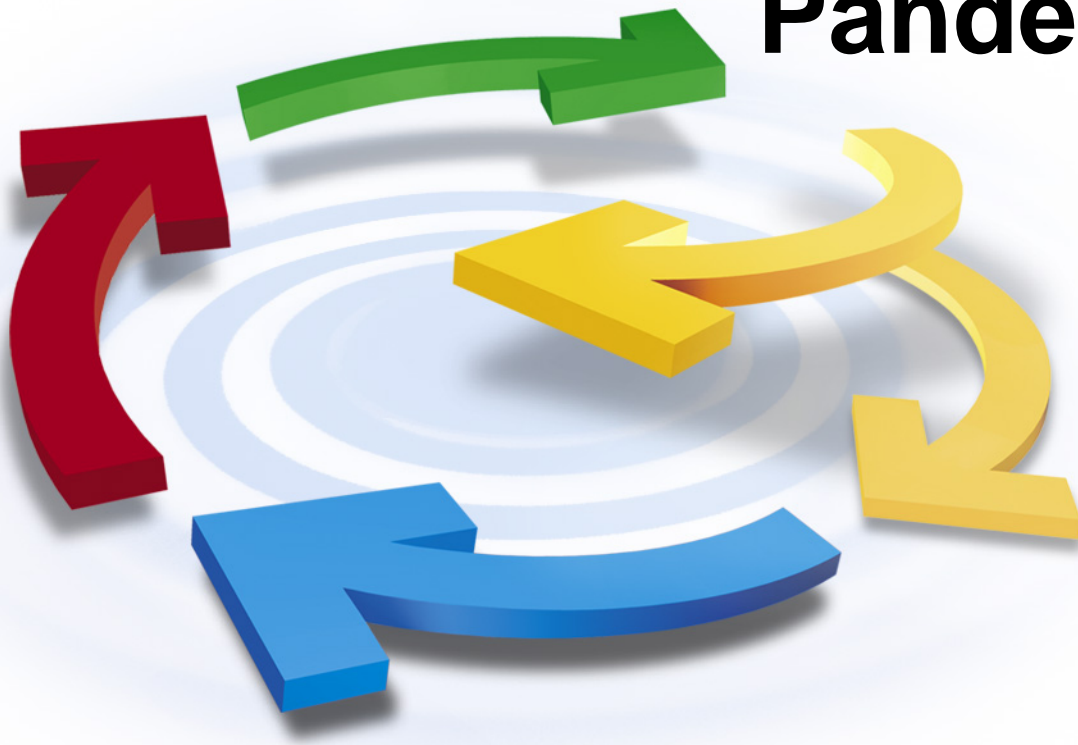




# Preparing for a Potential Pandemic



**The Alcan  
Experience**



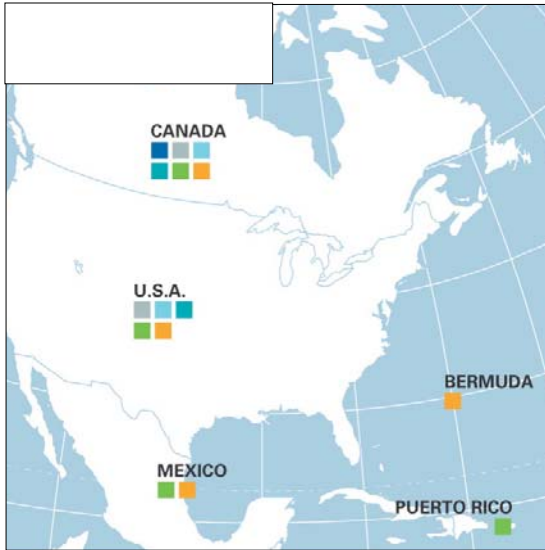
**5  
Continents**

**55  
Countries**

**585+  
facilities**

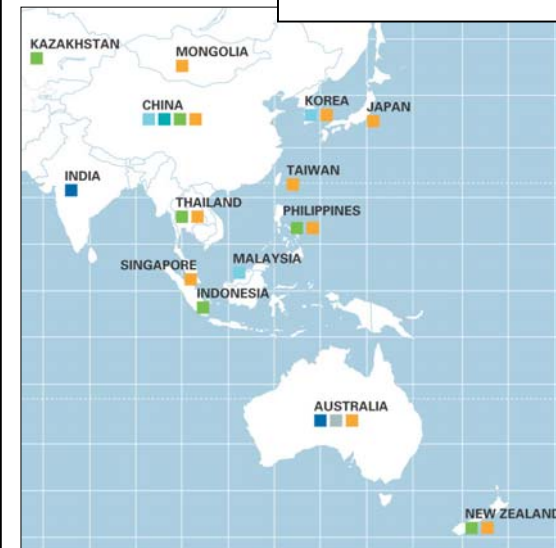
**70,000  
employees**

**Pro Forma  
Revenues  
\$25.7 B**



**INDEX**

- BAUXITE AND ALUMINA
- PRIMARY METAL
- ROLLED PRODUCTS AMERICAS AND ASIA
- ROLLED PRODUCTS EUROPE
- ENGINEERED PRODUCTS
- PACKAGING
- CORPORATE / OTHER OFFICES





