high winds, funnel clouds, hazardous materials release, Diablo Canyon release, transportation accident.
12. Explosion	Major casualties and/or fire on site, or damage, death, injury off site.
13. Toxic Gas in Sales Gas Line	Of a quantity large enough to be a danger to gas company consumers.
14. Major Evacuations	Due to an industry related petroleum incident.

Based upon the incidents listed above, action checklists will be provided in this plan.

EMERGENCY LEVEL MATRIX

Level Emergency	Criteria	Incident Commander	Command Post Status	Staging Area
LEVEL 1 Facility Plan Initial Response Minor On-Site Incident	1. Oil spill or produced water spill > 1 bbl outside secondary containment designated for that vessel, system or pipeline, or ≥ 5 bbl inside secondary containment designated for that vessel, system or pipeline, unless it impacts or potentially impacts state or marine waters, in which case go to Level 3. 2. Two combustible gas or fire eyes alarms. 3. Verified high-level combustible gas (≥ 50% LEL) alarm. 4. Single hand held detector with a LEL reading = 50%. 5. Smoke Investigation. 6. Fire reported out. 7. Hazardous material release outside secondary containment designed for that vessel, system or pipeline. 8. Bomb or extortion threat.	Highest ranking on-duty operations person until arrival of Fire Dept.	Not Activated	Not Activated
LEVEL 2 Facility Plan Sustained Response Major On-Site Incident	1. Oil spills or produced water spill ≥5 bbl unless it impacts or potentially impacts state or marine waters, in which case go to Level 3. 2. Any toxic gas release > 10 ppm by fixed or handheld monitor. 3. More than 2 combustible gas or fire eye alarms. 4. Fire. 5. Hazardous materials release requiring HazMat emergency response from emergency rescue personnel or contractors. 6. Sour gas in sales line. 7. Earthquake or Flooding damage. 8. Activation of Emergency Shut Down for plant and / or pipeline.	Highest ranking on-duty operations person until arrival of Fire Dept. (May Implement Unified Command)	Activated. Facility CP and County EOCs may be activated	Activated

Level Emergency	Criteria	Incident Commander	Command Post Status	Staging Area
LEVEL 3 Area Plan Major Incident with Public Exposure Potential (off-site impacts)	1. Oil or produced water spill impacting or potentially impacting state or marine waters, or threatened release of oil or produced water impacting or potentially impacting state or marine waters. 2. Fire with potential for spreading. 3. Explosion. 4. Hazardous materials release or gas leak with off-site potential. 5. Civil disturbance. 6. State of War. 7. Highway 101 closure or impact on other significant access routes or roads.	Highest-ranking on-duty Oper. until arrival Fire Dept. - May Implement Unified Command with Potentially: • Responsible Party • Sheriff's Dept. • CHP • Federal/State/Local On-Scene Coordinators/IC's	Activated. Facility CP Activated. County EOC Activated.	Activated

Note: Level 1 and 2 conditions are not justified to activate this Plan, unless requested by Unified Command.

The Emergency Response Organization to be activated when using this plan is described in this section.

In order to be in compliance with county, state and federal requirements regarding utilization of the ICS during emergencies, the Emergency Response Organization for this plan will be in an ICS format.

This section discusses and describes how command and control of an incident will occur within the purview of this plan.

The plan utilizes concepts set forth in the ICS, which has been adopted by the Federal Government, the State and the County as the management system to be utilized during emergencies. By state law, ICS is considered incorporated into the SEMS. SEMS is intended to standardize response to emergencies involving multiple jurisdictions or agencies. SEMS is intended to be flexible and adaptable to the needs of all emergency responders in California. SEMS requires emergency response agencies use basic principles and components of emergency management including ICS, multi-agency or inter-agency coordination, the operational area concept, and established mutual aid systems. State agencies must use SEMS. Local government must use SEMS in order to be eligible for state funding of response-related personnel costs pursuant to activities identified in California Code of Regulations, Title 19; 2920; 2925; and 2930. Industrial facilities responding to hazardous materials emergencies are required, by 29 CFR, to use the ICS. Owners and operators of Marine facilities are required per Title 14 CCR to utilize ICS. All entities responding to a hazardous materials incident and/or participating within an ICS with a governmental agency must be trained in, and utilize the ICS.

As previously referenced, this Plan utilizes the NIMS ICS for its emergency organization.

There are five **functional areas** in the ICS: **Command, Operations, Planning, Logistics and Finance/Administration.**

- **Command** has the responsibility for the overall management of the response. The IC has the authority to approve the Incident Action Plan (IAP) and make decisions without having to clear them with a superior. The IC may have a Deputy IC (who has the same qualifications as the IC) and a command staff of an Information Officer, Liaison Officer and a Safety Officer. The IC may operate within a "Unified Command" with others having jurisdictional for functional authority. Unified Command may include Federal, State, County, Local and the IC from the responsible party (RPIC). Accordingly, the agencies have jurisdictional authority over the responsible party in matters pertaining to the response. The Unified Command Structure may be implemented within all functional areas of the ICS.

- **Operations** has the responsibility of directing all incident tactical activities, or physical response operations. The Operations Chief is responsible for the implementing of the response strategy and the action plan at an incident. Any deputies must have the same qualifications and level of authority as the Operations Chief.
- **Planning** has the responsibility for the collection, evaluation, documentation and dissemination of information. This includes development of the incident and surveillance/situational information, status of resources, environmental information, technical specialists, documentation and demobilization.
- **Logistics** has the responsibility for the supply of all support needs. Logistics would also organize and maintain any facilities, transportation, equipment, food services, communications, medical services and volunteer services.
- **Finance/Administration** has the responsibility for time recording for personnel and equipment, administering all financial matters, compensation and claims, cost analysis, and legal issues.

The philosophy of the ICS is to allow decisions to be made and action to be taken at the lowest level.

The ICS enables the person in charge (the IC) to activate and expand an emergency organization, which allow him/her to delegate tasks and oversee the implementation of the objectives he/she has set.

