



Cyclone Management Plan – Roy Hill Operations

Health and Safety

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1 Purpose and Scope

The purpose of this Cyclone Management Plan is to define the preparedness, response, and recovery requirements in relation to cyclone management for all Roy Hill Operations and to ensure the welfare of our people and the integrity of our assets is not compromised.

Roy Hill's adopted policy in terms of the structural design of buildings and the associated tie down design either meets or exceeds the requirements of the relevant Australian Standards and the BCA/NCC.

The Australian cyclone season extends from November to the end of April each year. The current Roy Hill facilities are located across all wind regions as specified in AS1170.2, including a number of assets in cyclone prone areas. The Port Hedland accommodation facilities are theoretically vulnerable to cyclonic storm events which will be most severe nearest to Port Hedland and less severe at the Roy Hill mine site end of the rail line.

The following facilities have been constructed to meet the below requirements:

- Compass Camp (Port Hedland, Wind Region D in accordance with AS 1170.2).
- Mine Village (356km driving from Port Hedland, Wind Region A in accordance with AS 1170.2).

Where accommodation facilities provide a safe refuge that meets the above standards all personnel that are housed in these accommodation facilities will not be evacuated. Where the accommodation facilities do not provide a refuge that meets the above standard a system will be implemented to evacuate these personnel to other areas with suitable refuges of an acceptable standard, failing which personnel will be evacuated. The system to be used to evacuate personnel is included as part of this document

The Cyclone Management Plan applies to all sites and work activities associated with Roy Hill Operations from Port Hedland to the Mine and forms part of the overall Roy Hill Emergency Management Plan – Threat Specific Plans.

While this Plan addresses the need to mobilise the Incident Management Team emergency management and emergency response structures in the event of an escalated cyclone emergency, it does not replicate the information contained in Operations Emergency Management Plan.

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2 Overview

2.1 Cyclone Management Plan – Roy Hill Operations

This Plan outlines the framework to be adopted for all the Roy Hill operations. This plan describes the approach to the management of people and infrastructure in the event of a cyclone. This plan is considered a threat specific plan in the overall documented emergency management structure.



Roy Hill shall provide cyclone management plans as per the roles and responsibilities outlined in Section 6 Roles and Responsibilities, including

- Co-ordination of cyclone preparation and tie-down activities of all contractors working within 100kms of Port Hedland operations
- Reviewing Contractors cyclone preparedness and Cyclone Management Plan which shall meet the requirements outlined in this Plan.

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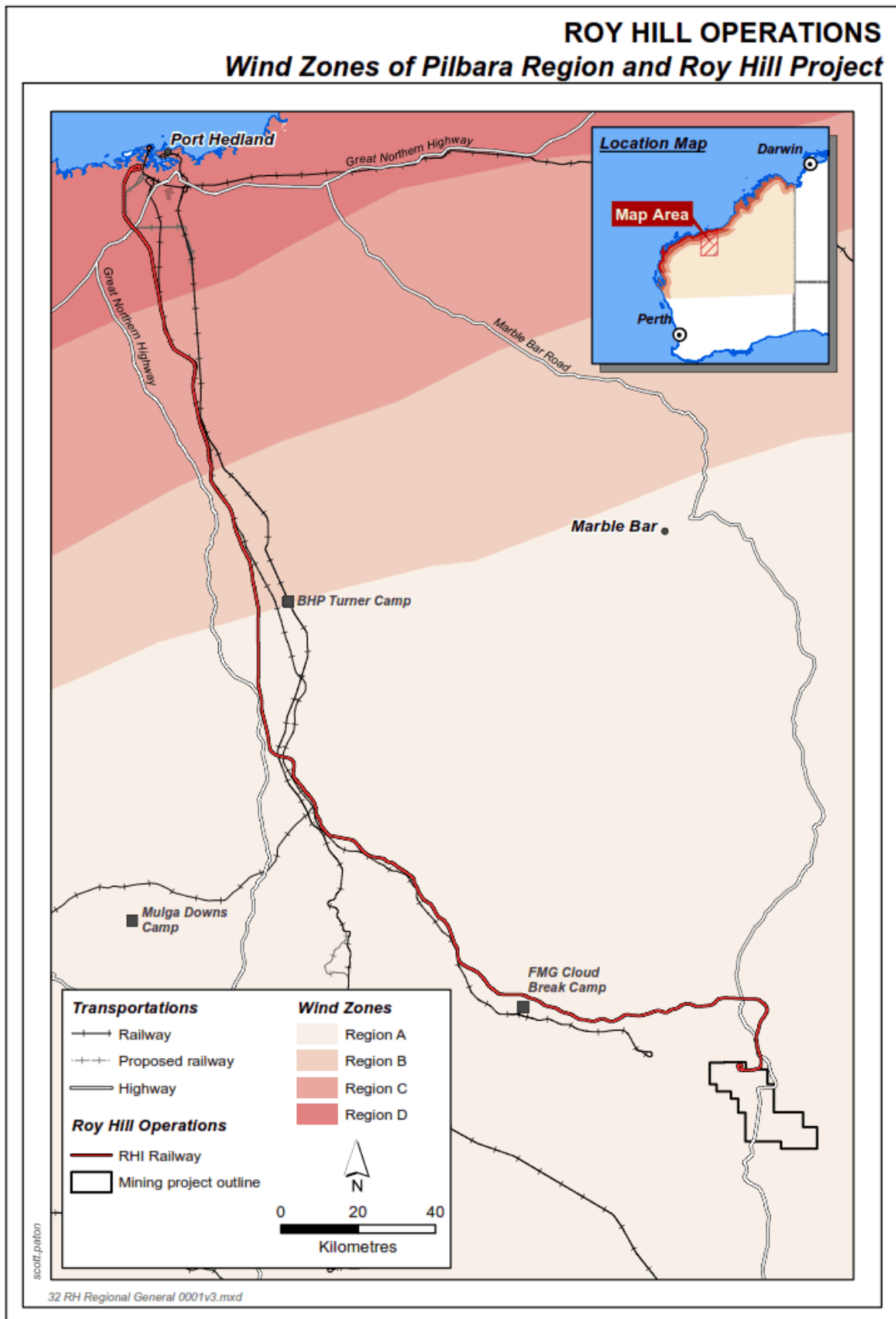


Figure 1: Wind Zones of Pilbara Region and Roy Hill Operations (updated)

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2.1.1 Danger and impacts

Cyclones have wind gusts in excess of 60km/h around their centres and, in the most severe cyclones, gusts can exceed 280km/h. These very destructive winds can cause extensive property damage and turn airborne debris into potentially lethal missiles. It is important that during the passage of the cyclone centre or eye, there may be a temporary lull in the wind, but that this will soon be replaced by destructive winds from another direction.

