



OOC POLICY 2021-9

OOC Emergency Administrative Guidelines

Up-for-Vote: 12/07/2021

Overview & Purpose

In the event of a large-scale emergency event, OOC may need to respond quickly to the needs of the offshore industry. In such situations, time is of the essence. Therefore, it may become necessary to temporarily suspend normal operating procedures.

The purpose of this document is to provide guidelines when such emergency administrative procedures may need to be implemented.

Trigger Events

The guidelines contained in this document may be implemented in response to any of the following events:

- Natural disasters that cause widespread impact on the offshore oil and gas industry
- Pandemics
- Significant oil spills or other process safety events in the offshore oil and gas industry
- Widespread, unexpected economic crises (i.e., sudden market crashes)
- Terrorism, either physical or cyber-terrorism, directed at the offshore oil and gas industry, or terrorism that invokes a national response

The trigger events listed above are not all inclusive. The intent is to use these guidelines in response to any external event that has significant, widespread negative impact on the offshore oil and gas industry.

Administrative Guidelines

Item	Normal Procedure	Emergency Procedure
Guidance Documents	OOO guidance documents are developed by an OOC Subcommittee or Workgroup composed of member representatives and approved via a majority vote of the OOC Executive Subcommittee (ESC).	Guidance documents may be developed by OOC staff with limited input from OOC members and approved by a majority vote of the OOC Officers.
Financial Commitment	Unbudgeted expenditures from the OOC operating budget are approved by via a majority vote of the OOC ESC.	Unbudgeted expenditures not to exceed \$50,000 may be approved by the OOC Officers. Should circumstances warrant additional expenditures in excess of \$50,000 the OOC ESC will vote.
OOO Operating Policies	OOO policies that govern the administration and operation of the association are approved via a majority vote of the OOC ESC.	Policies necessary to mitigate negative impact to OOC or to maintain business continuity may be implemented by the OOC Executive Director or Associate Director. OOC Officers will be informed of the emergency policies. This would include the temporary suspension of existing policies that would prevent an effective response.
Commitments to Regulatory Agencies or Other Trade Associations	Prior to entering a collaborative partnership with representatives of a regulatory agency or another industry trade association, the collaborative project is approved via a vote of the OOC ESC.	The OOC Officers may approve OOC entering a temporary, collaborative partnership with a regulatory agency or another trade association in response to the trigger event or emergency.

Communicating Emergency Guidelines

In all cases, if emergency administrative guidelines are implemented, the OOC ESC will be informed of the implementation of such measures through all appropriate OOC communication platforms. These platforms include, but are not limited to:

- Email
- Meetings
- OOC Ryver
- OOC website

This policy will expire on December 31, 2022 and may be renewed or adjusted for 2023.