The ICS selected for this plan utilizes a concept referred to as a "Unified Command." Unified Command is defined as a method for all agencies or individuals who have jurisdictional responsibility, and in some cases those who have functional responsibility at the incident, to contribute to determining overall objectives and selecting strategies to achieve the objectives.

During emergency operations, which may be multi-agency or multi-jurisdictional, a "Unified Command" is established at the IC level. This is simply a group of industry, agency and/or jurisdictional representatives serving together and sharing the Incident Management Role, with one spokesperson.

The IC may be a facility management person acting or he/she may be part of a Unified Command team working with the government responders.

Working jointly within the Unified Command structure will provide the following:

- It provides for the sharing of personnel, equipment, supplies, and technical, managerial, financial and legal expertise, to assist a facility in need of help.
- It serves as a coordination point to disburse resources on a priority basis to numerous incidents.

- It provides for a Unified Command Post or Emergency Operations Center (EOC) that would provide a point "remote" from the response operations; where area management people can decide if objectives are being met, if the incidents are being mitigated, and if the best interests of the stakeholders are being considered during the response.
- It provides an opportunity to develop a Joint Information Center (JIC) for media releases and to liaison with the many agencies that may respond to a major emergency.

County Command and Control

In the event that the Government IC is on the scene, they may take command of the incident. A Unified Command may be established at their discretion. The RPIC would send a representative to the County EOC if requested to do so.

Discovery and Notification of Industry Responders

The Area Plan is activated at a Level 3 emergency at the discretion of the Unified Command (UC) when a Level 3 incident has occurred. Examples of Level 3 incidents are listed in this Plan. Unified Command may then respond and activate the Plan. If necessary, the Unified Command may decide to activate the EOC to support the activities of the various ICs in the field. The EOC will coordinate and facilitate the distribution of government resources to assist the field response activities. The EOC will support the incident by coordinating additional mutual aid requests should the scale of the incident expand.

Any local facility may activate communications by utilizing the Communications Plan Section of this plan.

Facility Telephone Contact information

Facility telephone contact information is located in the Communications Plan Section and will be updated during exercises.

Mandatory Notifications

A list of all governmental and industrial entities that require notification during an emergency will be located in the Facility ERP. Timeframes and reportable quantities for notifications will also be included in the Facility ERP. Notification requirements vary, based upon the type of incident.

Facility ERP notifications information will be updated during exercises.

Worker, Emergency Responder and Public Safety

Worker, emergency responder and public safety must be a top priority at hydrocarbon incidents. A Safety Officer from the involved company and who is knowledgeable regarding the risks presented by the type of incident that is occurring should serve as the Safety Officer at the incident. This person shall have the authority to stop hazardous operations, require appropriate safety clothing and breathing apparatus, and to order evacuation or retreat of emergency workers. A safety position is provided in the emergency organization, and shall be activated by the IC. The Safety Officer shall be alert to the operations underway at all times. The Safety Officer may need assistants at a widespread incident. The Safety Officer shall not engage in the rudiments of mitigation, but be ever alert to hazards.

If toxic or otherwise hazardous materials have been released, sufficient to activate this plan, the County Hazardous Materials Team shall handle the actual field activities related to mitigation of the spill or release. They will be under the direction of the Unified Command.

Industry shall coordinate with and assist the Public Agency Responders in notification and evacuation of bystanders and the otherwise exposed or potentially exposed public. The Unified Command shall ensure that ambulances are standing by on site that hospitals have been notified, and that ample first aid supplies, safety clothes, air bottles, etc., are on site as necessary.

County Emergency Operations Center (EOC)

The County shall activate its EOC for large-scale incidents. Industry shall establish an alternate EOC. The purpose of the Industry EOC is to provide a location where the Unified Command, comprised of designated representatives from governmental agencies and industry, can gather to assist the Unified Command structure responding to an incident. The EOC is the focal point for coordination of petroleum industry response to a widespread incident. If the County EOC is activated, the mutual aid organization may be organized at the Industry EOC.

The Industry EOC should work to support the response effort of the field based Unified Command by gathering, displaying, and evaluating information about what is occurring and where. Informed decisions regarding response prioritization and resource allocation (personnel, equipment and supplies) will be determined at the Industry EOC. The County EOC will assist in implementing protective measures for the protection of life, property and the environment and requesting additional resources to support the field response if needed. The inter-facility communications and alerting system may be operated from the EOC.

The EOC may also establish a Joint Information Center (JIC). The JIC provides a location for interface with the media and governmental agencies. The industry may use the EOC to formulate policy decisions regarding incident mitigation, public relations, economic matters, care of the displaced and injured, and their return to normalcy after the incident is over.

The County EOC location and contact information is located in the Communications Plan Section.

Levels of Response

Levels of response must be determined so that the emergency organization can transition in an orderly manner.

Three Levels of response have been identified based on certain incident criteria and are described in the "Emergency Response Plan for Petroleum Facilities in Santa Barbara County," used by industry to develop their facility ERPs, and are included in this plan by reference. A Level 3 incident is a disaster impacting more than one facility or with major off-site impacts. Level 3 incidents may result in multiple injuries, deaths, and major pollution and be a result of civil disorder, earthquakes, or weather related disasters.

This Plan will be activated at Level 3.

Activation of Communications

A Communications Plan is hereby established as an Appendix to this Plan. The RPIC may activate the Communication Plan and place the area industry on a "standby alert". The County will be contacted directly by cellular or landline phone. The RPIC will notify other Facility Managers to alert them of the situation, using the Communications Plan.

Runners

- It is possible that during an emergency of the magnitude which would require activation of this plan, electrical power, telephones, microwave units, radio repeaters, etc., may be rendered inoperable. Communications may then consist of "runners" for exchange of information.

COUNTY PLAN EXERCISE PROGRAM

This plan will be exercised on an annual basis as determined by the County. This plan shall be an appendix to the facility ERP. Exercises will consist of the following elements:

- Activation of the Unified Command System with at least one County representative and the RPIC
- Activation of the County Emergency Operations Plan
- Activation of the County EOC
- Activation of the Communications Plan

The annual exercise will review the Communications Plan and the plan will be updated as needed. SB County OEM will distribute an updated Communications Plan to all plan holders if revised.

