



**MGL-PLN-108 Rev 3**

## **Vestas Zenviron Consortium**

# **Emergency Management Plan**

### **PURPOSE**

The purpose of this Emergency Management Plan (EMP) is to identify potential emergency situations which may involve and/ or effect Vestas / Zenviron Consortium (VEZ) personnel and provide instruction and guidance on actions to plan, respond and contain an emergency situation.

This Emergency Management Plan will be used for the basis of site/project EMP and amended accordingly to address potential emergency situations identified and to integrate applicable client EMP requirements.

### **SCOPE**

This Emergency Management Plan applies to all Vestas / Zenviron Consortium personnel, including visitors and subcontractors working on or attending VEZ operations. This plan applies to any emergency situation that may occur on site.

<b>DOCUMENT OWNER</b>		
<b>Name</b>	<b>Title</b>	<b>Date</b>
Lestelle Haines	HSE Manager EC Division	08/04/2016

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## ROLES AND RESPONSIBILITIES

### 1.1. Managing Director

- Assume role of the Vestas / Zenviron Consortium Crisis Management Team (CMT) Leader and take overall responsibility for the CMT response.

### 1.2. Executive General Manager

- Ensure that sufficient resources within their control are applied to fully develop and implement all aspects of this plan;
- Oversee and monitor Divisional Incident Management Team's (DIMT);
- Member of the CMT.

### 1.3. Business Unit General Manager

- Assume role of the DIMT Leader and take overall responsibility for the DIMT response;
- Liaise with Client Senior Management as applicable;
- Inform the EC Executive GM of level 2 & 3 emergency situations.

### 1.4. Offsite Manager (i.e. Operations/ Senior Project Manager)

- Assume the role of delegate DIMT Leader;
- Notify the DIMT Leader of any emergency immediately upon receiving notification;
- Maintain site contact and communications during an emergency;
- Ensure all operations have an Emergency Management Plan and that annual emergency exercises are conducted;
- Review emergency debriefs and ensure learning's are implemented across operations.

### 1.5. Divisional HSE Manager

- Maintain an EC Divisional Emergency Management Plan;
- Member of the DIMT;
- Provide support and guidance to the Business Unit General Manager and others involved in an emergency response;
- Provide resources to assist coordinate and implement emergency response exercises.

### 1.6. Senior Site Manager (i.e. Project Manager, Operations Manager)

- Assume the role of On Scene Commander (OSC);
- Ensure the roles of OSC and Deputy OSC have been delegated if off site;
- Ensure a site specific Emergency Management Plan is developed, in consideration of the Client site ERP and site specific threats, and that it is maintained up to date;
- Ensure all emergency planning requirements are met;
- Ensure adequate resources are available for implementation of this plan, inclusive of trained personnel and emergency equipment;
- Ensure site personnel are trained in the site emergency response plans;
- Notify offsite Senior Management of emergency situations and provide regular updates;
- Lead post emergency incident investigation as applicable.

### 1.7. Local Site Manager (i.e. Construction Manager, Area Manager)

- Assume the role of Deputy On Scene Commander;

- Ensure adequate number of trained and qualified emergency response personnel are available on each shift;
- During an emergency, evaluate in conjunction with the Senior Site Manager, the effects of operational activities in progress and make safe, stop, or suspend them if necessary;
- Inform the Offsite Manager of any emergency situations.

#### 1.8. HSE Personnel

- Support the Project Management in the development and maintenance of the Emergency Response Plan to address site specific emergency threats;
- Provide advice and support to the OSC during the emergency situation;
- Assist in securing the scene and eliminating hazards and interference to the response, specifically organising traffic diversions, barricading and crowd control;
- Assist / facilitate post emergency investigation as required.

#### 1.9. Employees

- Be prepared for an emergency situation by understanding evacuation procedures and location of emergency equipment, muster points, emergency exits and escape routes;
- Follow instructions from the OSC, their delegates and emergency personnel during an emergency and comply with evacuation requirements;
- Provide assistance within their capabilities as requested during an emergency;
- Participate in emergency exercises.

#### 1.10. First Aiders

- Protect human life without endangering their own; administer first aid within scope of training and minimise escalation if safe to do so;
- Assist in securing the scene;
- Assist with any other duties as requested by the OSC or Deputy OSC.

### EMERGENCY PLANNING

#### 1.11. Emergency Response Plans

Specific emergency response plans have been developed for likely potential emergency threats, see Appendix F. Plans are required to be reviewed as a part of the emergency debrief process, or annually as a minimum, to ensure they remain effective.

#### 1.12. Evacuation Plans

Evacuation plans shall be displayed so they are clearly visible to employees and visitors. Plans shall display the following information as a minimum:

- Primary and secondary evacuation routes;
- Primary and secondary muster points;
- Location of first aid kits;
- Location of fixed firefighting equipment.

#### 1.13. Emergency Exercises

Evacuation drills should be conducted 6-monthly as a minimum. Emergency response exercises are required to be conducted at least annually. This may be as a part of a Client initiated exercise or an independent exercise, to review effectiveness of both the site emergency response team and the Divisional Incident Management Team (DIMIT). Emergency drills shall be scenario based and test a variety of the identified potential emergency situations.

During drills and exercises, adequate numbers of personnel will be designated as observers to assess drill effectiveness and complete *MGL-F-595 Emergency Evacuation Observation Checklist*. An *MGL-F-1896 EC Emergency Debrief* form shall be completed following emergency exercises, with recommendations made where applicable.

