EMERGENCY RESPONSE PLAN

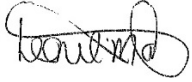For The

Onslow Marine Supply Base (OMSB)

'Be Safe, Stay Safe'

Revision Approvals

	Name	Signature	Date
Prepared	Alan Chapman		20/09/2017
Checked	Leonie Makin		20/09/2017
Approved	Christina Sobieralski		20/09/2017
Document Control			

Document History and Version Control

Revision	Date	Author - Role	Approved	Change Description
1	08/08/17	Christina Sobieralski		Document Created

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Context

The OMSB Emergency Response Plan (ERP) is to provide all personnel with a procedure that will enable a structured, rapid, and uniform response in an emergency situation.

This document fulfils the requirement for an Emergency Response in the Occupational Safety and Health Act of 1984 and the Occupational Safety and Health Regulations of 1996.

1.   Scope

This Emergency Response Plan is intended to provide OMSB management and staff with operational guidelines covering the immediate response to and management of foreseeable emergency events.

- Any situation which poses an immediate risk of injury or loss of life to any personnel present at Onslow Marine Supply Base.
- Any situation where there has been a serious injury, loss of life, or serious damage to property or the environment.
- Any situation which is likely to escalate to a point where serious injury, loss of life, or serious damage to property or the environment is a probability.

This document defines the responsibilities and procedures during an emergency as well as the dissemination of information, instruction and training necessary to execute these procedures. The document also contains the method and frequency for the testing and continuous improvement of the ERP.

OMSB operates 7 days a week (Monday to Sunday) from 6:30 am to 3:15pm and extended hours as required.

2.   Definitions and Abbreviations

2.1   Definitions

Agility	Agility Project Logistics Pty Ltd
OMSB	Onslow Marine Supply Base
Chief Warden	The most senior member of the OMSB Emergency Response Team responsible for marshalling and initial response
Warden	Warden, Area Warden, and Site Warden are OMSB personnel appointed positions and assist the Chief Warden in Marshalling and Initial Response
Hazard	Anything that has the potential to cause harm to personnel, damage to property (including the environment) or a loss of business.
Incident	Any unplanned event which has unwanted actual or potential outcomes, in terms of injury or illness and/or damage (loss) to assets, the environment, production or any third party.
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which required

	an immediate response.
Subcontractor	This refers to all suppliers who are contractually bound to Agility and all service providers operating at the base.
Visitor	These are all persons in attendance at OMSB who have not been fully inducted by Agility to the base. All visitor must be accompanied by fully inducted personnel when entering operational areas of the site and remain the responsibility of their host at all times during the visit. This responsibility includes during emergency incident and drills.

2.2   Abbreviations

EMP	Environmental Management Plan
ERPP	Contractor Emergency Response and Preparedness Plan
ERT	Emergency Response Team
HSE	Health, Safety, Environment and Security
ICT	Incident Coordination Team
TBC	To be confirmed
PIC	Person in Charge

3.   EMERGENCY RESPONSE TEAM (ERT)

The purpose of the ERT is to provide first response to Level 1 fire, medical and chemical spill emergencies incidents and can request additional support from the local Police, Ambulance, FESA or the Pollution Response Unit as the situation requires.

The ERT to nominate Emergency Evacuation Chief Controller, selected from senior staff with appropriate delegation to ensure suitable qualified, experienced and trained personnel are on site at all times. The ERT is responsible for reporting any deficiencies of emergency equipment and communicating emergency response procedures to all personnel in their area.

When providing the initial response to any emergency or security incident the site's ERT will respond in the following order of priority:
 • Ensure the safety of personnel
 • Minimise the impact on the environment
 • Minimise the impact on assets and equipment
 • Minimise damage to corporate reputation
 • Minimise disruption to the workforce
 • Minimise the impact on local services.
The size and make-up of the ERT will vary depending on the facility's activities and complexity of potential incidents and can expand and contract as emergency and security response operations unfold.

Table 1		**Incident Classification Levels**		
		Level 1 • Emergency situation contained on site • External assistance is not required but potential for escalation exists	**Level 2** • Site resources fully utilised • Considerable risk to life/property or environment • External assistance required • Significant time and resources required to control the situation	**Level 3** • Beyond resources of base and significant external assistance required • Incident may attract media coverage or create public outrage • Has potential to, or does cause, a major impact on Agility's reputation
EXAMPLES	MEDICAL	Non-urgent medivac	Serious casualties or illness. Multiple casualties. Urgent medivac. Single fatality.	Multiple fatalities.
	FACILITY/VESSEL	Person overboard and recovered safely	Evacuation of facility. Person overboard and missing.	Collision of vessel into wharf. Bomb threat. Chemical explosion. Abandonment of facility. Vessel sinking.
	FIRE	Minor fire/explosion Near miss with the possibility of fire or explosion	Major fire or explosion	Large uncontrolled fire with escalation possibility.
	ENVIRONMENT	Oil spill between 80 litres and 10,000 litres. DG spill where it is contained and cleaned up.	Oil spill between 10,000 litres and 1,000,000 litres. DG spill that reaches the water.	Major oil spill >1,000,000 litres
	WEATHER	A cyclone has formed that may impact within 60 hours, or is more than 600nm from the base. Site preparation for evacuation	A cyclone is moving closer and is within 48 hours of the base or at a distance of 350 nm. Base evacuation required.	Base is not evacuated and is affected directly by cyclone. Loos/major damage to equipment
	SECURITY	Attempt to cause damage or sabotage	Unauthorised vessel at berth/ramp. Deliberate damage to facilities. Detainment or arrest. Physical forced entry to site.	Boarding of vessel or facilities. Threat to kidnap or extortion. Possible industrial espionage.

Figure 1: Incident Classifications

3.1 Fire First Response Team

Agility will provide, subject to risk assessment, adequate coverage at OMSB for Fire First Response.

3.1.1 Roles and Responsibilities

The Fire First Response team is responsible for the extinguishing of small fires when deemed appropriate.

3.1.2 Training

Agility will provide trained fire first response personnel for each work area or team. Fire response personnel will be required to attend Warden and Building Evacuation Training course and gain accreditation as a first responder. These personnel are also required to attend toolboxes on the roles and responsibilities of being a Fire First Responder. The Agility Base Manager must ensure that refresher training for all Emergency Response Team personnel has been scheduled and conducted when due.

3.2 First Aid Trained Team

Agility will provide, subject to risk assessment, qualified first aid trained personnel for each work area or team. The number of First Aiders provided shall be as a minimum 5% of personnel on site at all times.

3.2.1 Roles and Responsibilities

The First Aid trained team is responsible:
- for initial response to a medical emergency or injury
- completion of the site First Aid Register
- checking first aid kits on a monthly basis
- replenishing stock and tagging of first aid kits as required
- transporting first aid kits to muster points in the event of an evacuation

3.2.2 Training

All First Aiders are to be currently certified to the minimum Apply First Aid level or equivalent. CPR accreditation is to be renewed annually. The Agility Base Manager must ensure that refresher training for all Emergency Response Team personnel has been scheduled and conducted when due.

3.2.3 Spill Response Team

Agility will provide, subject to risk assessment. Trained spill response personnel for each work area or team.

3.2.4 Roles and responsibilities

Spill Response Team personnel are responsible for:
- Responding to chemical spills, including initial spill control, containment and clean up
- Checking Spill kits on a Monthly basis
- Replenishing stock and tagging of spill kits as required
- Report any spills as per Spill Response Procedure

3.2.5 Training

Spill Response personnel will be required to attend Spill Response accredited training course. These personnel are also required to attend regular toolboxes on the roles and responsibilities of being part of the spill response team. The Agility Base Manager must ensure that refresher training for all Emergency Response Team personnel has been scheduled and conducted when due.

3.2.6 MEWP Operations

In the event of a rescue being required from a MEWP, refer to the Agility procedure Mobile Elevated Work Platform (MEWP) Emergency Rescue.
Refer to Appendix A to M.

4. Emergency Evacuation Control Organisation (EECO)

The purpose of the Emergency Evacuation Control Organisation is to ascertain the nature of an emergency and take appropriate action to ensure that site personnel, including visitors are safely relocated away from a source of danger.

4.1.1   Team Structure

OMSB Emergency Response Team

```
                    Emergency
                 Evacuation Chief
                    Controller
           ┌────────────┼────────────┐
    Spill Response   Fire First Response   First Aid Officers
      Officers           Officers
```