SANTA BARBARA COUNTY AREA PETROLEUM INDUSTRY MUTUAL AID AGREEMENT

I. INTRODUCTION

The purpose of this agreement is to establish a vehicle for member companies to provide mutual aid assistance. The Santa Barbara County Petroleum Industry Mutual Aid Agreement (PIMA) is an emergency response cooperative of oil and gas related companies. The purpose of the cooperative is to provide assistance (material and equipment) to any member company requiring aid during an emergency situation.

The County of Santa Barbara Area Oil and Gas Industry Emergency Response Plan (herein referred to as "PLAN"), developed pursuant County Permit Conditions enacted upon oil and gas development projects, established the need for the PIMA.

II. LIMITATIONS

Member Companies participating in the Plan ("Responding Company") must reserve manpower, material and equipment for their own protection before they allocate resources to another member requiring aid ("Requesting Company"). Any allocation of resources by a Responding Company to a Requesting Company, not withstanding any other provision of this agreement, shall be made at the sole discretion of the management of the Responding Company, and no company is obligated to release equipment or material for use by a Requesting Company if it elects not to do so.

Further, although a Requesting Company may request workforce assistance, no Responding Company is obligated by this Agreement to provide any personnel to aid in the response.

III. CONDITIONS OF MEMBERSHIP

The cooperative can fulfill its purpose of providing mutual aid only if each member company meets the following minimum and basic conditions of membership.

As a member of the Cooperative, each member company shall:

1. Provide an Emergency Response Plan for activating personnel and equipment within their own facility, and to interface with County emergency response units. Response plans will address Level 1, 2, and 3 emergencies.

   The Facility Emergency Response Plan will include the following:

   A. Instructions for properly requesting and receiving aid from PIMA members.
   B. Instructions for properly responding to calls for assistance from PIMA members.

2. Appoint a representative and one alternate representative to serve on the PLAN Task Force. At least one (1) representative from each company will make reasonable efforts to attend all meetings of the Task Force. Representatives will elect a Task Force Chairman on an annual basis. The Task Force Chairman must be elected from the ranks of member company representatives serving on the Task Force.

3. Maintain a current list of equipment and materials as defined in each member Emergency Response Plan that under most circumstances could be furnished to a Requesting Company in case of a Level 3 Emergency.

4. Make reasonable efforts to participate in at least one annual Level 3 drill. It is understood that the County Office of Emergency Services (OES) will conduct one Level 3 drill in the North County, and one Level 3 drill in the South County each year. Drills may be conducted as part of regular facility drills conducted by the County OES.

5. Perform an annual inspection of Emergency Response Equipment and file the annual inspection form with the Task Force Chairman.

6. Provided the equipment and/or material was furnished by Member Companies response pursuant to a properly placed request, the Requesting Company will:

   A. Replace material or equipment expended or lost due to the emergency, in cash at current prices or in kind.

   B. Repair material or equipment damaged due to the emergency. Damaged equipment will be replaced to its condition at the time of delivery or replaced with like equipment, to the satisfaction of the Responding Company.

   C. Costs incurred due to normal wear and tear are not reimbursable. Requesting Companies shall comply with this paragraph notwithstanding the amount of reimbursement its insurance carrier agrees to.

7. If and only if, to the extent requested and provided, the Requesting Company shall reimburse Responding Companies for out of pocket costs, normal wages and overtime for employees responding to properly placed requests for assistance.

8. Any Member Company that requests mutual aid and assistance using the process described in this document agrees to indemnify, defend and hold any Responding Company harm-less from and against any and all damages, losses, costs, expenses, fees, fines, penalties, liabilities or claims on the account of any personal injury, death or property damage including, but not limited to environmental damage and cleanup, arising out of, or in any way connected with, the performance of services or functions, or failure to perform hereunder proximately caused by the sole or

concurrent negligence of the Responding Company, its officers, agents and employees. It being the intention of this provision to indemnify responding parties for all but willful misconduct or gross negligence.

9. The Requesting Company shall supervise and ensure that all materials and equipment are utilized in accordance with all applicable laws and regulations.

10. The Responding Company makes no warranty as to serviceability, material defects, or fitness for use.

IV. PROBATIONARY STATUS

Failure to comply with the Minimum Conditions of Membership will be cause for a Member Company to be placed on probationary status. The following is the procedure for placing a member company on probationary status:

1. A recommendation of probationary status by a majority vote of member companies.
2. A written notice of the consideration of probationary status, from the PIMA Task Force Chairman to the senior management of the offending company, outlining the reasons, and providing a reasonable amount of time to either; (1) correct the problem(s) and avoid further consideration of probation, or (2) present additional facts for reconsideration of the matter.
3. After reconsideration of the reasons and any further information provided in step 2 above, a vote shall be taken by the member company representatives on whether to place the member on probation. A quorum of greater than fifty percent majority vote is required for a valid decision.
4. If it is voted to place a member company on probation then the member company is notified and provided with actions needed to correct the matter and for probationary status to be removed.
5. A continuing probationary status for more than one year is grounds for dismissal from PIMA.

V. RESPONSE TO EMERGENCIES AT NONMEMBER FACILITIES

Historically, the petroleum industry has responded on their own to assist neighboring facilities during emergency situations. While this practice may continue, it is understood that PIMA member companies responding in this manner are acting solely on their own and PIMA is in no way responsible or liable for any consequences of such independent action.

VI. CONDITIONS UNDER WHICH ASSISTANCE WILL BE RENDERED

The Facility Incident Commander makes requests to any Member Company listed in the Communications Plan. A Level 3 incident will be declared if a request for PIMA assistance is made.

All aid reporting to the Requesting Company's Facility or Location will act under the supervision of the Incident Commander or Unified Command. When delivering equipment or material to a Facility or Staging Area, an itemized list will be signed by the Requesting Company's Facility Supervisor or designate. Accurate records shall be maintained for accounting and disbursement.