Heavy rainfall associated with the passage of a tropical cyclone can produce extensive flooding. This can cause further damage and death by drowning. The heavy rain can persist as the cyclone moves inland and decays, causing flooding which can occur a long way from the coast as it moves into central and southern parts of Western Australia

2.1.2 Severity Categories

The severity of a tropical cyclone is described in terms of categories ranging from 1 to 5 relating to the zone of maximum winds. An estimate of cyclone severity is included in all tropical cyclone advices.

Table 1: Severity Categories

Category	Average Wind Speed (KPH)	Strongest Gusts (KPH)	Central Pressure (hPa)	Typical Effects (Indicative Only)
1	63 - 90	<125	>985	<ul style="list-style-type: none">Negligible house damage.Damage to some caravans.Craft may drag mooring.
2	90 – 120	125 – 170	985 – 970	<ul style="list-style-type: none">Minor house damage.Damage to signs, trees and caravans.Risk of power failure.Small craft may break mooring.
3	120 – 160	170 – 225	970 – 945	<ul style="list-style-type: none">Some roof and structural damage.Some caravans destroyed.Power failure likely.
4	160 - 200	225 - 280	945 - 920	<ul style="list-style-type: none">Significant roof loss and structural damage.Caravans destroyed and blown away.Widespread power failures.Dangerous airborne debris.
5	>200	>280	<920	<ul style="list-style-type: none">Extremely dangerous with widespread destruction.

The Severe Weather Warning Service is not designed to give an exact statement of conditions at individual locations but will give a general idea of the expected worst conditions.

2.1.3 Cyclone season

Roy Hill Cyclone **pre-season** commences on 1 September and concludes on 1 November.

The Fire and Emergency Services Authority of Western Australia (FESA) cyclone season is from 1 November to 30 April.

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2.1.4 Prevention

As cyclones cannot be prevented, Roy Hill shall implement strict construction standards, which are further explained in the preparedness activities outlined within this document. Prevention activities relating to cyclones shall be undertaken as part of the day business of the operations. The main focus is in the area of standard housekeeping which is the responsibility of each operational area and any contractor and subcontractors undertaking work on the Roy Hill sites.

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3 Roles and Responsibilities

A set of Duty Cards have been developed as part of our overall Incident Management Team system (IMT) (Appendix 2 of this document) for specific roles in the event of a cyclone. The Duty Cards are tools that have been developed to assist members of the IMT to perform their roles and responsibilities in the event of a cyclone. There are a number of site based personnel who could assume these roles on the day, as a result a weekly coverage and Delegation of Authority (DOA) register is maintained on the Roy Hill intranet page. This weekly DOA and is available for anyone to access at anytime.

A list of contractors and the nominated Senior Site Official (SSO) and Alternates for each contractor is to be established complete with the contact details and is to be reviewed and updated regularly. This list is to be maintained by the site personnel.

3.1.1 Duty Card 1 – Incident Controller

This role is fulfilled by the most Senior Site Official (SSO) and in their absence (R&R/annual leave) their alternate will assume this role. There are two primary functions of this role and they are:

- To prepare the operation and the IMT before the cyclone season and
- To manage the activities on site in the event of cyclone.

Prior to the Cyclone Season:

- During the pre-season ensure meetings with all contractors are held to explain and reiterate the site cyclone preparedness requirements
- During the cyclone season chair weekly meetings and confirm cyclone preparedness
- Confirm and nominate members of the site Incident Management Team and designate their roles and responsibilities as per the duty cards; and
- Ensure a list of nominated SSO/Alternates for each contractor is developed
- Issue instructions for all contractor cyclone management plans to be submitted and reviewed
- Ensure cyclone welfare packages have been prepared and are available during the cyclone season
- Cyclone welfare packages are to contain a minimum of three days food and water. The packages will be managed by the accommodation services team based at Port Hedland or the Mine and ensure that accommodation facilities have these packages available prior to the cyclone season starting.

All the above must be documented recorded and kept on file.

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Cyclone Watch – Notification of Incident:

- Mobilise the Site Incident Management Team and advise of current situation,
- Schedule further meetings and allocate at time,
- Notify the Perth Emergency Coordination Centre (PECC)
- Ensure all Roy Hill operations personnel are informed of the situation and are accounted for
- Ensure the cyclone status notifications from Weather Zone are posted on notice boards
- Undertake actions in accordance with Duty Card 1 and the Cyclone Alert Checklists within this document.

3.1.2 Duty Card 2 – Planning Coordinator

This role is fulfilled by the person who has been nominated by the Incident Controller and the primary functions of this role are:

- To provide support to the Incident Controller in preparing the site before the cyclone season and
- Establish and monitor the number of personnel that may need to be evacuated
- Review emergency contacts list monthly and update as required and recirculate

Prior to the Cyclone Season:

- Attend all IMT training sessions
- Conduct meetings with all personnel to explain and reiterate the site cyclone preparedness requirements
- Develop and maintain a list of personnel that may need to be evacuated and projected on a monthly basis and provide this to Roy Hill Travel and Logistics.
- Develop an Emergency Contact List and update as required and ensure it is displayed with the IMT Register
- Liaise with accommodation providers to ensure they can meet the requirements of this plan.

Cyclone Watch – Notification of Incident

- Attend initial IMT briefing
- Ensure inspections are conducted as per the Cyclone Alert Checklists and provide advice to all operational staff engaged contractors of the adequacy of preparedness activities
- Display the cyclone status notifications from Weather Zone on notice boards
- Organise a list of personnel that may need relocation
- Communicate action plan to accommodation facilities
- Assist in site inspections, and
- Provide direction to site management in relation to any other OHS concerns
- Undertake actions in accordance with the Duty Card 2 and the Cyclone Alert Checklists within this document.