OMSB Emergency Evacuation Control Organisation

```
                    Emergency
                 Evacuation Chief
                    Controller
              ┌──────────┴──────────┐
        Deputy Warden          Communications
                                  Officer
     ┌──────────┼──────────┐
 Office Area    Yard Area    Supply Base Area
   Warden        Warden          Warden
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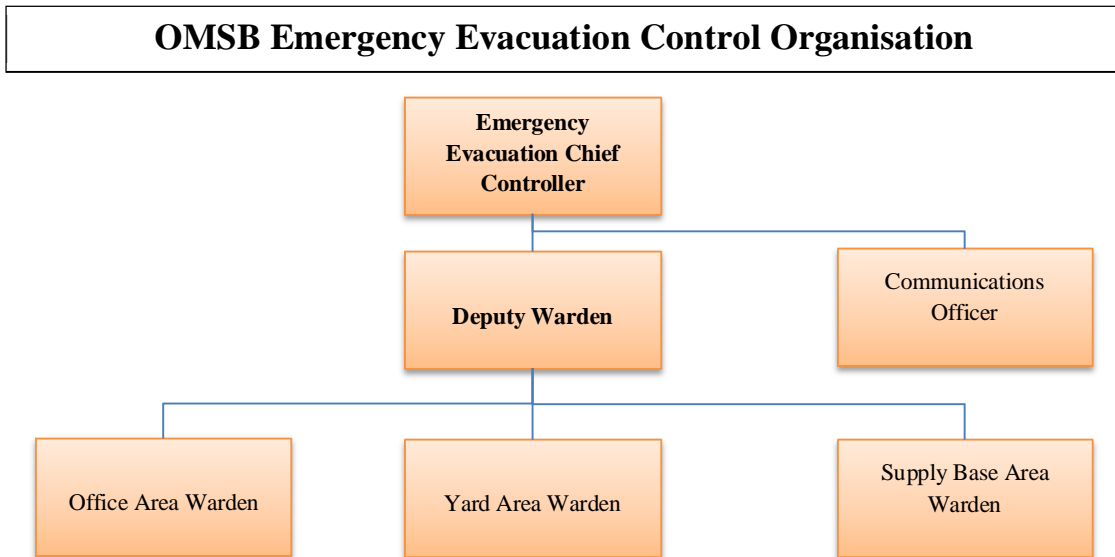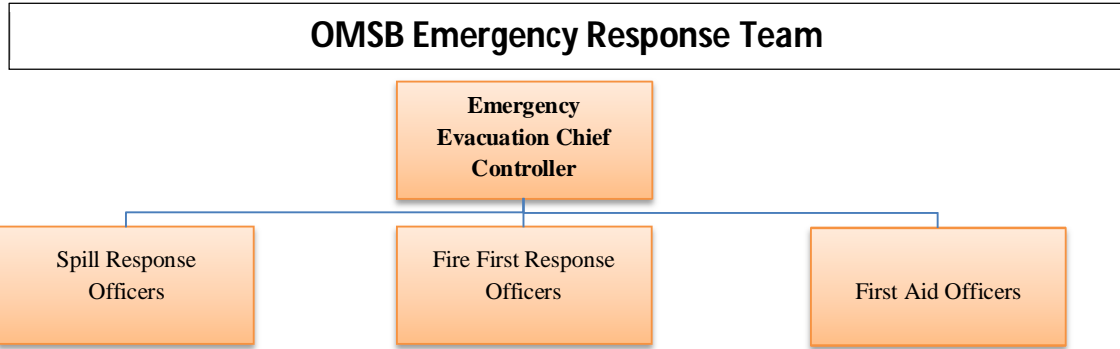
4.2   Emergency Evacuation Control Organisation Roles and Responsibilities

4.2.1 Emergency Evacuation Chief Controller

Site rosters must include this position at all times.

The Emergency Controller is responsible for:
- Ensuring that appropriate emergency services have been notified and advise all area wardens of the situation.
- Inform Deputy Wardens of the estimated arrival time of emergency services and any other pertinent information that affects emergency response.
- The coordination of emergency evacuation and subsequent mustering of personnel
- Ensuring that all emergency equipment provided for the site remains serviceable and that provision for sufficiently informing all site personnel, (including visitors) of the emergency evacuation procedure is current and in place.
- The coordination of emergency evacuation and subsequent mustering of personnel
- Briefing emergency service personnel upon arrival to site on type, scope and location of the emergency and status of evacuation.
- Reporting all emergency events promptly to the Agility General Manager and HSSE Manager and that relevant emergency services are contacted and supplied with accurate details of the incident.
- Coordinating emergency evacuation drills and ERT drills.

4.2.2 Communications Officer

Site rosters must include this position at all times.

The Communications Officer is responsible for:
- The maintenance of an up to date: register of all EECO members, emergency communication details, site contacts and registers of visitors to site. These records and logbooks need to be available for emergency response.
- Must maintain familiarity with facility communication equipment.
- Confirms that the appropriate Emergency Service has been notified and inform appropriate EECO members.
- Ensure all information and instructions are transmitted accurately and timely. An accurate log of events that occurred during the emergency must be maintained and included in emergency debrief.

4.2.3 Deputy Warden

Site rosters must include this position at all times.

The deputy warden is responsible for:
- Ensuring that site personnel (including visitors) are safely relocated away from the source of danger and subsequently mustered.
- Promptly reporting all emergency events to the Emergency Controller and liaising with the relevant emergency services.
- Providing status updates regarding their zone or area to the Emergency Controller.

- Assuming the responsibilities carried out by the Emergency Controller if the Emergency Controller is unavailable.

4.2.4 Area Warden

Area Warden shall be identified at each prestart/start up meeting.
In the event of any emergency the Area Warden is responsible for:
- Immediately notifying the Emergency controller or Deputy Warden of an emergency situation.
- Alerting Emergency Response Team members of an emergency situation.
- Commencing the safe evacuation of all personnel if required.
- Providing status updates regarding their zone or area to the Emergency Controller or Deputy Warden
- Checking fire doors and smoke doors are properly closed.
- Conducting a sweep of their allocated zone or area to ensure that all persons are evacuated.
- Directing occupants via a safe path of evacuation to the muster points.
- Following directions stipulated by the Emergency Controller or Deputy Wardens.

4.2.5 Site Personnel/ Visitors

All site personnel are to follow directions and instructions of the Emergency Evacuation Control Organisation. All visitors must be accompanied by fully inducted personnel when entering operational areas of the site and remain the responsibility of their host at all times during the visit including any evacuation event.

When an emergency alarm is initiated all site personnel and visitors are to:
1. Shut down any machinery, vehicle or electrical item they are operating.
2. Proceed to the appropriate muster point.
3. Assist injured personnel to the muster point.

All site personnel and visitors are to follow the direction of emergency service professionals when they arrive to attend to the incident.

No person is permitted to re-enter the premises until clearance to do so has been confirmed by the relevant emergency service provider or Emergency Controller.

5. MUSTERING

5.1.1 Initiation of Evacuation

Means of initiating a site muster are as follows:
- Office-based personnel will be alerted via verbal direction.
- Yard based personnel will be notified via hand held radios and an air horn.

5.1.2 Muster Points

All muster points must be clearly signed and made known to site personnel and visitors during induction. The Onslow Marine Supply Base muster points are illustrated in Appendix 2.

Under clear direction of the Emergency Evacuation Chief Controller, the muster points may be changed if there is any inherent risk to safety caused by the emergency incident e.g. smoke/fumes from prevailing winds or the proximity of the incident to the muster point.

5.2 Accounting for personnel onsite

All personnel onsite will be informed of the emergency evacuation procedures. Area wardens shall receive additional in house training on the responsibilities and procedures associated with the allocated zone. All areas, including amenities, shall be visually checked by the associated area warden and where applicable, the door to the office / amenities shall be closed to indicate the area is clear of personnel. Communal areas shall also be cleared of personnel. Refer to Appendix 8 for EECO Action Plan.

Upon completion of inspection and evacuation of the area the warden shall report to the Communications Officer for completion of Emergency Evacuation Debrief and Review (Appendix 9).

The Communications officer will then provide both the Emergency Evacuation Debrief and Review and the Site Warden Area map to the Emergency Evacuation Chief Controller for review.

Employees and visitors should remain at the muster point until permission to depart is received from the Emergency Evacuation Chief Controller.

6. EMERGENCY EVENTS

Such incidents may involve the following:
1. Hazardous material spills
2. Vehicle fire
3. Building fire
4. Equipment fire
5. Hazardous substance fire
6. Major medical incident
7. Major Spills
8. Bomb Threat / Security or Terrorism Threat
9. Missing persons
10. Dealing with Suspicious mail and packages

The immediately affected area of the site will be evacuated with all personnel mustering as directed by the Emergency Evacuation Control Organisation.

6.1.1 Unknown Emergencies

Where the source of the emergency has not been established and cannot be easily recognised a 70-meter exclusion zone from the source is to be established and maintained until emergency service advises otherwise.

6.2 Security Incidents

The Security Management Plan (AGPL-OMSB-HSS-PLN-001) provides a summary of the security arrangements in place for the base.

This Plan has adopted a risk based approach and has incorporated a number of arrangements that focus on:
- Preventative arrangements to minimise the probability of a security incident occurring
- Response arrangements to minimise the loss or damage should an incident occur
- The implementation of this plan will enable APL to address the relevant security expectations identified in the Security Risk Assessment. In the event of a Security Breach the safety of personnel is paramount and the following directions are to be followed.
- Contact a Shift Manager and report the security breach
- Maintain a visual on the breach and follow directions from the Shift Manager
- If you believe your safety could / may be compromised, Call the emergency – Person initiating emergency should state, "EMERGENCY EMERGENCY EMERGENCY
- "State the type of emergency, location and response required".
- Proceed to a designated muster point identified by the Emergency Evacuation Chief Controller
- After Hours security contacts refer to Appendix 1

Security management plans shall be integrated and appropriate response procedures determined by the prevailing threats and site location and operation. Refer to the Security Management Plan (AGPL-OMSB-HSS-LN-001) for specific details on security response arrangements and reporting requirements.

6.3 Hazardous Chemicals

The handling, storage and transport of chemicals must be in accordance with legislative requirements. A master chemicals register shall be maintained onsite. The chemical register shall be made accessible for low hazardous materials in softcopy and this is for all products in use on site such as cleaning products and sunscreen etc. The Master SDS File is to include relevant SDS detailing the control measures associated with the relevant chemicals throughout the site, and is located in the site office.

Freight in transit held in base may contain dangerous or hazardous substances. Dangerous Goods (DG) shipping documentation and initial emergency response guide are located in the

site office. This information is accessible for emergency services in the event of an incident such as a DG spill etc.

Where the type of chemical has not been identified and cannot be easily established a 70 meter exclusion zone from the source is to be established and maintained until emergency service advise otherwise.

6.4   Bomb Threat Response

Security Management Plans shall be integrated and appropriate response procedures determined by the prevailing threats and site location and operation. Refer to the Security Management Plan (AGPL-OMSB-HSS-PLN-001) for specific details on security response arrangements and reporting requirements.

In the event that a bomb threat has taken place (and it is deemed to be credible), assess the extenuating circumstances surrounding the bomb threat. Consideration should be given to the following:
*   Potential impacts (e.g. injury, death, environmental and / or asset damage) if a bomb was going to explode
*   Assessing any available information such as mode of communication and attempt to determine the authenticity and nature of threat.

Appendix 5 should be available for quick access.

It is important that OMSB HSE Coordinator or Operations Manager informs APL Perth Office after assessing the incident.

Depending on the circumstances surrounding the incident, the Police may take the lead and coordinate any evacuation and subsequent search effort. Any decision to evacuate will be the responsibility of the Emergency Evacuation Chief Controller.

6.5   Fire Response

In the unlikely event of a fire, the Department of Fire and Emergency Services (DFES) is to be contacted by calling 000.

6.6   Man Overboard

During daylight hours if a person falls into the water then:
*   Throw in a flotation device that is firmly attached to a structure if possible, if the person cannot reach the floatation device then throw a second floatation device ensuring this second device is not attached to a structure prior to throwing. Prior to throwing consider wind and tide to ensure the device lands as close as possible to the person in the water;
*   Immediately sound the alarm and call for help to alert others that there is a man overboard – Utilise the VHF radio communications to alert other personnel and the Standby Transfer Vessel for assistance;
*   Keep visual contact with the MOB at all times;

- The Barge Master/Supervisor shall cease all operations and assess the situation prior to alerting any emergency services;
- If the person appears uninjured then provide direction to the nearest landing point – maintain constant visual contact;
- If the person appears injured / unconscious then observe points one and two and direct Standby Transfer Vessel to the location to enable recovery of the person/casualty; and

Where a person enters the water to assist in the rescue (only in emergencies in situations deemed immediately dangerous to life and health) then attach a line to assist in the retrieval of the injured person and the rescuer.

During night time hours if a person falls into the water then:
- Throw a floatation device with a beacon light attached ensuring that it is firmly attached to a structure, if the person cannot reach the floatation device then throw in a second floatation device ensuring it is not attached to a structure. Prior to throwing consider wind and tide to ensure that the device lands as close as possible to the person in the water.
- Immediately sound the alarm and call for help to alert others that there is a man overboard – Utilise the VHF radio communications to alert other personnel and the Standby Transfer Vessel for assistance.
- The Barge Master/Supervisor shall cease all work operations on the barge and assess the situation prior to alerting any emergency services.
- If the person is drifting out of the light and cannot reach either device and there are other floatation devices then throw another with a beacon light attached.

The rings will float in the same direction as the person in the water and will increase the chance of the rescue vessel locating the person in the water. If all floatation devices have been utilised and thrown in the water, consider using any other floatable object to indicate tidal / current movement and direction of the person in the water.
- Try and maintain visual contact with the person in the water in order that the rescue vessel can be better guided to the person in the water.
- It is not advisable that other personnel enter the water at night to perform a rescue.
- Seek assistance from other personnel to direct all lights to the location of the person in the water and direct and assist the Standby Transfer Vessel.

6.7 Diving Emergency

Follow the specific detailed response procedures are contained in the Subcontractors Dive Safety Plan.

6.8 Near Shore Marine

Follow the directions of the Master as documented in the vessel specific Safety Management Plan

7. EMERGENCY FEATURES

The base has first aid kits, defibrillators, spill response kits, eye wash stations, fire extinguishers, fire reels and fire hydrants located in strategic locations throughout the facility. The locations are detailed as per Appendix 2.

8. POST EMERGENCY RESPONSE

Following an emergency evacuation event, including drills, the Emergency Evacuation Chief Controller and/or Agility Deputy Area Warden will conduct a post emergency de-briefing with the designated Area Wardens, ERT personnel and other employees as appropriate (e.g. Health & Safety Representatives). De-briefing notes should be compiled for presentation to the Agility Base Manager.

Counseling services should be provided where traumatic events have been experienced by site personnel.

The EECO will convene following all emergencies and emergency drills to review discuss and analyse causal factors, the effectiveness of the ERP and table the outcomes and any actions or opportunities for improvement identified as a result of the emergency event.

9. SITE EMERGENCY TRAINING

The Agility Base Manager must ensure that refresher training for all Emergency Response Team personnel has been scheduled and conducted when due.

In addition:
1. The base shall conduct 6-monthly evacuation drills during which the site alarms should be activated. The time taken for complete evacuation should be timed and discussed at the post emergency briefing.
2. The base shall, on a 3 monthly basis, conduct and record minor emergency training / drills for relevant personnel.

Drills
Desktop - Bomb threat
Dangerous Goods Spill (Oil leak on unsealed ground)
First Aid - Snake Bite
Heart Attack
Dangerous Goods Spill (Lg volume diesel spill near drain)
Exposure to pesticide
First Aid Injury laceration
Dangerous Goods Spill (Unknown substance leak onto personnel)
Suspicious Package
Emergency rescue from EWP

Dangerous Goods Spill (Corrosive - battery leak)
First Aid - Back Injury

10. EMERGENCY NOTICEBOARDS

A layout diagram of the site detailing key emergency information including site entry/exit points, assembly points, location of fire and first aid equipment, and location of chemical storage areas should be clearly displayed at the base. In addition, this information should be detailed to all site personnel and visitors during site induction.

This diagram must be displayed on notice boards located in a prominent position that is accessible to all personnel including occupants and visitors.

The Emergency Noticeboard must include:
- Emergency Warden personnel
- Spill Response personnel
- First Aid personnel
- Emergency Contact List (External)
- Evacuation diagrams

11. RECORD KEEPING

The Agility Base Manager should ensure that the names of all current Emergency Response Team personnel are displayed on site.

Records indicating the following should also be available on site:
- The dates of all emergency drills conducted and de-brief notes subsequently compiled
- Testing / tagging of all emergency equipment (e.g. fire extinguishers, defibrillators)
- Specific training of ERT personnel
- Emergency response training for inducted employees and site visitors (via induction)

Records will be maintained in the online Agility Training Data Base

12. REVIEW OF DOCUMENTATION

The emergency management plan shall be reviewed and updated with any significant change to operations that is likely to affect the emergency response of personnel or at a minimum annually. The review of this procedure shall be included in the Change Management Process.

13. DISTRIBUTION

This document will be accessible through the Agility intranet (Connections) with a hard copy kept with the Agility Base Manager and HSE Advisor. Any personal evacuation plans developed for people with disabilities will be kept with the Agility Base Manager.

14. INDUCTIONS

All employees and visitors will be inducted on the emergency procedure outlined in this document during site inductions.

15. REFERENCED DOCUMENTATION

- AS3745 – 2010 Planning for Emergencies in Facilities
- HES Management Plan (AGPL-OMSB-HSE-PLN-002)
- First Aid Procedure (AGIL-AA-IMS-PRO-810)
- Security Management Plan (AGPL-OMSB-HSS-PLN-001)
- Traffic Management Plan (AGPL-OMSB-TMP-PLN-001)
- Spill Response Procedure (AGPL-OMSB-OSR-PLN-001)
- Occupational Safety and Health Act, 1984
- Occupational Safety and Health Regulations, 1996
- Commission for Occupational Safety and Health Code of Practice for First Aid,
- Workplace Amenities and Personal Protective Equipment

APPENDIX 1 – SITE CONTACTS & EMERGENCY NUMBERS

All Emergencies – 000
(Ambulance / Police / Fire department)

Agility
Agility Base Manager – 0418 664 658
Agility Yard Supervisor – TBA
Agility HSE Manager – 0422 771 975

Others
Cyclone Information - 1300 659 210
Police – (08) 9159 9100
Hospital - (08) 9184 3200
Poisons Information (24hours) - 13 11 26
Onslow Volunteer Marine Rescue - (08) 9159 9100
Department of Fire and Emergency Services (DFES) – (08) 9184 6555
Department of Transport – Accidents / Incidents – 08 9431 1000
Department of Transport - Oil Spills - 08 9480 9924
https://www.emergency.wa.gov.au/#

APPENDIX 2 – EMERGENCY EQUIPMENT LOCATIONS & MUSTER POINTS
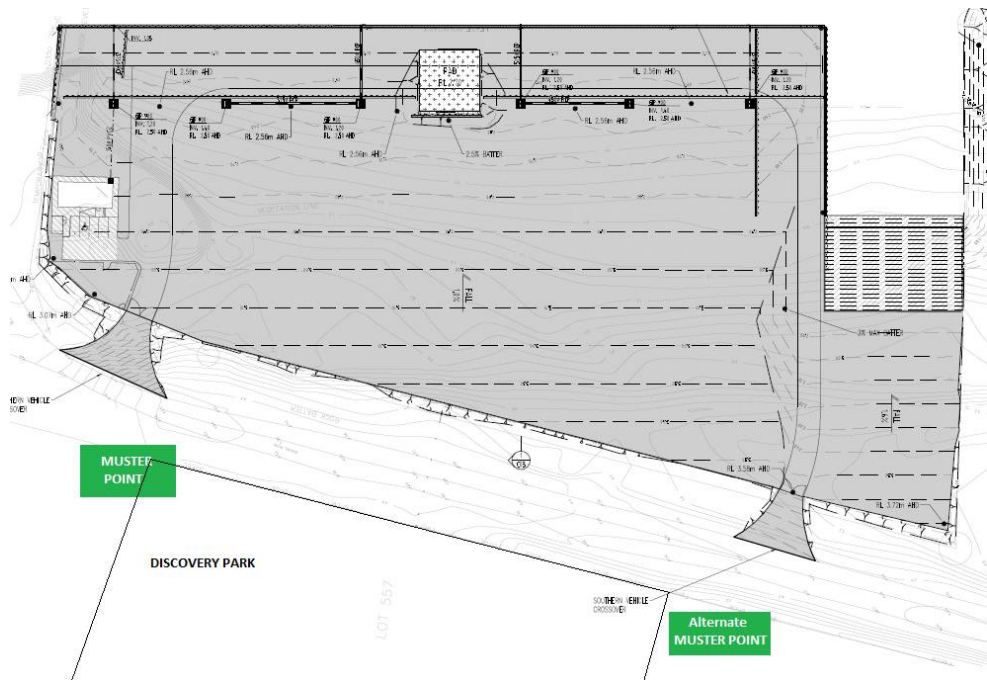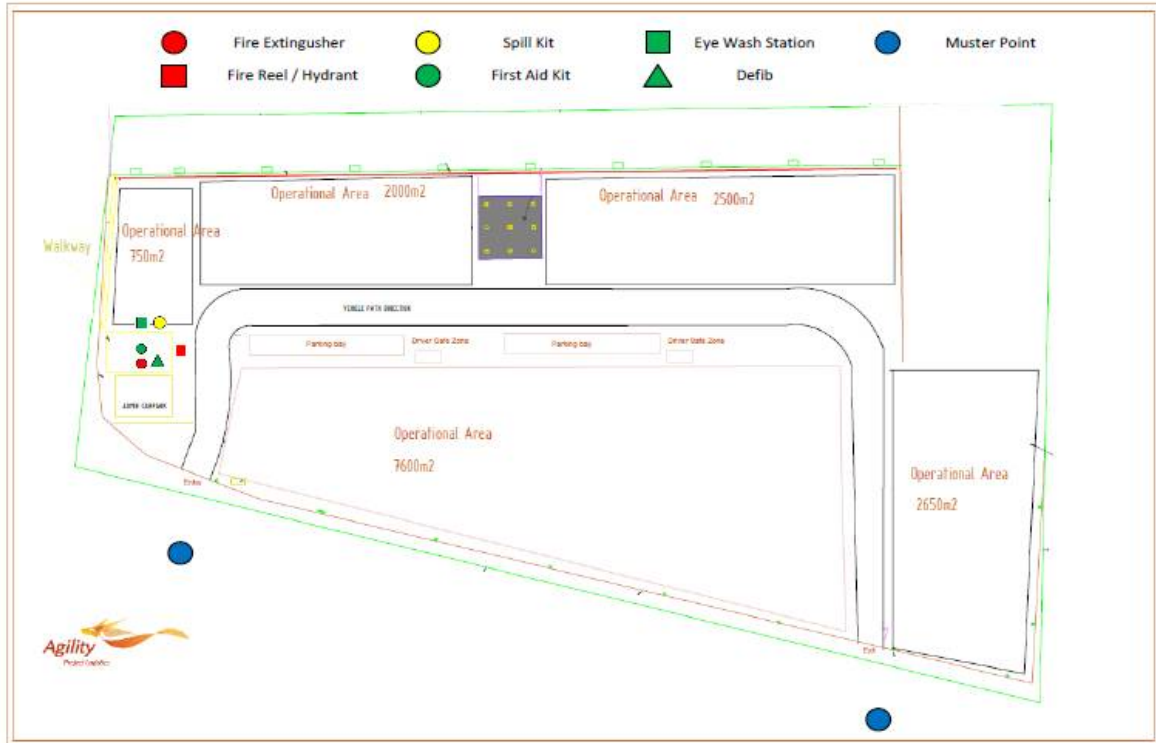
APPENDIX 3 – EMERGENCY RESPONSE PROCEDURES

Emergency Management – Radio Notification
UHF 477.4125

- Upon identifying an emergency, the site's two-way radio communication needs to be accessed with the following statement:

"Emergency! Emergency! Emergency!"
(This is the signal used for clearing the channel of all other communication)

- Identify yourself
- **DO NOT** identify the identity of any injured personnel.
- Advise the location and the incident status. Arrange for contact of emergency services.
- If trained and comfortable to do so, apply appropriate First Aid to injured person(s)

If you hear the above emergency call on your 2-way radio, immediately cease all conversation and listen for further information.