Any Requesting Company must designate a representative to meet such aid as it is dispatched, provide a parking (staging) location, and/or directions to the emergency scene.

VII. CLASSIFICATION OF EMERGENCIES

1. Standby Alert

   A Standby alert may be requested when an emergency has the potential of developing so that PIMA assistance is required. The Standby Alert call may be made by the affected facility to any Responding Company listed in the Communications Plan.

2. Assistance Call

   An assistance call is made when an emergency is beyond the control of in-plant personnel or equipment and materials, and specific PIMA assistance is needed. Request for assistance will be made by the affected Facility Incident Commander or the highest-ranking Facility Representative to Companies listed in the Communications Plan as deemed necessary by the Requesting Company. The Requesting Company may request assistance from the Task Force Chairman or his/her designee to assist with an All Out Call notification.

3. Military Alert (Given only by the OES)

   Indicates that an enemy attack is imminent, or that a disaster may require voluntary assistance from PIMA members. Facility Emergency and Security Plans should be implemented.

4. All Clear

   To be given by the Requesting Company Incident Commander when the particular emergency condition which prompted the original response request no longer exists

This Agreement does not create an obligation of any other industrial aid organization to furnish aid to a PIMA member, and by the same token, any aid furnished by a PIMA member in response to a request from a member of another mutual aid organization would not be covered by this Agreement.

In executing this agreement, none of the parties hereto intend to create in favor of any other party the status of a third party beneficiary.

The undersigned agree to the conditions of the Santa Barbara County Petroleum Industry Mutual Aid Agreement (PIMA), and agree to participate in the program. The undersigned warrant that they are official representatives of their company.

PLAINS PIPELINE, L.P.
By Plains Marketing GP Inc.
Its General Partner

By: _____ Date: 1-30-07
Name: MARK F. SHIRES
Title: Sr. V.P. - OPERATIONS

PLAINS EXPLORATION & PRODUCTION COMPANY
(Lompoc Oil & Gas Plant & Gaviota Oil Heating Facility)

By: _____ Date: 12/12/06
Name: David Rose
Title: Manager Environmental, Health & Safety

CONOCOPHILLIPS COMPANY

By: _____ Date: 3/26/07
Name: BILL ORZ
Title: AREA SUPERVISOR

E& B NATURAL RESOURCES

By: _____ Date: 11/20/06
Name: Stephen D. Layton
Title: President

EXXONMOBIL PRODUCTION COMPANY and POPCO GAS PLANT

By: _____ Date: 2/28/07
Name: JAMES D. SIEGFRIED
Title: OPERATIONS MANAGER

5 of 6

SANTA MARIA REFINING COMPANY - GREKA

By: _____ Date: 11-2-06

Name: Susan M. Winkler

Title: VP Asset Management + General Counsel

Name:
Title:

LOMPOC OIL & GAS PLANT - PLAINS EXPLORATION & PRODUCTION COMPANY (PXP)

By: _____ Date: _____
Name:
Title:

SANTA MARIA REFINING COMPANY - GREKA

By: _____ Date: _____
Name:
Title:

ELLWOOD PIPELINE INC.

By: Ed Donnell Date: 8/9/11
Name: Ed Donnell
Title: Sr. V. President

[illegible] SB CO [illegible] ENERGY DIV. [illegible] P.06/36

Memorandum of Understanding
Relating to Oil Spill Response and Management
Between the State of California, Office of Spill Prevention and Response
And the Santa Barbara County Operational Area

WHEREAS, the Administrator of the Office of Spill Prevention and Response (hereinafter referred to as "OSPR") and the Santa Barbara County Operational Area (hereinafter referred to as "County") are interested in ensuring a unified and coordinated effort between OSPR and all local governments within the County through appropriate mutual aid in the event of an oil spill incident and the coordinated and informed representation within the Incident Command System ("ICS") as prescribed by the Standardized Emergency Management System (SEMS); and

WHEREAS, pursuant to SEMS, the Santa Barbara Lead Operational Area Organization was formed by resolution on September 19, 1995 ("Operational Area Resolution"), and is comprised of the local governments within the County of Santa Barbara including the COUNTY, the CITIES OF BUELLTON, CARPINTERIA, GUADALUPE, LOMPOC, GOLETA, SOLVANG, SANTA BARBARA, and SANTA MARIA and ALL SPECIAL DISTRICTS, and ALL SCHOOL DISTRICTS; and

WHEREAS, the COUNTY, pursuant to its Operational Area Resolution, is designated as Lead Agency of the Santa Barbara Operational Area Organization and shall develop the Santa Barbara Operational Area and its Disaster Response Standard Operating Procedures in accordance with the major components of the SEMS identified in California Code of Regulation, Title 19, Division 2, which includes:

- THE NATIONAL INCIDENT COMMAND SYSTEM (ICS)
- INTER-AGENCY SYSTEM COORDINATION
- THE STATE'S MASTER MUTUAL AID PROGRAM

and

WHEREAS, the Federal On-Scene Coordinator has the primary authority to direct prevention, removal, abatement, response, containment, and cleanup efforts with regard to all aspects of any oil spill affecting the exclusive economic zone, Federal lands or waters; and

WHEREAS, OSPR has the primary State of California authority to direct prevention, removal, abatement, response, containment, and cleanup efforts with regard to all aspects of any oil spill or threatened oil spill in the marine waters of the State and to designate a State Incident Commander (State IC); and

WHEREAS, the State and Federal parties will act in a cooperative and coordinated manner as stipulated in the June 2, 1993 Memorandum of Understanding (MOU) between said parties; and

WHEREAS, OSPR recognizes that the COUNTY has the expertise and resources which OSPR will depend on during an oil spill incident; and

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WHEREAS, both the Administrator of OSPR and the COUNTY share the same goals of protecting California's marine waters and environment and of minimizing any deleterious impacts to public health and safety or the environment; and

WHEREAS, Section 852.60.4 (d) of Title 14 of the California Code of Regulations requires the Administrator to enter into a MOU with local governments; and

