		Effective:	8/1/2023
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2: Ch.10 Severe Weather		
Policy:	Severe Weather	Page:	Page 1 of 7

1. Purpose.....1

2. Scope1

3. Responsibility.....1

4. Definitions.....1

5. General Procedures.....2

 5.1 Job Site Manager.....2

 5.2 Weather Monitoring.....2

 5.3 PA and Evacuation Plan.....2

6. Job Site Severe Weather Plan.....3

 6.1 The Severe Weather Plan.....3

 6.2 Procedure for Tornado.....3

 6.3 Procedures for Severe Thunderstorm.....3

7. Office Severe Weather Plan.....5

 7.1 The Severe Weather Plan.....5

 7.2 Procedure for Tornadoes.....5

 7.3 Procedure for Severe Weather-Thunderstorm.....5

8. Version History.....7

1 PURPOSE:

The purpose of this policy is to provide a systematic approach to help manage the hazards of severe weather in the workplace.

2 SCOPE:

The scope of this policy is applicable to Gravity employees and facilities.

3 RESPONSIBILITY:

3.1 It is the responsibility of the Jobsite Manager (Authorized manager in charge of a particular job --Rig, Shop, Yards, Trucks, or Office Manager) to:


- Ensure this procedure is communicated to all personnel present at the jobsite prior to the arrival of severe weather, and
- Ensure compliance with this policy.

3.2 It is the responsibility of all employees to understand and follow this policy.

4 DEFINITIONS:

Severe Thunderstorm Watch: This is issued by the National Weather Service when conditions are favorable for the development of severe thunderstorms in and close to the watch area. The size of the watch can vary depending on the weather situation. They are usually issued for a duration of 4 to 8 hours.

UNCONTROLLED

		Effective:	8/1/2023
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2: Ch.10 Severe Weather		
Policy:	Severe Weather	Page:	Page 2 of 7

Severe Thunderstorm Warning: This is issued when either a severe thunderstorm is indicated by the WSR-88D radar or a spotter reports a thunderstorm producing hail 3/4 inch or larger in diameter and/or winds equal or exceed 58 miles an hour; therefore, people in the affected area should seek safe shelter immediately. Severe thunderstorms can produce tornadoes with little or no advance warning. They are usually issued for a duration of one hour.

Tornado Watch: This is issued by the National Weather Service when conditions are favorable for the development of a tornado in and close to the watch area. They are usually issued for a duration of 4 to 8 hours.


Tornado Warning: This is issued when a tornado is indicated by the WSR-88D radar or sighted by spotters; therefore, people in the affected area should seek safe shelter immediately. They can be issued without a Tornado Watch being already in effect. They are usually issued for a duration of approximately 30 minutes.

Safe Shelter: A designated place of refuge, identified by the Jobsite/Office Manager, which is expected to provide adequate protection from severe weather-related hazards. At Office Locations a Safe Shelter shall be a basement if available or the inner most room away from windows. At the jobsite the Safe Shelter is the structure that provides the most protection from severe weather.

5 GENERAL PROCEDURES

- 5.1 The Jobsite Manager shall ensure that equipment and supplies are available at the jobsite (offices, yards, and shops) during identified severe weather seasons.
- Designated Safe Shelter.
 - Weather monitoring device (NOAA Radio, internet, local TV/radio).
 - Flashlights or emergency lighting.
 - Muster list of all personnel at the jobsite.
 - Emergency Communication Device (cell phone).
 - *Approved lightning detector (SkyScan Model P5).*
- 5.2 The Jobsite Manager or their designee shall use a weather monitoring device daily to monitor the possibility of severe weather that may affect their jobsite (offices, yards, and shops) during identified severe weather seasons.
- 5.3 At jobsites a Public Announcement (PA) or alarm system shall be used to indicate that an evacuation plan is in effect.
- 5.3.1 Upon notification of the evacuation plan, all personnel shall evacuate the jobsite/office and muster in the Safe Shelter.

