SLNG Public Emergency Response

Table of Contents

1. EMERGENCY RESPONSE PLAN BACKGROUND

This appendix to the Southern LNG (SLNG) Emergency Response Plan is compiled from ordinances and existing plans developed in cooperation with SLNG, Chatham County Emergency Management Agency (CEMA), the U.S. Coast Guard Captain of the Port (COTP), Savannah Fire & Emergency Services, Savannah Chatham Metropolitan Police, and Southside Fire and EMS.

The mission of CEMA is to protect lives and property from the threat of all types of major emergencies and disasters, both natural and manmade in Chatham County, Georgia. CEMA's Emergency Operations Plan (EOP), last revised in March 2012, describes the coordination of resources and personnel during periods of major emergencies. The Chatham County EOP can be found online at: http://www.chathamemergency.org/emergency-operations-plan.php.

2. EMERGENCY RESPONSE PLAN DEVELOPMENT

Primary points of contact for development of the SLNG Public Notification and Evacuation Plan were:

Name	Agency/Company
Dennis Jones & Randall Matthews	Chatham Emergency Management Agency
Rodney Wert	USCG Marine Safety Unit Savannah
James Vickers	Savannah Fire & Emergency Services
Jason Pagliaro	Savannah Chatham Metropolitan Police
Frank Pilcher	Southside Fire/EMS
Scott Walden	LNG Division Compliance Manager

3. NOTIFICATION OF FEDERAL / STATE / LOCAL AGENCIES

It is the responsibility of SLNG to determine the appropriate level of initial notification based on the scenario.

Immediate telephone notification shall be made to 911 upon learning of an incident, where such incident is known or suspected. For the sake of this document the term incident is defined as a fire or the known or suspected spill or release of a reportable quantity of a hazardous substance. Immediate notification shall be made within 15 minutes of a person learning of such incident.

Response Agency	Contact Number	Contact Timing	
		By ordinance or policy - ASAP, but not later than:	By custom as courtesy ASAP, but not later than:
National Response Center (NRC) NRC - alternate (www.nrc.uscg.mil)	800-424-8802 202-267-2675	1 hour	
Savannah Chatham Metro Police	911	15 Minutes	
Savannah Fire & Emergency Services	911	15 Minutes	
Southside Fire Department	911 / 912-355-6688		
CEMA (Duty Officer)	911 / 912-201-4500		See SLNG ERP
FERC (Andrew Kohout) FERC (Chris Zerby) (FERC alternate) LNG.staff@FERC.gov	(912)502-8053 (912)502-8980		See SLNG ERP
DOT (Office of Pipeline Safety)	(404)532-1140 (404)832-1147		See SLNG ERP
USCG MSU Savannah USCG After hours USCG Sector Charleston USCG Station Tybee	(912)443-3681 (912)247-0073 (843)740-7050 (912)786-5440		15 Min As Needed As Needed

4. SLNG INCIDENT MANAGEMENT STRUCTURE

This section describes the SLNG organizational structure and the Incident Command System employed by SLNG in response to emergency situations.

4.1 Emergency Response Philosophy

The Terminal, consisting of the base plant and ELC Liquefaction Facilities, is operated by SLNG. The SLNG has adapted, as near as practicable, the Kinder Morgan Incident Command System (ICS) for emergency response organization and coordination.

SLNG's approach to emergencies will include the organization and coordination of the duties and responsibilities of key positions in the ICS organization, realizing that the ICS organization is flexible. It may require a single individual to fill multiple positions in small, less complex events. Likewise, multiple individuals may be required to satisfy the duties of a single position in a larger, more complex event.

In the case of an emergency, the SLNG Control Room will be the focal point because of overall plant process control and communication systems being readily available. Security and Plant Operators will initially be under the direction of the Lead Control Room Operator who will initially be acting as the Incident Commander.

It is Kinder Morgan's policy that employees are only to act as incipient responders until the arrival of local, trained emergency response personnel. An incipient stage fire refers to the severity of a fire where the progression is in the early stage and has not developed beyond that which can be extinguished using portable fire extinguishers. A fire is considered to be beyond the incipient stage when the use of thermal protective clothing or a self-contained breathing apparatus (SCBA) is required or personnel must crawl on the ground or floor to stay beyond the smoke and heat. On-site personnel will manage the fire by operating the active fire protection system (e.g. fixed fire water monitor, hydrants, portable extinguishers, etc.) until 911 is called and trained emergency response personnel can arrive and carry out the necessary emergency response activities.

The SLNG emergency response philosophy is for the Incident Commander to make the fewest number of telephone calls possible. This will be accomplished by the use of the Kinder Morgan Emergency Response Line (ERL). This allows the SLNG first responders to give maximum attention to the situation at hand. Additionally, Plant Operators should function in pairs, to the degree possible, so as to render each other assistance and protection at the scene of the emergency. SLNG Security will open and close gates and control facility access, as directed by the Control Room Operator / Incident Commander. SLNG Security will also provide assistance to the Control Room Operator / Incident Commander, as applicable, especially in directing off-site personnel to the proper location.

4.2 SLNG Incident Command System (ICS)

Actions to control emergency conditions must begin immediately with reasonable caution exercised. The immediate responsibility for taking action rests with the highest-ranking Kinder Morgan employee on the scene. An employee who discovers the incident or receives the initial incoming emergency call shall act as the Incident Commander and has the immediate responsibility for protecting life then property by taking the necessary actions to control, isolate, render first aid or assistance, contain, and initiate clean-up (for releases of hazardous substances). Once the Control Room Operator is notified s/he will become the Incident Commander. The employee discovering the incident, or the first one on the scene, shall then act as the On-Scene Coordinator. Employees will continue to fulfill these positions until relieved.

Responsibility for further action moves to higher levels of supervision depending upon the magnitude of the incident, the damage potential, and the ability of local personnel to respond to and control the situation. For major incidents (Incident Levels 2 or 3 as defined in Table 1), the Crew Leader, Director of LNG Operations, Operations Manager, or Operations Supervisor may assume the responsibility of the On-Scene Coordinator. Transfer of Incident Command will occur when the next level of supervision assumes control of the situation.

The flexibility of the SLNG ICS allows the command structure to be as large and sophisticated or as small and compact as the situation dictates. In a minor (Level 1) incident, a single person may serve as the Incident Commander and perform all of the functions of the SLNG ICS; whereas, in a major incident (Levels 2 or 3) involving extended operations, several persons may be required to perform a single ICS function.

As the response requirements of the incident become more complex, the response Level (1, 2 or 3) will increase and the ICS structure will grow. The Incident Commander will designate additional ICS positions and assign responsibilities to individuals. Positions in the ICS organizational structure will be assumed by Area, Division, and Corporate personnel, as dictated by the situation.

