

Emergency and Crisis Management Plan (ECMP)

Rev 0 – April 2016

Appendix F

EMT/CMT Control Centre Wall Charts

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 F – DP EMT / CMT CONTROL CENTRE WALL CHARTS

F.1 1ST PERSON INTO DP EMERGENCY / CRISIS CONTROL CENTRE (ECC/CCC) – CHECKLIST

✓	1 ST PERSON INTO ECC / CCC – ACTIVITY DESCRIPTION
<input type="checkbox"/>	Open & prepare ECC/CCC (clear meetings, documents etc.)
<input type="checkbox"/>	Initiate callout of all key EMT / CMT Members
<input type="checkbox"/>	Establish contact with IC (if appropriate) to verify latest incident details & likely immediate requirements
<input type="checkbox"/>	Verify primary / back-up ECC / CCC contact numbers
<input type="checkbox"/>	Activate ECC / CCC (wall charts, area map, in/out phones & faxes, computer, incident board, log sheets, response box etc.)
<input type="checkbox"/>	Place relevant event data (maps etc.) onto walls
<input type="checkbox"/>	Ensure dedicated ECC/CCC phones are clearly marked as “incoming” & “outgoing”
<input type="checkbox"/>	Test ECC/CCC telephones & fax machine
<input type="checkbox"/>	Provide direction to switchboard operators (business hours) or enable telephone support (after hours)
<input type="checkbox"/>	Ensure fax machine & office equipment are operational
<input type="checkbox"/>	Locate/set up white board(s) (electronic if possible)
<input type="checkbox"/>	Ensure all relevant EMT/CMT documents are available in for reference (site ERP; ECMP; BCP; Oil Spill; etc.)
<input type="checkbox"/>	Initiate security requirements for ECC & building access
<input type="checkbox"/>	Begin populating initial incident information onto boards
<input type="checkbox"/>	Advise the DP EMT/CMT Leader when the ECC/CCC is operational
<input type="checkbox"/>	Brief EMT/CMT Members on incident status as they arrive

F.2 DP EMT / CMT Initial Activities – Checklist

✓	EMT / CMT INITIAL ACTIVITIES – DESCRIPTION
<input type="checkbox"/>	Initiate INCIDENT BRIEFING – assess potential classification
<input type="checkbox"/>	Consider need to activate key positions within CMT
<input type="checkbox"/>	Determine EMT absentees & allocate their responsibilities
<input type="checkbox"/>	Verify initial IC/ERT SITREP, establish update schedule
<input type="checkbox"/>	Establish communications schedule with IC / ERT Leader - verify support required – immed. vs 4-6hrs
<input type="checkbox"/>	Establish initial EMT / CMT Strategic Action Plan
<input type="checkbox"/>	Assess the status of the operational response to date – including immediate response issues (i.e. oil spill, fire, evac.)
<input type="checkbox"/>	Review requests received (i.e. Media, legal, insurance)
<input type="checkbox"/>	Notify DP Managing Director (MD) if necessary (via DP CEO)
<input type="checkbox"/>	Liaise with CMT External Affairs re. media issues
<input type="checkbox"/>	Nominate DP Spokesperson (if not allocated already)
<input type="checkbox"/>	Determine initial communications response/strategy
<input type="checkbox"/>	Assess Government /media /community event sensitivity
<input type="checkbox"/>	Determine commercial position & potential outcome
<input type="checkbox"/>	Identify strategic response (regulatory, media, Port User, legal, technical, financial etc.) assign actions as appropriate
<input type="checkbox"/>	Detail incident information on Master Event Log / Status Board
<input type="checkbox"/>	Review Relative Response/NOK activities
<input type="checkbox"/>	Assess individual responsibilities as detailed in the ECMP
<input type="checkbox"/>	Set schedule for next EMT / CMT update briefing