UNCONTROLLED

		Effective:	8/1/2023
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2: Ch.10 Severe Weather		
Policy:	Severe Weather	Page:	Page 3 of 7

6 JOBSITE SEVERE WEATHER PLAN

All jobsites shall maintain a Severe Weather Plan

6.1 The Severe Weather Plan shall:

- Identify Safe Shelters.
- Be communicated with all personnel and visitors.
- Include an evacuation plan with a roster to ensure all personnel and visitors are accounted for in case an evacuation to Safe Shelter is required.

6.2 Procedure for Tornado:

6.2.1 If a Tornado Watch is issued by the National Weather Service in an area covering the jobsite, the Jobsite Manager shall:

- 6.2.1.1 Conduct a safety meeting and notify all individuals at the jobsite of the current weather conditions and possibility of a tornado.
- 6.2.1.2 Assign an individual(s) that will be responsible to ensure all personnel are removed from living quarters in case a Tornado Warning is issued.
- 6.2.1.3 Ensure that all individuals are familiar with the Severe Weather Policy and location of the Safe Shelter.
- 6.2.1.4 Verify the Safe Shelter is prepared for occupancy.
- 6.2.1.5 Establish a well contingency plan with operator representative if operations must cease.
- 6.2.1.6 Notify their supervisor of the possibility of a tornado.
- 6.2.1.7 Monitor the weather every 15 minutes for changing conditions.


6.2.2 If a Tornado Warning is issued by the National Weather Service, the Jobsite Manager shall:

- 6.2.2.1 Sound the severe weather alarm to notify personnel that a Tornado Warning has been issued.
- 6.2.2.2 Take immediate actions to initiate the well contingency plan and evacuate personnel to the Safe Shelter.
- 6.2.2.3 Conduct roll call utilizing the muster list and verify all personnel on location are accounted for.
- 6.2.2.4 Use a weather monitoring device to determine if the Tornado Warning has been lifted and if it is safe to leave the Safe Shelter.

6.3 Procedures for Severe Thunderstorm


6.3.1 During a Severe Thunderstorm Watch the Jobsite Manager shall:

UNCONTROLLED

		Effective:	8/1/2023
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2: Ch.10 Severe Weather		
Policy:	Severe Weather	Page:	Page 4 of 7

- 6.3.1.1 Use a weather monitoring device every 30 minutes to monitor changes from a severe thunderstorm watch to a warning.
- 6.3.1.2 Conduct a safety meeting and notify all individuals at the jobsite of the current weather conditions and possibility of a severe thunderstorm.
 - The safety meeting shall include a discussion of how wind and other elements may affect the traveling blocks, service loops, and lines etc. within the mast.
 - Ensure that all individuals are familiar with the Severe Weather Policy and location of the Safe Shelter.
 - Verify the Safe Shelter is prepared for occupancy.
- 6.3.2 During a Severe Thunderstorm Warning the Jobsite Manager Shall:
 - 6.3.2.1 Conduct a safety meeting and notify all individuals at the jobsite of the current weather conditions and that a severe thunderstorm warning has been issued.
 - 6.3.2.2 Assign an individual(s) that will be responsible to ensure all personnel are removed from living quarters in case evacuation to the Safe Shelter is required.
 - 6.3.2.3 Ensure that all individuals are familiar with the Severe Weather Policy and the location of the Safe Shelter.
 - 6.3.2.4 Verify the Safe Shelter is prepared for occupancy.
 - 6.3.2.5 Establish or review the contingency plan with operator representative if operations must cease.
 - 6.3.2.6 Notify their supervisor of the possibility of a severe thunderstorm.
 - 6.3.2.7 Monitor weather conditions every 15 minutes for changing conditions.
 - 6.3.2.8 Utilize an approved lightning detector to determine the proximity of lightning strikes to the jobsite (SkyScan Model P5).
 - If the lightning detector indicates that lightning is within 3-8 miles of the jobsite, all non-essential personnel shall be removed from the Mast and rig floor or evacuated to the Safe Shelter.
 - 6.3.2.9 Ensure adequate precautions are taken up to and include activation of the well contingency plan and evacuation to Safe Shelter.