APPENDIX 4 – FIRST RESPONSE EQUIPMENT

ALL OIL SPILLS MUST FOLLOW THE OILS SPILL PREVENIONTION AND RESPONSE PLAN.

Major Spills

Spill response at the base will fall into the following categories:

Land based spills:

- The aim of any spill response is to ensure the safety of personnel first and the security of the environment second. No person shall place themselves or others at risk in a spill response.
- On observing a spill, the following actions are to occur.
- Radio call is made to Yard Supervisor.
- Operations in vicinity are halted.
- SDS sheet is consulted for PPE, clean up actions and additional hazards.
- Ensure evacuation diagrams are consulted where required, and personnel are removed from the area.
- Appropriate PPE is donned.
- Spill is contained to prevent contamination of storm water drains.
- Absorbent materials are to be spread around the perimeter of the spill;

Chemicals must be approved for site.
Request, **Read** and **Understand** the **Safety Data Sheet**
SDS are stored in hard copy within close proximity of the stored chemicals.
For chemical spillages, alert those in the immediate vicinity and **Contain**, **Control Communication** and **Cleanup** (4Cs) spillages then complete a **spill report and return to the HSE Department**.

Contact a member of the spill response team.

Do not attempt the above without fully understanding the nature of the chemical substance.

First Aid

- First Aid Boxes are located in office areas identified by first aid cross signage
- There are First Aid-trained personnel available on site and a variety of first aid kits located throughout site and in all vehicles and forklifts. Refer to First Aid posters located next to first aid boxes through the facility
- In the event that you sustain an injury, receive first aid and report this to your Supervisor immediately, no matter how small it may seem.
- In the event that a colleague sustains an injury, ensure that you are not also at risk of injury prior to attempting to assist. There are First Aid-trained personnel available on site and a variety of first aid kits located throughout site and in all project vehicles. There is one Automated External Defibrillator (AED) present on site. This is located in the OMSB site office

Fire Equipment

- Please locate the fire equipment in your specific area of work, take note of the type and capacity (please ensure clear access is maintained at all times).
- Weekly inspections of all Fire equipment on site to verify tagged & in-date as per the Fire Inspection Register (maximum of 6-months between testing).
- Only use firefighting equipment if you are trained and competent.
- Only attempt to extinguish a fire if you are comfortable in doing so, never put yourself or others in any danger.

- Follow warden instructions to enable an effective and safe evacuation.
- Do not re-enter the site/building following evacuation

Emergency Response Plan

AGPL-OMSB-ER-PLN-001

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Issued:	20 Sep2017
Authorised:	Group HSE Manager

APPENDIX 5 – BOMB THREAT

Agility
Project Logistics

BOMB THREAT CHECKLIST		AUSPERXX-HSS-TEM-119	
Date			
Time call received	am / pm	Time call completed	am / pm
Name of person receiving threat		Position	
Work phone number		Mobile number	
Address			
Reported to			

EXACT WORDS OF CALLER

When is the bomb going to explode?	
Where is the bomb right now?	
What kind of bomb is it?	
When did you place the bomb?	
What does it look like?	
Where did you place the bomb?	
What will cause it to go off?	
Did you place the bomb?	
Why did you place the bomb?	
What is your name?	
Where are you calling from?	

IMMEDIATELY AFTER THE CALL:

Recall as much information as you can.
This information requires opinions, perception and judgment. Please give your first impression.

Caller was:	☐ Male	☐ Adult	☐	☐ Adult
		☐ Child		☐ Child
Estimated age:	☐ Pre Teens	☐	☐ 0 - 40	☐ Over 50
Caller's speech:	☐ Accent	☐	☐ Slight	☐ Local
	☐ Australian	☐ Asian	☐	☐ Other
Caller's voice:	☐ Calm	☐ Loud	☐ Stutter	☐ Disguised
	☐ Angry	☐ Normal	☐ High	☐ Familiar
	☐ Slow	☐ Distinct	☐ Deep	☐ Soft
	☐ Slurred	☐ Excited	☐ Fast	☐ Clear
	☐ Muffled	☐	☐ Taped	☐ Impediment

If familiar, who did it sound like?

Background noises:	☐ None	☐ Clear	☐	☐ Street Noise
	☐ Voices	☐ Static	☐ Train	☐ House Noise
	☐ PA System	☐ Motors	☐ Local	☐ Other
	☐ Music	☐	☐	☐ Taped
	☐ Radio	☐ Animals	☐ Phone	☐ Long Distance
Threat language:	☐ Well Spoken	☐ Abusive	☐	☐ Message Read

ACTION TAKEN:			Date	/ /
Time Call received		am / pm	Time call completed	am / pm
Bomb threat received by				
Name			Work No.	
Position			Extn	
Address			Postcode	
Reported to				
Other comments				

IMMEDIATELY CONTACT THE INCIDENT CONTROLLER BY TELEPHONE
DO NOT BROADCAST THE THREAT

APPENDIX 6 – MISSING PERSON

GENERAL

A missing person on a work site is an unusual occurrence, however, on large and/or complex industrial worksites, with large mobile workforces combined with multiple shift patterns there is a heightened possibility/potential that a person or persons may be reported as missing. This is particularly relevant for sites where there is a large volume of complex and high-risk activities or the site has construction activities which require infrastructure changes, deep excavations and waterfront exposure. For the purposes of this document, "missing" only refers to a person or persons whom have reported for work and have actually attended (clocked on) or been physically sighted as at work.

WHEN A PERSON SHOULD BE DECLARED MISSING

A person should only be declared missing when:

- The person has been confirmed as being on site,
- Multiple attempts have been made to contact the person using phone, mobile phone and radio if carried, over a 30-minute period,
- Checks and controls have been initiated to ensure the person has not left site – including the persons vehicle (if applicable) electronic access controls and CCTV footage if available,
- An initial search has been conducted of the immediate surrounds of last known whereabouts; and,
- The missing persons colleagues and supervisors have been questioned – checked on physical and mental state of the missing person – were there any obvious signs of distress or illness when reporting to work
- The missing persons immediate family & friends have been contacted/called to ascertain if they know the whereabouts and time when last sighted. (NB: This often causes distress so should be done as a last resort – maintain communications, reassurance and ensure they know whom to call if the missing person is subsequently found off site

RAISING THE MISSING PERSONS ALARM

- A missing person is not initially an emergency – in most cases the person is found and a simple explanation received. When a person is deemed to be missing and still on site, a whole of site search must be initiated. To initiate a search the alarm must first be raised, remembering that this does not constitute an emergency. The alarm should be by radio and/or telephone.
- Managers and Supervisors should make the decision early on whether to cease all work to reduce potential hazards to missing person and search parties. Subsequently provide direction and coordinate the search by area, starting with the last known position of the missing person. High risk areas (especially the water front) should be a priority and will warrant extra attention but the search should not put searchers at any extra risk of exposure to danger or injury.
- The search of large and complex sites is both time consuming and costly (lost production) as extensive resources need to be employed to ensure the search is conducted systematically and thoroughly.
- Often a missing person may be incapacitated or injured so it is critical that staff involved in the search conduct the search carefully and in as coordinated manner as possible, taking time to pause, look, listen and check in every location, while maintaining communications with the coordination group.
- If after a thorough search has been conducted and the missing person remains unfound, the Manager or Supervisor should:
    - Continue to attempt making contact with the missing person, maintain attempts until found.

- Maintain communications with person's family and friends.
- Consider secondary search of high risk area's and enclosed spaces
- Inform Police (not as an emergency) of situation and maintain communications until person is found.
- Consider use of specialist search services such as divers.

WHAT TO DO IF PERSON IS FOUND INJURED

- If during the conduct of the search the person is found injured, is in a state of distress or unconscious, apply immediate first aid and call 000 for emergency services.
- Assess scene and consider isolating the immediate scene and preserving any evidence if applicable.
- If in doubt follow your normal emergency response procedures.
- Ring 000 and report location.

WHAT TO DO IF PERSON IS FOUND UNINJURED

- If during the conduct of the search the person is found on site and uninjured, search to be stopped and back to work and startup procedures initiated.
- If person deemed capable, they should be interviewed by Supervisor and Manager as appropriate. (Consideration of Drug and Alcohol testing if deemed appropriate)

WHAT TO DO IF PERSON FOUND UNINJURED AND OFFSITE

- If person is found uninjured and offsite – initiate investigation as appropriate.

APPENDIX 7 – DEALING WITH SUSPICIOUS MAIL AND PACKAGES

GENERAL

There is a heightened need for care in the handling of mail, given the sensitivities of the oil and gas and maritime services industry. While there is a need for care, it should be emphasized there these don't appear to be a specific target.

RECOGNISING POTENTIAL HAZARDS

- It is critical that staff handling mail remain vigilant and cautious at all times. It should be remembered, however, that most reports of suspicious packages are false alarms.
- As has been emphasized by the Commonwealth Attorney General, all staff handling mail items in a work environment should be aware of the emergency procedures for responding to and reporting a suspicious article.