3.1.3 Duty Card 3 – Response Coordinator

This role is fulfilled by the person who has been nominated by the Incident Controller on the IMT Appointment Register and the primary functions of this role are:

- To account for all personnel in the work place
- Implement all operational plans to achieve the response objectives

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Prior to the Cyclone Season

- Attend initial IMT briefing
- Conduct meetings with all personnel to explain and reiterate the site cyclone preparedness requirements.
- Display the cyclone status notifications from the Bureau of Meteorology on noticed boards.
- Review inspection checklists to ensure adequacy for the work place.

Cyclone Watch – Notification of Incident

- Attend initial IMT briefing
- Activate initial muster to account for all personnel
- Ensure all workplaces have started the preparation process
- Establish and manage the activities of the Response Group
- Plan for water and food requirements
- Undertake actions in accordance with the Duty Card 3 and the Cyclone Alert Checklists within this document

3.1.4 Duty Card – Camp Managers

This role is fulfilled by the incumbent Camp Manager for each of the accommodation facilities where personnel are accommodated and the primary functions of the role are:

- Prepare the camp and camp personnel for cyclone season
- Train all camp personnel and the roles and responsibilities they will perform in the event of a cyclone

Prior to Cyclone Season:

- Camp Managers have the responsibility with regard to the camp to ensure a compliant refuge (complies with the requirements as stated in Section 1 of this document) is provided. If the camp cannot provide a compliant refuge they must communicate this to the Roy Hill Operations management in advance of the cyclone season so the personnel housed in this facility can be catered for elsewhere in the event of a cyclone.
- Camp Managers are to develop a system for the assembling/mustering of residents and relocation to the cyclone refuge within the camp if required. If the accommodation quarters are suitable for use as refuge then a system must be developed to ensure adequate supplies are distributed to each person for the predicted duration of the cyclone.
- During the Cyclone Pre-season Accommodation Managers are responsible for the preparation of the camp for the forthcoming cyclone season including the training of Area Wardens (camp staff).
- Ordering of additional supplies (7 days minimum), should the accommodation centre be isolated or personnel be relocated from other accommodation centres.
- To ensure that all staff are familiar with their roles as Area Wardens and that tie down and clean up arrangements are finalised.
- Advise the Incident Controller of power requirements and implement stand by generation requirements.

Cyclone Watch – Notification of Incident

- Attend initial IMT briefing
- Account for all camp personnel
- Communicate the cyclone status notifications from Weather Zone to camp personnel
- Ensure all workplaces have started the preparation process
- Assist with the preparation of the camp by ensuring housekeeping actions are taken to secure the camp.

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- Organise for an up to date accommodation list to ensure all personnel can be accounted for.
- Organise catering staff to prepare water and food requirements once Level 2 has been confirmed.
- Store all equipment and plant so they are not exposed to strong winds which will be generated by the Cyclone.
- Ensure communications systems are operational.
- Undertake actions in accordance with the Duty Card 4 and Cyclone Alert Checklists within this document.

3.1.5 Contractors

Prior to Cyclone Season:

- Each contractor must ensure they have a cyclone management plan in place to manage their personnel in the event of a cyclone
- Each contractor will be required to submit a documented system for review
- The cyclone management plan of all contractors must as minimum comply with the Roy Hill Cyclone Management Plan (this document)
- Each contractor must ensure all personnel under their control are aware of and have been trained in regards to the cyclone management plan.

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4 Preparedness

4.1.1 Plan Preparedness

Throughout the duration of normal Roy Hill operations (including periods outside of cyclone season), all work fronts shall be maintained to a cyclone readiness standard, whereby all personnel involved in the Roy Hill operations shall be able to complete tie down and be cyclone ready within 48 hours of a Level 1/Blue Alert being issued.

It is the responsibility of the SSO to ensure the following activities must be undertaken as part of regular preparedness to ensure cyclone readiness.

- Maintain a current copy of the site Cyclone Management Plan, ensuring that emergency contacts are updated and current at all times for all relevant locations.
- Maintain site-specific response plans and procedures.
- Maintain an emergency equipment resource register.
- Ensure cyclone site Duty Cards or similar are maintained.
- Maintain a file with up to date drawings and maps showing all facilities
- Conduct site familiarisation sessions with internal and external emergency services,
- Provide training and coordination to all personnel in cyclone preparedness and response exercises.
- Establish arrangements for internal and external emergency assistance where appropriate,
- Ensure Regular Passenger Transport (RPT) or Charter flights are in place to evacuate personnel as required,
- Cyclone Welfare Packs complete and ready to use
(Pack contents listed in 'Blue Alert Preparedness Checklist' of this document).
- Identify and evaluate emergency evacuation options for the site and general working areas,
- Ongoing, regular housekeeping to a neat and organised standard.

4.1.2 Training

- Training of personnel is an essential requirements for preparedness. Roy Hill will verify the necessary training for management personnel and contractors is undertaken by auditing training records.
- Site Management and Contractor Managers must ensure any training provided to them is then passed onto their own personnel and training records are maintained.

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5 Construction Standards

Roy Hill has implemented strict construction standards in regards to facilities and camp accommodation being built specifically for Roy Hill. While this Plan does not intend to duplicate that information a summary of the construction standard is provided below:

- Accommodation units to be designed and constructed to a standard such that they can be designated emergency/refuge shelters.
- A Central facilities to be designed and constructed to a standard such that it can be designated emergency/refuge shelter,

The above accommodation buildings and infrastructure shall be designed and constructed to meet the requirements of:

- The Building Code of Australia for Designated Emergency Shelters
- Australian Standards AS/NZS 1170.0.2002 Structural design actions
- Structural compliance with the Australian Public Cyclone Shelter Guidelines
- Third party design review and installation certification

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6 Response

All emergencies shall be managed in accordance with *OP-PLN-00086 Emergency Management Plan*. The Plan is designed to provide for the welfare of the people involved within the incident, minimise the impact of the operational community, the broader community and the environment. The specific roles and functions of all positions are provided for via the Duty Cards under the IMT system.

