



EMERGENCY PREPAREDNESS OFFSHORE LIAISON (EPOL) GROUP MEETING

Centrica Upstream IQ Building, 15 Justice Mill Lane, Aberdeen AB11 6EQ

Wednesday 05 September 2012 AT 08:30 for 09:00 UNTIL 12:00

AGENDA

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| 1. | Welcome and Domestic Issues | Brian Lavender |
| 2. | Opening of the Meeting and Introductions | Chair |
| 3. | Apologies | |
| 4. | Minutes of Previous Meeting (30.05.12 – As circulated) | |
| 5. | Review of Actions – Refer to Action Plan | |
| 6. | Exercise Glass | |
| 7. | (0930 – 1000 approx) Police Public Order Unit Offshore | PC Andy Scott |
| 8. | Sub Group Updates | |
| | <ul style="list-style-type: none">• HR Sub Group• Terms of Reference Sub Group
• Negotiator Sub Group• Media Sub Group• OERWG• EPOL Website | Chris Dunridge
Graeme MacLeod /
Tracey McDonald
Mark McKenna
Pete Thomson
Pete Thomson
Fiona Barclay |
| 9. | Reception Centre Forms | |
| 10. | MCA Update | Pete Thomson |
| 11. | Grampian Police Update | Chair |
| 12. | Exercise Information Sharing / Open Space | Group Discussion |
| 13. | Any Other Competent Business | |



MINUTES

EMERGENCY PREPAREDNESS OFFSHORE LIAISON (EPOL) GROUP

DATE: Wednesday 5 September 2012 (0830)
LOCATION: Centrica Upstream IQ Building, 15 Justice Mill Lane, Aberdeen
AB11 6EQ
CHAIR/MINUTES: David Nicoll, Grampian Police

MEMBERS PRESENT:

David Nicoll (Grampian Police)	Peter Thomson (MCA)
Fiona Barclay (Grampian Police)	Chris Dunridge (Taqa)
John McAllister (Grampian Police)	Brain Lavender (Centrica)
Andy Scott (Grampian Police)	Michael Reid (Shell)
Fay Tough (Grampian Police)	Alix Thom (Oil and Gas UK)
Tracey McDonald (Chevron)	Graeme Macleod (Transocean)
Patrick Feehery (Chevron)	Bob Ross (Sodexo)
Emma Chalmers (BG Group)	Gordon Bradley (Petrofac)
Mark McKenna (BG Group)	Peter Reilly (Petrofac)
Terry Clayton (BG Group)	Paul Baker (Maersk)
Ross Zaccarini (BP)	Brian Tadeo (Apache)
Sharon Wilson (Technip)	David Mitchell (Technip)
Gordon Craig (UK Oil & Gas Chaplaincy)	Andrew Davies (Conoco Phillips)
Lynne De Boer (UK Oil & Gas Chaplaincy)	Ruth Evans (Marathon)

1. WELCOME AND DOMESTIC ISSUES

- 1.1. Brian Lavender welcomed everyone to Centrica and outlined the domestic issues.

2. OPENING OF MEETING AND INTRODUCTIONS

- 2.1. The Chair (David Nicoll) opened the meeting and round the room introductions were carried out. The Chair advised the group that he was currently involved in work aligned to the reform and transition of Grampian Police to the Police Service of Scotland in April 2013. As a result, David advised the Group that he will shortly cease to work within the Energy and Protective Security Unit and that a successor will soon be in place for him. *(Inspector Fay Tough will be the Manager of EPSU to replace David Nicoll with effect from 14.10.12)*

3. APOLOGIES

- 3.1. Apologies were received from the following:-

Fiona Barron (Grampian Police)
Grant Walker (Shell)
Alison Jansch (Apache)
Michael Coull (MCA)
Rob Cumming (Technip)
Peter Main (Bluewater)
Susan Klein (RGU)

Craig McPhail (BG Group)
Glenn Pinsent (Bristows)
Mhairi Finnie (Total)
Ruth Atkinson (Total)
Michelle Aitken (Total)
Dennis Sutherland (Stena Drilling)

4. MINUTES OF PREVIOUS MEETING

- 4.1. The minutes of the previous meeting held on 30 May 2012 were approved.

5. REVIEW OF ACTIONS

Refer to the Action Plan for actions in progress. There is a document to capture Completed Actions. Both documents circulated to members.

6. EXERCISE GLASS

- 6.1. David Nicoll discussed the Grampian Police action list following Glass which is nearing completion. It has been agreed by the Group to remove this item from the Agenda for future meetings and transfer it to the Action Plan.

7. POLICE PUBLIC ORDER UNIT OFFSHORE

- 7.1. PC Andy Scott provided the group with an overview of the Unit's capabilities in the event of a requirement to deploy offshore.
- 7.2. Discussion ensued regarding a major incident scenario and Andy advised the Group of the protocol for Tactical Advisors in the Police Command structure during a Major Incident.
- 7.3. Andy advised the Group that he and the Public Order Unit are keen to visit both onshore and offshore sites where there would be the potential for Police Public Order deployment.

8. SUBGROUP UPDATES

8.1. HR SUB GROUP

Chris Dunridge and Ross Zaccarini advised the Group that significant progress has been made by the HR sub in overcoming barriers with the accreditation of Relative Response training. OPITO offer two levels of 'rubber stamp' to training courses – OPITO Accredited and OPITO Guidance.