#### 1.14. Emergency Resources

##### 1.14.1. Client Site Emergency Response Capability

When working on a site that is controlled by another organisation (i.e... client):

- Review and understand the on-site Client emergency response and medical capability available to VEZ and take this into consideration in the development of emergency response plans;
- Review and understand the on-site emergency equipment available and take this into consideration in the development of emergency response plans.

##### 1.14.2. First Aid Personnel

- First aiders will be trained to Senior First Aid certification (HLTFA301B Apply First Aid) as a minimum, and must hold a current certificate at all times;
- An adequate ratio of first aiders shall be maintained to ensure availability on each shift and at all work fronts (refer to *MGL-GUD-136 Managing First Aid Requirements Guideline* for further details);
- The names and contact information of first aid personnel will be displayed on noticeboards and near first aid kits as a minimum.

##### 1.14.3. First Aid Kits

- First Aid boxes must be available within all site vehicles, office facilities and stores;
- These can be either checked monthly or reviewed quarterly and tagged with an appropriate quarterly colour inspection tag (RGBY), as deemed appropriate for the frequency of their use
- Kits shall contain only consumables appropriate for the provision of first response first aid;
- The location of first aid boxes will be marked with a first aid sign.



##### 1.14.4. Fire Wardens

- Fire Wardens will have completed Basic Fire Training;
- Adequate ratios of fire wardens shall be maintained to ensure availability on each shift;
- The names and contact information of fire wardens will be displayed on noticeboards;
- Personnel involved in fire risk activities, should be trained in the use of fire extinguishers.

##### 1.14.5. Fire Extinguishers

- Fire extinguishers appropriate for classes of possible fire, shall be located in accordance with requirements of *MGL-GUD-019 Preparing for Emergency Guide*;
- Fire extinguishers shall be tested 6-monthly and comply with *AS/NZS 1841.1:2007 - Portable fire extinguishers - General requirements* and *AS/NZS 1850:1997 Portable fire extinguishers – classification, rating, and performance testing*.
- Signage shall indicate fire extinguisher location and type (fixed extinguishers only);
- Fire exits / escape routes shall be kept clear and marked in accordance with *AS 1319-1994: Safety signs for the occupational environment* and *AS 2293.1-2005: Emergency escape lighting and exit signs for buildings - system design, installation, and operation*.

