

locations, these responsibilities fall to the US East Public Affairs Manager or his/her backfill).

Before an incident:

- Obtain site orientation from Public Affairs and site operating personnel
- Maintain on camera skill proficiency**
- Develop a working knowledge of ExxonMobil Media Guidelines, Communications Materials and this Functional Action Plan. .

Maintain on camera skill proficiency

ExxonMobil Emergency Response Plan:

An integral part of ExxonMobil's emergency response is the timely development of appropriate and effective external communications which convey care and concern for the situation and provide relevant factual information. The incident description and ExxonMobil response must be conveyed as appropriate, not only to those directly affected, but also to all relevant government authorities and to the general public, via the media, whose perception of the event will be shaped by media events.

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7. **Truck incident - owned**
Category B (Authorized for use after facts are confirmed by Site ESG.)

NEWS RELEASE

Contact:

Telephone Number: *[CONTACT*

NUMBER]

FOR IMMEDIATE RELEASE:

[DATE & TIME]

[LOCATION OF INCIDENT] - The driver of an *[EXXON / MOBIL / ESSO]* truck which overturned at a major intersection at *[LOCATION]* has been taken to hospital with minor injuries.

[No other vehicles were damaged in the incident.]

ExxonMobil is contacting the relatives of the driver.

ExxonMobil *[NAME, TITLE]* said, "We deeply regret any damages and inconvenience this incident may have caused for local residents. We are working with *[APPROPRIATE AUTHORITIES]* to investigate the cause of this unfortunate event." *[CARE AND CONCERN ALTERNATIVES]*

ExxonMobil personnel and *[APPROPRIATE AUTHORITIES]* have arrived at the scene of the accident.

The truck was carrying *[NUMBER]* liters/gallons of *[PRODUCT]*. No product was spilled.
OR
[NUMBER] liters/gallons of *[PRODUCT]* spilled on to the road, and *[TRAFFIC HAS BEEN DIVERTED / THE ROAD HAS BEEN CLOSED]*.

Further information will be released as soon as it becomes available.

A telephone line has been set up by ExxonMobil on *[INSERT TELEPHONE NUMBER]* for *[PURPOSE]*.

Commitment to Health

A. It is our policy to identify and evaluate health risks related to our operations.

A. We comply with all applicable laws and regulations and apply responsible standards where laws and regulations do not exist.

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Criminal Charges

C. We believe that there are no grounds for such charges. This was clearly an accident and we are working to respond to the immediate needs of the incident.

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