- Where possible, the sorting and processing of mail and packages should be conducted in an area separate from the main organization and which can be easily contained.
- If any staff should receive a package or letter that they believe to be suspicious, they should follow the procedure outlined below.

WHAT TO DO IF YOU RECEIVE A SUSPICIOUS PACKAGE OR MAIL ITEM

If you suspect that you have received a package that may contain hazardous material and HAVE NOT OPENED IT.

- Place the item in a plastic bag and seal it
- Place all items in a second plastic bag and seal that also
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember you are not in immediate danger
- Call for help. This may be your Supervisor or by dialing (08) 9159 9100 to ask for police assistance. Advise;
  - o Exact location of the incident
  - o Number of people potentially exposed
  - o Description of the package/device
  - o Action taken eg sealed in bag and left on floor
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible attend the wash station to decontaminate.
- If possible turn off the air-conditioning and fans.
- Wait for help to arrive.

If you suspect that you have received a package that may contain hazardous material and HAVE OPENED IT.

- Do not disturb the item any further. Do not pass it around. If any material has spilt from the item, do not try to clean it up, or brush it from your clothing.
- If possible place a large object over the package without disturbing it – such as a large waste bin.
- Leave the immediate area and wait for further instruction.
- Prevent others from entering the area and becoming contaminated.
- If there is a strong/overpowering odour move to an adjoining room closing all doors and windows and stay in that area until help arrives.
- Call for help. This may be your Supervisor or by dialing (08) 9159 9100 to ask for police assistance. Advise;
  - Exact location of the incident
  - Number of people potentially exposed
  - Description of the package/device
  - Action taken eg sealed in bag and left on floor
- Keep your hands away from your face to avoid contaminating your eyes, nose and mouth.
- If possible attend the wash station to decontaminate.
- If possible turn off the air-conditioning and fans.
- Wait for help to arrive

APPENDIX 8 – EMERGENCY CONTROL ORGANISATIONAL ACTION PLAN

Area Warden

On becoming aware of an incident, the Area Warden is to:
1. Raise the alarm by notifying the Emergency Controller/ Deputy Emergency Controller.
2. Evacuate occupants from the immediate incident area
3. Complete a sweep of the area and close doors once room is cleared
4. Alert Emergency Response Team to respond to a fire, chemical or first aid emergency.
5. Provide a status update to Emergency Controller
6. Follow instructions of Emergency Controller

On receiving instructions to evacuate from the Emergency Controller the Area Warden is to:
1. Sweep allocated zone including toilets and all occupiable spaces, closing doors once room has been cleared
2. Direct/ assist occupants via a safe path to the muster point
3. Proceed to muster point and confirm their zone has been cleared
4. Maintain control of occupants until all clear has been called

On becoming aware of unknown emergency, the Area Warden is to:
1. Investigate the area and evacuate personnel from the immediate incident area
2. Raise the alarm by notifying the Emergency Controller/ Deputy Emergency Controller
3. Establish and maintain a 70 meter exclusion zone
4. Remain in situ outside of the exclusion zone unless an evacuation is initiated by the Emergency Controller

Emergency Evacuation Chief Controller (ECO)

On becoming aware of an incident, the Emergency Controller is to:
1. Receive incident status from the Deputy Emergency Controller or Area warden
2. Ensure the alarm has been raised and appropriate Emergency services have been contacted on 000 if necessary
3. Determine course of action and coordinate emergency response
4. Proceed to muster point and await updates from Area Warden
5. Liaise with emergency services upon arrival to site
6. Instruct Communications officer to complete Emergency Evacuation Debrief and Review
7. Announce "All Clear"

Deputy Emergency Controller

On becoming aware of an incident the Deputy Emergency Controller is to:
1. Receive incident status from the Area Warden
2. Notify the Emergency Controller of incident.
3. Assume the responsibility of the Emergency Controller If the Emergency Controller is not contactable
4. Liaise with Emergency Controller as required

Communications Officer

On becoming aware of an incident the Communications Officer is to:
1. Record sequence of events on the Emergency Debrief and Review
2. Contact emergency services as instructed by Emergency Controller
3. Collect first aid kit from the First Aid room and proceed to muster point
4. Update Emergency Debrief and Review upon instruction from Emergency Controller
5. Take meeting minutes at debrief meetings

APPENDIX 9 – EMERGENCY EVACUATION – DEBRIEF AND REVIEW

SECTION 1 – EMERGENCY DETAILS

Site Name: OMSB   **Location:** Beadon Creek Rd – Onslow **Date/Time:**…………………….

Affected Area:…………………………………………………………………………………………………..

Level of Occupancy: ☐ Full site evacuation   ☐ Staff in location only   ☐ After Hours

Type of Evacuation: ☐ *Planned Exercise   ☐ *False Alarm   ☐ Real Emergency

* Details/Cause…………………………………………………………………………………………………..

SECTION 2 – EVACUATION SEQUENCE

Sequence of Events	Time
Alarm Raise	Alert: Evac:
Warden/s Responded	
Evacuation commenced	
Wardens report to the Chief Warden	First: Last:
Wardens arrive at assembly area/entry points	
Evacuation completed	
Emergency declared over	

SECTION 3 – DEBREIF / EVALUATION

Did all Wardens report to the Chief Warden?...☐Yes ☐ No
        If no, which Wardens did not report?...
Did the Wardens use the emergency equipment competently?...☐Yes ☐No
        If no, specify the details………………………………………………………………………………
Could the alarm be heard throughout the area?...☐Yes ☐No
        If no, specify the area's………………………………………………………………………………
Where the emergency exits clear and operational?...☐Yes ☐No
        If no, specify the area's and problems………………………………………………………………
Where the exit paths well lit? ……………...…………………………………………………….☐ Yes ☐No
Were all occupants evacuated? …………...………………………………………………………☐ Yes ☐No
        If no, whom did not evacuate?..

Debrief Actions - to be completed to address issues arising from the drill.

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……
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APPENDIX A – MEDICAL EMERGENCY

ANYONE discovering a medical emergency:

- RAISE THE ALARM: Notify the FIRST AIDER and give the location and details of the emergency.
- Conduct first aid if qualified.
- Call 000 if required

Upon notification of a medical emergency:
- Collect necessary keys and proceed to the incident location.
- If an ambulance has not been called and is required dial 000
- If an ambulance is required, direct another ERT member to meet the ambulance on arrival and guide the officers to the casualty.
- Cease operations in the immediate area to allow clear passage of emergency services vehicle on site as soon as practical of incident.
- For serious incidents and/or if person is hospitalised, notify the Agility General Manager and EECO.
- Hold a debriefing session within the ERT.
- Complete any reports as required.

First Aider
- Conduct first aid.
- Give information of patient condition to medical services on arrival.
- Complete any incident report form.

Escalation
- • If at any point the ECO requires advice on how to:
    - o manage the incident,
    - o the incident has progressed to Level 2 or Level 3,
    - o you believe additional resources are required

Report Incident

All medical incidents are to be reported in accordance with the Incident and Investigation and Reporting.

APPENDIX B – FIRE/SMOKE

ANYONE upon discovering fire / smoke:

Assist anyone in immediate danger, if safe to do so.
- Close doors to any buildings to prevent the spread of the fire/smoke (isolate the fire).
- If it safe to do so, and you have been trained in the use of portable fire-fighting extinguishers and hose reels, you may attempt to extinguish the fire. If the fire cannot be extinguished, attempt to isolate the area and evacuate.

RAISE THE ALARM:

- Activate the fire alarm and notify the EMERGENCY WARDEN and give details of the location and extent of the fire.
- Liaise with ECO to call 000 (if required)
- Alert anyone in the immediate area about the fire.
- Commence evacuation; follow warden instructions via the closest safe exit.

ECO upon notification of fire/smoke:

- Check communications with other ERT members.
- Set up and advise other ERT members of the command post location and proceed to the command post.
- Cease operations in the immediate area of the suspected fire/smoke to allow the Emergency Warden investigation to be carried out.
- Activate the Evacuation alert if required
- Check to see if 000 has been called, if not call 000 (if fire is not able to be extinguished by the Evacuation Warden)
- Handover to Emergency Services on arrival and support them as requested Note: Emergency Services are now in control of the incident.
- Notify Base Manager of incident, as soon as practical.
- Receive all clear from the Emergency Services.
- Carry out return to operations assessment and remediate areas as required.
- Hold a debriefing session within the ERT.
- Complete any reports as required.

First Aider

- Report to Command post.
- Conduct first aid as required.
- Give information of any patient condition to medical services on arrival.
- Complete any incident reports as required by the ECO.

EVACUATION WARDEN upon notification of fire / smoke:

- Collect necessary keys and proceed to the fire location.
- Check communications with other ERT members.
- Keep other ERT member(s) informed via two-way radio and update as required.
- Determine the location and extent of the fire/smoke. Relay this information to the other ERT member(s).

- If fire is evident, report to the other ERT member(s) and commence evacuation (see EVACUATION PROCEDURE)
- Commence firefighting duties if safe to do so.