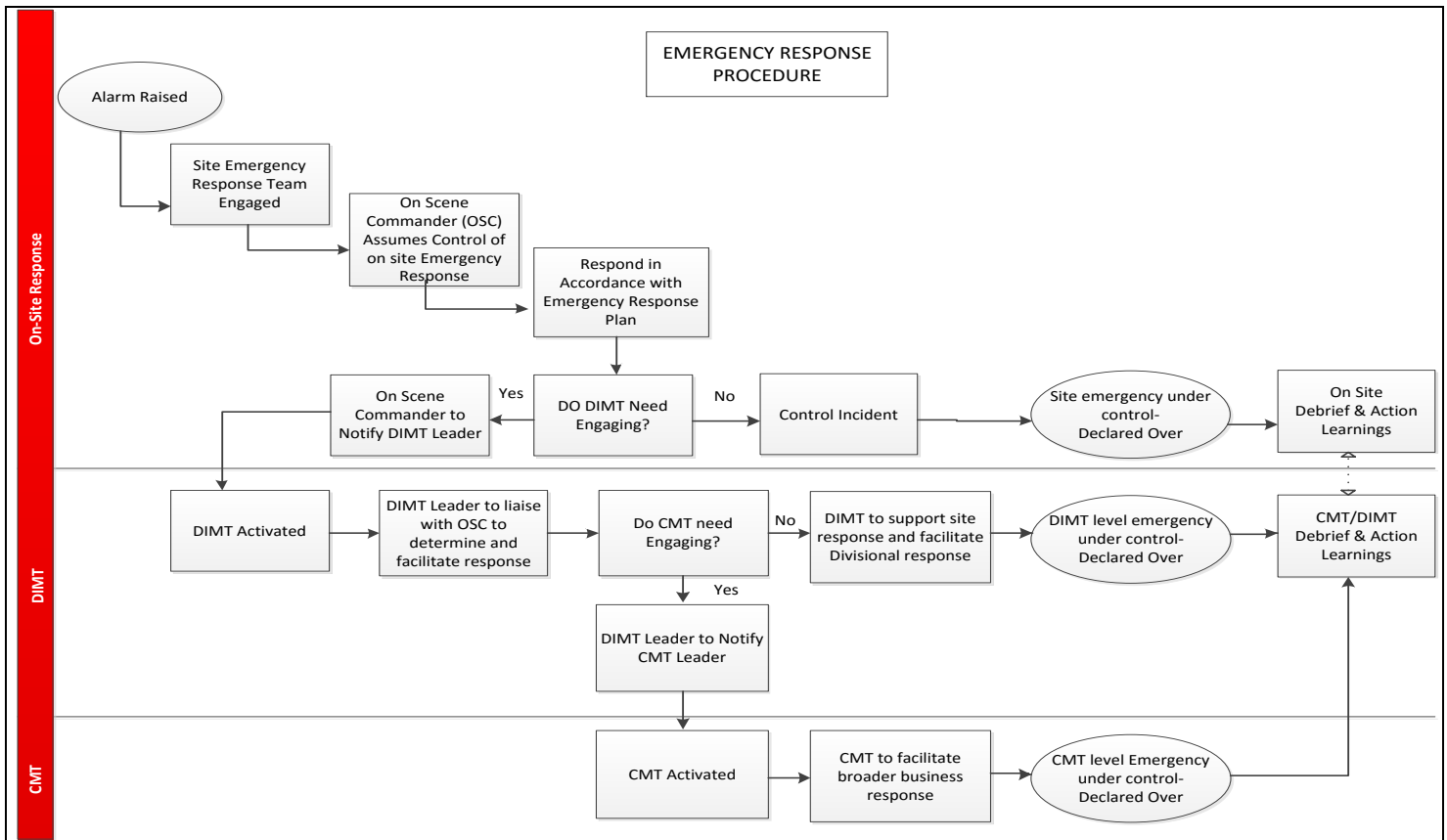
**EMERGENCY RESPONSE**

**1.15. Levels of Emergency**

The level of response and notification will vary depending on the extent of the impact of the emergency *Note: levels apply to incidents / events where an emergency has been declared.*

Emergency	Description	Example	Highest Level of Response
<b>Level 1:</b>	Emergency is localised with little or no potential impact on other areas of the business	Medical Emergency such as cardiac arrest	Site Emergency Team
<b>Level 2:</b>	Requires involvement of the DIMT to gain control or manage potential impact beyond site	Serious Injury requiring medical evacuation such as major crush injury, amputation, or missing Person	Divisional Incident Management Team (DIMT)
<b>Level 3:</b>	An event which has a potential impact or may pose a threat to the wider business	Fatality(s) Multiple severe injuries Natural disaster –fire / flood / cyclone (cat 4-5)	Crisis Management Team (CMT)

**1.16. Emergency Response Procedure**



### 1.17. Site Emergency Team Response

#### 1.17.1. First Responders

- Raise the alarm as per site procedures;
- Contain the scene and control immediate hazards, if safe to do so;
- Provide initial assistance, if trained to do so.

#### 1.17.2. On Scene Commander

- Take control of any emergency situation where VEZ may be deemed to have control and that is within the scope of the site emergency response plan.
  - Note: In the event the Client has an Emergency Response Team (ERT), they may assume overall control of the scene upon arrival and command the initial response. In this case the VEZ OSC will be responsible to liaise with the ERT and work in accordance with their direction.
- Ensure the Client and site emergency response teams are informed of the emergency;
- Ensure external emergency services are contacted if required;
- Ensure next of kin are contacted and support provided as required;
- Work closely with the Client and / or others to ensure a coordinated response;
- Inform VEZ Senior Management to escalate emergency response to the DIMT as appropriate;
- Ensure all personnel and subcontractors are accounted for;
- Initiate contact with external support services as applicable (medical providers, Employee Assistance Program);
- Declare emergency over and/or notify personnel to return to work;
- Conduct emergency debrief.

#### 1.17.3. Deputy On Scene Commander

In the event that the OSC is absent, the Deputy OSC shall assume responsibilities as above. Otherwise, shall undertake the following:

- Initiate evacuation upon instruction from the OSC;
- Ensure the scene is controlled;
- Assist the OSC to coordinate resources (i.e. First aiders, fire wardens, HSE personnel);
- Maintain a log of events, actions and communications during the emergency;
- Ensure all persons have evacuated and are accounted for;
- Maintain contact with OSC and provide regular updates of progress.

### 1.18. Divisional Incident Management Team (DIMT) Response

The DIMT consists of the DIMT Leader and support personnel as appropriate, which may include HR, IT, HSE, etc. The main purpose of the DIMT is to:

- Provide technical and logistical services to support the onsite ERT;
- Identify potential impacts on the business and implement actions to mitigate the effects of the emergency;
- Coordinate internal and external communications.



#### 1.18.1. DIMT Leader

- Evaluate immediate support requirements to contain the impact of the emergency (i.e. identify issues, prioritise actions and allocate resources);
- Maintain communications with the OSC throughout the emergency;
- Liaise with CMT Leader and activate the CMT if necessary;
- Liaise with relevant external stakeholders (i.e. Client senior management);
- Provide a single point of contact for external communication (i.e. next of kin, media, police) for level 2 emergencies;
- Ensure next of kin are notified and support services provided as required;
- Coordinate a debrief following Level 2 emergency situations / drills and ensure an evaluation of the effectiveness of the response is undertaken;
- Assign a Senior Incident Investigator where applicable;
- Declare level 2 DIMT emergency response over.

#### 1.19. Crisis Management Team (CMT) Response

The CMT is led by the Managing Director with support from additional services as required (i.e. HR, IT, etc.). The CMT is responsible to:

- Coordinate strategic company response to manage business continuity and impacts;
- Provide support to the DIMT;
- Provide central person for external communications (i.e. media, regulators);
- Interact with external stakeholders as appropriate to protect Company interests;
- Initiate additional specialist, consultant or legal advice as appropriate;
- Declare level 3 CMT emergency response over.

Refer to *MGL-PLN-018 Crisis Management Plan* for further details.

### EMERGENCY DEBRIEF

#### 1.20. Site Debrief

Once any emergency situation that required a response from VEZ, is declared over, a debrief shall be conducted within 24 hours, to review the effectiveness of the response and identify opportunities for improvement.

The On Scene Commander will coordinate the debrief with key personnel who were a part of the site emergency response. The OSC shall ensure that an *EC Emergency Response Debrief (MGL-F-1896)* form is completed, with a copy provided to the DIMT Leader for level 2 & 3 emergencies. All actions arising shall be captured in the site action register and the site emergency response plan updated as applicable.

This site debrief process shall also be completed following emergency exercises.