Incident Command will typically begin at the local area level. Once it is determined that the incident cannot be effectively managed at the local area level, Incident Command will be transitioned to the corporate level, and duties will be reassigned. Any change to Incident Commander will be by mutual agreement of all parties. Changes are to be communicated immediately to all affected personnel.

4.3 Incident Classification

In responding to system-operating emergencies, the organizational structure of the response team will be a function of circumstances associated with the incident itself. SLNG has three response levels based on the nature and impact of the incident. Table 1: *Incident Classification* provides guidelines for incident classification. ***Please note that these are guidelines for classifying an incident only; if in doubt, over respond.***

Table 1: Incident Classification			
IMPACT	***Incident Level***		
	1	**2**	**3**
Company Asset / Environmental Resources – Minor or No Damage or Losses	X		
Inadvertent Emergency Shutdown	X		
Potential Hazards to Public – Low	X		
No Disruption to Business	X		
Regulatory Involvement or Notifications Required	X	X	
Company Assets / Natural Resources – Moderate to Major Damage or Losses		X	
Minor Injuries		X	
Third Party / Public Property Damaged		X	
Minor or Short Term Disruption of Business		X	
Possible Media Attention		X	X
Potential Hazards to Public – Moderate to High		X	X
Company Assets/Natural Resources/Public Property – Significant Damage or Losses			X
Fire/Explosions/Evacuation			X
Serious Injuries of Fatalities			X
Major Long Term Disruption of Business			X

4.4 ICS Organization Staffing

The SLNG emergency response team is comprised of personnel trained to respond to system-operating emergencies. There are three response levels depending on the nature and impact of the incident.

A **Level 1** incident will generally be handled by facility personnel and perhaps some outside resources. This minor event is not ongoing and is fully controllable from the scene or Terminal. A **Level 2** incident may require the involvement of outside resources (e.g. Savannah Fire & Emergency Services, Savannah Metro Police Department) or corporate Kinder Morgan personnel. This is an event of moderate impact and is usually controllable from the scene or Terminal.   **Level 3** incidents are significant events requiring the full resources and support of the corporation. Refer to Table 2: *ICS Resources Required*, for additional clarification and guidelines.

Table 2: ICS Resources Required			
Resources Required of Dispatched	**Incident Level**		
	1	**2**	**3**
Local	X	X	X
Contractors, Third-Party Services	X	X	X
Outside Resources	X	X	X
Operations Support (Corporate)		X	X
Crisis Response Team		X	X
Executive			X

Note:	*The Incident Commander can expand or change the level and structure of the ICS response as necessary in order to effectively respond to an event.*

4.4.1   SLNG ICS Structure – Level 1

As previously defined, the scope of a Level 1 incident likely can be handled by facility or area personnel with minimal support from contractors. The Level 1 incident likely will require minimal interaction with regulatory agency or local emergency personnel.

Given the scope of the Level 1 incident, the SLNG ICS structure can be relatively simple and compact. Figure 1 provides an example of a Level 1 Incident Command System structure. The Crew Leader, Control Room Operator, Plant Operators and/or other facility personnel will generally staff the positions within this ICS organization. In a Level 1 incident, one individual may fill multiple roles within this organizational model. Brief descriptions of the duties and responsibilities of each of these positions will follow.
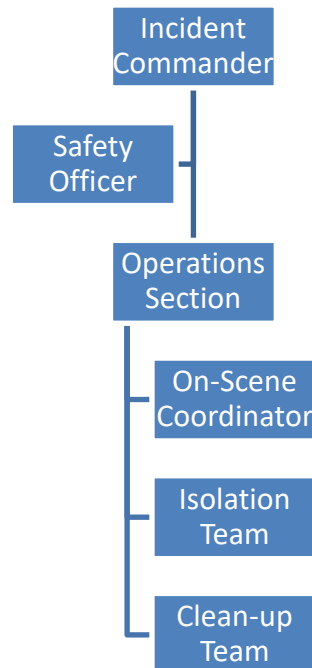
Figure 1: Example of a SLNG Level 1 ICS Structure

4.4.2   SLNG ICS Organization Structure – Level 2

Incidents involving moderate to major property damage, potential injuries, third-party property damage, a higher level of regulatory interaction, or media attention generally will be classified as Level 2 incidents. Level 2 emergencies are more complex events requiring additional ICS positions to be activated to manage response activities effectively. This larger ICS organization will generally require resources beyond what can be supplied by the facility.   Therefore, appropriate outside (e.g. Savannah Fire & Emergency Services, Savannah Metro Police Department) and select Kinder Morgan corporate personnel will be notified to support the response activities. Savannah Fire & Emergency Services will be relied upon as the Terminal's primary resource for incidents including but not limited to fires, spills, terrorism, high angle rescue, and confined space rescue. Southside Fire Department provides on-site security for the Terminal. Should the need arise, Southside Fire Department may (along with other response agencies) provide mutual aid and will function in a support role to Savannah Fire & Emergency Services.

Figure 2 illustrates one example of a Level 2 incident command system organizational structure. As with the Level 1 model, one individual may fill multiple roles within this organizational model depending on the specific needs of the event (or until relieved by the next level of management). Table 3 provides suggestions for staffing a SLNG Level 2 ICS organization.
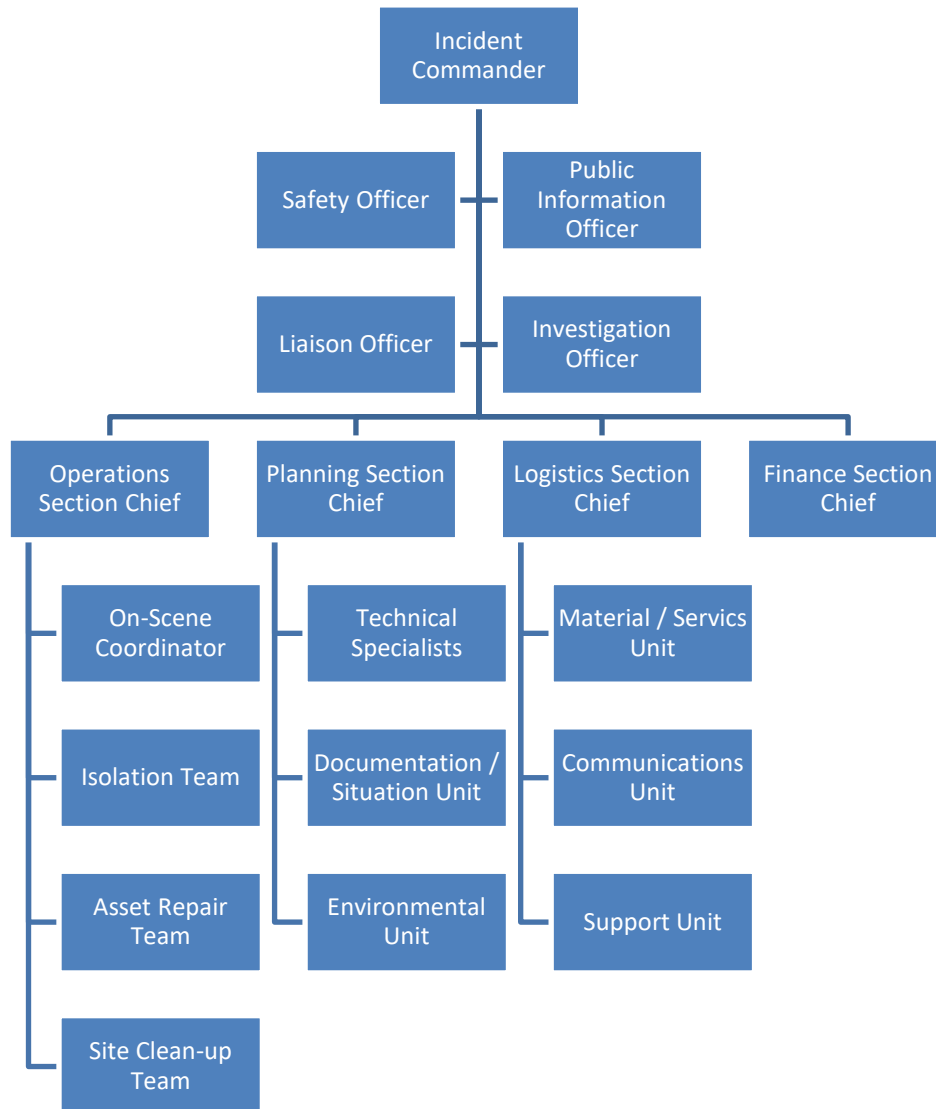
Figure 2: Example of a SLNG Level 2 Incident Command Structure