# Alcan's Six Business Groups



**BAUXITE AND ALUMINA**



**PRIMARY METAL**



**ROLLED PRODUCTS  
AMERICAS AND ASIA**



**ROLLED PRODUCTS EUROPE**



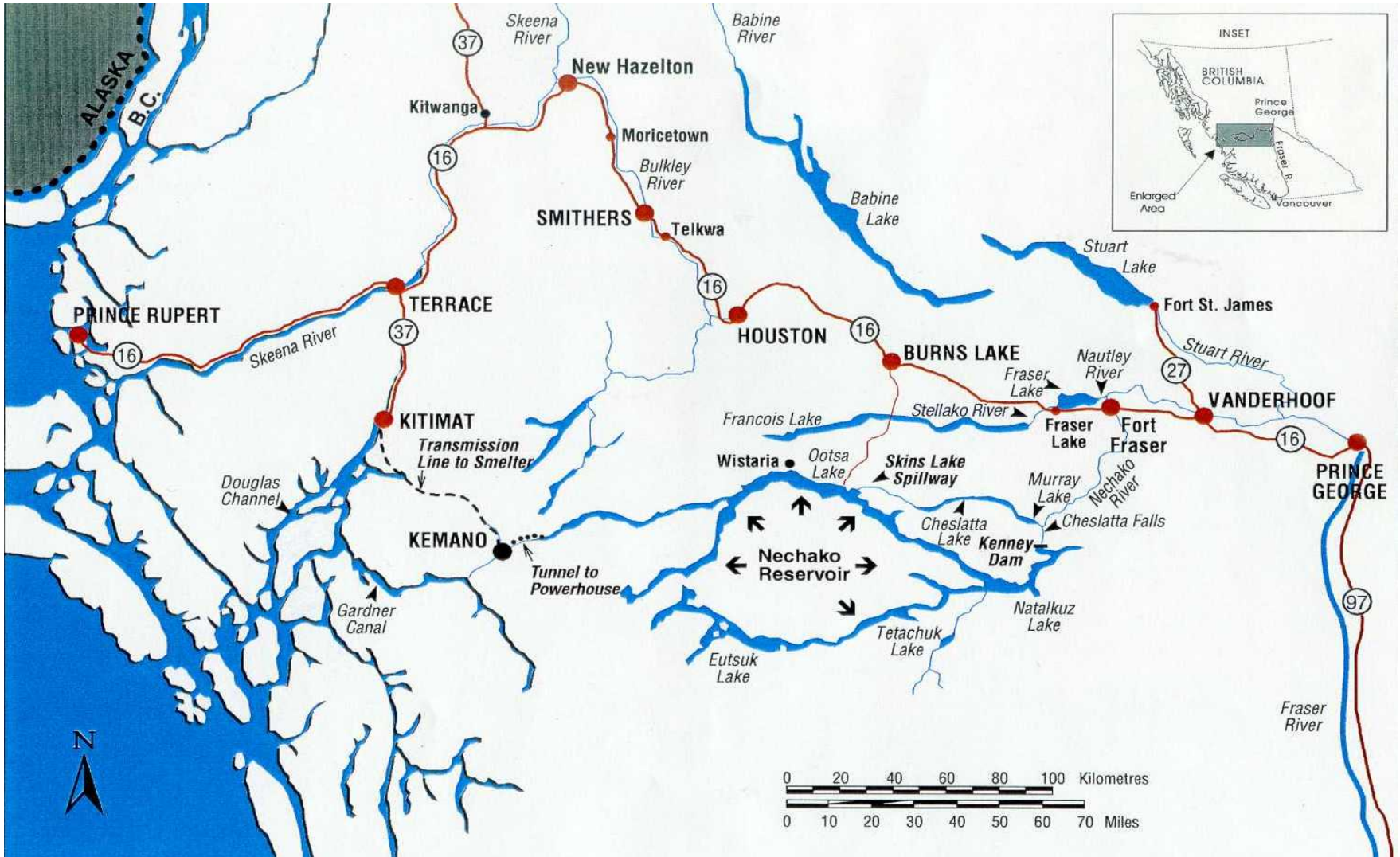
**ENGINEERED PRODUCTS**



**PACKAGING**









# Alcan Primary Metal BC – Kitimat Works



# Gateway to Asia Pacific





## Special Avian Influenza Committee



A **Special Committee** composed of EHS FIRST Medical officers, Corporate Security members and Communication employees has been created to study the potential threat caused by an Avian Influenza outbreak and/or pandemic and to prepare Alcan's reaction should such an outbreak occur.