#### 1.21. DIMT / CMT Debrief

For all level 2 & 3 emergencies, the DIMT Leader is responsible to coordinate a debrief with DIMT members and key personnel, including the OSC, to review the effectiveness of the DIMT & CMT response. The DIMT Leader shall ensure that an *EC Emergency Response Debrief form (MGL-F-1896)* is completed and that all opportunities for improvement are identified with resultant actions recorded and tracked until closure.

The CMT Leader may conduct an independent review of the CMT response for level 3 incidents. Learning's should be communicated to the DIMT and OSC as applicable.

## INCIDENT INVESTIGATION AND REPORTING

### 1.22. Incident Investigation

An incident investigation will be conducted into emergency events where VEZ was deemed to have had, or ought to have had control, to determine cause and actions to reduce the likelihood of reoccurrence. Investigations will be conducted in accordance with *MGL-PRO-070 Managing Incidents Procedure*.

### 1.23. Reporting

*EC Emergency Response Debrief (MGL-F-1896)* form is required to be completed for all events resulting in activation of the emergency response plan.

Emergency events that require an incident investigation (as above) shall also be recorded in the VEZ incident management system, in accordance with *MGL-PRO-070 Managing Incidents Procedure*.

## ADDITIONAL SUPPORT SERVICES

### 1.24. Integrated Trauma and Management Services- REDiMED

REDiMED provides emergency injury management which includes 24 hour emergency injury management across Australia. REDiMED also offer a telehealth service which is an online injury management support service that allows projects to undertake face to face reviews with a doctor or specialist.

### 1.25. Employee Assistance Program- EAP

The EAP is a counselling service available to all VEZ employees and their immediate family. The EAP can be engaged at the discretion of the Site Manager, to support personnel in coping with emergency situations (in particular medical emergencies). The EAP can be mobilised to site within 24 hours of notification.

Refer to *MGL-GUD-009 Employee Assistance Program Guideline* for further details.

## CYCLONE MANAGEMENT

A cyclone is a low-pressure weather system in which the central core is warmer than the surrounding atmosphere. Cyclone season extends from 1 November to 30 April each year.

Cyclones are classified as per below:

Category	Strongest Gust (km/h)	Average Maximum Wind (km/h)	~ Central Pressure (hPa)	Typical Effects
1	< 125	63 - 89	> 985	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
2	125 - 169	90 - 119	985 - 970	Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings.
3	170 - 224	120 - 159	970 - 955	Some roof and structural damage. Some caravans destroyed. Power failures likely. (e.g. <i>Winifred</i> )
4	225 - 279	160 - 199	955 - 930	Significant roofing loss and structural damage. Many caravans destroyed. Dangerous airborne debris. Widespread power failures. (e.g. <i>Tracy, Olivia</i> )
5	> 280	> 200	< 930	Extremely dangerous with widespread destruction. (e.g. <i>Vance</i> )

## 1.26. Cyclone Preparation

The *Cyclone Preparedness Checklist (MGL-F-1555)* must be completed by the 1st October each year if cyclones are identified as a risk for the site. A copy is maintained by the On Scene Commander and copy forwarded to the responsible off-site Manager and ECHSEAdmin@monadel.com.au. This checklist is also to be used during the different Cyclone alert phases.

During cyclone season the following must be actioned:

- Temporary facilities must be secured within 48 hours of arrival on site;
- Sea containers or temporary offices must be constructed and tied down in accordance with local cyclone rating requirements;
- Scaffold kept to a minimum. Scaffold must be removed during a cyclone event. To reduce the amount of work required during a cyclone alert, redundant scaffolds will be removed as soon as practicable;
- Hand tools returned to store when not in use;
- Housekeeping maintained at all job fronts;
- Bins and skips emptied as soon as full.

## 1.27. Bureau of Meteorology Warning System

The Bureau of Meteorology (BOM) is responsible for issuing cyclone warnings in Australia. The following warnings may be issued:

### 1.27.1. Cyclone Watch

A cyclone (or potential cyclone) exists and there are strong indications that winds above gale force will affect coastal or island communities within 24 to 48 hours. The message contains a brief estimate of the cyclone's location, intensity, severity category and movement and identifies the coastal area that could be affected. Watch messages are renewed every six hours.

### 1.27.2. Cyclone Warning

Strong winds are expected to affect coastal or island communities within 24 hours. It identifies the communities being threatened and contains the cyclone's name, its location, intensity (including maximum wind gusts and severity category) and its movement. Cyclone warnings are issued every 3 hours.

### 1.27.3. Cyclone Threat

A serious cyclone poses a serious threat to a coastal community, with at least destructive wind gusts, and there is sufficient information available, such as radar confirmation of location and movement. Cyclone threats are issued hourly.

### 1.27.4. A Cyclone Advice

A prefixed "Flash" when it is the first warning to a community not previously alerted by a cyclone watch. It is also issued when major changes are made to the previous warnings.

## 1.28. Cyclone Response

In the event that a cyclone is predicted for the area, the On Scene Commander is responsible to ensure actions are completed in accordance with Weather Bureau notifications (refer to Cyclone checklists, Appendix C). The On Scene Commander shall assemble a Cyclone Response Control Team and allocate tasks. The Team shall re-group to discuss progress at pre-determined intervals.

The On Scene Commander is responsible for keeping personnel updated with the latest bureau and site information. Cyclone tracking maps will be posted in all crib-rooms and office areas

during the cyclone season and updated each morning. Supervisors shall communicate to their respective workforce the status and current track of the cyclone as appropriate at pre-start meetings, crib-breaks and prior to the end of shift.

