



MINUTES

EMERGENCY PREPAREDNESS OFFSHORE LIAISON (EPOL) GROUP

DATE: Wednesday 6 December 2017
LOCATION: Apache, Caladonia House, Prime Four Business Park,
Kingswells

CHAIR/MINUTES: Rob McRobb and Len Braun

MEMBERS PRESENT:

Alison Jansch (Apache)	Ed Miller (Teekay)
Colin Sellar (Subsea7)	Derek Hart (IADC)
Samantha Lewis (Bristow)	Ross Zaccarini (BP)
Ian Greenwood (Shell)	Rob Bly (BP)
Pete Lawson (MCA)	Guy Heaton (BEIS)
Callum Chesshire (EnQuest)	Rob McRobb (Police Scotland)
Heather MacLeod (Floatel Int)	Len Braun (Police Scotland)
Sinead Watson (TAQA)	Robbie Ross (Police Scotland)
Sharon Robertson (Wood)	
Mark Reid (Chrysaor)	
Julie Christie (Babcock)	
Wendy Aden (Centrica)	
Steve Collins (Chrysaor)	
Colin Hart (HSE)	

1. WELCOME AND DOMESTIC ISSUES

Alison Jansch welcomed everyone to Apache and outlined the domestic issues.

2. OPENING OF MEETING AND INTRODUCTIONS

The Chair formally opened the meeting and welcomed those who were new to the group.

3. APOLOGIES

Apologies were received from the following:-

Rob Inglis (CNRI)	Helen Stuart (TAQA)
Gary Hunt (TAQA)	Gordon Bradley (Petrofac)
Charles Simpson (Transocean)	Peter Reilly (Petrofac)
Andy Lang (Premier Oil)	Eddie Nicol (Noble Drilling)
Simon Taylor (Apache)	Colin Patterson (Teekay Offshore)
John Entwistle (ENI)	Alix Thom (Oil & Gas UK)
Gordon Craig (UKO&GC)	Rebecca Heginbotham-Blount (Norfolk Constabulary)
Lynne de Boer (UKO&GC)	Ruth Evans (Marathon)
Sharon Wilson (Technip)	Glen Pinsent (Bristow)
John Duncan (Maersk Oil)	
Nick Bailey (HSE)	
Jennifer Poole (Perenco)	

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting, held on 20 September 2017 were approved following an amendment to BEIS update on page 4.

5. MEDIA SUB GROUP UPDATE

There was no-one present at the meeting who had attended the Vuelio roll-out session at Oil & gas UK on Monday 13 November 2017. Len Braun advised the Group he would add the contents of an email he had received from Jennifer Phillips to the minutes of this meeting as follows:

- *'The company that developed the software - is looking at a couple of issues surrounding permissions and notifications that were flagged on the day. These should be resolved in the next couple of weeks.*
- *A few extra helpful tips and pointers are also being added to the accompanying user guide.*
- *New passwords are being generated by Vuelio for users.*

Once all these are finalised I will send you the slides from the session, the updated system user guide plus links to an accompanying training video and to the platform itself.'

6. POLICE SCOTLAND COUNTER TERRORISM SECURITY ADVISORS

Robbie Ross, CTSA delivered a presentation to the Group about the current threat to the United Kingdom from domestic and international terrorism. He also advised the Group about the range of courses and presentations that are available for delivering to companies in the Oil and Gas industry.

7. MCA UPDATE

The Chair highlighted the topic carried over from the September meeting regarding OPITO and whether or not OPITO representatives should be invited to future EPOL meetings. After further discussion the issue remained unresolved and **Len Braun took a further task to collect the opinions of Group Members for discussion at the March meeting.** **Completed.**

Pete Lawson spoke about feedback he had received from delegates attending the MCA Offshore Search and Rescue Management Course. A recurring theme is the belief that some procedures still require that OIMs or their representatives update the Incident Manage Team onshore who in turn update the MCA rather than the correct practice of the OIMs or their representatives calling the MCA direct.

Pete then provided an update regarding item 6 on the minutes of the September meeting regarding the use of SAR helicopters to evacuate crew from the Bruce platform. He has been involved in talks with the HSE to consider whether or not guidance is required to define the role of SAR helicopters during non-emergency incidents offshore.