4.4.3   SLNG ICS Organization Structure – Level 3

Major incidents involving serious injury or fatality, significant company or third-party property damage, fire, explosion, or major disruption of business will be treated as a Level 3 emergency. Incidents of this type most likely will involve a high degree of interaction with regulatory agencies and local emergency personnel (e.g. Savannah Fire & Emergency Services, Savannah Metro Police Department) as well as the media. Therefore, a more sophisticated and complex ICS organization may be required to manage response activities and coordinate with local emergency response personnel. The Corporate Crisis Response Centers will be opened, and the Corporate Crisis Response Task Force will be mobilized to the scene of the incident.

Figure 3 illustrates one example of a Level 3 incident command system organizational model. This organizational model will be staffed much the same way that a Level 2 organization will be staffed; however, the Incident Commander should consider staffing this organization for 24-hour operations. This may require that multiple personnel be identified to fill key positions.

In addition, the box for Incident Commander has been modified from a rectangle to a triangle to illustrate the Unified Command structure. In the event of a major incident, it is likely that external agencies will become involved in the Emergency Response and Crisis Management. Unified Command simply means that the Incident Commander for the SLNG facility will interface with the Incident Commanders from the external agencies. Depending on the severity of the incident, there could be several federal, state and local agencies involved. The triangle in Figure 3 shows the Federal On-Scene Coordinator (FOSC) on the top, illustrating that the FOSC has ultimate decision making authority as provided in the National Contingency Plan. If more than one federal agency is on the scene, such as Office of Pipeline Safety (OPS), Department of Homeland Security (DHS), and the United States Coast Guard (USCG), the agencies will communicate who is acting as the FOSC. These agencies will coordinate their needs with those of the company and federal agencies. Historically, the external agencies have allowed the company to operate under the Incident Command structure, without going to a Unified Command. However, it is likely that a terrorist attack or a major crisis would escalate to Unified Command under the direction of the FOSC.
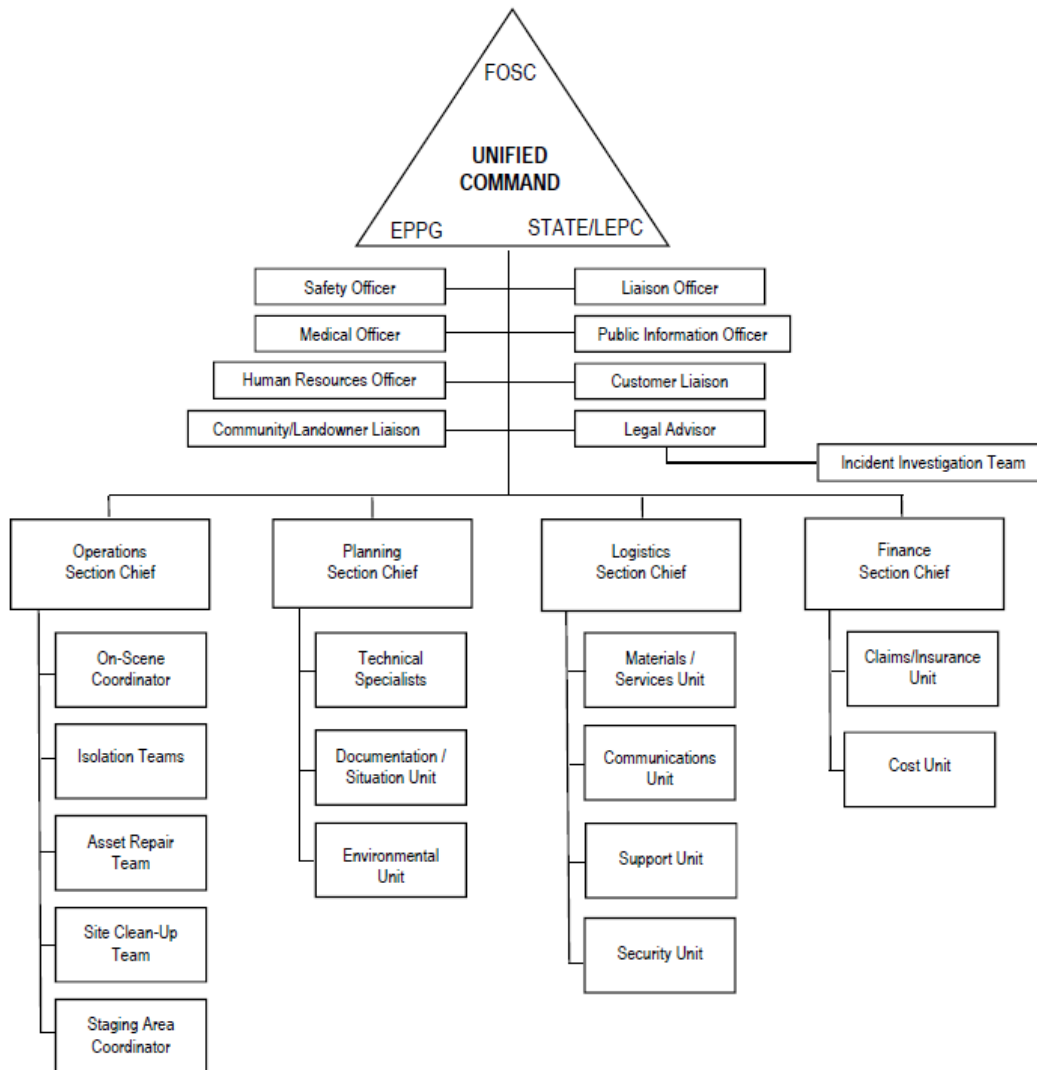
Figure 3: Example of a SLNG Level 3 Incident Command Structure

4.4.4   SLNG ICS Position and Staffing

The following table has a list of SLNG ICS positions and suggested personnel who may be available to fill them. These are only suggestions for individuals within SLNG and Kinder Morgan and the Incident Commander may change the staffing positions as the event occurs.