There are 3 Levels of alert

- Blue Alert: cyclone is 24 to 48 hours away and may affect the area. Winds will be increasing to gale force and accompanied by heavy rainfall;
- Yellow Alert: cyclone is expected to affect the area within 12 hours. Winds will now be averaging approximately 90km/h;
- Red Alert: cyclone is imminent.

Refer to *MGL-GUD-019 Preparing for Emergencies Guideline* for further details.

**DEFINITIONS**

Term	Definition
CMT	The Crisis Management Team is responsible for coordinating a broader strategic company response to an emergency.
CRISES	Crises involve all or a substantial part of the business and have actual or potential long-term consequences.
DIMT	Divisional Incident Management Teams make tactical plans to mitigate the effects of the emergency, and identify strategic issues arising from the incident to the Division and / or Crisis Management Team if activated. Divisional Incident Management Teams provide technical, logistic and services support to Emergency Response Teams, through the 'On Scene Commander'.
ERT	On site Emergency Response Team trained and qualified to respond to all emergencies.
FIRST AID	The immediate treatment or emergency care given to someone suffering from an injury or sudden illness. Aims of first aid are: preserve life, prevent illness or injury from becoming worse and promote recovery.
SHALL	Indicates a mandatory statement to be adopted in order to comply with this Plan.

**REFERENCED DOCUMENTS**

Document No.	Document Name
MGL-F-1896	EC Emergency Debrief Report
MGL-F-595	Emergency Evacuation Observation Checklist Form
MGL-GUD-009	Employee Assistance Program
MGL-GUD-019	Preparing for Emergencies Guideline
MGL-F-1298	Phone Threat Checklist
MGL-PLN-018	Crisis Management Plan
MGL-PRO-070	Managing Incidents Procedure
MGL-F-1555	Cyclone Preparedness Checklist
MGL-GUD-136	Managing First Aid Requirements Guideline

**RECORDS**

Title	On-site Retention	Off-site Retention
Emergency Debrief Report	Duration of Project	1 year
Emergency Response Plans	Duration of Project	1 year

**REVISION HISTORY**

Revision	Changes	Date	Prepared By
0	Issued for use	02/02/2012	S.McAuliffe
1	Reviewed and updated to include REDiMED and other minor changes.	07/08/2014	R Cole
2	2-yearly review, minor amendments & removal of ITAMS	11/04/16	L Haines
3	Align medical scenarios with current first aid (DRSABCD)	21/06/16	S Birkner

**APPENDIX A: EMERGENCY CONTACTS (COMPLETED BY SITE)**

Site Emergency Contacts			
Title	Contact Number	Radio Channel	
Raise the Alarm; "Emergency, emergency, emergency..."			
Site Emergency Services			
Site Medical Centre			
External Emergency Services			
Title	Contact Number	Radio Channel	
Ambulance / Fire / Police <i>From Mobile Outside Network-</i>	000		
Hospital: Local	112		
Medical Centre: Local			
Ambulance: Local			
Police: Local			
Fire Services: Local			
Royal Flying Doctors	1800 625 800		
Poisons Info Centre	13 11 26		
REDiMED	(08) 9230 0900	Or Health and Rehab	
Cyclone Warning Alert Service	1800 020 352		
VEZ Site Contacts			
Title	Name	Contact Number	Radio Channel
Project/Ops Manager			
Site Manager			
On Scene Commander			
Deputy OSC			
Senior Warden (day Shift)			
Senior Warden (Night shift)			
Site Office			
HSE Department			
Out of Hours Contact			
VEZ Off-Site Contacts			
Title	Office Number	Mobile Number	
General Manager (DIMT Leader)			
Senior Manager (Project/Operations)			
HSE Manager	(08) 9316 6308	0417 960 511	
Perth Head Office Reception	(08) 9316 1255		
Brisbane Office Reception	(07) 3368 6700		
Health & Rehabilitation- Perth - Brisbane	(08) 9315 7141 (07) 3368 6080	0419 319 552	

**APPENDIX B: EMERGENCY EVACUATION PROCEDURE**

In the event of Emergency evacuation, the site specific emergency evacuation procedures must be followed. The On Scene Commander will assess the situation and order an evacuation.

1.	<p>Upon activation of the evacuation alarm, all personnel must:</p> <ul style="list-style-type: none"> <li>• Stop work immediately and shutdown plant and equipment</li> </ul>
2.	<ul style="list-style-type: none"> <li>• Exit their location using emergency routes in an orderly manner;</li> <li>• Leave all personal belongings where they are;</li> <li>• Proceed directly to the designated Muster Area;</li> <li>• Gather in work groups and await further instructions</li> </ul>
3.	<p>The Deputy On Scene Commander must account for all Personnel</p>
4.	<p>Personnel must remain at the muster point until advised by the On Scene Commander/deputy or a warden, that it is safe to return to the work area.</p>