- • If the fire cannot be controlled, close the door to prevent fire/smoke spread (if in a building) and complete the evacuation.

MUSTER MANAGER Evacuation Procedure:

- On hearing the evacuation notification, collect details of who is on site by collecting the visitors book and personnel on shift register.
- Proceed to the muster point.
- Check communications with other ERT members.
- Check personnel off as present as they arrive at the Muster point.
- Check areas off as all clear when reported in by the Emergency Warden.
- Report absences to the ECO.

Escalation

- If at any point the ECO requires require advice on how to:
  - manage the incident,
  - the incident has progressed to Level 2 or 3,
  - you believe additional resources are required, or

Report Incident

All fire/smoke incidents are to be reported in accordance with the Incident and Investigation and Reporting Process.

APPENDIX C – EARTHQUAKE

EVERYONE during an earthquake:
Try to remain calm.

If you are Inside:
Move away from windows, mirrors, outside doors and walls, lighting fixtures, unstable furniture, bookcases and items that may fall.

If indoors, DO NOT use a doorway unless you know with certainty that it is well supported and load bearing. Majority of inside doors do not offer sufficient protection and are not designed to withstand possible impacts.

Seek shelter under a desk or table or move to a room corner, sit down and protect your face and head with your arms.

DO NOT move outdoors until the shaking stops.
DO NOT use the elevators
BE AWARE that an earthquake **may** activate fire alarms and fire suppression systems such as inside sprinklers. The electricity **may** also go out.

If you are outside:
Move to an open space away from buildings, power lines and trees that may fall.
- Await instructions from ERT members.

If you are in a moving motor vehicle during an earthquake:
STOP as quickly as you can, but as safety permits.

DO NOT stop under or near power lines, trees or buildings or any other structure that could potentially fall onto the vehicle.

DO NOT leave the vehicle

Once the earthquake has stopped proceed to drive with caution. DO NOT drive over bridges or ramps that may have received structural damage due to the earthquake.

If you become trapped under debris:
DO NOT MOVE AROUND.

DO NOT KICK UP DUST. Dust can cause dangerous respiratory issues. To avoid inhalation, cover your mouth with clothing or a cloth.

Make noise by tapping on objects near you in order to alert rescuers. Try to avoid screaming as it may result in inhalation of dangerous dusts.

ECO After an Earthquake:

- Check communications with other ERT members.
- Set up and advise other ERT members of the command post location and proceed to the command post.
- Activate the Evacuation alert and carry out personnel verification.
- Organise damage assessments to be carried out

- Notify Base Manager as soon as practical of incident.
- Call for emergency services support (000) if required.
- Handover to Emergency Services on arrival and support them as requested Note: Emergency Services are now in control of the incident.
- Receive all clear from the Emergency Services if onsite.
- Give all clear on site.
- Carry out return to operations assessment and remediate areas as required.
- Hold a debriefing session within the ERT.
- Complete any reports as required.

First Aider

- Report to Command post.
- Conduct first aid as required.
- Give information of any patient condition to medical services on arrival.
- Complete any incident reports as required by the ECO.

EVACUATION WARDEN after an earthquake:

- Activate the evacuation alarm after the initial shockwaves have subsided.
- Check communications with other ERT members.
- Collect necessary keys and proceed to muster point.
- Report to ECO and update as required.
- Assess buildings and surrounding areas for casualties, damage to buildings and storage areas as well as other hazards and report back.
- If any building damage or internal hazards are identified, report to the ECO and commence evacuation (see the EVACUATION PROCEDURE).
- If any external hazards are identified, report to the ECO and commence lockdown (see LOCKDOWN PROCEDURE).
- If required, request assistance from DFES on 000. For state emergency service assistance (SES) contact 132 500 (non-life threatening).

MUSTER MANAGER Procedure:

- On hearing the evacuation notification, collect details of who is on site by collecting the visitors book and taking a photo of the attendance board for which staff are on/off site.
- Proceed to the muster point.
- Check communications with other ERT members.
- Check personnel off as present as they arrive at the Muster point.
- Check areas off as all clear when reported in by the Evacuation Warden.
- Report absences to the ECO

Escalation

- • If at any point the ECO requires advice on how to:
    o manage the incident,
    o the incident has progressed to Level 2 or 3,
    o the incident is escalating beyond your control, contact the PERTH EMT IC on 0417 442 081.

Report Incident

All earthquakes are to be reported in accordance with the Incident and Investigation and Reporting process.

APPENDIX D – FLOODING

ANYONE discovering a flood:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify MUSTER MANAGER and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Commence evacuation via the closest safe exit.
- Avoid contact with floodwater
- Be aware of slip, trip or fall hazards
- Turn off electricity and gas at main

ECO upon notification of flood:

- Turn off electricity and gas at main if not already turned off.
- Check communications with other ERT members.
- Set up and advise other ERT members of the command post location and proceed to the command post.
- Cease operations onsite until water subsides.
- Activate the Evacuation alert if required.
- Call for emergency services support (000) if required.
- Do not re-enter the facility until structural stability has been assessed
- Do not enter the facility until affected power points, electrical equipment, appliances, gas appliances, gas bottles and electrical hot water systems have been inspected by a suitably qualified person
- Handover to Emergency Services on arrival and support them as requested Note: Emergency Services are now in control of the incident.
- Notify Base Manager as soon as practical of incident.
- Where safe to do so, mitigate damage to water sensitive material on site.
- Receive all clear from the Emergency Services, if onsite.
- Give all clear once water subsides.
- Carry out return to operations assessment and remediate areas as required.
- Hold a debriefing session within the ERT.
- Complete any reports as required.

First Aider

- Report to Command post.
- Conduct first aid as required.
- Give information of any patient condition to medical services on arrival.
- Complete any incident reports as required by the ECO.

EVACUATION WARDEN upon being notified of a flood:

- Activate the evacuation alarm.
- Check communications with other ERT members.

- Collect necessary keys and proceed to the muster point.
- Report to the ECO and update as required.
- Take control of the situation, assess the area for hazards and keep people out of the flooded area.
- If required notify DFES on 000. For state emergency service assistance (SES) contact 132 500 (non-life threatening)
- Determine the nature of the flood (water storage, main/roof damage/sewerage/etc) and shut off the source and/or contact the relevant maintenance provider (see EMERGENCY CONTACTS).
- If the flood is external, commence lockdown (see LOCKDOWN PROCEDURE).
- If the flood is internal, commence evacuation (see EVACUATION PROCEDURE).

MUSTER MANAGER Procedure:

- On hearing the evacuation notification, collect details of who is on site by collecting the visitors book and taking a photo of the attendance board for which staff are on/off site.
- Proceed to the muster point.
- Check communications with other ERT members.
- Check personnel off as present as they arrive at the Muster point.
- Check areas off as all clear when reported in by the Evacuation Warden.
- Report absences to the ECO

Escalation

- • If at any point the ECO requires advice on how to:
  o manage the incident,
  o the incident has progressed to Level 2 or 3,
  o the incident is escalating beyond your control, contact the PERTH EMT IC on 0417 442 081.

Report Incident

• All flooding incidents are to be reported in accordance with the Incident and Investigation and Reporting process.

APPENDIX E – ADVERSE WEATHER

EVERYONE during adverse weather:

- Try to remain calm.
- Move away from windows, mirrors, bookcases and items that may fall. Tape windows if required.
- If indoors, drop to the ground and take cover by getting under a well supported table or alternative piece of furniture; and support yourself by holding on until the shaking stops. If you do not have fast immediate access to a table or desk, cover your face and head with your arms, locate a corner of the room and crouch.
- If outside seek shelter.
- Await instructions from the ECO.
- Be prepared for power outages.
- If driving pull over and wait for weather to settle.

EVACUATION WARDEN during and after adverse weather:

- Check communications with other ERT members.
- Collect necessary keys and proceed to the muster point.
- Report to ECO and update as required.
- Commence lockdown (see LOCKDOWN PROCEDURE).
- If required, request assistance from DFES on 000. For state emergency service assistance (SES) contact 132 500 (non-life threatening)
- Once the threat has passed, assess the buildings for casualties, building damage and hazards and report back.
- If any building damage or hazards are identified, commence evacuation (see the EVACUATION PROCEDURE).

ECO upon notification of adverse weather:

- Check communications with other ERT members.
- Set up and advise other ERT members of the command post location and proceed to the command post.
- Cease operations onsite until adverse weather subsides.
- Activate the Evacuation alert if required.
- Call for emergency services support (000) if required.
- Handover to Emergency Services on arrival and support them as requested Note: Emergency Services are now in control of the incident.