Pete confirmed the MCA no longer hold copies of Company Emergency Plans at Coastguard Operations Centres (CGOC) and it is requested that Company Representatives who attend at a CGOC as MICOs during an offshore incident should take a copy of the relevant Emergency Plan with them. The development of Fast Facts documents for offshore installations is still ongoing although no decision has been made on how this will work. Pete will develop guidance during the first quarter of 2018 for a double sided Fast Facts document. He also asked if anyone had such a document in use already that he could consider as a starting point. Wendy Aden and Steve Collins both intimated they had such documents they will share with him.

Pete also spoke about the need for the MCA to telephone receptor platforms during incidents for refuelling availability. Pete and Ross Zaccarini are currently looking at who is best placed to carry out that task. Ross has already drafted a form that requires MCA approval. Ross will then forward the form to Len Braun for EPOL badging and adding to the EPOL website.

8 HSE UDATE

Nick Bailey was unable to attend the meeting. Colin Hart attended and was welcomed to the Group as an observer.

9 BEIS UPDATE

Guy Heaton attended the meeting in the absence of Andrew Taylor. He informed the Group that BEIS will be conducting a National Contingency Plan exercise with Nexen during February 2018.

He also confirmed that Stephan Hennig has been appointed Deputy to the SOSRep.

Guy spoke about the Oil & Gas UK working group on the response to shoreline incidents. The initial meeting appears to have created more questions than answers and some clarification is required for the preparation of shoreline response plans.

10 INTERNATIONAL ASSOCIATION OF DRILLING CONTRACTORS UPDATE

Derek Hart spoke to the Group about a recent reception centre exercise held at the Airport Jury's Inn for IADC HR members. From the feedback following the exercise some members found the process very labour intensive. It was beneficial for the members to appreciate the process.

Ian Greenwood said his understanding was that IADC members were borrowing staff from other lists to be able to fulfil this function. Derek agreed and explained that some member companies did not employ sufficient staff to allow them to run a reception centre without support. The IADC maintains a list of people from member companies who are willing to support other members should the need arise.

There was a general discussion amongst the Group about the pros and cons of staffing reception centres. The Chair acknowledged the EPOL template for a reception centre is labour intensive and spoke about a scaled down version of the template used previously by BP. The template was previously circulated to the Group and **Len Braun took a task to re-circulate the scaled down template to Group members.** **Completed**

11 OIL & GAS UK UPDATE

Alix Thom was unable to attend the meeting.

12 POLICE SCOTLAND UPDATE

The Chair spoke about staff changes within the Energy Industry Liaison Unit. From 7 January 2018 Inspector Gary Spark will join the Emergency, Events and Resilience Planning Unit with supervisory responsibility for the Energy Industry Liaison Unit and the Emergency Planning Unit. On the same date the Chair returns to the Energy Industry Liaison Unit to work alongside Len Braun.

The Chair provided an update on the annual review by Response Consultants UK Limited of the local stock of evacuation clothing kit bags held by the JBS Group on behalf of participating EPOL member Companies. Any member Company wishing to join the scheme should contact Response Consultants UK Limited on 01224 595111.

The Chair advised the Group that the EPOL document - NHS Grampian Casualty Reception Facilities for an Offshore Major Incident had recently been reviewed by Michael McKenzie, Corporate Communications Manager, NHS Grampian. The updated document has been added to the EPOL website. Following general discussion about the contents of the document the Chair confirmed the arrangements related to major offshore incidents involving multiple victims and declared as such by

NHS Grampian. It does not relate to routine medivacs.

The Chair took a task to contact Michael McKenzie to establish if a group visit to Aberdeen Royal Infirmary could be accommodated to view the facilities listed in the document. **Completed**

13 INFORMATION SHARING/ OPEN SPACE

Wendy Aden informed the Group of the change of Company name from Centrica to Spirit Energy with immediate effect.

14 DATES AND VENUES OF 2018 MEETINGS

Wednesday 7 March 2018 at Subsea7.

Wednesday 6 June 2018 venue TAQA.

Wednesday 12 September 2018 at TBC.

Wednesday 5 December 2018 at Apache.

15 AOCB

None.