



### GLOSSARY OF TERMS

#### Introduction

This document sets out the meaning of acronyms and terms used in the planning and execution of Tip Toe's Expedition including the Tip Toe Emergency Response Plan (TERP).

#### Acronyms

<b>Acronym</b>	<b>Meaning</b>
A/C	Aircraft
ASAP	As Soon as Possible
ATC	Air Traffic Control
CEO	Chief Executive Officer
C/S	Callsign
DTI	Department of Trade and Industry
e.g.	For example
EOD	Explosive Ordnance Disposal
EPIRB	Emergency Position Indicating Radio Beacon
ERP	Emergency Response Plan
ETA	Estimated Time of Arrival
ETD	Estimated Time of Departure
ETR	Estimated Time of Repair
FCO	Foreign and Commonwealth Office
GIS	Geographic Information Systems
GPS	Global Positioning System
HazMat	Hazardous material
HQ	Head Quarters
IAP	Incident Action Plan
IBD	Incident Briefing Document
IC	Information Centre
ICRC	International Committee of the Red Cross
IED	Improvised Explosive Device
IFR	Instrument Flight Rules
IMO	International Maritime Organisation
Inmarsat	International Mobile Satellite Organisation
Interco	International Code of Signals
IT	Information Technology
JVP	Joint Venture Partner
KRE	Kidnap Ransom & Extortion
LAN	Local Area Network



## GLOSSARY OF TERMS

<b>Acronym</b>	<b>Meaning</b>
<b>LF</b>	Low Frequency
<b>LOS</b>	Line of Site
<b>May</b>	Indicates flexibility / adaptability of response but within broad intent.
<b>MEDEVAC</b>	Medical Evacuation
<b>MEDICO</b>	Medical advice, usually by radio
<b>MOB</b>	Man Overboard
<b>MPCU</b>	Marine Pollution Control Unit
<b>MRCC</b>	Maritime Rescue Co-ordination Centre
<b>MSDS</b>	Material Safety Data Sheet
<b>MW</b>	Medium Wave
<b>NBC</b>	Nuclear Biological Chemical
<b>NGO</b>	Non-Governmental Organization
<b>NOK</b>	Next of Kin
<b>NOP</b>	Next Operational Period
<b>NOTAM</b>	Notice to Airmen (associated with Air Exclusion Zones)
<b>PC</b>	Personal Computer
<b>PCB</b>	Police Casualty Bureau
<b>PEP</b>	Personal Emergency Plan
<b>PIC</b>	Person-in-Charge
<b>PIN</b>	Personal Identification Number
<b>PLB</b>	Personal Locator Beacon
<b>POB</b>	Persons on Board
<b>POC</b>	Point of Contact
<b>PPE</b>	Personal Protective Equipment
<b>RF</b>	Radio Frequency
<b>SAR</b>	Search and Rescue
<b>SART</b>	Search and Rescue Transponder
<b>SATCOM</b>	Satellite Communications
<b>Sitrep</b>	Situation Report
<b>SMC</b>	Search and Rescue Mission Coordinator
<b>SRT</b>	Special Response Team
<b>SRU</b>	Search and Rescue Unit
<b>Shall</b>	A mandatory action required by these procedures
<b>Should</b>	A recommended course of action
<b>TBA</b>	Information To Be Announced
<b>TERP</b>	Tip Toe Emergency Response Plan
<b>UTC</b>	Coordinated universal time
<b>VFR</b>	Visual Flight Rules



## GLOSSARY OF TERMS

<b>Acronym</b>	<b>Meaning</b>
<b>WAN</b>	Wide Area Network
<b>WMD</b>	Weapons of Mass Destruction