**APPENDIX C: ON SCENE COMMANDER CHECKLIST**

<b>On Scene Commander Checklist</b>	
<b>Step</b>	<b>Action</b>
1	Confirm the emergency.
2	Start Personal Log / Timeline.
3	Gather initial information from first on scene to determine and control the current and potential dangers, hazards and risks to people, property and the business? <ul style="list-style-type: none"> <li>• How many people are involved?</li> <li>• What is the status of the ill / injured parties involved?</li> <li>• Has the area been made safe?</li> <li>• What controls / actions have been put in place by first on scene?</li> </ul> <b>Ensure ERT has been mobilised (if required).</b>
4	Delegate tasks to control immediate dangers, hazards; <ul style="list-style-type: none"> <li>• Barricading / tape / cones / signage;</li> <li>• Traffic diversion;</li> <li>• Isolations;</li> <li>• Exclusion zones.</li> </ul>
5	Account for all personnel and subcontractors.
6	Determine if external support is required based on initial information, establish contact and engage as required. <ul style="list-style-type: none"> <li>• Local; Police, Ambulance, Fire and Rescue</li> <li>• RediMed</li> </ul>
7	Notify DIMT the Leader of the situation.
8	Establish and maintain effective communication channels with all parties involved in the response- request regular status updates. <ul style="list-style-type: none"> <li>• Emergency services- on site /external</li> <li>• Client</li> <li>• Supervisors</li> </ul>
9	Ensure preservation of evidence and prepare for investigation post emergency.
10	Coordinate transfer of ill / injured off site with ERT and external emergency services - ensure a company representative escorts them. Organise notification of next of kin as appropriate.
11	Determine when emergency situation is under control.
12	Declare emergency over as appropriate and advise personnel.
13	Conduct debrief with all parties involved in emergency.

**APPENDIX D: DIMT LEADER CHECKLIST**

<b>DIMT Leader Checklist</b>	
<b>Step</b>	<b>Action</b>
1	Start Personal Log/ Timeline.
2	Confirm details of emergency with On Scene Commander.
3	Brief the CMT Leader where a CMT response may be required.
4	Engage the DIMT members: <ul style="list-style-type: none"> <li>• Human Resources</li> <li>• HSE</li> <li>• Administration</li> <li>• External Point of Contact Person</li> <li>• Logistics</li> </ul>
5	Assemble and brief DIMT members. <ul style="list-style-type: none"> <li>• Start a running log of team events on whiteboard</li> </ul>
6	Facilitate the DIMT in developing a response plan to combat the emergency. <ul style="list-style-type: none"> <li>• Obtain and review current information;</li> <li>• Determine the actual and potential impact and consequences for the division;</li> <li>• Develop actions based on information to combat emergency.</li> </ul>
7	Delegate tasks and responsibilities of DIMT members in accordance with Duty Cards.
8	Schedule the team to reconvene at regular intervals (i.e. on the hour every hour) to provide and receive updates on the emergency situation.
9	<ul style="list-style-type: none"> <li>• <b>Receive:</b> Information updates at regular intervals;</li> <li>• <b>Assess:</b> The information received and its value;</li> <li>• <b>Act:</b> Amend and implement any changes to the response plan as required</li> </ul>
10	Consider: <ul style="list-style-type: none"> <li>• Relief teams if the incident is of a long duration;</li> <li>• Refreshments for DIMT members</li> </ul>
11	Declare level 2 DIMT emergency over as appropriate and advise personnel.
12	Coordinate debrief for level 2 DIMT emergency stations.

**APPENDIX E: DIMT MEMBER DUTY CARDS**

Human Resources	HSE
<p>Start Personal Log / Timeline.</p> <p>Delegate a contact person to receive external communications (i.e. external point of contact).</p> <p>Provide advice on HR related issues.</p> <p>Conduct duties as determined by DIMT Leader.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Confirm what information can be released with DIMT Leader;</li> <li>• Contacting next of kin / family members;</li> <li>• Initiation and coordination of external support services- Employee Assistance Program;</li> <li>• Brief administration staff on information that can/cannot be released over the phone;</li> <li>• Update telephonists / call centres regularly;</li> <li>• Assist in obtaining information on personnel locations / contact details in the event of evacuation;</li> <li>• Prepare and release appropriate information to employees.</li> </ul>	<p>Start Personal Log / Timeline.</p> <p>Provide advice on HSE related issues.</p> <p>Ensure:</p> <ul style="list-style-type: none"> <li>• Response is in compliance with legislative requirements;</li> <li>• Relevant government authorities have been notified as per statutory requirements;</li> <li>• Ill/injured personnel are being managed as per procedures (escorted to hospital by company rep etc.);</li> <li>• Remain in contact with emergency services personnel / health and rehab coordinators to gain regular updates.</li> </ul> <p>Conduct duties as determined by DIMT Leader.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Providing technical advice on hazard control on scene;</li> <li>• Assist in managing evacuations / notifications and alerts. (i.e. weather updates);</li> <li>• Assisting in the engagement of REDiMED, EAP.</li> </ul>
Administration	Logistics
<p>Set up DIMT room with communications- phones, pens, paper, whiteboards, computers, contact directories.</p> <p>Initiate a log / timeline of team events on whiteboard.</p> <p>Assume the role of scribe (type directly in a laptop if possible).</p> <p>Assume the role of telephonist, obtaining updates regularly from HR on relevant and appropriate information that can be released.</p> <p>Record phone messages and provide information to relevant parties.</p> <p>Conduct duties as determined by DIMT Leader.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Assist HR as required;</li> <li>• Arrange for refreshments, travel, accommodation, and other logistics for DIMT members.</li> </ul>	<p>Start Personal Log / Timeline.</p> <p>Arrange and facilitate:</p> <ul style="list-style-type: none"> <li>• Transport requirements;</li> <li>• External equipment, supplies, manpower, services and resources that may be required;</li> <li>• Provide advice on financial and commercial impacts of the incident.</li> </ul> <p>Conduct duties as determined by DIMT Leader.</p> <p>Consider:</p> <ul style="list-style-type: none"> <li>• Working with HSE to identify and manage requirements to combat emergency;</li> <li>• What potential logistical requirements may result if the emergency is of long duration?</li> </ul>