It is the responsibility of the site SSO or alternate to activate all or part of the Incident Management Team (IMT) based on the assessment of severity. The IMT will be activated at the Cyclone Watch stage. It is important for IMT members to be familiar with the roles and responsibilities of all IMT positions in addition to the primary and alternate roles they are identified for. A set of duty cards for the primary roles of the IMT are included in the appendices of this document. There are also a set of checklists to assist personnel to prepare facilities and infrastructure as the Cyclone Alert levels change. These Alerts are then converted into a Level 1, Level 2 and Level 3 Incident rating and these levels then determine response activities.

6.1 Graduated Response

Emergency operations with Western Australia are based on the principle of “Graduated Response”. The principle of a graduated response identifies the responsibility for resourcing and responding to an emergency initially rests at the local level.

Where an emergency requires resources beyond the capability of the local Roy Hill or contractor community, support from local emergency management committee may be obtained (LEMC). Further State resources may be provided should local emergency management committee resources be inadequate.

Roy Hill maintains a close link and representation with the local emergency management committees and to enable smooth transition of scaling up and down during a cyclone.

6.2 Protection Priorities

In managing a declared incident affecting Roy Hill, all responses and recovery teams and personnel must apply the following protection priorities:

- Ensure the safety of all people associated with the company,
- Minimise the impact the environment, as a result of the company’s operations,
- Protect the assets of Roy Hill,
- Safeguard business reputation and the commercial viability of all parties involved in the Roy Hill operations,
- Re-establish business continuity of the company.

6.3 Incident Management Levels

Due to the varying status of cyclones, response activities shall be managed in accordance with the Incident Management Levels contained within the Roy Hill Emergency Management Plan.

While this document does not replicate the information contained within that Plan, the below is a summary of the types of Incident Management classifications and expected response activities.

6.3.1 Level 1 Incident

A Level 1 Incident is characterised by being able to be resolved through the use of local response resources only. In a Level 1 incident, the major function is operations, that is, to resolve the incident.

Control of the incident is limited to the immediate area, and therefore, the operations function can usually be carried out by the Incident Controller. Being relatively minor, the other functions of planning and logistics will generally be undertaken concurrently by the Incident Controller.

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6.3.2 Level 2 Incident

Level 2 incidents are more complex either in size, resources or risk. They are characterised by the need for:

- Deployment of resources beyond initial response,
- Sectorisation of the incident,
- The establishment of functional sections due to the levels of complexity, or
- A combination of the above.

In Level 2 incidents, the roles of operations, planning and logistics may be retained or delegated dependent on the complexity of the incident.

6.3.3 Level 3 Incident

Level 3 incidents are characterised by a high level of complexity or risk, and may require the establishment of various divisions for effective management of the situation. These incidents will usually involve the delegation of each of the Operations, Planning and Logistics function.

6.4 Incident Management Team – Incident Command Centre

When an Incident Management Team (IMT) is formed, they will operate out of the Incident Command Centre. Each site will have a primary Incident Command Centre and secondary facilities where available in case of the first location being affected by the cyclone.

6.5 External Support Services – Perth Emergency Coordination Centre

If and when external services are required, the IMT can ask for the Perth office to provide these services. The External Support Services will be located in the Perth Emergency Coordination Centre. They will provide and coordinate counselling, support and recovery services to affected sites and to assist where possible in the wider coordination and delivery of counselling services with contractors. The Perth Emergency Coordination Centre is located at 5 Whitham Road Perth Airport WA 6105.

6.6 Cyclone Alert Status

6.6.1 Cyclone Alert Phases

The table below summarises, Roy Hill and FESA Cyclone Alert Phases.

Table 2: Cyclone Alert Phases

Roy Hill Phase – Incident Level	BOM/DFES Phase
Cyclone Watch.	Cyclone Watch
Cyclone Preparation – Level 1	Blue Alert
Cyclone Ready – Level 2	Yellow Alert
Cyclone Shut down – Level 3	Red Alert
Safety Assessment – Level 3	All Clear with Caution
All Clear	N/A

Cyclone warnings are communicated through the Bureau of Meteorology and aim to warn of danger and provide safety advice at various stages during the approach of a cyclone. At Roy Hill we also use a system called Weather Zone that also use the information provided from Bureau of Meteorology.

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All sites associated with Roy Hill operations shall have a communication and notification mechanism, cyclone tracking maps such as a site notice board to advise all personnel of the current Cyclone Alert phase.

6.6.2 Relocation and Evacuation Principles

The following good practice principles shall be considered when deciding to relocate or evacuate. Relocation during a FESA Red Alert phase is prohibited.

- Evacuation is the last option and will be only be undertaken where there are not enough suitable refuges available. The preferred option for all the Roy Hill operations personnel when evacuating is by plane from Port Hedland to Perth. The SSO will make the decision as to who will be evacuated and who will stay.
- A conservative estimate for evacuation and relocation is a minimum of 12 hours in good conditions with ready access to air transportation.
- The decision to relocate and/or evacuate will be considered at the earliest opportunity, which typically will be upon the receipt of a Cyclone Blue Alert being issued.
- The ability to relocate will largely depend on the availability of vehicles, other transport methods, and accessibility of roads. During cyclone season, vehicles shall be kept in a state of readiness.
- The use of aircraft typically requires a minimum 12 hours to organise. This shall be organised through Roy Hill Travel and Logistics as part of the IMT.

6.6.3 Cyclone Downgrading

Due to the nature of cyclones, it may be necessary to downgrade a cyclone alert status at any time after it has been set.

Upon receiving notification of a cyclone warning downgrade, the IMT group shall discuss the matter and issue any notifications to the site as well as instructions to update personnel.

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7 Recovery

7.1 Recovery Management

The delivery of recovery issues will be coordinated, where required, by the Roy Hill Incident Management Team, in associated with any contractors SSOs.