Definitions

Term	Definition
<b>Activation:</b>	The implementation of business continuity procedures, activities and plans in response to an emergency, event, incident and/or crisis (E//C). See invocation.
<b>Alternative routing:</b>	The routing of information via an alternative cable routing medium (i.e. using different networks should the normal network be rendered unavailable).
<b>Assembly area:</b>	The designated area at which employees, visitors and contractors assemble if evacuated from their building/site.
<b>Asset</b>	A resource of value requiring protection. An asset can be tangible (e.g. people, buildings, facilities, equipment, activities, operations, and information) or intangible (e.g. processes or a companies information and reputation).
<b>Asset Protection</b>	Security program designed to protect personnel, facilities and equipment, in all locations and situations. Accomplished through planned and integrated application of combating terrorism, physical security, operations security, and personal protective services, and supported by intelligence, counterintelligence, and other security programmes.
<b>Asset Value</b>	The degree of debilitating impact that would be caused by the incapacity or destruction of an asset.
<b>Back-up:</b>	A process by which data, electronic or paper based, is copied in some form so as to be available and used if the original data from which it originated is lost, destroyed or corrupted.
<b>Battle box:</b>	A container - often literally a box or brief case - in which data and information is stored to be immediately available to those responding to an E//C.
<b>Blue light services:</b>	Usually refers to police, fire and ambulance.
<b>Bronze control:</b>	The agreed civil emergency services term for operational control.
<b>Call tree:</b>	A structured cascade process (system) that enables a list of persons, roles and/or organisations to be contacted as a part of an information or plan invocation procedure.
<b>Call tree cascade test:</b>	A test designed to validate the currency of contact lists and the processes by which they are maintained.
<b>Command, control and co-ordination:</b>	A crisis management process. Command means the authority for an organisation or part of an organisation to direct the actions of its own resources (both personnel and equipment). Control means the authority to direct strategic, tactical and operational operations



## GLOSSARY OF TERMS

	to complete an assigned function, and includes the ability to direct the activities of others engaged in the completion of that function. Co-ordination means the harmonious integration of the expertise of all the agencies/roles involved with the objective of effectively and efficiently bringing the crisis to a successful conclusion.
<b>Command Centre (CC):</b>	The facility used by a crisis management team after the first phase of an E//C. An organisation must have a primary and secondary location for a command centre in the event of one being unavailable. It may also serve as a reporting point for deliveries, services, press and all external contacts.
<b>Contingency fund:</b>	A budget for meeting and management operating expense at the time of an E//C.
<b>Convoy:</b>	One or more vehicles (or vessels) travelling together along the same route, normally to a common destination.
<b>Convoy Commander:</b>	A term used to describe the leader or the Tip Toe Expedition. (See Roles & Responsibilities in Toolbox).
<b>Crisis</b>	Loss of management control resulting in actual or potential threat to BHP Billiton's long term ability to do business due to the impact on the Operability, Image, Reputation and Liabilities of the Company.
<b>Critical:</b>	Usually applied to a resource or process that must be kept going (as soon as possible) at time of an E//C.
<b>Damage Assessment</b>	The process used to appraise or determine the number of injuries and deaths, damage to public or private property, and the status of key facilities and services, (e.g. hospitals and other health care facilities, fire and police stations, communications networks, water and sanitation systems, utilities, and transportation networks) resulting from a manmade or natural disaster.
<b>Data protection:</b>	Statutory requirements to manage personal data in a manner that does not threaten or disadvantage the person to whom it refers.
<b>Datum</b>	A geographic point, line, or area used as a reference in search planning.
<b>Decision point:</b>	The latest moment at which the decision to invoke emergency procedures has to be taken in order to ensure the continued viability of the organisation.
<b>Decontamination</b>	The reduction or removal of a chemical, biological or radiological material from the surface of a structure, area, object or person.
<b>Disaster</b>	An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths and /or multiple injuries.
<b>Distress Alert</b>	Notification by any means that a distress situation exists and assistance is needed.