Table 3: Suggested Staffing for all levels of the SLNG ICS Organization

ICS Position	Staffed By
Asset Repair Team	Facility Operators Maintenance Personnel Operations Support Personnel
Community / Landowner Liaison	Director LNG Operations Compliance Manager

Customer Liaison	Director LNG Operations Chief Operating Officer
Documentation / Situation Unit	Administrative Personnel Regulatory Analyst
Environmental Unit	Compliance Manager Regulatory Analyst
Finance Section Chief	Ops Coordinator Chief Operating Officer
Human Resources Officer	Human Resources Representative
SLNG Incident Commander	Employee Initiating Response (until relieved) Crew Leader Operations Manager/Supervisor Director LNG Operations
Investigation Officer / Incident Investigation Team	Operations Support Personnel Division Safety Representative Compliance Manager Contract Specialists (as required)
Isolation Team	Operations Technicians
Legal Officer	Company Legal Advisor
Liaison Officer	Director LNG Operations Compliance Specialists Environmental Specialists
Logistics Section Chief (Communications, Materials/Services, & Support Units)	Maintenance Manager Operations Support Personnel Maintenance Personnel Procurement
On-Scene Coordinator	First Employee on the scene (unless relieved) Crew Leader
Operations Section Chief	Crew Leader Operations Manager/Supervisor
Planning Section Chief	Operations Manager/Supervisor Operations Support Personnel
Public Information Officer	Crew Leader / Controller Operations or Maintenance Manager Director of LNG Operations
Safety Officer	Facility Security Officer Operations Technician (on-scene)
Site Clean-up Team	Operations Technicians Maintenance Personnel
Technical Specialists	Engineering Personnel

4.4.4.1 ICS Position Duties and Responsibilities

The following section contains a brief listing and description of the duties and responsibilities of key positions in the Incident Command System organization. The ICS organization is flexible and may require a single individual to fill multiple positions in a small, less complex event. Likewise, multiple individuals may be

required to satisfy the duties of a single position during a larger, more complex event.

Note:	The list below contains a general description of responsibilities for positions within the SLNG Incident Command Structure. All positions are subject to change as the event unfolds. In addition, not all positions will be utilized for every event.

ASSET REPAIR TEAM
1. At the direction of the Incident Commander or applicable supervisor or manager make repairs to facilities according to the repair plans.
2. Document all actions for which the position is responsible.
3. Other duties as required.

CLAIMS/INSURANCE UNIT
1. Administer financial claims arising from any serious injuries, deaths or property damage during response operations; process claims for damage attributable to response operations.
2. Ascertain the need for Claims Specialists.
3. Verify that all compensation for injuries, deaths, or property damage and all claims logs and forms are up-to-date and direct that they be routed to Claims.
4. Document all actions for which the position is responsible.
5. Other duties as required.

COMMUNICATIONS UNIT (Performed by E&C Technicians)
1. Prepare necessary plans for setting up and operating communications at the Incident Command Post; order supplemental communications equipment; activate the telephone system and develop a radio communications plan for each operational period.
2. Verify that incident communications radio and telephone systems are operable.
3. Maintain an inventory of communications equipment from resources.
4. Test and repair communication equipment.
5. Advise on communications capabilities/limitations during preparation of Incident Action Plan.
6. Prepare and implement a radio communications plan.
7. Activate telephone systems.
8. Verify that existing communications systems are functioning.
9. Distribute personal portable radio equipment and document the employees accountable for equipment.
10. Recover equipment from relieved or released units.
11. Document all actions for which the position is responsible.
12. Other duties as required.

COMMUNITY/LANDOWNER LIAISON

1. Direct activities associated with assessment of local community impacts of an incident.
2. Determine long-term economic impacts, where possible, on affected communities and recommend actions to lessen such impacts.
3. Develop plans to address local community needs for information.
4. Evaluate response/repair operations for impacts on the community, e.g., housing, demand on public services (transportation, communications, and waste utilities).
5. Document all actions for which the position is responsible.
6. Other duties as required.

COST UNIT

1. Identify and track all costs associated with the incident.
2. Provide ongoing estimates related to current and final incident costs to the Chief Operating Officer.
4. Document all actions for which the position is responsible.
5. Other duties as required.

CUSTOMER LIAISON

1. Act as a liaison between the company and affected customers.
2. Maintain a log containing information related to customer outages. At a minimum, this log should contain the meter(s) affected, volumes affected, time outage began, time meter(s) placed back into service and conversations and information discussed with customers.
3. Communicate restoration of service plan status to affected customers on a frequent basis.
4. Communicate any customer complaints to the Incident Commander.
5. Document all actions for which the position is responsible.
6. Other duties as required.

DOCUMENTATION/SITUATION UNIT

1. Maintain accurate and complete incident files.
2. Maintain a chronological key event log.
3. Collect, maintain and display all incident data, including status of personnel and resources assigned to the response.
4. Maintain Incident Situation Board.
5. Other duties as required.

ENVIRONMENTAL UNIT

1. Coordinate with Liaison Officer to ensure that all appropriate regulatory and governmental bodies have been notified.
2. Obtain approval from appropriate governmental agencies for specific operations such as access to lands and locations and use of disposal sites.
3. Collect, evaluate, and disseminate all environmental issues concerning the incident.
4. Collect and verify environmental information within the incident area.
5. Provide input in the development of the Incident Action Plan.
6. Determine environmental restrictions.
7. Obtain environmental permits.

8. Provide environmental analysis information.
9. Devise and monitor wildlife protection and treatment plans.
10. Determine extent of environmental damage.
11. Evaluate methods of cleanup if a spill has occurred.
12. Devise and monitor plans for waste and debris disposal.
13. Prepare the necessary reports to governmental agencies.
14. Document all actions for which the position is responsible.
15. Other duties as required.

FINANCE SECTION CHIEF
1. Oversee all financial and cost analysis aspects of the incident and those for supervising unit leaders within the Finance Section. Provide accounting functions including auditing, billing, invoice payments, and documentation of labor, materials, and services used during response activities.
2. Administer contracts and service agreements for necessary supplies, services, and consultants.
3. Assemble comprehensive records of costs incurred and prepare daily, weekly, and monthly summaries as appropriate.
4. Document all actions for which the position is responsible.
5. Other duties as required.