✓	ONGOING INCIDENT ACTIVITY DESCRIPTION
<input type="checkbox"/>	Hold regular EMT/CMT emergency briefing updates/ timeouts
<input type="checkbox"/>	Assess strategic response measures, clarify EMT/CMT priorities for next 4-6hrs or 1-3days (etc.) – assess weather
<input type="checkbox"/>	Identify & recommend Business Continuity strategy
<input type="checkbox"/>	Review Business Continuity options for return to operations
<input type="checkbox"/>	Track all relevant contacts made & to be made
<input type="checkbox"/>	Ensure EMT/CMT Information Coordinator is kept informed of all relevant incoming information
<input type="checkbox"/>	Liaise with relevant Port User & establish update schedule
<input type="checkbox"/>	Develop agreed mutual communications strategy with Port Users / Customers
<input type="checkbox"/>	Clarify Port User response intentions, assess impact on DP
<input type="checkbox"/>	Develop an agreed mutual emergency response strategy with Port User / Customer / Contractor (etc.)
<input type="checkbox"/>	Liaise with relevant Port User Legal Team (if appropriate)
<input type="checkbox"/>	Ensure all follow up calls are made & documented
<input type="checkbox"/>	Contribute to media HOLDING STATEMENT with CMT External Affairs
<input type="checkbox"/>	Verify background information Community may require
<input type="checkbox"/>	Ensure legal review of all media releases
<input type="checkbox"/>	Notify relevant Port User, Customer, Govt. contacts as appropriate
<input type="checkbox"/>	Develop shift roster program for protracted incidents
<input type="checkbox"/>	Arrange additional catering & support services
<input type="checkbox"/>	Record incident financial activities, ensure they are maintained (i.e. charge accounts, cost centres etc.)

F.3 DP EMT / CMT Members – Personal Activity Checklist

✓	MEMBERS PERSONAL ACTIVITIES DESCRIPTION
<input type="checkbox"/>	Advise family you are not a victim of incident but a responder
<input type="checkbox"/>	If your contact numbers change, ensure any change is communicated to EMT / CMT Information Coordinator
<input type="checkbox"/>	Keep personal communications with you at all times
<input type="checkbox"/>	Ensure mobile phone battery remains fully charged &/or you have a spare battery
<input type="checkbox"/>	Let other Team Members know if you intend to leave the ECC & where you can be contacted (in addition to mobile phone)
<input type="checkbox"/>	Ensure EMT/CMT Information Coordinator is aware of all response actions you intend to take
<input type="checkbox"/>	For an extended response, ensure an alternative is assigned to your role after no more than 12 hours
<input type="checkbox"/>	Always fully brief your alternate with expectations for the period they will relieve you
<input type="checkbox"/>	If travelling as a result of the event, nominate an alternate, communicate their name/contact details to EMT/CMT Leader
<input type="checkbox"/>	If leaving the building, be aware of any security access procedures to ensure you can return as required
<input type="checkbox"/>	Be aware of stress / fatigue / trauma levels of yourself & your EMT / CMT Members & support team
<input type="checkbox"/>	Advise EMT / CMT Leader & Information Coordinator if unable to continue in your role
<input type="checkbox"/>	Maintain Personal Response Log of Incident Activities

F.4 Declaration of 'End of Event' – DP EMT / CMT Leader Checklist

DP EMT / CMT Leader to declare an 'End of Event'	
<input checked="" type="checkbox"/>	WHEN:
<input type="checkbox"/>	Event site/facility has been returned to a safe condition
<input type="checkbox"/>	All personnel involved in the event are accounted for
<input type="checkbox"/>	Any injured personnel have been stabilised &/or evacuated
<input type="checkbox"/>	No further threat to the environment
<input type="checkbox"/>	All authorities, organisations & support services contacted, have been advised the event is over
Incident Close-Out Considerations:	
<input type="checkbox"/>	Ongoing resources required for event control & recovery phase
<input type="checkbox"/>	Next of Kin & Relative Response activities 'needs' assessed
<input type="checkbox"/>	On-going environment assessments
<input type="checkbox"/>	Close down additional security arrangements
<input type="checkbox"/>	Finalise additional catering, hygiene & support services
<input type="checkbox"/>	Arrange/continue trauma counselling of incident 'victims'
<input type="checkbox"/>	Arrange schedule for appropriate event investigation, analysis & reporting
<input type="checkbox"/>	Arrange ongoing media interface, briefings & monitoring
<input type="checkbox"/>	DP employees & contractors have been updated with event status & stand down arrangements
<input type="checkbox"/>	Debrief all personnel involved in the event