## GLOSSARY OF TERMS

<b>Ditching</b>	The forced landing of an aircraft on water.
<b>Emergency</b>	A physical incident that threatens life, the environment, or property, but which on its own does not affect BHP Billiton's long term ability to do business.
<b>Emergency Locator Transmitter (ELT)</b>	Aeronautical radio distress beacon for alerting and transmitting homing signals.
<b>Emergency Position Indicating Radio Beacon (EPIRB)</b>	A device, usually carried aboard maritime craft, that transmits a signal that alerts search and rescue authorities and enables rescue units to locate the scene of the distress.
<b>Emergency Response</b>	Actions taken at the site of a physical incident to preserve life, the environment and assets. Emergency Response incorporates the actions of the company, partners, municipal emergency services and other authorities/agencies.
<b>Escalation:</b>	The process by which an E//C is communicated upwards through an organisation's business continuity and/or risk E//C management reporting process.
<b>Evacuation</b>	Organised, phased and supervised dispersal of people from dangerous or potentially dangerous areas.
<b>Exclusion Zone</b>	An area around an asset that has controlled entry with highly restrictive access. See controlled area.
<b>Extortion</b>	A demand by a person or group of people for a financial payment or other concession against a threat to carry out a criminal act such as kidnapping or violent acts against personnel, or damage to property or equipment, or the release of sensitive or privileged information.
<b>Gap analysis:</b>	A survey whose aim is to identify the differences between BCM / crisis management requirements (what the business says it needs at time of an E//C) and what is in place and / or available.
<b>Incident</b>	An unplanned event with the potential of threatening life, the environment or assets, which if not controlled, can escalate to an emergency and/or crisis.
<b>Incident Control</b>	The management, direction, control and leadership of personnel / teams providing the physical response to preserve life, the environment and assets. Normally at or close to the scene of the incident.
<b>Incident Response</b>	The physical response to an incident. For example the actions directly associated with fire fighting.
<b>Invocation:</b>	The act by which a BCM or crisis management process is formally started. The term is often used to refer to the act of using a service such as work area recovery as offered by a commercial or third party provider.
<b>Kidnap</b>	The abduction of a person (or persons) with the intention of detaining them at an unknown location until a demand for cash or concessions is met.



## GLOSSARY OF TERMS

<b>Lead time:</b>	The time it takes for a supplier – either equipment or a service – to make that equipment or service available. Business continuity plans should try to minimise this by agreeing service levels with the supplier in advance of an E//C rather than relying on the supplier’s best efforts.
<b>Mayday</b>	Spoken international distress signal, usually repeated three times.
<b>Medevac</b>	Evacuation of a person for medical reasons
<b>Medico</b>	Medical advice. Exchange of medical information and recommended treatment for sick or injured persons where treatment cannot be administered directly by prescribing medical personnel.
<b>On Scene</b>	The search area or the actual distress site.
<b>On Scene Commander</b>	The person designated to take charge of the response to the incident at the scene. This is normally the responsibility of the person assigned the ‘Command’ role in the Tip Toe Emergency Response Plan.
<b>On Scene Co-ordinator</b>	A person designated to coordinate search and rescue operations within a specified area.
<b>Operational control:</b>	The role of the operational control is to implement the tactical control action plan by allocating specific tasks within the determined areas of responsibility and command of allocated resources.
<b>“Pan Pan Pan” (x 3)</b>	The international radiotelephony urgency signal. When repeated three times, indicates uncertainty or alert, followed by the nature of urgency.
<b>Ransom</b>	A concession, usually a sum of money, paid to a kidnapper/hostage takers for the release of a hostage/hostages
<b>Redundancy:</b>	In human resource terms, redundancy can be used to mean the provision of delegates or alternates for key roles or emergency response team members. For equipment or logistics it means an alternate system or spare capacity.
<b>Recovery</b>	The long term activities beyond the initial crisis period and emergency response phase of disaster operations that focus on returning all systems in the community to a normal status or to reconstitute these systems to a new condition that is less vulnerable.
<b>Rescue</b>	An operation to retrieve persons in distress, provide for their initial medical or other needs, and deliver them to a place of safety.
<b>Rescue Action Plan</b>	A plan for rescue operations