HUMAN RESOURCES OFFICER
1. Assess, identify, and relay information regarding injured and affected individuals to the Incident Commander.
2. Act as company representative at the hospital(s) where injured individuals are taken.
3. Monitor condition of injured individuals and update Incident Commander.
4. Determine immediate and long-term needs of affected individuals and family members.
5. Coordinate activities and ensure proper assistance is provided to affected individuals.
6. Communicate appropriate information to the family members of injured individuals.
7. Coordinate critical incident briefing.
8. On an ongoing basis and at the direction of the Incident Commander, meet with affected parties to discuss additional assistance that may be available.
9. Document all actions for which the position is responsible.
10. Other duties as required.

SLNG INCIDENT COMMANDER
1. Lead the overall management of all emergency response activities.
2. Activate elements of the Incident Command System.
3. If appropriate, establish Unified Command with Government agencies.
4. Ensure that the proper government agencies are notified of the incident and that the necessary reports have been submitted to management and government agencies.
5. Assess incident situation and conduct initial briefing with incident command team and agency personnel.
6. Review safety considerations with safety officer.

7. Ensure Community/Landowner Liaison has been dispatched to the scene.
8. Manage incident operations.
9. Develop the general objectives for an Incident Action Plan.
10. Approve and authorize implementation of an Incident Action Plan.
11. Approve request for additional resources and request for release of resources.
12. Provide progress reports to management and agency representatives.
13. Coordinate, consolidate, and initiate agency recommendations for changes to the ongoing field operations.
14. Coordinate staff activity.
15. Authorize release of information to the news media.
16. Approve plan for demobilization.
17. Determine the scope and staffing for the Incident Investigation Team.
18. Document all actions for which the position is responsible.
19. Other duties as required.

INCIDENT INVESTIGATION TEAM
1. Lead the investigation to determine the root cause of the incident.
2. Determine the sequence of events leading up to the incident.
3. Determine the sequence of actions taken during and after the incident.
4. Secure the incident site and analyze and document all pertinent information.
5. Document incident site characteristics and the condition of the samples.
6. Send any samples taken from the scene to the appropriate third-party organization for analysis and collect all report from these organizations.
7. Take formal statements from all personnel involved in the incident.
8. Coordinate investigation with the Legal Advisor and all external agencies.
9. Collect any video data from the terminal security system.
10. Provide a formal report to management including any lessons learned, training issues, and any need to update existing procedures.
11. Other duties as required.

INFORMATION OFFICER
1. Formulate and direct the release of information about the incident to the news media and other appropriate agencies and organizations.
2. Counsel and mentor the On-Scene Coordinator as well as any other personnel prior to any interviews or press conferences.
3. As soon as practical, travel to the scene to relieve the On-Scene Coordinator as the on-scene media relations contact. Act as the on-scene company spokesperson and liaison with the media.
4. Collect and assemble current status of incident and response efforts.
5. Prepare initial information summary as soon as possible with all news media, government agencies, conservation groups, and civic and public organizations.
6. Release news to media and post information.
7. Arrange for meetings between media and incident personnel.
8. Respond to special requests for information.
9. Collect and assemble incident information.
10. Provide liaison between media and incident personnel.

11. Document all actions for which the position is responsible.
12. Other duties as required.

ISOLATION TEAMS

1. Respond to all key isolation points as directed by the Operations Section Chief.
2. Isolate facilities in accordance with the Isolation Procedures and under the direction of the Operations Section Chief.
3. Report all actions taken to the Operations Section Chief.
4. Document all actions for which the position is responsible.
5. Other duties as required.

LEGAL OFFICER

1. Provide legal advice on all aspects of incident.
2. Give legal assistance as requested by the Incident Commander.
3. Provide and give legal approval of reports to government agencies.
4. Ensure that information relevant to the defense and/or settlement of future claims is gathered and preserved.
5. Become thoroughly familiar with all aspects of the incident as necessary for potential legal actions and areas of liability.
6. Advise the appropriate parties of necessary claims and adjustment services.
7. Provide legal direction to the Incident Investigation Team as required.
8. Document all actions for which the position is responsible.
9. Other duties as required.

LIAISON OFFICER

1. Ensure that all required agency notifications have been made in a timely manner.
2. For events that are multi-jurisdictional (multiple Incident Command Structures in different organizations) or have several agencies involved, act as the point of contact for personnel assigned to the incident by other Incident Command structures or agencies.
3. Act as a liaison for the Incident Commander in communication of incident status.
4. Communicate with local, state, and federal government agencies.
5. Provide a point of contact for government representatives.
6. Identify representatives from each agency, including communications contacts.
7. Ensure agency representatives are informed of response activities.
8. Communicate with all members of the Command Staff on a frequent basis in order to effectively communicate status to other Incident Command structures or agencies.
9. Provide compliance advice on all aspects of the incident.
10. Act as liaison to DOT and NTSB during and after the incident.
11. Support Legal Officer in compiling information relevant to possible future claims and/or DOT actions.
12. Document all actions for which the position is responsible.
13. Other duties as required.

LOGISTICS SECTION CHIEF

1. Render all support needs to the incident response effort.

2. Render all support needs to affected parties and families working in conjunction with the Human Resources Officer.
3. Alert major service contractors and activate them as necessary to support operational needs.
4. Participate in the preparation of the Incident Action Plan.
5. Identify service and support requirements for planned and expected operations.
6. Coordinate and process requests for additional resources.
7. Review Incident Action Plan and estimate section needs for the next operational period.
8. Advise other members of the Incident Management Team on current service and support capabilities.
9. Estimate future service support requirements.
10. Document all actions for which the position is responsible.
11. Other duties as required.

MATERIALS/SERVICES UNIT
1. Order, receive, and store all supplies for the response; maintain an inventory of supplies and service non-expendable supplies and equipment.
2. Determine which supply-related contractors have been activated.
3. Order, receive, distribute, and store supplemental requests for supplies.
4. Use designated warehousing facilities.
5. Maintain positive control of supply and equipment ordering, distribution, and warehousing operations.
6. Oversee supply-oriented contractors to verify that requests for supplies and equipment are processed in an efficient manner.
7. Purchase materials to restock items expended during an incident.
8. Document all actions for which the position is responsible.
9. Other duties as required.

MEDICAL OFFICER
1. Act as a liaison between the Incident Commander and the caregivers for the injured public and company personnel.
2. Provide ongoing status of injured public and company personnel to the Incident Commander and the Information Officer.
3. Provide medical advice and guidance for the Incident Commander.
4. Document all action for which the position is responsible
5. Other duties as required.

ON-SCENE COORDINATOR
1. Manage the overall emergency response operations at the scene of the incident*, i.e.*, immediate care for injured, actions to limit damage/injuries, containment, isolation, etc.
2. Assess and implement appropriate safety measures at the scene.
3. Evaluate the situation and update the Operations Section Chief.
4. Act as liaison with local emergency responders and agency personnel.
5. Preserve site for incident investigation.

