

### Introduction

The Company *Ready Response and Recovery System* (R3 System) has been established to manage our exposure to incidents that might threaten the safety and security of our people and/or activities. A key element of the R3 System is a coordinated framework of prevention, mitigation, preparedness, response and recovery plans and supporting teams. A **R3 Focal Point Plan** is part of this framework.

It is designed to cover situations where our people are operating at a site (company, customer or third party) distant or otherwise remote from the main Company office where the supporting Location R3 Team is situated. Usually this plan is used in situations where there are at company personal located at a remote site for a period of 2-30 Days. For small groups and/or short stays, it may be more appropriate to utilize a *Travel Risk Assessment and Plan*, a domestic travel management system and/or the *Tracking Buddy* system. Contact the Regional R3 Manager APAC for advice.

**The Primary R3 Focal Point (senior company person on site) is responsible to ensure that the plan is completed and maintained in current order, that all Company people covered by the plan and the supporting R3 Team are familiar with its contents and that the customer is aware of its existence and operation.**

Unless otherwise expressed, a R3 Focal Point Plan applies to Company personnel only. It does not take precedence over any local / customer site security and/or emergency plans under which our people are required to operate, but should complement these. If there are no customer / site response plans in existence, it is the primary plan to guide Company people.

**This focal point plan should be read and activated in conjunction with the following:**

Title	Organisation
Level 2 R3 Plan UK	WorleyParsons
<b>SITE DETAILS</b>	
<b>Supporting Location R3 Team</b>	Level 2 R3 Team UK
<b>Customer / Third Party</b>	N/A
<b>Location description and name</b>	29, 1-st Brestskaya str., Moscow 125047, Russian Federation
<b>Project Name (if applicable)</b>	Moscow Office
<b>GPS Coordinates (if applicable)</b>	55.771715, 37.591084
<b>Number of WorleyParsons people on site</b>	16 + WorleyParsons Energy Services, LLC staff
<p><b>Note:</b> In the absence of a responsible customer / site Response Team command structure, the Primary R3 Focal Point, or in his absence, the most senior Company person at site, should assume control of any incident affecting Company people and implement necessary response and recovery actions in line with the following principles. Where a command structure exists, the Primary R3 Focal Point acts as the key company liaison, ensuring the safety and interests of Company people are being adequately addressed. Remember, in all circumstances, the safety and security of our personnel is our primary concern.</p>	

# R3 Focal Point Plan

## Russia – Moscow Office

READY- ACTIONS	RESPONSIBLE
Develop and maintain the R3 Focal Point Plan ensuring that your supporting R3 Team has a current copy.	Kristina Proskurina
Ensure an up to date list and contact details of all Company (and other) people on site for whom we are responsible is maintained. In doing so, you should ensure: <ul style="list-style-type: none"> <li><input type="checkbox"/> Effective access to the list on a 24/7 basis.</li> <li><input type="checkbox"/> The supporting R3 Team is provided a copy upon each revision.</li> </ul>	Kristina Proskurina
Ensure relevant building representatives are aware of this plan. Clarify with them any circumstances in which this plan would take precedence. Exchange relevant contact details with them.	Kristina Proskurina
Maintain an up to date brief on security and emergency requirements for the site.	Kristina Proskurina
Ensure all Company people on site and the supporting R3 Team are familiar with any operating local security and emergency response plans (including ensuring appropriate induction occurs) and the circumstances in which this plan would take precedence.	Kristina Proskurina
RESPONSE AND RECOVERY - ACTIONS	RESPONSIBLE
Receive initial report of incident / threat (from building representative or other source). Assess information. Determine immediate needs and responsibilities. Who is the primary First Responder JV, local emergency services or the Company]?	Kristina Proskurina
Where the emergency services assume incident control, act as the primary Company liaison point, maintaining regular contact, providing necessary support and ensuring the interests of all our staff present on site are adequately considered.	Kristina Proskurina
Where there is no apparent building customer command and control structure, as appropriate the Primary R3 Focal Point or senior staff member present should assume incident control to the extent that it focuses on the safety and security of all of our staff present and any other parties for whom we are contractually responsible.	Kristina Proskurina
As appropriate, implement immediate necessary actions to enhance safety and security of Company people, including: <ul style="list-style-type: none"> <li><input type="checkbox"/> Directing staff to designated assembly / muster areas.</li> <li><input type="checkbox"/> Accounting for all staff.</li> <li><input type="checkbox"/> Calling out additional support services eg local emergency services.</li> </ul>	Kristina Proskurina
Where necessary, develop ongoing strategies and implement actions to contain and control the situation, and/or recover the operation to normal.	Kristina Proskurina
As soon as practicable, notify supporting R3 Team Leader or Company 24 Hour Emergency Hotline of the incident. As necessary, request mobilization of supporting R3 Team/s.	Kristina Proskurina
Ensure regular communication with and between all mobilized response and recovery teams and incident reporting to the supporting R3 Team Leader.	Kristina Proskurina
Once incident is adequately controlled and the situation made safe, determine extent of loss / damage and impacts on operations. Discuss any ongoing recovery support required and/or incident close out / team stand down with the supporting R3 Team Leader.	Kristina Proskurina
As appropriate, at incident end, conduct incident debrief and undertake lessons learned analysis. Provide final incident report and recommendations to the supporting R3 Team Leader.	Kristina Proskurina

