

Emergency and Crisis Management Plan (ECMP)

Rev 0 – April 2016

Appendix E

Stakeholder Communication Guide

Revision History

REVISION	DATE	DESCRIPTION	AUTHOR	REVIEWER	APPROVAL
A – E	2015/1016	Compilation & DP review	Jim Morrison (add energy)	DP GMO & PMG	
0	8 April 2016	Authorisation for issue	Jim Morrison (add energy)	DP GMO	DP CEO

APPENDIX E – STAKEHOLDER COMMUNICATION GUIDE

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Stakeholder Contact List

Certain groups, companies, authorities, agencies and individuals may need to be contacted as a result of the emergency or crisis event.

The following is a suggested guideline of contact responsibilities for **DP** personnel and groups. It must be noted that the level at which contact is made will vary depending upon the gravity of the crisis event and other relevant factors.

POSSIBLE CONTACTS	RESPONSIBILITY FOR CONTACT				
	EMT	CMT	CMTL	Date	Time Completed
1. DP Managing Director (MD)			√		
2. Federal Government Interface		√			
3. NT Government Departments		√			
4. Environment Agencies	√	√			
5. Regulators	√	√			
6. Employees		√			
7. Contractors		√			
8. Consultants		√			
9. Other DP Operations / Sites		√			
10. Relatives / Families		√			
11. Clients	√	√			
12. Suppliers	√	√			
13. Customers / Port Users		√			
14. Lawyers		√			
15. Insurers		√			
16. Financiers		√			
17. Local Emergency Services, Mutual Aid	√				
18. Media (including social media posts/blogs)		√			
19. Neighboring operations/facilities	√	√			
20. Local Affected Communities	√	√			
21. Third Parties	√	√			
22. Lobby / Action/Protest Groups		√			
23. Industry Associations		√			
24. Trade Unions		√			
25. Other					

REMEMBER: If you are unsure, it is better to notify and then cancel rather than notify late or not at all.