- Notify Base Manager as soon as practical of incident.
- Where safe to do so, mitigate damage by adverse weather to sensitive material on site.
- Receive all clear from the Emergency Services, if onsite.
- Give all clear once adverse weather subsides.
- Carry out return to operations assessment and remediate areas as required.
- Hold a debriefing session within the ERT.
- Complete any reports as required.

First Aider

- Report to Command post.

- Conduct first aid as required.
- Give information of any patient condition to medical services on arrival.
- Complete any incident reports as required by the ECO.

MUSTER MANAGER Procedure if evacuation called for:

- On hearing the evacuation notification, collect details of who is on site by collecting the visitors book and taking a photo of the attendance board for which staff are on/off site.
- Proceed to the muster point.
- Check communications with other ERT members.
- Check personnel off as present as they arrive at the Muster point.
- Check areas off as all clear when reported in by the Evacuation Warden.
- Report absences to the ECO

Escalation

- • If at any point the ECO requires advice on how to:
  o manage the incident,
  o the incident has progressed to Level 2 or 3,
  o you believe additional resources are required, or

Report Incident

All adverse weather incidents are to be reported in accordance with the Incident and Investigation and Reporting.

APPENDIX F – GAS LEAK

ANYONE discovering a gas leak:

- RAISE THE ALARM: Notify the EVACUATION WARDEN **in person** and give the location and details of the emergency.
- Remove any sources of ignition. Extinguish cigarettes and open flames. Do not use two-way radios or mobile phones.
- Maintain and exclusion zone of greater than 70m

ECO upon notification of a gas leak:

- Set up and advise other ERT members of the command post location and proceed to the command post. **No RF or mobile communications are to be used until the all clear is given.**
- Call for emergency services support (000) if required from a landline.
- If the leak is external to the site, activate lockdown (see LOCKDOWN PROCEDURE).
- If the leak is internal, activate evacuation to a safe area upwind of the leak (see EVACUATION PROCEDURE).
- Handover to Emergency Services on arrival and support them as requested Note: Emergency Services are now in control of the incident.
- Notify Operations Manager as soon as practical of incident.
- Receive all clear from the Emergency Services, if onsite.
- Give all clear once gas leak contained and remediated.
- Carry out return to operations assessment and remediate areas as required.
- Hold a debriefing session within the ERT.
- Complete any reports as required.

First Aider

- Report to Command post.
- Conduct first aid as required.
- Give information of any patient condition to medical services on arrival.
- Complete any incident reports as required by the ECO.

EVACUATION WARDEN when notified of a gas leak:

- Activate the evacuation alarm.
- Collect necessary keys and proceed to the muster point.
- **No RF or mobile communications are to be used until the all clear is given.**
- Report to the ECO in person and update as required by using a runner (a person to physically pass the message).
- Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and not to use two-way radios or mobile phones.
- Investigate the location of the gas leak if safe to do so. If a gas leak is evident, advise ECO that assistance from DFES on 000 is required.

MUSTER MANAGER Procedure:

- On hearing the evacuation notification, collect details of who is on site by collecting the visitors book and taking a photo of the attendance board for which staff are on/off site.
- Proceed to the muster point.
- Designate someone as the muster point runner to pass messages between the muster point and command post. **No RF or mobile communications are to be used until the all clear is given.**
- Check personnel off as present as they arrive at the Muster point.
- Check areas off as all clear when reported in by the Evacuation Warden.
- Report absences to the ECO

Escalation

- If at any point the ECO requires advice on how to:
  - o manage the incident,
  - o the incident has progressed to Level 2,
  - o you believe additional resources are required, or

Report Incident

All gas leaks are to be reported in accordance with the Incident and Investigation and Reporting Process.

APPENDIX G – HAZARDOUS MATERIAL SPILL OR LEAK

ANYONE upon discovering a Hazardous Material spill or leak:

- Assist anyone in immediate danger, if safe to do so.
- RAISE THE ALARM: Notify the EVACUATION WARDEN and give details of the location and extent of the emergency.
- Alert anyone in the affected area.
- Commence evacuation via the closest safe exit.

ECO upon notification of a Hazardous Spill or Leak:

- Set up and advise other ERT members of the command post location and proceed to the command post. **No RF or mobile communications are to be used until the all clear is given.**
- Cease operations in immediate area until Hazardous spill is addressed.
- Direct deployment of spill containment kits and drain covers by qualified personnel.
- Call for emergency services support (000) if required from a landline. Ensure emergency maps and manifests are provided to emergency services.
- If the spill or leak is external to the site, activate lockdown (see LOCKDOWN PROCEDURE).
- If the spill or leak is internal, activate evacuation to a safe area upwind of the leak (see EVACUATION PROCEDURE).
- Handover to Emergency Services on arrival and support them as requested Note: Emergency Services are now in control of the incident.
- Notify Operations Manager as soon as practical of incident.
- Where safe to do so, mitigate damage from the spill or leak to sensitive material on site.
- Receive all clear from the Emergency Services, if onsite.
- Give all clear once gas leak contained and remediated.
- Carry out return to operations assessment and remediate areas as required.
- Hold a debriefing session within the ERT.
- Complete any reports as required.

First Aider

- Report to Command post.
- Conduct first aid as required.
- Give information of any patient condition to medical services on arrival.
- Complete any incident reports as required by the ERT member.

EVACUATION WARDEN upon being notified of a Hazardous Materials spill or leak:

- Collect necessary keys and proceed to the incident location.
- Assist anyone in immediate danger.
- Isolate the affected area. DO NOT attempt to clean up or confine the spill or leak unless you have been appropriately trained.
- Report to ECO and update as required. **No RF or mobile communications are to be used until the all clear is given.** Use a runner (someone to pass messages physically).
- Assess the type and quantity of hazardous materials involved, review the emergency manifest and obtain the 'SDS' to determine the appropriate response.
- Direct everyone to remove any sources of ignition, extinguish cigarettes and open flames and reiterate no one is to use two-way radios or mobile phones.
- Isolate anyone contaminated until the arrival of DFES.

- If the spill or leak is external, commence lockdown, close all doors and windows and turn off ventilation systems (see LOCKDOWN PROCEDURE).

If the spill or leak is internal, commence evacuation to a safe area upwind of the leak (see EVACUATION PROCEDURE).

MUSTER MANAGER Procedure if evacuation called for:

- On hearing the evacuation notification, collect details of who is on site by collecting the visitors book and taking a photo of the attendance board for which staff are on/off site.
- Proceed to the muster point.
- Designate someone as the muster point runner to pass messages between the muster point and command post **No RF or mobile communications are to be used until the all clear is given.**
- Check personnel off as present as they arrive at the Muster point.
- Check areas off as all clear when reported in by the Evacuation Warden.
- Report absences to the ECO

Escalation

- If at any point the ECO requires advice on how to:
  - manage the incident,
  - the incident has progressed to Level 2 or 3,
  - you believe additional resources are required, or

Report Incident

All hazardous material spills of leaks are to be reported in accordance with the Incident and Investigation and Reporting Process

APPENDIX H – EVACUATION PROCEDURE

STAFF MEMBER AND VISITOR Evacuation Procedure:

- Turn off any equipment that may become a hazard.
- Staff direct visitors to the nearest safe exit.
- Make final check of rooms and surrounding areas and shut the door (if in a building) after exiting.
- Move to the nominated or closest safe Evacuation Assembly Area.
- Report any problems to the ECO.
- Remain at the Evacuation Assembly Area until the ECO declares the all clear.

ECO upon notification of an Evacuation:

- Set up and advise other ERT members of the command post location and proceed to the command post. **Note, evacuations resulting from gas leaks or hazardous spills require the use of runners in lieu of RF or mobile communications until the all clear is given.**
- Direct ERT members in their roles and coordinate activities in response to the incident on site.
- Account for staff and visitors via reports from the Muster Manager.
- Receive reports from the Evacuation Warden on the building zones being cleared.
- Receive reports from the First Aider as to any medical treatable cases.
- Call for emergency services support (000) if required. Ensure emergency maps and manifests are provided to emergency services.
- Activate lockdown procedure if required.
- Restrict building access and vehicular movement if required by placing an ERT member(s) or barricades at entrances.
- Handover to Emergency Services on arrival and support them as requested Note: Emergency Services are now in control of the incident.
- Notify Base Manager as soon as practical of incident.
- Receive all clear from the Emergency Services, if onsite.
- Give all clear once incident is over.
- Carry out return to operations assessment and remediate areas as required.