6. Develop the tactical operations; establish Division or Groups for isolation, cleanup, and repair.
7. Act as on-scene media relations contact until the Information Officer arrives on scene to assume this responsibility.
8. Coordinate activities of staff at the scene.
9. Document all action for which the position is responsible.
10. Other duties as required.

OPERATIONS SECTION CHIEF

1. Provide the management of isolation, containment, cleanup, and repair operations directly applicable to the incident; implement and supervise operations, organizational elements, and staging areas; assist in the formulation of the Incident Action Plan; provide on-scene coordination for source control and asset control and containment.
2. Assign individuals to fill staff positions as needed.
3. Develop the tactical operations; establish Division or Groups for isolation, cleanup, and repair.
4. Brief and assign operations personnel in accordance with an Incident Action Plan.
5. Establish staging areas.
6. Assemble and disassemble task forces assigned to operation sections.
7. Report information about activities, events, and actions to the Incident Commander.
8. Identify resources not needed for operations so they may be demobilized.
9. Dispatch personnel and equipment as necessary.
10. Determine areas requiring priority containment and cleanup efforts, and dispatch teams as necessary.
11. Ensure that equipment is maintained and operational.
12. Document all actions for which the position is responsible.
13. Other duties as required.

PLANNING SECTION CHIEF

1. Collect, evaluate, and disseminate all operational information concerning the event/incident.
2. Organize the planning section at the command post immediately following activation.
3. Supervise the preparation of an Incident Action Plan.
4. Develop alternative strategies using information supplied by technical specialist and operations personnel.
5. Develop task forces to be assembled by equipment type, location to assemble, and task force leader.
6. Provide maps and technical information for the Command Center.
7. Compile and display status information.
8. Prepare, distribute, and document Incident Commander Orders and identify organizational elements responsible for executing those orders.
9. Provide progress reports to management.
10. Develop a plan for restoring service to affected customers.
11. Document all actions for which the position is responsible.
12. Other duties as required.

SAFETY OFFICER
1. Identify, monitor, and assess hazards and unsafe situations and develop measures for assuring personnel safety, correcting unsafe acts or conditions, maintaining awareness of active and developing situations, and approving the medical plan.
2. Participate in planning meetings.
3. Review Incident Action Plan.
4. Ensure that all response personnel are informed of safety requirements.
5. Exercise emergency authority to stop and prevent unsafe acts.
6. Investigate accidents that have occurred within the incident area.
7. Determine appropriate actions to ensure personnel safety.
8. Place safety equipment order with supply unit.
9. Coordinate with incident supervisory personnel as required.
10. Conduct onsite surveillance of safety and health exposures.
11. Ensure that response personnel are briefed on safety plan.
12. Provide response team members with information on any hazardous conditions.
13. Provide guidance on training requirements.
14. Document all actions for which the position is responsible.
15. Other duties as required

SECURITY UNIT
1. Act as a liaison with local, state, and federal agencies regarding security issues.
2. Update the Incident Commander on all security issues.
3. Provide advice to the Incident Commander regarding actions necessary to alleviate security breaches or concerns.
4. Coordinate activities and provide assistance to the Staging Area Coordinator where applicable.
5. Document all action for which the position is responsible.
6. Other duties as required.

STAGING AREA COORDINATOR
1. Control access to site during response, repairs, and clean up.
2. Develop a log of all personnel entering and exiting the incident site.
3. Coordinate activities and request assistance from Security Unit where applicable.
4. Document all actions for which the position is responsible.
5. Other duties as required.

SUPPORT UNIT
1. Provide sleeping and sanitation facilities near the Incident Command Post.
2. Provide food service to response personnel.
3. Provide Security Services to:
    a. Secure the scene and control access.
    b. Secure the on-scene emergency operations center.
    c. Protect company personnel and equipment.
    d. Provide additional security services.
    e. Liaison with local police or highway patrol.
4. Provide facility maintenance services.

5. Document all actions for which the position is responsible.
6. Other duties as required.

<u>TECHNICAL SPECIALIST</u>

1. Provide engineering support to repair, modify, or enhance response actions as necessary.
2. Provide information and recommendations to the Planning Section Chief for the development of a restoration of service plan.
3. Gather all critical information requested by the Planning Section Chief that is necessary to develop a restoration of service plan. This information should include all compliance related actions that must be taken.
4. Render engineering support for equipment and material selection.
5. Assist with contractor selection, coordination and supervision.
6. Document all actions for which the position is responsible.
7. Other duties as required.

5. RECOGNIZING AND RESPONDING TO EMERGENCIES

The Terminal is designed with multiple layers of protection and must meet safety regulations prescribed by the Federal Energy Regulatory Commission (FERC) and the U.S. Department of Transportation Pipeline and Hazardous Materials Safety Administration (PHMSA). The Terminal's design includes spill containment systems, fire and gas detection systems, high and low temperature alarms, emergency shutdown systems and firefighting systems, all of which are designed to prevent a potential release or limit the effects from a release.

In addition to the safety measures described above, hazard modeling has previously demonstrated that no public areas containing residences, schools, hospitals, parks or other sensitive areas would be impacted in the unlikely event of a spill or release. Accordingly, there should be no reason for evacuation of public areas adjacent to Elba Island. PHMSA determined the approved models and inputs to be used in the hazard modeling and FERC reviewed all modeling results. Modeling suggests that there are very few scenarios in which Kinder Morgan staff would need to evacuate the island themselves.

If an LNG spill or leak occurs, LNG vapors begin absorbing heat from the surrounding environment, become lighter than air, rise and dissipate. An LNG spill could result in a fire only if the LNG vapors comprise between 5-15% of the air and there is an ignition source. If the air-vapor mixture happened to ignite, it will burn back to the source of the LNG/gas leak.

The actions taken in response to an emergency will vary depending upon the magnitude and location of the incident, equipment involved, time of day, weather conditions as well as other possible factors. Response actions may include:

- No action
- Shelter in Place
- Temporary relocation within Elba Island
- Partial or Temporary evacuation of areas on Elba Island
- Full Evacuation of Elba Island

5.1 Responding to Emergencies

The initial action taken in any emergency will be to identify that an incident has occurred. Once an incident has been identified, SLNG will respond consistent with the SLNG Incident Command System set forth in Section 4.0. At the Terminal, this identification may occur automatically as part of the hazard detection system or via observation by personnel at the Terminal. Hazard detection systems are located throughout the facility and can be activated automatically or manually via push buttons located throughout the terminal.