The appointment a Recovery Manager by the Incident Controller or the formation of a Recovery Management Team should be considered to comprehensively manage long term recovery issues including:

- Counselling;
- Support services for personnel and families
- Incident investigation (internal and external investigations)
- Stakeholder relationships
- Internal and external communication
- Regulatory compliance
- Emergency Management review
- Insurance re: damage/loss

7.1.1 Recovery Management Team (RMT) Role

The initial recovery management of personnel, during a Roy Hill Cyclone Safety Assessment or Roy Hill Cyclone All Clear may of necessity, be managed by the Incident Management Team (IMT) pending the re-establishment of communications. The role of IMT then change to become the RMT and recovery management includes:

- The wellbeing of personnel who may have been within the tropical cyclone
- The safety of work sites and accommodation centres
- The safe re-occupancy of work sites and accommodation centres
- The relocation of personnel if required

7.2 Post Cyclone Review

The provision of counselling services such as Critical Incident Stress Debriefing should be provided to all personnel who were directly impacted by the cyclone. Roy Hill maintains and operates an Employee Assistance Program (EAP) which is available to employees, details are available from the Human Resources Department.

7.3 Business Continuity

Should the resumption of business operations be delayed at Roy Hill, the Incident Management Team will initially manage this as Level 3 incident.

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8 Communications

8.1 Communications

During cyclone watch and cyclone alert phases, all personnel shall be kept abreast of information regarding the pending cyclone via noticeboards, alerts, bulletins, meetings and via radio or telephone means.

Additionally, communication regarding evacuations, shutdowns, and resumption shall also be maintained between the site and the Perth Corporate office via the PECC.

8.2 Cyclone Information

The Bureau of Meteorology provides the latest watches, warnings and supporting information via their website (<http://www.bom.gov.au/>) and through its telephone and weather by fax services.

Automated telephone messages regarding cyclone advices can be obtained on **1300 659 210** or via fax on **1902 935 297**.

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9 Abbreviations

Abbreviation	Definition
AS/NZS	Australian Standards/New Zealand Standards
BOM	Bureau of Meteorology
FESA	Fire and Emergency Services Authority
HSEHC	Health Safety Environment
IC	Incident Controller
ICC	Incident Command Centre
IMT	Incident Management Team
LEMC	Local Emergency Management Committee
PCR	Post Cyclone Review
RMT	Recovery Management Team
RPT	Regular Passenger Transport
SSO	Senior Site Official
WAPOL	Western Australian Police

Table 3 – Abbreviations

10 Definitions

Term	Definition
Department of Fire and Emergency Services (DFES) or Western Australian Police (WAPOL)	Dependent upon the severity either Government agency will be responsible for coordinating the response to a wide range of emergencies including fire, cyclones, storms, floods, road crash, hazardous materials spills, earthquakes and tsunamis, as well as undertaking search and rescue operations on land and water.
Incident Command Centre (ICC)	The site from which the site Incident Management Team will operate.
Incident Management Team (IMT)	The Roy Hill Operations group of appointed management personnel comprising the Incident Controller and the personnel appointed to be responsible for the functions of Planning, Operations and Logistics.
Logistics Function	The Roy Hill Operations function responsible for obtaining and maintaining resources, facilities, services and materials to support control of the incident.
Planning Function	The Roy Hill Operations function responsible for information management and planning.

Table 4: – Definitions

11 References

Document number	Title
OP-PLN-00086	Emergency Management Plan

Table 5: References

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Appendix 1: Cyclone Preparedness Checklist

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Cyclone Management Plan – Roy Hill Operations

Health and Safety

Pre-Cyclone Checklist – Crib Rooms and Toilets			
Location:		Date:	Time complete:
Person Responsible:			
		Complete	N/A
1	All windows locked and masking tape on glass or screens attached.		
2	Air conditioners turned off and vents closed.		
3	Tie down Vending machines and ice machines.		
4	Rubbish bins emptied and stored inside building.		
5	Fire extinguishers to be stored inside.		
6	Refrigerators to be emptied.		
7	Paper towel and soap dispensers to be removed and stored inside.		
8	All outside furniture to be placed inside.		
9	All electrical equipment turned off and power isolated at the main switch box or if applicable emergency backup generator power left running.		
10	Doors closed and locked.		

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Cyclone Management Plan – Roy Hill Operations

Health and Safety

Pre-Cyclone Checklist – Site Areas			
Location:		Date:	Time complete:
Person Responsible:			
		Complete	N/A
1	All loose debris bundled and secured.		
2	Rubbish skips to be emptied and removed to central collection point and secured.		
3	All tarps to be securely fixed/lashed to equipment.		
4	All vendor equipment to be secured.		
5	Light steel work and pipes to be secured.		
6	Signage and star pickets to be checked and secured or removed and stored.		
7	Bunting to be rationalised and secured or removed and stored.		
8	Cyclone ties on all buildings and sea containers.		
9	Generators secured.		
10	Crane boom sections to be secured.		
11	All power turned off to containers and leads disconnected, rolled up and secured in the containers.		
12	Shade units to be stripped of shade cloth and secured.		
13	All small pieces of equipment to be stored in containers or covered with Cargo Nets or similar.		
14	Temporary smoking pens to be removed.		

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Cyclone Management Plan – Roy Hill Operations

Health and Safety

Pre-Cyclone Checklist – Offices			
Location:		Date:	Time complete:
Person Responsible:			
		Complete	N/A
1	Check perimeter of building for loose items.		
2	Fire extinguishers stored inside buildings.		
3	Rubbish bins emptied and stored inside buildings		
4	All windows closed and locked and masking tape on glass if required.		
5	Close air conditioners vents.		
6	Refrigerators emptied of perishable foods.		
7	Close all internal doors.		
8	All desks cleaned and tidied.		
9	Records and drawings covered with plastics.		
10	Computers turned off and covered with plastic.		
11	Phone and fax manned until site evacuates (covers to be available).		
12	All electrical equipment turned off and power isolated at the main switch box if applicable emergency or backup generator left running		
13	On evacuation close and lock all external doors		

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Cyclone Management Plan – Roy Hill Operations

Health and Safety

“DFES Cyclone Watch” Checklist

- Bureau of Meteorology has invoked a Cyclone Alert / Watch for the immediate area.