## R3 Focal Point Plan Russia – Moscow Office

CONTACT DETAILS – KEY SUPPORT CONTACTS				
Contacts	Name	Office #	Mobile #	Other / Email / website / ETC
<b>Primary R3 Focal Point</b>	Kristina Proskurina	n/a	+79164595574	<a href="mailto:Kristina.Proskurina@worleyparsons.com">Kristina.Proskurina@worleyparsons.com</a>
<b>Alternate R3 Focal Point</b>	Elena Amirkhanova	n/a	+79857617817	<a href="mailto:Elena.Amirkhanova@worleyparsons.com">Elena.Amirkhanova@worleyparsons.com</a>
<b>Building 24x7 Emergency Number</b>	Eduard Levshanov	n/a	+79067944433	<a href="mailto:elevshanov@baund.ru">elevshanov@baund.ru</a>
<b>Company 24x7 Emergency Hotline</b>	<b>+61 2 90252805</b>			
<b>R3 Team Leader UK</b>	Alan Gordon			
<b>R3 Team Coordinator Leader UK</b>	Steve Marchant	+442081216733	+447500968644	<a href="mailto:Steve.Marchant@WorleyParsons.com">Steve.Marchant@WorleyParsons.com</a>
<b>Regional R3 Director APAC &amp; Europe</b>	Stewart Duncan	+6626893023	+66813754505	<a href="mailto:Stewart.Duncan@WorleyParsons.com">Stewart.Duncan@WorleyParsons.com</a>
<b>InterRAO- WorleyParsons LLC</b>	Sergey Salata	+74996601099	+79250087115	<a href="mailto:Sergey.Salata@irwp.ru">Sergey.Salata@irwp.ru</a>
<b>InterRAO- WorleyParsons LLC</b>	Irina Lutsenko	+74996601099	+79250087101	<a href="mailto:Irina.Lutsenko@irwp.ru">Irina.Lutsenko@irwp.ru</a>

## R3 Focal Point Plan

### Russia – Moscow Office

**CONTACT NUMBERS – COMPANY SITE PERSONNEL (covered by this plan)**

(Attach additional sheets if required)

#	Name	WorleyParsons / Other	Mobil #	Email
1.	Afonina Tatiana	WorleyParsons	+79169807514	Tatiana.Afonina@WorleyParsons.com
2.	Amirkhanova Elena	WorleyParsons	+79857617817	Elena.Amirkhanova@worleyparsons.com
3.	Apolonsky Alexei	WorleyParsons	+79161375267	Alexey.Apolonsky@WorleyParsons.com
4.	Bashkatov Dmitry	WorleyParsons	+79169807518	Dmitriy.Bashkatov@WorleyParsons.com
5.	Buvashev Erdni	WorleyParsons	+79152970718	Erdni.Buvashev@WorleyParsons.com
6.	Epifanova Marina	WorleyParsons	+79163531028	Marina.Epifanova@WorleyParsons.com
7.	Ermolina Olga	WorleyParsons	+79163930329	Olga.Ermolina@WorleyParsons.com
8.	Fisher Olga	WorleyParsons	+79169807513	Olga.Fisher@WorleyParsons.com
9.	Kochetov Alexander	WorleyParsons	+79163548375	Alex.Kochetov@WorleyParsons.com
10.	Mayants Alexander	WorleyParsons	+79055710610	alexander.mayants@intecsea.com
11.	Nadezhdinskaya Ekaterina	WorleyParsons	+79161578123	E.Nadezhdinskaya@WorleyParsons.com
12.	Pivovarova Marina	WorleyParsons	+79163523997	Marina.Pivovarova@WorleyParsons.com
13.	Proskurina Kristina	WorleyParsons	+79164595574	Kristina.Proskurina@worleyparsons.com
14.	Sabitova Marina	WorleyParsons	+79165779521	Marina.Sabitova@WorleyParsons.com
15.	Sarukhanov Alexander	WorleyParsons	+79162232102	Alex.Sarukhanov@WorleyParsons.com
16.	Filinoval Olga	WorleyParsons	+79299925450	n/a
17.				
18.	<b>NOTE: For InterRAO-WorleyParsons LLC are situated in the same building on a separate floorcontact either Irina Lutsenko (<a href="mailto:Irina.Lutsenko@wpesgroup.com">Irina.Lutsenko@wpesgroup.com</a> ) or Sergey Salata (<a href="mailto:Sergey.Salata@wpesgroup.com">Sergey.Salata@wpesgroup.com</a> )</b>			
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