WHEREAS, California Code of Regulation, Title 14 Section 852.60.4 indicates that the Unified Incident Command Team shall consist of the State's Incident Commander, the Federal On Scene Coordinator, the representative (s) from the local jurisdiction (s) directly impacted by the spill, and the senior representative of the party responsible for the spill, if the party is identified and assumes responsibility; and

WHEREAS, pursuant to California Code of Regulations, Title 14, Section 852.60.4, local jurisdictions have the right and authority to have a representative serve as a Unified Incident Commander when an oil spill affects, or threatens to affect the health, safety and environment of its local jurisdictions; and

WHEREAS, the Administrator of OSPR deems it necessary to limit the numbers of participants within the Unified Incident Command Team due to span of control issues; and

THEREFORE, let it be resolved that OSPR and the COUNTY agree to the following provisions with respect to participation in the Unified Command during an oil spill emergency; and

The Unified Incident Command Team shall consist of four parties: (1) the Federal On-Scene Coordinator, (FOSC) (2) the State Incident Commander, (SIC) (3) the Local On-Scene Coordinator, (LOSC) and (4) the Responsible Party (RP).

The COUNTY agrees to designate within the County's Oil Spill Contingency Plan, a Response Coordinator as lead for the Santa Barbara Operational Area Organization who will serve as the LOSC.

The decision making by the Unified Command should be by consensus during and oil spill response. In absence of consensus, the LOSC will recognize the paramount authority of the FOSC and the SIC to issue orders to direct the oil spill response.

Such orders of the FOSC and SIC do not preempt the COUNTY or impacted city from enforcing applicable ordinances, permit conditions, or other provisions of law such that they do not conflict with orders issued by the FOSC or SIC during the response.

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Page 3

The COUNTY is the lead agency for the Santa Barbara Operational Area. During an oil spill response, the COUNTY'S designated representative will either function as or identify the appropriate local government representative who will assume the responsibilities of the LOSC and coordinate among all local governments in the Operational Area. As a member of the Unified Command, the county representative shall coordinate input from and speak for all divisions and departments of the COUNTY.

OSPR may request local government participation to support the response as appropriate. Other local government agency representatives will coordinate in accordance with the standards of practice outlined in SEMS and ICS.

The LOSC will be familiar with the local Oil Spill Contingency Plan element and the Los Angeles/Long Beach Northern Sector Area Contingency Plan, will be authorized to represent other local governments in the Santa Barbara Operational Area Organization, and will assist in the administration of local permits, as required, for oil spill response and recovery efforts.

Future changes or modifications to this Memorandum of Understanding will consist of written mutual consent on behalf of the State of California and Santa Barbara County.

24 FEB 03
Harlan Henderson, Administrator — Date
State of California, Department of Fish and Game
Office of Spill Prevention and Response

14 JAN 03
Santa Barbara County Operational Area — Date
Michael F. Brown
Director of Emergency Services

1/14/03
Approved as to Form — Date
Stephen Shane Stark
County Counsel

1-14-03
Approved as to Form — Date
Risk Manager

AREA OIL & GAS INDUSTRY COMMUNICATIONS PLAN

Under this Communications Plan (Plan) the Industry will provide communications equipment, which may be utilized during a Level 1, 2 and 3 Emergency.

Upon activation of this Plan, the Requesting Company may activate necessary communications and place the area facilities listed on page 2 of this Plan on a "standby alert".

The "standby alert" will be made to each facility by the Requesting Company IC or the highest ranking facility representative. The Requesting Company may also request the PIMA Task Force Chairman or their designee to assist with "standby alert" notification. This activation will take place primarily by landline or mobile telecommunications. Each facility contacted will be informed regarding the incident and the current or potential need for assistance.

PIMA Task Force Chairman Rotation is as follows:

- 2007/08 Byron Everist (PXP – Arguello & LOGP)
- 2008/09 Kathy Randall (AAPL)
- 2009/10 Bill Orr (ConocoPhillips)
- 2010/11 Ed Fetterman (E&B)
- 2011/12 Greg Diotte (Exxon)
- 2012/13 Susan Whalen (Greka)
- 2013/14 Keith Wenal (EPI)

Time frame is July through June.

Each facility will have the ability to communicate with resources within the area of operation of the facility. Facility communications equipment will, at minimum, consist of the following:

Land Line Telephones

1. The County EOC will provide a landline phone to participating supervisors.
2. Industry offices and facilities will have a landline phone.
3. Critical personnel will have home phones.

Mobile Phones

1. Facility Managers will have cellular phones as part of this Plan.

Satellite Phones

1. Facility Managers will maintain one Satellite phone per Company listed in this Plan.

SATELLITE PHONE INSTRUCTIONS
~ READ FIRST ~

Powering on your phone:

To power 'ON' or 'OFF' press and hold the ON/OFF button for 5 seconds. When your phone display indicates "Registered", you are ready to start calling. Note: The default PIN number for the Iridium phone is '1111'. Go to 'MENU' then 'SECURITY' to remove PIN.

Holding the phone when calling :

Fully extend the antenna, point antenna toward the sky, and make sure your surroundings are free from obstructions.

To call from an Iridium satellite phone to another Iridium satellite phone :

The '+' symbol automatically appears on the display when you dial the 12-digit satellite phone number starting with '8816'. Make sure your display starts with '+'.

Example: to call 8816 224 12345, dial 8816 224 12345 and press the green button on your phone. Your display should show '+8816 224 12345'.

To call from an Iridium satellite phone to a land line phone :

The '+' symbol automatically appears on the display, to call a land line dial
1 - 3-digit area code - 7-digit phone number. Press the green button to execute your call.

Example: to call 805 123 4567, dial 1 805 123 4567 and press the green button on your phone. Your display should show '+1805 123 4567'.

To call from a land line or cell phone to an Iridium satellite phone :

First dial '011' (the International Access Code for North America), then the 12-digit sat phone number starting with '8816'. If your land line or cell cannot make international calls, use the Two-Stage Dialing process below.

Example: If the sat number you're calling is 8816 224 12345, dial 011 8816 224 12345.