DFES CYCLONE WATCH = INCIDENT LEVEL 1			
Phase	Activity	Checklist	Responsible Person
On notification of Cyclone Watch	1) Establish the site IMT.	<input type="checkbox"/>	
	2) If a low pressure system begins to form off the coast and if there is in indication that this may develop into a cyclone the site IMT will monitor the status of the weather through the BOM and the Weather Zone reports.	<input type="checkbox"/>	
	3) If the depression is declared a cyclone and named, the site IMT shall inform the all the site personnel.	<input type="checkbox"/>	
	4) Each member of the IMT is fully aware of their responsibilities	<input type="checkbox"/>	
	5) Preliminary preparation is commenced in all areas of their responsibility.	<input type="checkbox"/>	
	6) Preparedness activities are identified and time lined.	<input type="checkbox"/>	
	7) Situation Reports are produced after each IMT meeting.	<input type="checkbox"/>	

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Cyclone Management Plan – Roy Hill Operations

Health and Safety

”DFES Blue Alert” Cyclone Preparation Checklist

- There is likelihood that a tropical cyclone may affect the safety of people or impact on Roy Hill operations, facilities or assets.
- A cyclone may produce gales within 48 hours
- Evacuation is the last option and will only be undertaken when there are not enough suitable refuges available.
- Affected sites shall commence cyclone preparation as a precautionary measure

DFES BLUE ALERT = INCIDENT LEVEL 1

Phase	Activity	Checklist	Responsible Person
On notification of a Blue Alert, each responsible supervisor shall conduct an inspection of their work, laydown and storage areas and ensure:	1) All equipment and materials not required within the next 48 hours are secured and/or stored away	<input type="checkbox"/>	
	2) All scrap materials and rubbish is removed from the work area and all rubbish skips and bins are emptied	<input type="checkbox"/>	
	3) All materials, containers, storage crates etc. that may be affected by high winds are tied down or put in storage	<input type="checkbox"/>	
	4) The work area is clean and tidy	<input type="checkbox"/>	
	5) Buildings should have shutters placed over windows and before leaving, the door should be securely locked, tie-downs should be checked and adjusted where required	<input type="checkbox"/>	
Additionally, the SSO shall ensure the following preparation measures are also undertaken:	6) Download, print, and post on noticeboards the periodic cyclone weather picture	<input type="checkbox"/>	
	7) Make a decision on who is to stay and who is to evacuate	<input type="checkbox"/>	
	8) If evacuating, make arrangements with Roy Hill Travel for flights back to Perth	<input type="checkbox"/>	
	9) Ensure all vehicles are prepared (including having working radios) to transport personnel if required.	<input type="checkbox"/>	
	10) Roy Hill operations personnel staying, prepare cyclone welfare packages for 2 days’ supply containing the following: <ul style="list-style-type: none"> • First aid supplies • Personal medication • Torches • Portable battery operated radio • Spare batteries • Canned food • Drinking water 	<input type="checkbox"/>	
	11) Minimal personal items such as a warm jumper, pillow and blanket		
	12) Ensure all necessary emergency supplies are transported to the designated emergency shelter	<input type="checkbox"/>	

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DFES BLUE ALERT = INCIDENT LEVEL 1			
Phase	Activity	Checklist	Responsible Person
	13) Ensure the designated emergency generator is fuelled up, and is operational	<input type="checkbox"/>	
	14) Ensure staff are briefed on the situation	<input type="checkbox"/>	
	15) Ensure all satellite phones and hand held radios are fully charged	<input type="checkbox"/>	

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Cyclone Management Plan – Roy Hill Operations

Health and Safety

Corrective Actions

No.	Issue	Actions	Checklist	Responsible Person
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
			<input type="checkbox"/>	
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"DFES Yellow Alert" Cyclone Ready Checklist

- There is an increased likelihood that a cyclone may affect the safety of people or impact on Roy Hill operations, facilities or assets
- There is significant risk that destructive winds will occur in the area within the next 24 hours
- The Incident Controller will organise for final checks of all work places if necessary and organise for a final head count to ensure all non essential personnel have left the work place and all others are now shutting the site down.

DFES YELLOW ALERT = INCIDENT LEVEL 2

Activity	Checklist	Responsible Person
16) All work is suspended	<input type="checkbox"/>	
17) Communicate to all personnel that everyone is to return to their safe refuge and wait there until the All Clear is given and the cyclone has passed and no longer presents a danger to people.	<input type="checkbox"/>	
18) Ensure all necessary evacuation transport has taken place.	<input type="checkbox"/>	
19) Place valuable documents in plastic bags and seal. These should be kept secure in a safe refuge.	<input type="checkbox"/>	
20) Communicate the situation with the Roy Hill PECC.	<input type="checkbox"/>	
21) IMT monitors the cyclone status and updates all stakeholders as changes occur.	<input type="checkbox"/>	

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Corrective Actions

No.	Issue	Actions	Checklist	Responsible Person
			<input type="checkbox"/>	
			<input type="checkbox"/>	
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Cyclone Management Plan – Roy Hill Operations

Health and Safety

“DFES Red Alert” Cyclone Shutdown Checklist

- This indicates the cyclone is imminent and by this stage, all personnel should have evacuated the work site and be in a safe refuge.
- Red Alerts shall be managed as a Level 3 Incident. The IMT shall take shelter in the nominated cyclone refuge.

DFES RED ALERT= INCIDENT LEVEL 3

Phase	Activity	Checklist	Responsible Person
Cyclone Shutdown Checklist:	22) All activities undertaken in Blue and Yellow Alert shall have been completed	<input type="checkbox"/>	
	23) Any remaining personnel who have remained behind are to be sheltered in designated cyclone refuge	<input type="checkbox"/>	
	24) Ensure all personnel have been accounted for	<input type="checkbox"/>	
	25) Personnel are to wait for the cyclone to clear, and for advice from the Incident Management Team to go to “ Safety Assessment Phase”	<input type="checkbox"/>	

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“DFES All Clear” Site Safety Assessment Checklist

- The cyclone has passed and FESA declare the All Clear
- Safety Assessments shall be managed as a Level 3 initially, however, depending on the damage, may be de-escalated. Coordination of these activities, and general activities, are outlined in the Project Emergency Response Plan. However, the below provides for actions specific to Cyclone Management.