- Hold a debriefing session within the ERT.
- Complete any reports as required.

First Aider

- Report to Command post.
- Conduct first aid as required.
- Give information of any patient condition to medical services on arrival.
- Complete any incident reports as required by the ECO.

EVACUATION WARDEN Evacuation Procedure:

- Make the 'Evacuation Announcement' over a loudhailer or in person. Activate the Evacuation tone.
- Check communications with other ERT members. **Note, evacuations resulting from gas leaks or hazardous spills require the use of runners in lieu of RF or mobile communications until the all clear is given.**
- Direct occupants to evacuate via the closest safe exit.
- Anyone refusing to evacuate must be reported to the ECO.

- Search designated areas to ensure that everyone is evacuated. Once checked, close the door and mark with a 'Room Checked' post-it note.
- Provide updates to the ECO of progress and issues.
- Consider the safety of Muster Point & egress routes. Use alternatives if required.
- Once the evacuation and search is complete, report to the ECO and give details of areas clear, anyone missing or requiring assistance.

MUSTER MANAGER Evacuation Procedure:

- On hearing the evacuation notification, collect details of who is on site by collecting the visitors book and taking a photo of the attendance board for which staff are on/off site.
- Proceed to the muster point.
- Check communications with other ERT members. **Note, evacuations resulting from gas leaks or hazardous spills require the use of runners in lieu of RF or mobile communications until the all clear is given.**
- Check personnel off as present as they arrive at the Muster point.
- Check areas off as all clear when reported in by the Evacuation Warden.
- Report absences to the ECO.

Escalation

- If at any point the ECO requires advice on how to:
  - o manage the incident,
  - o the incident has progressed to Level 2 or 3,
  - o you believe additional resources are required, or

Report Incident

All evacuations are to be reported to are to be reported in accordance with the Incident and Investigation and Reporting Process

APPENDIX I – LOCKDOWN PROCEDURE

STAFF MEMBER AND VISITOR Lockdown Procedure:

- If outside, move indoors, either to an area nominated by an ERT member or an area with lockable doors.
- Lock all doors and windows, draw blinds/curtains and remain inside.
- Remain out of sight and sit down on the floor if required. Do not peer through windows or doors.
- Give other staff or visitors reassurance to help them remain quiet & calm throughout the incident.
- Wait for further instruction from an ERT member.

ECO upon notification of a Lockdown:

- Set up and advise other ERT members of the command post location and proceed to the command post. **Note, lockdowns resulting from gas leaks or hazardous spills require the use of runners in lieu of RF or mobile communications until the all clear is given.**
- Direct Evacuation Warden to announce a Lockdown.
- Direct Muster Manager and Evacuation Warden to have staff and visitors evacuate to designated muster point, if safe to do so.
- Direct ERT members in their roles and coordinate activities in response to the incident on site.
- Account for staff and visitors via reports from the Muster Manager.
- Receive reports from the Evacuation Warden on the building zones being cleared.
- Receive reports from the First Aider as to any medical treatable cases.
- Call for emergency services support (000) if required. Ensure emergency maps and manifests are provided to emergency services.
- Restrict building access and vehicular movement by placing an ORT member(s) or barricades at entrances.
- If safe to do so, meet and Handover to Emergency Services on arrival and support them as requested Note: Emergency Services are now in control of the incident.
- Notify Base Manager as soon as practical of incident.
- Receive all clear from the Emergency Services, if onsite.
- Give all clear once incident is over.
- Carry out return to operations assessment and remediate areas as required.
- Hold a debriefing session within the ERT.
- Complete any reports as required.

First Aider

- Report to Command post.
- Conduct first aid as required.
- Give information of any patient condition to medical services on arrival.
- Complete any incident reports as required by the ECO.

EVACUATION WARDEN Lockdown Procedure:

- Collect necessary keys and proceed to the nominated muster point if being used.
- Report to ECO and update as required.
- Notify Staff and visitors of a lockdown when directed by the ECO.
- If possible, make regular contact with staff and visitors to give and receive updates.

MUSTER MANAGER Lockdown Procedure:

- If the muster point is used, collect details of who is on site by collecting the visitors book and taking a photo of the attendance board for which staff are on/off site.
- Proceed to the muster point.
- Check communications with other ERT members.
- Check personnel off as present as they arrive at the Muster point.
- Check areas off as all clear when reported in by the Evacuation Warden.
- Report absences to the ECO.

Escalation

- If at any point the ECO requires advice on how to:
  - manage the incident,
  - the incident has progressed to Level 2 or 3,
  - you believe additional resources are required, or

Report Incident

• All lockdowns are to be reported in accordance with the Incident and Investigation and Reporting Process.

APPENDIX K – RECEPTION DURESS

First responder

- Attempt to calm down the persons involved and defuse the incident.
- Advise the offending person that you are going to call security.
- Do not put yourself at risk. If necessary withdraw to a safe area.
- Notify the Police on **(000 or (08) 9159 9100)** immediately.
- Notify members of the ERT of the incident.
- NOTE: Reception staff and responding staff are not to put themselves or others at risk. It is important to remember to remain neutral and non-confrontational so as not to inflame the situation. If applicable, withdraw from the situation and take refuge in a safe place.

ECO Role

- Isolate personnel from the reception area.
- Activate an Evacuation if required.
- Hand over to WA Police once they arrive and assist as required. **Report Incident**
- As soon as possible after the incident, complete a security incident report, on the iWay homepage and forward to the ABU Security Coordinator. The Supervisor and Base Manager are to be kept apprised on all security related incidents.

APPENDIX L – ESCALATION PLAN

Low Security measures that should be applied at all times and at all other threat levels:

- All personnel have undertaken security awareness training.
- Have the necessary systems in place to respond to an increased level of threat.

Medium Includes all considerations for 'Low' plus:

- Ensure all personnel are aware of the increased threat level.
- Ensure emergency response plans has been fully tested and apparent shortfalls rectified.
- Have the necessary systems in place to respond to an increased level of threat.

High Includes considerations for 'Low' and 'Medium' plus:

- Ensure all personnel are aware of the increased threat level.
- Monitor threat data and facilitate closer liaison with Police and Emergency Services.
- All mail and freight to be held until verified against the sender.
- All non-critical work to be suspended.
- Restrict access to supply base lease areas to essential personnel and consider service reduction.
- Additional security resources (security guards and vehicle / foot patrols, etc.) to undertake applicable screening, monitoring and guarding duties of critical locations.
- Review emergency response and business continuity plan, brief personnel and consider conducting extra training to ensure all personnel are competent.
- Review all emergency contact details with applicable government and industry stakeholders.
- Identity cards to be worn by all personnel.
- Have the necessary systems in place to respond to an increased level of threat.

Extreme Includes considerations for 'Low', 'Medium' and 'High' plus:

- Ensure all personnel are aware of the increased threat level.
- Restrict cargo shipments to essential items only.
- Evacuate non-essential personnel.
- Be prepared to activate emergency and business continuity plans.

APPENDIX M – RECEIVING AND HANDLING PACKAGES THAT ARE SUSPECTED OF CONTAINING HAZARDOUS MATERIAL

Receiving an Unopened Package that is Suspected of Containing Hazardous Material

- Before touching the item further, ensure full PPE is being worn (gloves, eye protection, long sleeves) Place the item in a plastic bag, seal it, and then place it in a second plastic bag and seal that bag.
- If the item is too large to bag, cover it with plastic wrap, remain calm and remove yourself from further direct contact.
- Keep your hands away from your face to avoid contaminating your eyes, nose or mouth.
- Remove gloves and leave with the package as gloves may be contaminated.
- If possible, without leaving your work area, wash your hands.
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember that you are not in immediate danger.
- Inform the Supervisor, who will inform the Police.
- Contact emergency services on 000.
- Wait to be directed by the authorities.

Handling an opened Package that is Suspected of Containing Hazardous Material

- Do not disturb, move or touch the item any further. If any material has spilt from the item, do not try to clean it up or brush it from your clothing.
- Keep your hands away from your face to avoid contaminating your eyes, nose or mouth.
- If possible, place an object (e.g. bin) over the package without disturbing it.
- If possible, without leaving your work area, wash your hands.
- Stay in your office or immediate work area. This also applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Remember that you are not in immediate danger.
- Inform the ECO who will advise the Police.
- If possible, have the building ventilation system shut down and turn off any fans or equipment that is circulating air around the workplace.
- Contact fire and emergency on 000.

WAIT TO BE DIRECTED BY THE AUTHORITIES.