To use Iridium Two-Stage Dialing the number is 480 768 2500. Callers dial this Arizona based land line number and are prompted to dial the 12-digit sat phone number to connect to a sat phone user.

Iridium Technical Support: (DIRECT) **480 857 2500** (TOLL FREE) **800 211 2575**

To call a KVH Inmarsat phone :

Same as above, except Inmarsat phones start with '870'.

Example: If the Inmarsat number is 870 773 151 153, from a landline dial 011 870 ..., and from an Iridium dial 870 ...

Rev: 2/23/2010

SANTA BARBARA COUNTY EMERGENCY OPERATIONS CENTER

Company	Santa Barbara County			
Facility Name	County EOC			
Facility Address	4408 Cathedral Oaks Road Santa Barbara, CA 93110			
Phone	(805) 681-5526			
Fax	805-681-5592			
GPS Coordinates	**Longitude**	119°46' 20" W	**Latitude**	34°27' 51" N

Primary Contact	**Office**	
Staff Duty Officer	805-681-5526 – 24 hour #	
Secondary Contact	**Office**	
SBC Dispatch	805-683-2724	
Satellite Number(s)	164-148-5772	

PLAINS EXPLORATION & PRODUCTION COMPANY

Company	Plains Exploration & Production Company			
Facility Name	Gaviota Oil Heating Facility (GOHF)			
Facility Address	17100 Calle Mariposa Reina Goleta, CA 93117			
Phone	Primary telephone - 805-567-1654 Secondary telephone - 805-567-1655			
Fax	805-567-1676			
GPS Coordinates	**Longitude**	120°12' 04" W	**Latitude**	34°28' 27" N
Primary Contact		**Office**		**Cell**
Ira Razon (Foreman)		805-567-1664		805-621-4187
Secondary Contact		**Office**		**Cell**
Byron Everist (Emergency Preparedness Coordinator)		805-934-8219		805-720-6629
Satellite Number(s)		8816-3142-9415		Orcutt Office 8816-3145-0423

Company	Plains Exploration & Production Company			
Facility Name	Lompoc Oil & Gas Plant (LOGP)			
Facility Address	3602 Harris Grade Rd. Lompoc, CA 93436			
Phone	Primary telephone - 805-733-5174 Secondary telephone - 805-733-2095			
Fax	805-733-3254			
GPS Coordinates	**Longitude**	120°26' 00" W	**Latitude**	34°43' 24" N
Primary Contact		**Office**		**Cell**
Tim Munoz (Foreman)		805-733-5174		805-896-8846
Secondary Contact		**Office**		**Cell**
Byron Everist (Emergency Preparedness Coordinator)		805-934-8219		805-720-6629
Satellite Number(s)		8816-3142-9532		Orcutt Office 8816-3145-0423

CONOCOPHILLIPS PIPELINE COMPANY

Company	ConocoPhillips Pipeline Company			
Facility Name	Santa Maria Pipeline Facility			
Facility Address	1580 E. Battles Road Santa Maria, CA 93454			
Phone	805-925-5795 ConocoPhillips Control Center: 877-287-2290			
Fax	805-925-8753			
GPS Coordinates	**Longitude**	120° 27'99" W	**Latitude**	34° 55'84" N
Primary Contact		**Office**		**Cell**
Bill Orr, Area Supervisor		805-925-5795		805-331-4125
Secondary Contact		**Office**		**Cell**
Rob Yarbrough Director, Emergency Response & Security		281-293-3891		281-627-3177
Satellite Number(s)		165-142-9394		

PLAINS PIPELINE, L.P.

Company	Plains Pipeline, L.P.			
Facility Name	Las Flores Pump Station			
Facility Address	12050 Calle Real, Goleta, CA 93117			
Phone	805-562-1288			
Fax	N/A			
GPS Coordinates	**Longitude**	120 deg 02.5'	**Latitude**	Las Flores 34 deg 28.3'
Primary Contact		**Office**		**Cell**
Kathy Randall		805-922-9897		805-657-6764
Secondary Contact		**Office**		**Cell**
George Cramer		661-336-7906		661-979-7001
Satellite Number(s)		254-543-0806		

Company	Plains Pipeline, L.P.			
Facility Name	Gaviota Station			
Facility Address	17100 Calle Mariposa Reina, Goleta, CA 93117			
Phone	805-567-1085			
Fax	N/A			
GPS Coordinates	**Longitude**	120 deg 12.2'	**Latitude**	Gaviota 34 deg 28.1'
Primary Contact		**Office**		**Cell**
Kathy Randall		805-922-9897		805-657-6764
Secondary Contact		**Office**		**Cell**
George Cramer		661-336-7906		661-979-7001
Satellite Number(s)		254-543-0806		

Company	Plains Pipeline, L.P.			
Facility Name	Sisquoc Station			
Facility Address	5781 Santa Maria Mesa Rd, Santa Maria, CA 93454			
Phone	(805) 937-8372			
Fax	N/A			
GPS Coordinates	**Longitude**	120 deg 15.9'	**Latitude**	Sisquoc 34 deg 52.9'
Primary Contact		**Office**		**Cell**
Kathy Randall		805-922-9897		805-657-6764
Secondary Contact		**Office**		**Cell**
George Cramer		661-336-7906		661-979-7001
Satellite Number(s)		254-543-0806		

E & B NATURAL RESOURCES

Company	E & B Natural Resources			
Facility Name	South Cuyama Field			
Facility Address	1848 Perkins Road-3 miles South of Highway 166			
Phone	661-766-2501 / Bakersfield Office 661-679-1700			
Fax	661-766-2348			
GPS Coordinates	**Latitude**	119°42'012" W	**Longitude**	34°54'103" N
Primary Contact		**Office**		**Cell**
Ed Fetterman		661-766-2501		661-619-2633
Secondary Contact		**Office**		**Cell**
Ryan Plausher		661-619-4672		
Troyce Letherwood		661-204-5536		
Satellite Number(s)		8816-224-26819		

