Stand-Down Actions Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| **EMERGENCY RESPONSE STAND-DOWN ACTIONS CHECKLIST:** | | | |
| **No.** | **Initial Actions** | **Time** | **√** |
| 1. | EMT-IC to review team and decide on no further focus. |  |  |
| 2. | Ensure that all achievable actions / objectives are completed and handled appropriately. |  |  |
| 3. | EMT-IC to liaise with CMT-Leader for any other actions and information required for the Stand-Down operations. |  |  |
| 4. | Liaise with all external or third parties to provide last information and/or support required for the stand-down process. |  |  |
| 5. | Identify any outstanding actions from the EMT and try to complete them as  many as possible. |  |  |
| 6. | EMT-IC in consultation with the SRT to declare if the emergency  is over and completed. |  |  |
| 7. | Identify all parties (internal and external) that were involved in the incident  management operations. |  |  |
| 8. | Collate and gather action tracking items of outstanding actions as a result of  the incident / emergency. |  |  |
| 9. | Identify timing of Next Action tracking meeting. |  |  |
| 10. | Address the need for the potential impact and request CMT / CMT-LEADER to  address and manage Business Continuity and Resumption issues (if required). |  |  |
| 11. | Notify the relevant national government Regulatory Bodies & National  Agencies (e.g. PETRONAS, etc.) of the incident completion and ensure that appropriate documentation & reports have been submitted to them accordingly for the incident completion. |  |  |
| 12. | Identify the appropriate personnel and/or department to collate and  consolidate any documentation for reporting purposes. |  |  |
| 13. | Set a time, location and date for internal de-brief session. |  |  |
| 14. | Set a time, location and date for external de-brief session. |  |  |
| **No.** | **On-going Notifications & Actions** | **Time** | **√** |
| 15. | Notify all involved parties (internal and external) of the future point of contact. |  |  |
| 16. | Provide any Media / Press information to all team members. |  |  |
| 17. | Provide Situational Report (SitRep) and referral numbers to all staff and  employees of Jadestone Energy. |  |  |
| 18. | Address any information issues, custodian, and methodology including  collating any reports & paperwork. |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **No.** | **Additional Information** | **Time** | **√** |
| 19. | Distribute and disseminate lesson learned report to all involved team members including CMT-Leader as well as other members of the organization. Ensure full circulation to appropriate members. |  |  |
| 20. | Conduct and carry out internal de-brief within 24-48 hours after the incident  completion and ensure that at least 1 observer is included in the de-brief session. |  |  |
| 21. | Conduct and carry out external de-brief after the internal de-brief session  with all external and third parties for information vetting purposes. |  |  |
| 22. | Review the EMT / CMT actions and review its processes to include “What went  well” and “What could be improved”. |  |  |
| 23. | Incorporate any lessons learnt as a result of the review and de-brief into the  EMT Response Plan and Procedures as well as other relevant documentation if necessary. |  |  |