



COMMON MANAGEMENT SYSTEM STANDARD 13 EMERGENCY PREPAREDNESS AND BUSINESS CONTINUITY PLANNING

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1. OVERVIEW

This document sets out IGOs standard for emergency preparedness and business continuity planning. In overview, it is intended that IGO completes regular planning, establishes procedures, provides adequate resources, and ensures adequate capability exists to respond effectively to crisis, emergency and significant business interruptions.

This standard requires that:

- emergency situations are identified, and plans and resources are put in place to effectively manage and recover from situations that could cause adverse impacts to people and the environment
- situations with the potential to affect business continuity are systematically identified and plans are prepared to effectively manage and recover from situations that could adversely impact or disrupt business
- crisis management capabilities are developed to minimise the impact of abnormal, unstable or complex situations that may threaten the strategic objectives, reputation or existence of IGO.

2. APPLICATION

This standard applies to all IGO operations and managed activities. Specifically, IGO will complete emergency preparedness and business continuity planning at corporate, mine site, and exploration levels.

3. PERFORMANCE REQUIREMENTS

3.1 Crisis Management Capability and Planning

IGO will:

- evaluate and review its crisis management capability regularly
- document, maintain, communicate, test and review its Crisis Management Plan. This Plan will be developed from experience with past crises, outcomes of training exercises and the results of processes designed to identify potential and emerging crises and vulnerabilities
- ensure the Crisis Management Plan describes:
 - the membership of the Crisis Management Team
 - roles and responsibilities of the Crisis Management Team, and other stakeholders where applicable
 - types of situations that will invoke use of the Crisis Management Plan and the processes for invoking use of the plan location/s in which the Crisis Management Team will meet
 - processes to be used by the Team to maintain situational awareness and information-based decision support tools to be used
 - strategy and protocols for managing communications (in particular with the media) including issues management

- risk communication, and stakeholder engagement
- resources and activities required to support the Crisis Management Team processes for establishing priorities for ceasing or resuming activities
- process for how the Crisis Management Plan is kept up to date, made accessible, communicated, tested and reviewed
- ensure that the Crisis Management Plan is documented and available in hard copy in locations nominated for the Crisis Management Team to meet
- ensure Emergency Management Plans and Business Continuity Plans cross-reference and align with the **IGO Group Safety Standard 5 - Crisis and Emergency Management** where applicable
- ensure, that at a minimum, the Crisis Management Plan is formally reviewed annually, and following a crisis to encourage continuous improvement and learning.

4. EMERGENCY MANAGEMENT PLANS (EMP)

IGO will:

- ensure potential emergency situations and their impacts, including those associated with neighbouring and supporting activities are systematically identified at site and function levels
- ensure site and function risk registers are used in this process and document the controls that are associated with emergency planning and response
- ensure Emergency Management Plans (EMPs) are developed for each site (including Exploration), IGO offices, IT, and other functions where relevant, to a level of detail appropriate for the function and location. The Emergency Management Plans:
 - are scenario based, detailing the actions to be taken for foreseeable emergency situations
 - are documented and available in hard copy in Emergency Management Centres
 - describe how they are kept up to date, made accessible, communicated, tested and reviewed
 - describe a process for invoking the response
 - define roles and responsibilities for the Emergency Management Team, employees, contractors, visitors and other stakeholders (taking into account the capabilities of external emergency response resources in the area of operation)
 - describe the protocols for internal and external communications and, in particular, with the media and government bodies and detail how and when communications occur with employees, relatives, key interested parties and emergency contacts
 - define minimum numbers of trained and competent personnel who are to be available to respond to emergencies while the site or activity is operating
 - describe the resource requirements, including facilities and equipment, to be available in the event of an emergency
 - contain site drawings that outline the location and nature of emergency equipment (i.e. detection devices, alarms, sirens, lighting, warning systems, shelters, fresh air bases, refuges, first aid kits, emergency supply kits etc.)

- ensure that the EMP nominates the location of the Emergency Management Centre and an alternate Emergency Management Centre as well as the minimum equipment to be provided in the Emergency Management Centre and alternate location
- ensure that, as a minimum requirement, each EMP is formally reviewed annually, and following an emergency, to encourage continuous improvement and learning.

5. BUSINESS CONTINUITY PLANS

IGO will:

- ensure situations with the potential to affect business continuity are systematically identified (including those relating to information and technology disaster recovery)
- ensure business continuity plans are documented, maintained, accessible, communicated, tested and reviewed at site and function levels to describe how they will continue or recover their activities within a predetermined timeframe
- ensure Business Continuity Plans are developed for all sites, IT and other functions, where relevant, to a level of detail appropriate for the function. The Business Continuity Plans define:
 - roles and responsibilities for people and the Business Continuity Team's authority during and following an incident
 - a process for invoking the response
 - implementation procedures
 - resource requirements
 - internal and external communication protocols and in particular with the media
 - information flow and documentation requirements
 - priorities for continuing or recovering activities within pre-determined timeframes
- ensure, that at a minimum, each Business Continuity Plan is formally reviewed every two years.

6. COMPETENCIES

IGO will:

- ensure competencies are established for persons holding specific roles or responsibilities in the Crisis Management Plan, EMPs and Business Continuity Plans
- ensure systems are developed to ensure that individuals that are assigned roles in these plans are trained and competent in the plans and their requirements. This includes being familiar with the location and use of emergency equipment.

7. DRILLS AND EXERCISES

IGO will:

- ensure schedules of drills and exercises are developed to test the Crisis Management Plan, EMPs and Business Continuity Plans and to evaluate them to ensure they are fit for purpose. These schedules contain a mix of drills, tabletop exercises, simulations and live plays
- ensure schedules ensure that legislative requirements are met and, at a minimum, require an annual exercise for each plan
- ensure formal debriefs following crisis and emergency response events and exercises are held and documented. These identify any deficiencies and ensure that appropriate corrective actions are developed and managed to closeout through the IGO action tracking system.

8. EMERGENCY EQUIPMENT

IGO will ensure a process is established to identify the requirements for emergency equipment and its location. This process will:

- meet the requirements of regulations and standards
- meet the IGO standards and procedures
- ensure that emergency power supplies are provided to equipment identified as being Health, Safety, Environment and Community (HSEC) or Business Critical address resources required for recovery activities
- describe the requirements for the processes used to ensure that regular inspection, test and maintenance programmes are developed
- confirm adherence to the above requirements, and where deficiencies are found, ensure that corrective actions are completed.

9. RELATED DOCUMENTS

- IGO Group Safety Standard 5 – Crisis and Emergency Management