5.1.1   Emergency Shutdown Systems

Emergency shutdown (ESD) systems are provided to safely isolate systems of piping, equipment, tanks, and tankers from one another, and to prevent the spread of a hazardous situation due to a line break, leak or fire. ESD systems can be activated, either manually or automatically, to close block valves, stop pumps and compressors, shut down vaporizers, etc. Emergency pushbutton stations are situated at various locations throughout the plant. Field pushbutton stations provide a means of activating an emergency shutdown either from within the hazardous area or from a remote location. If depressed, field pushbuttons will cause localized plant shutdowns.

If an ESD button is activated, an alarm will sound in the facility to alert those working in the area that an ESD has occurred. In addition, an alarm will sound in the Control Room to alert the Control Room Operator of an emergency situation.

5.1.2   Alarm / Warning Systems

Fire or gas detection, either manual or automatic, shall initiate visual and audible alarms to alert personal to evacuate the affected area, and to alert the entire facility of an event. Visual and audible alarms are located in order to be seen and heard from each point of the plant and shall be controlled by the fire and gas detection system. In addition to alarms, beacon/strobe lights are activated to provide visual confirmation to the audible alarms. The beacon/strobe lights remain illuminated until the activating system is reset.

A marine transfer area warning system, in the form of audible and visual alarms, is located at the Savannah River end of the north dock (on MD-6N). The siren is located so that the sound signal produced is audible over 360 degrees in a horizontal plane. The alarm is a flashing amber light with a minimum effective flash intensity, in the horizontal plane, of 5000 candelas. At least 50% of the required effective flash intensity is maintained in all directions from 1.0 degree above to 1.0 degree below the horizontal plane. The alarm also sounds a siren with a minimum 1/3-octave band sound pressure level at 1 meter of 125 decibels referenced to 0.0002 microbars. The light and siren is located so that the warning alarm is not obstructed for a distance of 1.6 km (1 mile) in all directions.

5.1.3 Emergency Discovery

In the event of an LNG fire, spill or leak or other emergency, personnel shall report the event to the Control Room to start the emergency response process. SLNG facility radios are the primary means of field communication in the event of an emergency. The facility telephone system shall be used as the secondary means of emergency communication.

In the event of an emergency, the first person to the scene of the incident shall respond consistent with the SLNG Incident Command System set forth in Section 4.2:

a. Notify the Control Room Operator – where applicable, provide information on
   - the location of the incident;
   - the amount or rate of LNG or other liquid leaking, possible ignition sources;
   - potential for situation to escalate;
   - possible causes;
   - ship or tug involvement ;
   - possible injuries or assistance needed; and
   - Recommended initial actions.
b. Rescue anyone in immediate need of assistance (if it is safe to do so)
c. Activate the appropriate emergency shutdown system if conditions warrant
d. Isolate the leak by shutting appropriate valves, stopping appropriate equipment and/or actuating the proper emergency shutdown system
e. If possible, fight the fire using a portable fire extinguisher (Kinder Morgan employees will only fight incipient stage fires)
f. Retreat to a safe distance and await emergency responder assistance.

In efforts to control LNG spills, personnel should not expose themselves to unnecessary hazards.

5.1.4 Control Room Response

All emergency situations shall be reported to the Control Room Operator. Once notified of an emergency situation, the Control Room Operator will act as the Incident Commander until they are relieved of their duties by a member of management. The Incident Commander/Control Room Operator will assist in the determination of the actions taken in response to and in controlling an emergency situation. The Control Room Operator /Incident Commander shall:

a. Verify any facility alarm that is activated
   - If necessary, send an operator to verify the alarm and gather information (see section above)
b. Once verified, establish whether the emergency is controllable (e.g., event with minor or moderate impact) or uncontrollable. This determination will be based on existing conditions at the time in accordance with Sections 4.3 and 4.4 of this Public Notification and Evacuation Plan, which provides guidance in classifying the magnitude of the incident and degree of controllability.

Factors that influence a determination of controllability include the type of fluid, measurements or physical conditions (e.g. pressures, temperatures, fluid impacted, fluid levels, potential for fire) existing at the facility outside of normal conditions and the potential for such abnormal conditions to escalate beyond the control of facility equipment or personnel.

c. Activate the facility Emergency Response Plan.
d. If conditions warrant, activate appropriate emergency shutdown systems.
e. Notify facility personnel using the plant Public Address system, provide instruction on how to respond to the emergency.
f. When emergency support from local or federal agencies is needed, contact emergency responders using 911 (in accordance with Section 6).
g. If conditions warrant, activate the appropriate firewater system to reduce vapors or cool nearby equipment.

Once an emergency has been declared, the status remains an emergency until the "All Clear" is officially given by the Incident Commander.

6. EMERGENCY NOTIFICATION

As demonstrated by hazards modeling submitted by SLNG to FERC, in the unlikely event that an incident occurs at the Terminal, there would be no hazard to surrounding residents. PHMSA determined the approved models and inputs to be used in the hazard modeling and FERC reviewed all modeling results. The hazards that were modeled by SLNG are very conservative and no event scenario demonstrated impact to surrounding residents or need to evacuate. Therefore, a specific evacuation plan is not necessary. However, if residents in the Savannah area elect to evacuate or if advised to do so from the local government Incident Commander in accordance with Section 7, they should follow the Chatham County evacuation route, which is designated for the Savannah area, or the instructions of the local government Incident Commander, as applicable. This section describes the notification requirements to residents and recreational users within areas along the transit route and in the South Channel of the Savannah River.

6.1 Emergency aboard a vessel in transit

If an emergency occurs while a vessel is underway, notifications are the responsibility of the vessel Master. However, it is anticipated that initial notification will likely be a combination of the vessel bridge team sounding internationally recognized distress signals (five short blasts of the vessel whistle); and VHF-FM transmission on channel 16. The State Pilot or Docking Pilot not primarily associated with maneuvering the vessel at the time will be acting as an "emergency coordinator", assisting with the notification by calling the USCG by radio or telephone, or may notify SLNG control room by telephone at 944-3800.

6.2 Emergency at the SLNG facility or aboard a vessel while moored at the facility

In the event of an emergency at the facility or aboard a vessel while moored at the facility, notification responsibility rests with the SLNG control room. The facility and

vessel are in near constant communication, primarily using the hard wired hot-line telephone between the cargo control room and the facility control room, with secondary communications being through the facilities UHF communication system. Tertiary communications are also provided by use of VHF-FM channel 5. A fourth backup is available using vessel and facility cellular telephones. In the event of an emergency, automated, remote, and manual systems initiate shutdown of transfer and in some cases, disconnection of the offloading arms. The SLNG Control Room Operator will contact 911 and the Compliance Manager. If the event requires further notifications, the Compliance Manager will notify the National Response Center and the local USCG by telephone.

6.3 Notification of Individuals on Surrounding Waterways

The U.S. Coast Guard will provide assistance in notifying individuals that may be on the Savannah River at the time of the emergency at SLNG. This may include establishing safety zones in the surrounding waterways (i.e. Savannah River, South Channel, and Intra-coastal Waterway), re-routing or restricting ship and boat traffic, and issuing marine broadcasts. In addition, SLNG has a public address system and a marine transfer area warning system that may be used to notify individuals on waterways within 1.6 km (1 mile) of the Terminal that an emergency event is occurring at the Terminal. For more information on the SLNG marine warning system, refer to Section 5.1.2.