UNCONTROLLED

		Effective:	8/1/2023
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2: Ch.10 Severe Weather		
Policy:	Severe Weather	Page:	Page 5 of 7

7 OFFICE SEVERE WEATHER PLAN

All offices shall maintain a Severe Weather Plan

7.1 The Severe Weather Plan shall:

- 7.1.1 Be posted in multiple high traffic areas.
- 7.1.2 Identify Safe Shelters.
- 7.1.3 Communicate with all office personnel and visitors.
- 7.1.4 Include an evacuation plan to the Safe Shelter with a muster point and roster to ensure all personnel and visitors have been evacuated.


7.2 Procedure for Tornado:

- 7.2.1 If a Tornado Watch is issued by the National Weather Service in an area covering the office, the Jobsite Manager or their designee shall:
 - 7.2.1.1 Broadcast a message over the Public Announcement (PA) or alarm system notifying all individuals of the current weather conditions and possibility of a tornado.
 - 7.2.1.2 Assign an individual(s) that will be responsible to ensure all personnel are removed from each office in case a Tornado Warning is issued.
 - 7.2.1.3 Ensure that all individuals are familiar with the Severe Weather Policy, and location of the Safe Shelter.
 - 7.2.1.4 Verify the Safe Shelter is prepared for occupancy.
 - 7.2.1.5 Monitor weather conditions every 15 minutes for changing conditions.
- 7.2.2 If a Tornado Warning is issued by the National Weather Service, the Jobsite Manager or their designee shall:
 - 7.2.2.1 Broadcast a message over the Public Announcement (PA) or alarm system notifying all individuals that a Tornado Warning has been issued.
 - 7.2.2.2 Take immediate action to evacuate personnel to the Safe Shelter.
 - 7.2.2.3 Conduct roll call utilizing the muster list and verify all office personnel and visitors are accounted for.
 - 7.2.2.4 Use a weather monitoring device to determine if the Tornado Warning has been lifted and if it is safe to leave the Safe Shelter.

7.3 Procedures for Severe Weather-Thunderstorm


- 7.3.1 During a Severe Thunderstorm Watch, the Jobsite Manager or their designee shall:
 - 7.3.1.1 Use a weather monitoring device every 30 minutes to monitor changes from a severe thunderstorm watch to a warning.

UNCONTROLLED

		Effective:	8/1/2023
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2: Ch.10 Severe Weather		
Policy:	Severe Weather	Page:	Page 6 of 7

- 7.3.1.2 Broadcast a message over the Public Announcement (PA) or alarm system notifying all individuals of the current weather conditions and possibility of a severe thunderstorm.
- 7.3.1.3 Ensure that all individuals are familiar with the Severe Weather Policy, and location of Safe Shelter.
- 7.3.1.4 Verify the Safe Shelter is prepared for occupancy.
- 7.3.2 During a Severe Thunderstorm Warning, the Jobsite Manager or their designee shall:
 - 7.3.2.1 Broadcast a message over the Public Announcement (PA) or alarm system notifying all individuals at the office of a severe thunderstorm warning.
 - 7.3.2.2 Assign an individual(s) that will be responsible to ensure all personnel are removed from each office if evacuation to Safe Shelter is required.
 - 7.3.2.3 Ensure that all individuals are familiar with the Severe Weather Policy and location of the Safe Shelter.
 - 7.3.2.4 Verify the Safe Shelter is prepared for occupancy.
 - 7.3.2.5 Monitor weather conditions every 15 minutes for changing conditions.
 - 7.3.2.6 Ensure adequate precautions are taken up to and including evacuation to the Safe Shelter.
 - 7.3.2.7 If evacuation to the safe shelter is required, conduct roll call utilizing the muster list and verify all personnel and visitors in the office are accounted for.
 - 7.3.2.8 Announce when it is safe to return to the offices.

UNCONTROLLED

		Effective:	8/1/2023
		Revision:	1.0
Manual:	Health, Safety, and Environment		
Section:	Safety Section 2: Ch.10 Severe Weather		
Policy:	Severe Weather	Page:	Page 7 of 7

The employee signature below represents signature on file, and indicate signatories have read, fully understand, and endorse this document and its contents.



Employee Signature *Date*

Employee Printed Name



8.VERSION HISTORY

Documents in draft form are versioned A, B, C, etc.; after publication, documents are versioned 1, 2, 3, etc.

Version	Date	Writer	Comments
1	8/1/2023	S. Bedell	Initial publication of approved document.

Table 1:
Version
History

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