The main role of the committee is to monitor the situation; to advise Alcan senior management; and to disseminate corporate information





# Responsibilities



## The Avian Influenza Special Committee is in charge of:

- Monitoring the situation;
- Maintaining good communication and managing relations with International SOS;
- Advising Alcan upper management;
- Establishing the alert levels;
- Preparing and disseminating timely information to all Alcan employees.

## Each Site Manager is responsible for:

- Applying this Avian Influenza Crisis Management Plan.





# Basic Preparedness



- **Business Continuity Plan**
- **Expatriates Evacuation Plan**
- **Travel Advisory**
- **Medical Precautions and Information**



# Basic Preparedness Business Continuity Plan



Site Managers ensure that a Business Continuity Plan for their site is up to date

There is a Business Continuity Plan Gap Analysis Tool for guidance

The Business Continuity Plan includes issues such as relocation of production, supplies of raw materials, IT, visitor and contractor control, key personnel, and shut down procedures



# Basic Preparedness Expatriates Evacuation Plan



Site managers ensure that the Expatriates Evacuation Plan is current

A template exists for this plan and outlines in detail such items as communications, responsibilities, contents of departure kits, etc.

Non-essential expatriates and expatriate families may be evacuated relatively early in a pandemic

International SOS will play a key role in any evacuation of expatriates



# Basic Preparedness Travel Advisory



- Site managers ensure that all travelling employees consult the Corporate Security Travel Advisory Section on the corporate intranet site
- Travel may be curtailed





# Basic Preparedness Medical Precautions



## ■ Health Advisories

Site managers ensure that all *EHS FIRST* Health Advisories are communicated to all employees and are being followed.

### ***EHS FIRST* Health Medical Preparedness Plan**

This plan includes specific medical protocols to be used by Alcan medical and health professionals. It includes sections on a daily screening process, self-assessment questionnaire, standard precautions, airborne precautions and contact precautions



# Basic Preparedness Crisis Management Center



Sites managers ensure that:

A CMC is functional within their site, and the Crisis Management Team (CMT) has been created and its members briefed on Roles and Responsibilities;

All CMT members must be fully familiarized with the Crisis Management Process and are familiar with the operation and use of Significant Incident Report Database.

All CMC members who are expatriates fall into the essential staff category.



# Levels of Alert



<b>CRISIS MANAGEMENT ALERT LEVELS</b>	
<b>CORPORATE</b>	<b>LOCAL</b>
<p style="text-align: center;"><b>GREEN</b></p> <p>Limited number of cases transmitted from sick birds to humans.</p>	
<p style="text-align: center;"><b>YELLOW</b></p> <p>Recognized evidence of human to human transmission, but cases are limited to small clusters.</p>	
<p style="text-align: center;"><b>ORANGE</b></p> <p>Major outbreaks in specific areas.</p>	<p style="text-align: center;"><b>ORANGE</b></p> <p>This site is located within proximity of an affected area.</p>
<p style="text-align: center;"><b>RED</b></p> <p>Worldwide global epidemic (Pandemic).</p>	<p style="text-align: center;"><b>RED</b></p> <p>This site is located within an affected area.</p>



# Levels of Alert



## CRISIS MANAGEMENT ACTIONS

### MEDICAL

### SECURITY

### BUSINESS CONTINUITY

### Alcan Corporate

Communicate preventive info  
To all employees  
Recommend flu vaccine  
Develop & establish protocols  
for case definition, screening  
diagnosis & treatment

Develop a pandemic  
preparedness plan  
Network with other  
companies to benchmark  
best practises  
Assist local management  
with implementation

### Alcan Local Management

Actively communicate timely  
Info to all employees  
Alcan health professionals to  
Become familiar with EH FIRST  
Health Preparedness Plan and  
Protocols

Each CMC member to  
familiarize with CMP  
Expatriate Evacuation plan is  
prepared and/or revised  
Confirm by report that all  
actions have been followed

Business continuity plan is prepared and/or revised by all  
key personnel





# Levels of Alert



## CRISIS MANAGEMENT ACTIONS

### MEDICAL

### SECURITY

### BUSINESS CONTINUITY

### Alcan Corporate

Determine the need to:  
 Recommend drug prophylaxis and early treatment in conjunction with health authorities  
 Initiate employee's screening & quarantine/isolation, and all other required measures