**APPENDIX F: EMERGENCY RESPONSE PLANS**

<b>MEDICAL EMERGENCY</b>	
<b>Step</b>	<b>Action</b>
1	Raise the alarm and communicate the following: <b>L:</b> Location of incident <b>I:</b> Incident (nature of) <b>O:</b> Other services required <b>N:</b> Number of injured personnel <b>E:</b> Extent of Injuries (if known) <b>L:</b> Location of injuries DO NOT broadcast names at any stage of the emergency
2	Always remember your personal safety first in a response: <b>D</b> anger – ensure the area is safe <b>R</b> esponse – if safe to do so, check for vital signs <b>S</b> end for help <b>A</b> irway <b>B</b> reathing <b>C</b> ompressions – <i>commence CPR if not breathing normally</i> <b>D</b> e fibrillation – <i>Attach Automated External Defibrillator if available</i>
3	Nearest First Aider to provide assistance within their capability until medical personnel arrive. Do not move the injured/ ill person unless there is possibility of further harm or injury.
4	On Scene Commander (or most Senior person present) take control of the scene: - Evacuate immediate area of bystanders; - Ensure the dignity and privacy of the injured person is protected; - Re-direct traffic as required; - Designate people to flag down emergency services at site entry and direct to exact location of incident (position people along the route where required).
5	Hand over to Emergency Services and stand clear unless requested to provide assistance.
6	OSC to ensure ill/injured person transferred off site are escorted by a Company representative. Prior to transfer offsite, determine where the person(s) is going and how are they getting there (e.g. Site ambulance, St Johns, RFDS).
7	On Scene Commander declares emergency over

<b>CONFINED SPACE RESCUE</b>	
Rescue from an enclosed or partially enclosed space that: <ol style="list-style-type: none"> <li>a. is at atmospheric pressure when anyone is in the space; and</li> <li>b. is not intended or designed primarily as a workplace; and</li> <li>c. could have restricted entry to, or exit from; and</li> <li>d. at any time, contains or is likely to contain any of the following:                             <ul style="list-style-type: none"> <li>- An atmosphere that has potentially harmful levels of a containment;</li> <li>- An atmosphere that does not have a safe oxygen level; or</li> <li>- That could cause engulfment.</li> </ul> </li> </ol>	
Step	Action
1	Confined space sentry raise the alarm and communicate the following: <ul style="list-style-type: none"> <li><b>L:</b> Location of incident</li> <li><b>I:</b> Incident (i.e. confined space engulfment/hazardous chemical exposure)</li> <li><b>O:</b> Other services required (i.e. rescue &amp; medical)</li> <li><b>N:</b> Number of effected personnel</li> <li><b>E:</b> Extent of injuries (if known)</li> <li><b>L:</b> Location of injuries (if known)</li> </ul> DO NOT Broadcast names at any stage of the emergency.
2	<p><i>Atmospheric containments present a significant risk to rescuers/first aiders when entering a confined space; these are often not visible and may be heavier than air (and so may not be readily detectable at the entrance to a confined space)</i></p> <p><u>No personnel are to enter the confined space unless the following conditions have been met:</u></p> <ul style="list-style-type: none"> <li>• Atmosphere is tested for containments (i.e. at entrance &amp; depth rescuers will descend to);</li> <li>• Required safety equipment (i.e. breathing apparatus) are worn;</li> <li>• Specific isolation or local control requirements are satisfied, in particular where equipment has been commissioned or operational;</li> <li>• Personal are trained and competent to do so.</li> </ul>
3	Sentry must maintain line of sight of the person / people requiring rescue where possible.
4	On Scene Commander (or most Senior person present) take control of the scene: <ul style="list-style-type: none"> <li>- Evacuate immediate area of bystanders (upwind if atmospheric containments are present);</li> <li>- Ensure the dignity and privacy of the injured person is protected;</li> <li>- Designate people to flag down emergency services at site entry and direct to exact location of incident (position people along the route where required).</li> </ul>
5	Hand over to Emergency Services and stand clear unless requested to provide assistance.
6	On Scene Commander declares emergency over.

<b>ELECTRIC SHOCK</b>	
<b>Step</b>	<b>Action</b>
1	Raise the alarm and communicate the following: <b>L:</b> Location of incident <b>I:</b> Incident (i.e. electric shock) <b>O:</b> Other services required (i.e. Medic) <b>N:</b> Number of injured personnel <b>E:</b> Extent of injuries (if known) <b>L:</b> Location of injuries DO NOT broadcast names at any stage of the emergency
2	Always remember your personal safety first in a response. Ensure all sources of electricity are disconnected before approaching the injured person. <b>D</b> anger – ensure the area is safe <b>R</b> esponse – if safe to do so, check for vital signs <b>S</b> end for help <b>A</b> irway <b>B</b> reathing <b>C</b> ompressions – <i>commence CPR if not breathing normally</i> <b>D</b> efibrillation – <i>attach Automated External Defibrillator if available</i>
3	First Aider to provide assistance within their capability until medical personnel arrive.
4	On Scene Commander (or most Senior person present) take control of the scene: - Evacuate immediate area of bystanders; - Ensure the dignity and privacy of the injured person is protected; - Designate people to flag down emergency services at site entry and direct to exact location of incident (position people along the route where required)
5	Hand over to Emergency Services and stand clear unless requested to provide assistance.
Note	It is mandatory that all persons suspected of contacting electricity attend a medical centre and have an ECG.