It seems most suitable to develop Relative Response training as a guidance standard in order to simplify auditing and assessing of the course. OPITO have agreed to waive the cost of this in order to assist in progressing its development. The consequence of this is that an additional review will be required by the legal bodies involved in ensuring the Guidance standard is sufficient for the purposes of Mutual Aid.

Discussion took place regarding Reception Centre Forms, Grab Bags and circulation of Lessons Learnt and The OIM Checklist. Actions were raised – **See both Action Plans**

8.2. TERMS OF REFERENCE SUB GROUP

Graeme MacLeod and Tracey McDonald updated the group that all those who now do not meet the membership criteria have been notified. Potential members have been identified and contacted to advise that they meet the criteria. All future membership queries will be discussed by the Group and a decision made.

8.3. NEGOTIATOR SUB GROUP

Mark McKenna advised that there was no further update from the sub group as this work stream had ended. It was agreed that the sub group would be removed from future agendas.

The Negotiator Good Practice Document is to be presented at the next UKPOEG meeting on 3 October 2012. Action raised. **See Action Plan (Completed)**

8.4. MEDIA SUB GROUP

Pete Thomson provided an update and advised the members that a Workshop took place on 24th July at Grampian Police HQ, a summary of the findings of the Scottish Police Services Authority (Damian Laird) will be distributed to members in due course. The next meeting of the Media Sub Group is being held on 09 October 2012 at Chevron. Action raised. **See Action Plan**

8.5. OFFSHORE EMERGENCY RESPONSE WORKING GROUP (OERWG)

Pete Thomson advised that there had been no OERWG meetings held since the previous main EPOL group meeting. There is likely to be a meeting convened later this year following the release of the SAR report covering the Elgin / Rowan Viking evacuation.

8.4. EPOL WEBSITE

The sub group was created following a decision at the meeting on the 30th May 2012. Members are : Ross Zaccarini, Peter Reilly, Alison Jansch, Ian Baxter (Shell) and Fiona Barclay.

Fiona Barclay provided an update of the progress made with the Website to date. The sub group have created a design specification around the needs of the EPOL Group, the website and the target users. Several web design companies have been approached in order to obtain quotes for the improvements needed.

The sub group will meet in the near future to discuss the options available for progressing the improvements required to the website. This will have financial implications which will require industry support.

The new potential layout for the website was circulated to those present at the meeting and will be forwarded electronically to EPOL members for comment. Action raised – **See Action Plan (Completed)**

9. **RECEPTION CENTRE FORMS**

- 9.1. Fiona Barron raised this as an agenda item as several organisations had been in touch with her to suggest customised versions of these forms which would make them more user friendly to the offshore industry. Fiona Barron was absent from the meeting however the HR sub group will discuss the options. Action raised for HR sub group. – **See Action Plan**

10. **MCA UPDATE**

Pete Thomson updated the meeting on HM Coastguard re-structuring. MRCC Forth will close on 28th September 2012. MRCC Aberdeen will assume coastal responsibility for all incidents from Brora (58 degrees North) to the Scotland / England border just North of Berwick upon Tweed. MRCC Shetland will assume coastal responsibility for the area from Cape Wrath to Brora. MRCC Aberdeen will retain overall responsibility & remains the first point of contact for offshore oil and gas installation incidents in the Central North Sea, Northern North Sea and the Area to the West of Shetland. Medical evacuations (Medevacs) from installations North of 59 Degrees North may be delegated to MRCC Shetland for co-ordination.

MRCC Clyde will close around 18th December – exact date to be finalised. It is not envisaged that the closure of MRCC Clyde will impact on the oil and gas industry.

MRCC Yarmouth will close at the end of the current financial year or very early in the next (April 2013). MRCC Humber will assume responsibility for all Southern North Sea offshore Incidents.

11. GRAMPIAN POLICE UPDATE

The Chair provided an update on the Reform work currently ongoing in preparation for the formation of the Police Service of Scotland on 1 April 2013. In the coming months he will be involved in the work stream which includes the Police response to offshore incidents involving the energy sector. A further update regarding progress will be provided at the next EPOL meeting.

12. EXERCISE INFORMATION SHARING/ OPEN SPACE

- 12.1. Gordon Bradley highlighted a recent exercise scenario where a POB List was not made available to a contractor company by the main ERR and caused delay in relaying NOK notification. Discussion took place regarding this and it was agreed that it was good practice to share the POB information as required without causing compromise to unaffected contractor companies.
- 12.2. Fay Tough provided the group with an overview of the work streams of the Strategic Coordinating Group.

13. ANY OTHER COMPETENT BUSINESS

- 13.1. Tracey McDonald raised the possibility of "Reception Centre Grab Bags". Action raised in HR sub group – **See Action Plan.**
- 13.2. Reverend Gordon Craig introduced himself as the new UK Oil & Gas Chaplain and his PA Lynne De Boer was also introduced to the Group. Gordon advised the Group that he and Lynne were working from office premises within Total E&P UK and although recently appointed he had already linked in with Grampian Police in regards to collaboration in the event of a death offshore. He advised the Group that he was fully offshore trained and had already visited several installations, and that he was there to support the people in the industry and their families.

Date of Next Meeting – Wednesday 12 December 2012

Venue of Next Meeting

**Shell
Ben Macdui Room
Woodbank House
North Deeside Road
Pitfodells, Cults
Aberdeen
AB15 9PN**