### Alcan Local Management

Drug prophylaxis & early treatment in conjunction with health authorities  
 The CMT takes necessary actions when there is suspected/confirmed case of disease. Actions to include quarantine, revoke office access, provide assistance to employee re medical access and financial support, continue to communicate with employee  
 Purchase PPE  
 Disposable surgical facemasks  
 Ensure utilization of sanitizing handwipes  
 Regular reports to Special Committee

CMC is functional & ready to be activated  
 CMT asks all employees to immediately report any symptoms and suspected/confirmed cases to CMC and Special Committee

Begin implementation of BCP  
 At this point, one of the objectives is to prepare to segregate employees in order to limit the spreading of the virus  
 Identify critical workers  
 Identify an alternative office location at a sufficient distance away from main office  
 Identify which employees can work from this second office, from home, or from a hotel  
 Establish a competency list: key employees and replacement of infected employees  
 Training  
 Maintain normal levels of business operations



# Levels of Alert

## CRISIS MANAGEMENT ACTIONS

**MEDICAL**

**SECURITY**

**BUSINESS CONTINUITY**

### Alcan Corporate

Give recommendations on employees segregation  
Recommend drug prophylaxis to critical workers

Help evacuation of non essential expatriate personnel & dependents  
Move all sites within proximity of an affected area to Orange travel restrictions

### Alcan Local Management

Face masks must be worn by everybody  
Drug prophylaxis to all critical workers

Evacuation of non essential expatriate personnel & dependents  
CMC tasks – answer calls, log call/events, activate recall procedures, regular updates from other CMC's  
CMC members reachable within 3 hr. rotations  
Reports to Committee

Track all employees  
Keep minimal amount of employees at work  
Move previously identify employees to alternate site  
Clear separation to be maintained between groups of employees  
Provide sufficient IT resources for work efficiency  
Clear communication to all employees regardless of where they work from  
Returning employees from Segregation need authorization instructions from CMC



# Levels of Alert

## CRISIS MANAGEMENT ACTIONS

### MEDICAL

### SECURITY

### BUSINESS CONTINUITY

### Alcan Corporate

Recommend drug prophylaxis to employees involved in shut down procedures

Crisis management mode  
Move all site located within an affected area into the RED category travel restrictions

Crisis management mode

### Alcan Local Management

Drug prophylaxis for employees involved in shut down procedures

Members are present inside CMC  
Team members are in a crisis management mode  
Daily report is sent to the Avian Influenza Special Committee  
Evacuation of all remaining expatriate personnel

Evaluate and analyze the requirement to implement the shut down section of the Business Continuity Plan



# Medical Reporting



Medical reporting must be done using the *EHS FIRST* Performance Data Management system. The following information should be reported:

- Details of any employees confirmed or suspected to be infected;
- Details of any employees who have been hospitalized;
- Details of any employees deceased;
- Details of any breaches of quarantine or separation by employees.





# Communications



## Official Corporate Information

- During a contagious disease outbreak, misinformation is a danger. Rumors develop quickly; they are propagated via Internet and email, and can be spread in the office environment to create panic and disarray amongst office members. Official corporate information emanates from the Avian Influenza Special Committee via InternalCom and can be found on the Alcan *EHS FIRST* and Corporate Security intranet sites.
- Alcan site managers must always make decisions based on official corporate information. They must also ensure that this information is passed to all employees on a timely manner.

## Communication Network and Reporting

- To ensure accuracy of official corporate information and communication's efficiency during a crisis, all site managers must communicate periodic situation reports to the Avian Influenza Special Committee.



# Crisis Management Reporting



*EHS FIRST* Directive 4.9.2 - Crisis Management communication lines must be followed at all time. Site managers are encouraged to use the Significant Incident Report Database (SIRDB) to report all new information at this frequency:

<b>Alert Levels</b>	<b>Frequency of reporting to the Special Committee</b>
Green	Confirm in a status report that all actions, including medical & business continuity have been followed
Yellow	Confirm in a status report that all actions, including medical & business continuity have been followed. Report to include a summary of suspected/confirmed cases of the disease
Orange	Confirm in a weekly status report that all actions, including medical & business continuity have been followed. Report to include a summary of suspected/confirmed cases of the disease.
Red	Confirm in a daily status report that all actions, including medical & business continuity have been followed. Report to also include a summary of suspected/confirmed cases of the disease.



# Thoughts on Plans



- “No plan survives contact with the enemy”  
(Moltke)
- “In preparing for battle I have always found that plans are useless, but planning is indispensable”  
(Dwight D. Eisenhower)
- “This is the best plan that I hope we never have to use” (Paul Henning, Director of Operations for Alcan in BC)