



PANDEMIC PLANNING GUIDE

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*Suggested revisions are invited and should be submitted to the Director of Midstream,
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INTRODUCTION

The oil and natural gas industry directly employs almost **2.8 million** Americans, and supports **10.9 million jobs** in America or **5.5% of total U.S. employment**.



2.8 MILLION



10.9 MILLION



5.5 PERCENT

Therefore, it is critical that oil and natural gas companies are aware of and plan for the potential threats that could directly or indirectly impact their employees and operations. The Department of Homeland Security's Strategic National Risk Assessment identified human pandemic outbreak as one of "the types of incidents that pose the greatest threat to the Nation's homeland security." More specifically, the assessment describes the potential impacts of a virulent strain of pandemic influenza.

A virulent strain of pandemic influenza could kill hundreds of thousands of Americans, affect millions more and result in economic loss. Additional human and animal infectious diseases, including those previously undiscovered, may present significant risks.

Planning for such an event including understanding the best practices to limit the spread of a disease, the operating changes that might need to be considered if an outbreak

were to occur, challenges that both employers and employees may face should all be part of a company's business continuity and emergency preparedness responsibilities. Recognizing the unique challenges and operating considerations present in the oil and natural gas industry, API members have created the following document as a guide to those companies and individuals who are attempting to create an infectious disease or pandemic plan, as well as for those who are attempting updates to existing plans in light of changing threats.

This guide helps the planner determine how they can determine their operating regions based on considerations of an affected region, identifies the many sources of public sector information that are available for the planner to help develop the plan and to provide alerts and notices, and the process that a company can follow to make sure all relevant aspects of the business are included in the development of the plan. The guide can also help the planner think through resources and resource staging, communications, transmission routes, and how to work with other organizations during an event, such as contractors and joint venture partners. While this guide is not meant to be comprehensive, it does provide a roadmap for plan development that includes considerations pertinent to the oil and natural gas industry.

GUIDANCE ON DEFINING REGIONS

1



GUIDANCE ON DEFINING REGIONS

With the mobility of workers, companies need to consider the overlap between the regional impact of a pandemic disease and the overlap with their employees. Depending on the work location, regions may be simple to define or multifaceted if the company has several locations or employees come from a large region.

- A company with one discrete location will be simple to define and should include not only the plant location and the drawing area for employees but also its contractors and supporting organizations.
- Companies with multiple locations or multiple lines of business can be more challenging.
 - Multiple discrete locations in the same state with no or little overlap will likely require separate plans.
 - Discrete locations that are in different states may require additional planning because state laws will differ.
 - Multiple locations with overlap may increase the size of the area that employees will come from, but may make planning easier with the ability to share some resources.
 - Some companies have extended rotational work that allows employees to live hundreds of miles away from the worksite and fly in and out. These worksites can either consider the entire US as a region or may want to break the region into sub regions.

Considerations include:

- » Providing care across state lines without operations in those states
- » Effectively communicating with the workers may be difficult
- » Employees traveling from an affected location may bring disease with them to a location that is not yet affected
- » In a severe pandemic, transport may be disrupted

SOURCES OF INFORMATION

2



THE WORLD HEALTH ORGANIZATION

.1

THE CENTERS FOR DISEASE CONTROL AND PREVENTION

.2

THE INTERNATIONAL SOS

.3

THE INTERNATIONAL MARITIME ORGANIZATION

.4



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SOURCES OF INFORMATION

It is advisable to check with the specific country of concern's Ministry of Health to see what the current pandemic conditions are and any travel restrictions that may have been established.

Further information can be found on the following links:

- The Centers for Disease Control and Prevention's (CDC's) website includes a Travel Notices section that contains current epidemic/pandemic updates, alert levels by area, and resources to locate a travel health specialist:

<http://wwwnc.cdc.gov/travel/notices>

The CDC website will also be the best source of authoritative information related to pandemic response in the United States. While much of the legal authority for infectious disease response rests at the state and local level, states and local public health agencies will often base their response on the scientific guidance provided by CDC. Often, CDC will establish an incident-specific web page that will include all the latest information and public health guidance related to a specific pandemic incident.

- The World Health Organization has put in place an International Travel and Health information site that includes updates for travelers, prevention measures, and disease distribution maps:

<http://www.who.int/ith/en/>

- The Overseas Advisory Council (OSAC) is a program in the U.S. Department of State that provides relevant and timely threat information specific to the country, operations, and personnel to private sector partners. This information can often be critical, particularly if country evacuations, enhanced security procedures or emergency response operations are required.

<https://www.osac.gov/Pages/Home.aspx>

- International SOS is a worldwide medical and travel security services company with locations across the globe. Their website has a dedicated Pandemic Preparedness section that provides up-to-date information for its members:

<https://www.internationalsos.com/pandemicpreparedness/index.aspx?languageID=ENG>

- The International Maritime Organization has issued guidance and information on protection measures for ships visiting countries affected specifically by the Ebola virus disease:

<http://www.imo.org/Documents/3484.pdf>

<http://www.imo.org/MediaCentre/HotTopics/ebola/Documents/3485.pdf>

INFECTIOUS DISEASE PLANNING PROCESS

3



INFECTIOUS DISEASE PLANNING PROCESS

3.1 GENERAL

Planning for infectious diseases should be a comprehensive process that involves both internal and external parties to your organization. A good Infectious Disease Plan will identify and include all stakeholders that are affected by this plan as well as a process to mitigate, prepare for, respond to, and recover from an Infectious Disease or Pandemic event.