ALL CLEAR = SAFETY ASSESSMENT INCIDENT LEVEL 3

Phase	Activity	Checklist	Responsible Person
Safety Assessment	26) IMT’s appoint survey teams to evaluate damage / safety to assets, facilities or interruption to operations	<input type="checkbox"/>	
	27) Wardens will account for all personnel	<input type="checkbox"/>	
	28) Depending on damage, managed as a Level 3 incident or de-escalated.	<input type="checkbox"/>	

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Cyclone Management Plan – Roy Hill Operations

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“Roy Hill All Clear” Cyclone Checklist

- Work sites are deemed safe to return to work.

The “All Clear” (after a Red Alert) is issued by the State Emergency Service when the cyclone has passed the area and the winds have abated to a point where it is safe for personnel to leave shelter to conduct surveys of any affected areas. Roy Hill won’t issue the All Clear return to work until all sites have been inspected and deemed safe to return.

ALL CLEAR			
Phase	Activity	Checklist	Responsible Person
The IMT shall:	1) Nominate the personnel to inspect all areas of the site to determine the integrity and safety of the site	<input type="checkbox"/>	
	2) Co-ordinate an inspection of all buildings, work areas, facilities and equipment	<input type="checkbox"/>	
	3) Where areas are found to be damaged and/or potentially unsafe, a decision shall be made by the IMT as to what action is required to rectify the situation prior to the general ‘return to work’ notice being issued	<input type="checkbox"/>	
	4) Determine the priorities and co-ordinate any repair and remedial work as required	<input type="checkbox"/>	
	5) When satisfied that it is safe for personnel to return to work, issue an instruction of same.	<input type="checkbox"/>	
	6) Conduct a debrief of the cyclone response	<input type="checkbox"/>	
	7) Provide feedback to all personnel on the findings from the debrief session.	<input type="checkbox"/>	

Employees shall return to site, where practically possible, once the “All Clear” has been given. Employees shall wait in the crib room or other meeting area until supervision has checked the work area to ensure that it is safe to resume work.

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Appendix 2: Duty Cards

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DUTY CARD 1 — Incident Controller for Cyclones

OBJECTIVE: The Incident Controller (IC) has overall responsibility for the management of the IMT. The IC leads and supervises the activities of IMT staff, develops objectives, approves plans and ensures that the response is carried out in a safe and legally sound manner. The IC interacts with appropriate government officials, the media, the community and corporate personnel. The IC can delegate authority to IMT members to act on their behalf, but retains the final responsibility for IMT response actions and decisions. They are responsible for overseeing incident-related communication efforts, including employee relations and Next of Kin (NOK) management.

Responsibilities: Pre Incident

- Ensure the operational readiness of the IMT
- Attend all training activities organised for the IMT
- Remain familiar with your responsibilities within the IMT

Responsibilities: Immediate Actions on Notification of Incident

- Obtain a current verbal brief outlining the Cyclone situation from the relevant personnel
- Decide the level of IMT activation required to respond to the incident and activate the IMT
- Start an Individual Actions Log (Appendix 3)
- Proceed to the Incident Command Centre (ICC)
- Confirm the IMT appointments required
- Conduct an initial team brief and detail initial response priorities to the IMT
- Authorise any additional resources or specialist advisors required
- Notify RHIO Manager Emergency & Security

Responsibilities: During Incident

- Lead the IMT
- Ensure all personnel under your control have been accounted for
- Establish communications, exchange information and coordinate activities with other relevant response organisations (Emergency Services, Regulatory Authorities) and appropriate management personnel
- Ensure that all necessary and required internal and external notifications have been made, especially to government agencies and key stakeholders
- Manage the activities of the IMT and maintain overall control at the operational level
- Organise for all actions on the pre-cyclone checklists to be carried out
- Ensure all IMT Members are briefed and understand their individual and team responsibilities
- Request additional specialist support from corporate if required
- Regularly review the response by convening IMT update briefings at designated intervals
- Oversee planning and set recovery and business resumption goals
- Keep corporate informed of the situation via regular situation reports (SitReps)
- Ensure active and on-going engagement with all relevant local stakeholders
- Ensure all actions, decisions and events are accurately recorded and documented
- Document all personal actions and decisions on an Individual Actions Log
- Communicate the end of the cyclone response both internally and externally

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DUTY CARD 1 — Incident Controller for Cyclones

Responsibilities: Post Incident – Recovery Management Team (RMT)

- Organise for workplace inspections to take place before allowing any person to enter the workplace
- Notify workforce of results of workplace inspections
- Allocate and supervise the implementation of the recovery plan
- Chair the Post Cyclone Review (PCR) meeting and ensure all lessons learnt are recorded
- Ensure all IMT members are debriefed and receive feedback
- Ensure all recorded lessons are communicated back to the RHIO Manager Emergency & Security

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DUTY CARD 2 — Planning Coordinator for Cyclones

OBJECTIVES: The Planning Coordinator reports to the Incident Controller (IC) and manages Incident Management Team related planning for the detailed recovery and resumption of normal operations after a cyclone. The Planning Coordinator provides a Health & Safety function to the Incident Controller during the Cyclone Alerts, Level 1, 2 and 3 incident stages and manages IMT related safety and health matters for the response. They identify, monitor and assess hazardous and unsafe situations and develop measures to ensure the safety of personnel and the public. They also provide guidance on the H&S practices to be followed during response operations, monitor compliance with applicable health and safety regulations and ensure that all personnel receive appropriate safety briefings and training. They may also exercise emergency authority to prevent or stop unsafe acts when immediate action is necessary.