## GLOSSARY OF TERMS

<b>Residual risk:</b>	The level of uncontrolled risk remaining after all cost-effective actions have been taken to lessen the impact and probability of a specific risk or group of risks, subject to the organisations risk appetite.
<b>Response</b>	Executing the plan and resources identified to perform those duties and services to preserve and protect life and property as well as provide services to the surviving population.
<b>Risk analysis:</b>	The systematic process of identifying the nature and causes of risks to which an organisation could be exposed and assessing the likely impact and probability of those risks occurring.
<b>Risk appetite:</b>	The willingness of an organisation to accept a defined level of risk in order to conduct its business cost-effectively. Different organisations at different stages of their existence will have different risk appetites.
<b>Risk assessment:</b>	The overall process of risk identification, analysis and evaluation.
<b>Risk avoidance:</b>	An informed decision not to become involved in a risk situation.
<b>Risk categories:</b>	Risks of similar types are grouped together under key headings, otherwise known as “risk categories”. These categories include reputation, strategy, financial, investments, operational infrastructure, business, regulatory compliance, people, technology and knowledge.
<b>Risk context:</b>	The environment in which risks exist. This can be broken down into the strategic context such as the relationship between the organisation and external business environment and the organisational context such as goals, objectives, capabilities, resources, culture and strategies.
<b>Risk evaluation:</b>	The process of comparing actual risk levels with previously established risk criteria. As a result of this comparison, risks can be prioritised for further action.
<b>Risk framework:</b>	Measurable or observable manifestations or characteristics of a process that either indicates the presence of risk or tends to increase exposure.
<b>Risk management:</b>	The culture processes and structures that are put in place to effectively manage potential opportunities and adverse effects. As it is not possible or desirable to eliminate all risk, the objective is to implement cost effective processes that reduce risks to an acceptable level, reject unacceptable risks and treat risk by financial interventions.
<b>Risk mitigation:</b>	Measure taken to reduce exposures to risks.





## GLOSSARY OF TERMS

<b>Risk ranking:</b>	The ordinal or cardinal rank prioritisation of the risks in various alternatives, projects or units.
<b>Risk scenarios:</b>	A method of identifying and classifying risks through creative application of probable events and their consequences. Typically a brainstorming or other creative technique used to stimulate "what might happen".
<b>Search</b>	An operation, normally coordinated by a rescue coordination centre or rescue sub centre, using available personnel and facilities to locate persons in distress.
<b>Search Action Plan</b>	Message for passing instructions to SAR facilities and agencies participating in a SAR mission.
<b>Search and Rescue Mission Coordinator (SMC)</b>	The official temporarily assigned to coordinate response to an actual or apparent distress situation
<b>Search and Rescue Unit (SRU)</b>	A unit composed of trained personnel with equipment suitable for the expeditious conduct of search and rescue operations.
<b>Search and Rescue Transponder (SART)</b>	A survival craft transponder that, when activated, sends out a signal automatically when a pulse from a nearby radar reaches it. The signal appears on the interrogating radar screen and gives bearing and distance of the transponder from the interrogating radar for search and rescue purposes.
<b>Secondary Hazard</b>	A threat whose potential would be realised as the result of a triggering event that of itself would constitute an emergency.
<b>Security Review</b>	A periodic review of the security of tangible and intangible assets which should cover security policy, effectiveness of policy implementation, restriction of access to the assets, accountability for access and basic safety.
<b>Single point of failure:</b>	The only (single) source of a service, activity and/or process - i.e. there is no alternative - whose failure would lead to the total failure of a mission critical activity and/or dependencies.
<b>Stand down:</b>	Formal notification that the response to an E//C has been concluded.
<b>System restore:</b>	The procedures necessary to get a system into an operable condition where it is possible to run the application software against the available data. System restore depends upon having a live system available.
<b>Systemic risk:</b>	The risk that the failure of one participant or part of a process, system, industry or market to meet its obligations will cause other participants to be unable to meet their obligations when due. This causes significant liquidity and other problems thereby threatening the stability of the whole process, system, industry or market.



## GLOSSARY OF TERMS

<b>Tactical control:</b>	A primary role of a tactical level of control is to provide and co-ordinate an action plan to deal with an E//C and/or implement the policy and strategy of the strategic level of control (where the latter exists.)
<b>Terrorism</b>	The unlawful use of force and violence against persons or property to intimidate or coerce, a government, the civilian population, or any segment thereof, in furtherance of political or social objectives.
<b>Threat</b>	Any indication, circumstance, issue or event with the potential to cause loss of, or damage to an asset.
<b>Unexpected loss:</b>	The worse case financial loss or impact that a business could incur due to a particular loss, E//C or risk. The unexpected loss is calculated as the expected loss plus the potential adverse volatility in this value. It can be thought of as the worst financial loss that could occur in a year over the next 20 years.
<b>Uninterrupted power supply (UPS):</b>	Equipment (usually a bank of batteries) that offers short term protection against power surges and outages. Note that USP usually only allows enough time for vital systems to be correctly powdered down.
<b>Virus:</b>	An unauthorised programme that inserts itself into a computer system and then propagates itself to other computers via networks or disks. When activated, it interferes with the operation of the computer systems.