EXXONMOBIL

Company	ExxonMobil			
Facility Name	Las Flores Canyon			
Facility Address	12000 Calle Real, Goleta, CA.			
Phone	805-961-4011			
Fax	805-961-4069			
GPS Coordinates	**Longitude**	120°02'49" W	**Latitude**	34°27'86" N
Primary Contact		**Office**		**Cell**
Tim Plaisance		805-961-4080		805-315-8026
Secondary Contact		**Office**		**Cell**
Production Supervisor		805-961-4055		N/A
Satellite Number(s)		866-463-8397		

Company	ExxonMobil			
Facility Name	POPCO Gas Plant			
Facility Address	12100 Calle Real, Goleta, CA.			
Phone	805-961-4011			
Fax	805-961-4069			
GPS Coordinates	**Longitude**	120°02'49" W	**Latitude**	34°27'86" N
Primary Contact		**Office**		**Cell**
Tim Plaisance		805-961-4080		805-315-8026
Secondary Contact		**Office**		**Cell**
Production Supervisor		805-961-4055		N/A
Satellite Number(s)		866-463-8397		

Company	Santa Maria Refining Company			
Facility Name	Santa Maria Refining Company			
Facility Address	1660 Sinton Rd., Santa Maria, CA 93454			
Phone	805-922-5871			
Fax	805-925-7764			
GPS Coordinates	**Longitude**	120°51'25 W	**Latitude**	34°93'44" N
Primary Contact		**Office**		**Cell**
Ed Stotler		805-357-2993		805-310-9535
Secondary Contact		**Office**		**Cell**
Susan Whalen		805-357-2945		805-310-9286
Satellite Number(s)		254-871-1253		

ELLWOOD PIPELINE INC.

Company	Ellwood Pipeline Inc.			
Facility Name	Ellwood Onshore Transfer Pipeline (formerly Line 96)			
Facility Address	7979 Hollister Ave., Goleta, CA 93117			
Phone	805-961-2338			
Fax	805-961-2349			
GPS Coordinates	**Longitude**		**Latitude**	
Primary Contact		**Office**		
Keith Wenal		805-745-2259		805-705-9307
Secondary Contact		**Office**		**Cell**
Walt McCarty		805-961-2312		805-455-9643
Satellite Number(s)				

Rev. 9/2011

AREA OIL & GAS INDUSTRY SELF-INSPECTION FORM Fiscal Year: 2011-12

This form is to be completed by JULY 1st of each year for each facility listed in the Communications Plan and kept on file by the Facility Manager for review by the County Office of Emergency Services. It will serve as an inventory of the Emergency Response equipment and material that may be available for a Level 3 Response. Availability of the equipment or material is at the discretion of the person in charge of this facility at the time of the request.

IF ADDITONAL SPACE IS REQUIRED, PLEASE ATTACH A SEPARATE SHEET.

Company: _____

Facility Location: _____ Date: _____

Contact: Name _____

Title _____

Phone Number _____

List the available equipment type and number/quantity of pieces of each type of equipment whether an operator is needed with the equipment; whether transportation is available or needed (You may attach a copy of your ERP equipment list to this form in lieu of listing your equipment separately on this form)

COMMUNICATIONS EQUIPMENT:

_____

_____

_____

_____

_____

Safety Equipment: _____

_____

_____

_____

_____

_____

Rev. 7/2011

Spill Containment/Recovery Equipment:

_____

_____

_____

_____

_____

Air Monitoring Equipment: _____

_____

_____

_____

_____

_____

Decontamination Equipment: _____

_____

_____

_____

_____

_____

Other (include trained personnel to assist in Facility EOC or in the Field):

_____

_____

_____

_____

_____

SANTA BARBARA COUNTY AREA PETROLEUM INDUSTRY MUTUAL AID AGREEMENT

I. INTRODUCTION

The purpose of this agreement is to establish a vehicle for member companies to provide mutual aid assistance. The Santa Barbara County Petroleum Industry Mutual Aid Agreement (PIMA) is an emergency response cooperative of oil and gas related companies. The purpose of the cooperative is to provide assistance (material and equipment) to any member company requiring aid during an emergency situation.

The County of Santa Barbara Area Oil and Gas Industry Emergency Response Plan (herein referred to as "PLAN"), developed pursuant County Permit Conditions enacted upon oil and gas development projects, established the need for the PIMA.

II. LIMITATIONS

Member Companies participating in the Plan ("Responding Company") must reserve manpower, material and equipment for their own protection before they allocate resources to another member requiring aid ("Requesting Company"). Any allocation of resources by a Responding Company to a Requesting Company, not withstanding any other provision of this agreement, shall be made at the sole discretion of the management of the Responding Company, and no company is obligated to release equipment or material for use by a Requesting Company if it elects not to do so.

Further, although a Requesting Company may request workforce assistance, no Responding Company is obligated by this Agreement to provide any personnel to aid in the response.

III. CONDITIONS OF MEMBERSHIP

The cooperative can fulfill its purpose of providing mutual aid only if each member company meets the following minimum and basic conditions of membership.

As a member of the Cooperative, each member company shall;

1. Provide an Emergency Response Plan for activating personnel and equipment within their own facility, and to interface with County emergency response units. Response plans will address Level 1, 2, and 3 emergencies.

   The Facility Emergency Response Plan will include the following:

   A. Instructions for properly requesting and receiving aid from PIMA members.
   B. Instructions for properly responding to calls for assistance from PIMA members.

2. Appoint a representative and one alternate representative to serve on the PLAN Task Force. At lease one (1) representative from each company will make reasonable efforts to attend all meetings of the Task Force. Representatives will elect a Task Force Chairman on an annual basis. The Task Force Chairman must be elected from the ranks of member company representatives serving on the Task Force.

3. Maintain a current list of equipment and materials as defined in each member Emergency Response Plan that under most circumstances could be furnished to a Requesting Company in case of a Level 3 Emergency.

4. Make reasonable efforts to participate in at least one annual Level 3 drill. It is understood that the County Office of Emergency Services (OES) will conduct one Level 3 drill in the North County, and one Level 3 drill in the South County each year. Drills may be conducted as part of regular facility drills conducted by the County OES.