Responsibilities: Pre Incident

- Attend all training activities organised for the IMT
- Remain familiar with your responsibilities within the IMT and communication principles and policies
- Establish and monitor the number of personnel that may need to be evacuated monthly
- Review emergency contacts list monthly and update as required

Responsibilities: Immediate Actions on Notification of Incident

- Respond to IMT activation
- Start an Individual Actions Log
- Proceed to the Incident Command Centre (ICC)
- Attend the IMT initial briefing
- Confirm the level of activation of the Planning/Recovery Group in consultation with the IC
- Mobilise any additional resources or specialist advisors required for the Planning/Recovery Group

Responsibilities: During Incident

- Determine whether additional personnel are needed, and if so, coordinate their activation and activities
- Organise extraction methods for those personnel that are to be evacuated as per the IC instructions
- Ensure that all accommodation facilities are aware of the situation
- Ensure the response plan and recovery plan give sufficient consideration to OH&S issues
- Advise on potential safety issues and the likelihood of escalation
- Monitor response and recovery activities to ensure compliance with OH&S regulations, policies and procedures as well as site security requirements
- Exercise emergency authority to prevent or stop any unsafe acts
- Contribute to the IMT update meetings
- Advise the Incident Controller(IC) on safety issues or on dangers relating to the site
- Document all personal actions and decisions on an Individual Actions Log.

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DUTY CARD 2 — Planning Coordinator for Cyclones

Responsibilities: Post Incident – Recovery Management Team (RMT)

- Identify any group follow-up actions required and allocate responsibilities and deadlines
- Organise the Post Cyclone Review (PCR) meeting for the IC and collected all relevant paperwork
- Contribute to the Post Cyclone Review (PCR) meeting
- Ensure all comments and feedback from the PCR meeting is documented and minuted

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DUTY CARD 3 — Response Coordinator for Cyclones

OBJECTIVES: The Response Coordinator reports to the Incident Controller and manages operations directly related to the field response. They activate, organise and direct all resources and activities in the field. The Response Coordinator implements all operational plans to achieve the response objectives and protect people, the environment and property. They communicate frequently with the Incident Controller and keep them updated on the progress of response operations.

Responsibilities: Pre Incident

- Attend all training activities organised for the IMT
- Remain familiar with your responsibilities within the IMT and the Response Group.

Responsibilities: Immediate Actions on Notification of Incident

- Obtain all available information on the situation
- Start an Individual Actions Log
- Mobilise any additional resources or specialist advisors immediately required to assist with the situation
- Proceed to the Incident Command Centre (ICC)
- Attend the IMT initial briefing.

Responsibilities: During Incident

- Activate initial muster to account for all personnel
- Establish and Manage the activities of the Response Group (including works supervisors)
- Ensure communications are maintained with the ICC
- Ensure all Response Group members are briefed and understand their individual and team responsibilities and assess the need for additional support
- Attend IMT briefs and keep the IMT informed of progress on resolving any issues
- Contribute to IMT situation reports
- Ensure that the Response Group are aware of and are following applicable policies and government agency directives
- Document all personal actions, decisions and instructions on an Individual Actions Log
- Exercise emergency authority to prevent or stop any unsafe acts
- Ensure all group actions, decisions, instructions and events are accurately recorded and documented in the Individual Actions Log.

Responsibilities: Post Incident – Recovery Management Team (RMT)

- Identify any group follow-up actions required and allocate responsibilities, resources and deadlines
- Conduct Response Group incident review and consolidate group feedback points
- Take part in the Post Cyclone Review (PCR) meeting for the IC and collected all relevant paperwork
- Contribute to the Post Cyclone Review (PCR) meeting
- Ensure all comments and feedback from the PCR meeting is documented and minuted

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DUTY CARD 4 — Camp Managers for Cyclones

OBJECTIVES: The Camp Manager reports to the Incident Controller (IC) and manages support and service activities for the response to a cyclone. They are responsible for obtaining personnel, equipment, facilities and material needed to carry out response operations, as well as providing food, shelter, transportation, facilities, communications and other necessities for personnel who are located both in the field and at the Incident Command Centre (ICC). They are responsible for the incident related logistics support plans. The Camp Manager is responsible for ensuring that internal and external service needs are met, including power, security, administration and IT requirements

Responsibilities: Pre Incident

- Attend all training activities organised for the IMT
- Remain familiar with your responsibilities within the IMT
- Train all camp staff in the roles they will perform during a cyclone
- Ensure the camp is prepared during the cyclone pre-season period
- Maintain an accurate accommodation log.

Responsibilities: Immediate Actions on Notification of Incident

- Obtain all available information on the situation
- Start an Individual Actions Log
- Proceed to the Incident Command Centre (ICC)
- Attend the IMT initial briefing.

Responsibilities: During Incident

- Activate initial muster to account for all camp personnel
- Ensure all camp staff are briefed and understand their responsibilities
- Conduct a stock take of supplies (food & water)
- Report stock take findings back to IC
- Organise backup power supply
- Organise any other supplies required
- Provide support staff to the IMT from camp staff if required
- Ensure communications are maintained with the ICC
- Attend IMT briefs and keep the IMT informed of progress on any issues
- Contribute to IMT situation reports
- Document all personal actions, decisions and instructions on an Individual Actions Log
- Exercise emergency authority to prevent or stop any unsafe acts
- Ensure all group actions, decisions, instructions and events are accurately recorded and documented in the Individual Actions Log.

Responsibilities: Post Incident – Recovery Management Team (RMT)

- Identify any group follow-up actions required and allocate responsibilities, resources and deadlines
- Conduct Response Group incident review and consolidate group feedback points
- Take part in the Post Cyclone Review (PCR) meeting for the IC and collected all relevant paperwork
- Contribute to the Post Cyclone Review (PCR) meeting
- Ensure all comments and feedback from the PCR meeting is documented and minuted

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Appendix 3: Individual Actions Log

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Appendix 4: Situation Reports

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Cyclone Management Plan – Roy Hill Operations

Health and Safety

SITUATION REPORT			No.
FROM:	TO:	DATE:	TIME:
SIGNIFICANT EVENT:			
Cyclone Alert Status		Next Meeting	DATE: TIME
IC:	PC:	RC:	
What has changed? (Consider how the situation has changed since the last report)			
What's been done? (Consider personnel, assets, environment, business continuity and reputation)			
What's going to be done? (Consider personnel, assets, environment, business continuity and reputation)			
Priority issues			
Information required			

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