6.4 Notification of Surrounding Communities

In the event of an incident with potential or actual emergencies at the LNG Terminal that requires public notification, CEMA may be utilized to help notify the public (*e.g.*, through use of warning sirens and emergency broadcast system using radio and television).

Per CEMA's EOP, ESF-2 Annex, Appendix 2-2, CEMA may use the following options to notify the public in the event of an emergency:

1. Command and Control

    a. CEMA and Savannah Chatham Metropolitan Police Department have the ability to use a phone community notification system to notify residents of an emergency. Either agency can make the decision to use the system at any time.

        • Information on registering a personal cell phone number into the community notification database can be found on CEMA's website at http://www.chathamemergency.org/ and on the Savannah Chatham Metropolitan Police Department's website at http://scmpd.org/.

2. Outdoor Warning

    a. CEMA control sixty-two (62) outdoor sirens placed strategically around the county to cover ninety five (95) percent of the residents. The system is used to alert the public so they may tune to the local media for emergency information. A map of the location of CEMA's outdoor sirens

can be found at: http://www.chathamemergency.org/preparedness/siren-program.php.

    b. Door-to-Door Alerting:

        i. Direct citizen alerting may be accomplished by sending appropriate emergency personnel to the business or home address for verbal delivery of instructions or notifications.

        ii. Areas of operation are assigned by law enforcement precincts and assignment of areas for warning or alerting is through the precinct's organization. This direct contact with the public may be accomplished by direct knock on the door or by public address systems on emergency vehicles.

3. Common Alerting Protocol (CAP) / Integrated Public Alert & Warning Systems (IPAWS) / Wireless Emergency Alerts (WEA)

    a. CAP is a digital format for exchanging emergency alerts allowing a consistent alert message to be disseminated simultaneously over many different communications systems.

    b. IPAWS provides public safety officials with an effective way to alert and warn the public about serious emergencies using:

        i. The Emergency Alert System (EAS)

        ii. Wireless Emergency Alerts (WEA)

        iii. The National Oceanic and Atmospheric Administration (NOAA) All Hazards Alert Weather Radio

    c. WEA messages are emergency messages sent by authorized government alerting authorities through mobile carriers.

4. Electronic Signs

    a. Fixed roadway signs

    b. Mobile message displays

    c. Electronic billboards in the area can be used to broadcast any information CEMA needs to public to know.

5. Community Notification System: Chatham County and the City of Savannah utilize a mass phone call system. This system has the ability to call based off of polygon selections on a map.

6. National Weather Service All Hazard Alert Radios

    a. With coordination with CEMA, the National Weather Service, Charleston, South Carolina (NWS CHS) can activate the National Oceanic and Atmospheric Administration (NOAA) Alert Radios for civil emergencies

7. ADVICE TO PUBLIC - SHELTERING IN PLACE / EVACUATION

In the event of a major incident (e.g. active shooter, hazardous material release) at the SLNG terminal, a Unified Command structure similar to the level 3 organizational structure shown in section 4.4.3 would be developed to handle the emergency. A local government official (e.g., Savannah Fire & Emergency Services or Savannah Chatham Metro Police) would become involved and take over as the Unified Command structure Incident Commander. The local government Incident Commander would lead the Unified Commander structure and determine the need for public notification of sheltering-in-place or evacuation.

7.1 Shelter-In-Place

Shelter-in-place means to take immediate shelter where you are – at home, work, school or in between, usually for just a few hours. If the local government Incident Commander makes the decision to shelter in place, residents in affected areas are to remain inside their homes with the doors and windows closed until given further notice. The decision to shelter-in-place would be made by the local government Incident Commander at the time of the event based upon the severity and anticipated length of the event. See Section 0 (Notification of Surrounding Communities) community notification methods.

7.2 Evacuation

The Chatham County EOP, ESF-1 Annex, Appendix 1-1 (http://www.chathamemergency.org/emergency-operations-plan.php) plan is intended for countywide application for all evacuation procedures occurring in Chatham County. Both natural and manmade disasters can result in evacuation of the entire County or, in order to protect the citizens living in the affected areas, only a section or portions of the County. The purpose of ESF-1 Annex is to serve as a planning and decision guide for emergency planners and local officials County-wide when presented with Incidents of Critical Significance which may require the population to evacuate portions or the whole of Chatham County. The assets and personnel committed to carry out this plan are for the evacuation of the general population and not for any one specific agency or group.

7.2.1 Evacuation Routes

Savannah Chatham Metropolitan Police Department maintains a County Wide Traffic Control Plan of key intersections and high profile areas for emergency responses (see EOP, ESF-1 Annex, Appendix 1-1, Tab A). In addition, Chatham County EOP, ESF-10 Annex, Appendix 10-1 Tab D contains Hazmat Evacuation Routes for areas within Chatham County. Hazmat Evacuation Roads Map 4 and 5 contain evacuation routes for the areas surrounding SLNG.

7.2.2 Evacuation Levels

There are two levels of evacuations, partial and full. If an incident occurs and it is determined that it may directly or potentially present a hazard to a relatively small portion of the population in a limited area within Chatham County the decision will be made for a partial evacuation to remove those citizens from harms way. The decision to evacuate and type of evacuation necessary will be made by the Incident

Commander in charge of the emergency operations. Areas to be evacuated will be determined by the situation.

7.2.3 Evacuation Order

The Georgia Emergency Management Act authorizes that: "local officials may recommend or order evacuations in accordance with the authority contained in their resolutions / ordinances." During an evacuation order, government officials direct persons in designated evacuation areas to relocate to safer areas. Personal discretion is not a deciding factor. Persons who refuse to comply with a mandatory evacuation order will neither be arrested nor forcibly removed from their homes.

7.2.4 Partial (Short Term/Isolated) Evacuation Procedures

1. CEMA will coordinate sheltering needs of evacuees with ESF-6 Annex as necessary. For isolated incidents such as a hazardous materials spill, temporary shelters will be coordinated with the on scene incident commander to ensure they are in a safe location. CEMA will make the temporary shelter location known to the general public as soon as possible.

2. The decision points for a partial evacuation will vary depending on the reason for the evacuation. If the reason for considering an evacuation is a pending Incident of Critical Significance, then the same process that applies for the full evacuation will apply. However, if the decision to evacuate is for a manmade Incident of Critical Significance, then the evacuation may encompass additional agencies.

3. The area to be evacuated and the destination of those evacuated will depend upon the nature of the evacuation and the area that is considered safe for relocation. Once the evacuation decision is determined the American Red Cross (ARC) will be contacted by ESF-5 Annex to begin organization of temporary shelters if necessary.