5. Perform an annual inspection of Emergency Response - equipment and file the annual inspection form with the Task Force Chairman.

6. Provided the equipment and/or material was furnished by Member Companies response pursuant to a properly placed request, the Requesting Company will:

   A. Replace material or equipment expended or lost due to the emergency, in cash at current prices or in kind.

   B. Repair material or equipment damaged due to the emergency. Damaged equipment will be replaced to its condition at the time of delivery or replaced with like equipment, to the satisfaction of the Responding Company.

   C. Costs incurred due to normal wear and tear are not reimbursable. Requesting Companies shall comply with this paragraph notwithstanding the amount of reimbursement its insurance carrier agrees to.

7. If and only if, to the extent requested and provided, the Requesting Company shall reimburse Responding Companies for out of pocket costs, normal wages and overtime for employees responding to properly placed requests for assistance.

8. Any Member Company that requests mutual aid and assistance using the process described in this document agrees to indemnify, defend and hold any Responding Company harmless from and against any and all damages, losses, costs, expenses, fees, fines, penalties, liabilities or claims on the account of any personal injury, death or property damage including, but not limited to environmental damage and cleanup, arising out of, or in any way connected with, the performance of services or functions, or failure to perform hereunder proximately caused by the sole or

concurrent negligence of the Responding Company, its officers, agents and employees. It being the intention of this provision to indemnify responding parties for all but willful misconduct or gross negligence.

9. The Requesting Company shall supervise and insure that all materials and equipment are utilized in accordance with all applicable laws and regulations.

10. The Responding Company makes no warranty as to serviceability, material defects, or fitness for use.

IV. PROBATIONARY STATUS

Failure to comply with the Minimum Conditions of Membership will be cause for a Member Company to be placed on probationary status. The following is the procedure for placing a member company on probationary status:

1. A recommendation of probationary status by a majority vote of member companies.
2. A written notice of the consideration or probationary status, from the PIMA Task Force Chairman to the senior management of the offending company, outlining the reasons, and providing a reasonable amount of time to either; (1) correct the problem(s) and avoid further consideration of probation, or (2) present additional facts for reconsideration of the matter.
3. After reconsideration of the reasons and any further information provided in step 2 above, a vote shall be taken by the member company representatives on whether to place the member on probation. A quorum of greater than fifty percent majority vote is required for a valid decision.
4. If it is voted to place a member company on probation then the member company is notified and provided with actions needed to correct the matter and for probationary status to be removed.
5. A continuing probationary status for more than one year is grounds for dismissal from PIMA.

V. RESPONSE TO EMERGENCIES AT NONMEMBER FACILITIES

Historically, the petroleum industry has responded on their own to assist neighboring facilities during emergency situations. While this practice may continue, it is understood that PIMA member companies responding in this manner are acting solely on their own and PIMA is in no way responsible or liable for any consequences of such independent action.

VI. CONDITIONS UNDER WHICH ASSISTANCE WILL BE RENDERED

The Facility Incident Commander makes requests to any Member Company listed in the Communications Plan. A Level 3 incident will be declared if a request for PIMA assistance is made.

All aid reporting to the Requesting Company's Facility or Location will act under the supervision of the Incident Commander or Unified Command. When delivering equipment or material to a Facility or Staging Area, an itemized list will be signed by the Requesting Company's Facility Supervisor or designate. Accurate records shall be maintained for accounting and disbursement.

Any Requesting Company must designate a representative to meet such aid as it is dispatched, provide a parking (staging) location, and/or directions to the emergency scene.

VII. CLASSIFICATION OF EMERGENCIES

1. Standby Alert

   A Standby alert may be requested when an emergency has the potential of developing so that PIMA assistance is required. The Standby Alert call may be made by the affected facility to any Responding Company listed in the Communications Plan.

2. Assistance Call

   An assistance call is made when an emergency is beyond the control of in-plant personnel or equipment and materials, and specific PIMA assistance is needed. Request for assistance will be made by the affected Facility Incident Commander or the highest-ranking Facility Representative to Companies listed in the Communications Plan as deemed necessary by the Requesting Company. The Requesting Company may request assistance from the Task Force Chairman or his/her designee to assist with an All Out Call notification.

3. Military Alert (Given only by the OES)

   Indicates that an enemy attack is imminent, or that a disaster may require voluntary assistance from PIMA members. Facility Emergency and Security Plans should be implemented.

4. All Clear

   To be given by the Requesting Company Incident Commander when the particular emergency condition which prompted the original response request no longer exists.

This Agreement doe not create an obligation of any other industrial aid organization to furnish aid to a PIMA member, and by the same token, any aid furnished by a PIMA member in response to a request from a member of another mutual aid organization would not be covered by this Agreement.

In executing this agreement, none of the parties hereto intend to create in favor of any other party the status of a third party beneficiary.

The undersigned agree to the conditions of the Santa Barbara County Petroleum Industry Mutual Aid Agreement (PIMA), and agree to participate in the program. The undersigned warrant that they are official representatives of their company.

Plains Pipeline L.P.
By Plains Marketing GP Inc.
Its General partner

By: _____ Date: _____
Name:
Title:

ARGUELLO - PLAINS EXPLORATION & PRODUCTION COMPANY (PXP)

By: _____ Date: _____
Name:
Title:

CONOCOPHILLIPS

By: _____ Date: _____
Name:
Title:

E& B NATURAL RESOURCES

By: _____ Date: _____
Name:
Title:

EXXONMOBIL PRODUCTION COMPANY

By: _____ Date: _____
Name:
Title:

POPCO GAS PLANT

By: _____ Date: _____

Name:
Title:

LOMPOC OIL & GAS PLANT - PLAINS EXPLORATION & PRODUCTION COMPANY (PXP)

By: _____ Date: _____
Name:
Title:

SANTA MARIA REFINING COMPANY - GREKA

By: _____ Date: _____
Name:
Title:

ELLWOOD PIPELINE INC.

By: Ed O'Donnell Date: 8/9/11
Name: Ed O'Donnell.
Title: Sr. Vice President