3.2 PLANNING TEAM

As with most planning processes, planning for infectious diseases works best when all applicable stakeholders are involved. These stakeholders should include members from inside and outside of your organization.

3.2.1 INTERNAL STAKEHOLDERS

■ **Medical Director/Advisor:**

- Infectious diseases can come in all shapes and sizes. Your organization's Medical Director or Advisor can act as a Subject Matter Expert (SME) to identify potential risk factors including:
 - a. Type of disease (virus, bacteria, fungus, etc...)
 - b. Transmission routes
 - c. Severity

■ **Supply Chain Specialist:**

- Infectious diseases and pandemic events can require a high demand in resources that may be

in limited supply. Your supply chain specialist will assist in identifying these short lead items for possible stockpile or focused procurement.

- Depending on your organization's structure, Travel Services may be a function of Supply Chain. If so, travel can be a critical component during any pandemic event as your company and the local, state, and federal government may impede travel to curb the spread of the disease. Including Travel Services in your planning will be critical to your organization's success in responding to an event.

■ **Occupational Health Advisor:**

- Most pandemic events require specialized Personal Protective Equipment (PPE) to prevent the spread of the infectious disease. Your Occupational Health team can work with the Medical Advisor and assist you in identifying the right PPE for the right situation.

■ **Emergency Manager:**

- Depending on the circumstances of an infectious disease or pandemic event, it may be necessary to activate your Emergency Response Organization. Including your Emergency Manager in the planning process will ensure this activation occurs seamlessly with the rest of your planned actions.
- During a pandemic event, it may be necessary to defer to your Emergency and/or Business Continuity Plans. Including your Emergency Manager in the infectious disease planning process should ensure your pandemic planning coincides with your associated plans.

■ **Business Unit Leader:**

- Most infectious disease or pandemic events will impact your organization's business unit in one way or another. Supply chains could be interrupted or your workforce could be compromised, negatively affecting the business unit. The Business Unit Leader must be involved

to ensure they are aware of the impacts of an event and the contingencies put in place to address them.

■ **Business Continuity Specialist:**

- Pandemic and business continuity events are often intertwined. So much so that some organizations prefer to include the Infectious Disease/Pandemic Plan as an appendix to their Business Continuity Plans. Including your organization's Business Continuity Specialist will allow your team to create protocols for a pandemic event that mirror your business continuity protocols.

■ **Human Resources Specialist:**

- During a pandemic or infectious disease event normal work routines will most likely be altered. Human Resources will play a critical role in ensuring that the proper policies and procedures are planned for and followed during an incident.
- Human Resources also add value as a reviewer to any messaging that is distributed to employees or contractors.

3.2.2 EXTERNAL STAKEHOLDERS

■ **Local Emergency Planning Committee (LEPC):**

- LEPCs are responsible for maintaining the community's overall preparedness during emergencies. They can be a valuable source in identifying local hospitals, clinics, ambulance services, and other municipal resources that could assist your organization during an event.
- This also gives your organization an opportunity to reach out to your local community and communicate on issues that could arise during an event.
- Your Emergency Manager will most likely be the best point of contact within your organization to establish this connection.

■ **State/Federal Agencies:**

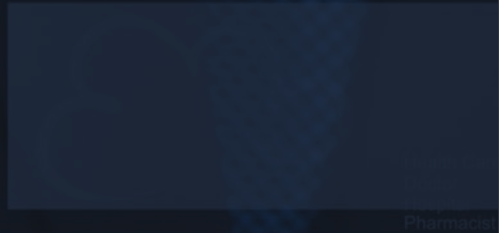
- As detailed later in this guidance, organizations like the Center for Disease Control and Prevention or your state's National Guard could prove valuable partners in your organization's prevention and response efforts. These agencies can be contacted directly or through the Sector Specific Agency for the Energy Sector.
- These organizations can be valuable sources of information during an outbreak or provide resource and planning details during the planning process.
- State and local public health agencies will be the best source of information, guidance, and assistance at the state and local level.

3.3 PLANNING PROCESS

By identifying and bringing together the previously mentioned stakeholders, your organization should have a comprehensive team more than capable of putting together a holistic Infectious Disease / Pandemic Plan for your organization or region. This Guidance recommends several components that should be included into any holistic Infectious Disease Plan. This Guidance is not meant to be a rigid format for your plan, but a general roadmap to help assist with your plan's composition. Each region or organization will have its own specific risks or challenges.

These should be addressed in your plan as well. All plans must be periodically reviewed to remain effective and accurate. This guidance recommends the following review periods:

- Annually; or
- After significant changes to your prevention or response capability; or
- Upon the onset of the Recognition Trigger



Innovation
Branding
Solution
Marketing
Analysis
Ideas
Success
Management