<b>FALL FROM HEIGHT: RESCUE OF PERSON SUSPENDED ON LANYARD</b>	
<p><b>*Suspension Trauma Syndrome:</b> The physical effects of <i>immobilization</i> in a <i>vertical</i> position. Signs may include pale skin, sweating, shortness of breath, dizziness, nausea, low blood pressure, numbness of legs. Can cause lack of oxygen in the blood, organ damage and cardiac arrest if the pooled blood (usually in the legs) is released incorrectly from the extremities. Therefore such rescues <b>must be managed by trained medical personnel.</b></p>	
Step	Action
1	Raise the alarm and communicate the following: <b>L:</b> Location of incident <b>I:</b> Incident (i.e. Rescue of person suspended in lanyard) <b>O:</b> Other services required (i.e. rescue & medical) <b>N:</b> Number of effected personnel DO NOT broadcast names at any stage of the emergency
2	On Scene Commander (or most Senior person present) take control of the scene: - Evacuate immediate area of bystanders - Re-direct traffic as required; - Designate people to flag down emergency services at site entry and direct to exact location of incident (position people along the route where required)
3	The On Scene Commander shall engage the site rigging supervisor who shall supervise the use of a crane and man-cage, EWP or other appropriate equipment to recover the person suspended in the lanyard.
4	If the person is showing signs of suspension trauma* (or this is suspected) the rigging supervisor shall take guidance from site medical personnel as to the best way to manage the rescue & recovery.
5	If the situation deems the person cannot be rescued by on site rigging equipment, the On Scene Commander shall engage external agencies such as ambulance, fire and rescue.
6	Hand over to Emergency Services and stand clear unless requested to provide assistance.
7	On Scene Commander declares emergency over.

<b>FATALITY</b>	
<p>A fatality can only be confirmed by a suitably qualified medical person (i.e. Doctor) and until such time the injured person shall be referred to as displaying No Vital Signs of life (NVS).</p> <p>In the event of an incident involving a casualty displaying NVS, there are legal responsibilities under the Coroners Act which must be complied with:</p> <ul style="list-style-type: none"> <li>• The scene of the incident must <b>NOT BE DISTURBED</b>, except if there is risk of fire, chemical hazard, danger of the body being destroyed or police permission to move the body;</li> <li>• Local police must be notified <b>IMMEDIATELY</b>.</li> </ul>	
Step	Action
1	Assess the person for vital signs of life, if safe to do so
2	Raise the alarm and communicate the following: <b>L:</b> Location of incident <b>I:</b> Incident (nature of) <b>O:</b> Other services required (i.e. paramedic) <b>N:</b> Number of effected personnel <b>E:</b> Extent of injuries (i.e. displaying no vital signs of life) <b>L:</b> Location of injuries DO NOT broadcast names at any stage of the emergency
3	First aiders to proceed to the scene and attempt to resuscitate the casualty if appropriate. If CPR is appropriate commence and continue until medical personnel take over.
4	The OSC shall request the attendance of the local police.
5	Take steps to preserve the dignity of the casualty. (i.e. screen / cover body)
6	On Scene Commander (or most Senior person present) take control of the scene: - Evacuate immediate area of bystanders; - Re-direct traffic as required; - Designate people to flag down emergency services at site entry and direct to exact location of incident (position people along the route where required).
7	Barricade the immediate area. DO NOT interfere with the scene unless there is need to make the area safe or you have had police clearance.
8	OSC is to ensure correct notifications have been made, internally and externally* to statutory authorities.
9	Stand-by for instructions from police and coroner's office.
10	Debrief crew. Ask crew not to communicate the incident off site (i.e. to remain off social media) to enable next of kin to be appropriately informed and supported. . Arrange counselling for personnel as required.

Note: \* It is the responsibility of the police to contact next of kin.



<b>FIRE.....</b>	
The following measures shall be taken to reduce the likelihood or escalation of fire: <ul style="list-style-type: none"> <li>• Hot work areas shall have portable fire extinguishers immediately available;</li> <li>• 30 minute fire watch post hot works outside of designated hot work areas;</li> <li>• Diesel fuel to be isolated from ignition sources and other flammable products;</li> <li>• Grass and scrub in close proximity to work areas to be maintained to a reasonable standard;</li> <li>• Provision of sufficient and in date fire-fighting equipment;</li> <li>• Regular checks and tests shall be conducted on warning systems such as smoke detectors and evacuation alarms.</li> </ul>	
Step	Action
1	Raise the alarm and communicate the following: <b>L:</b> Location of incident <b>I:</b> Incident (i.e. Fire) <b>O:</b> Other services required (i.e. emergency services) <b>N:</b> Nature of fire (i.e. grass, hazardous material involved)
2	If the fire is minor, you are fire trained and it is safe to do so, attempt to extinguish the fire with the appropriate fire extinguisher.  DO NOT attempt to extinguish the fire with water until the electrical power supply in the area is isolated.
3	If unable to extinguish the fire, evacuate all personnel out of the area to the nearest muster point up-wind of the fire.
4	If safe to do so, shut down sources of power / fuel to the affected area.
5	On Scene Commander (or most Senior person present) take control of the scene: <ul style="list-style-type: none"> <li>- Evacuate immediate area of bystanders;</li> <li>- Re-direct traffic as required;</li> <li>- Designate people to flag down emergency services at site entry and direct to exact location (position people along the route where required).</li> </ul>
6	Hand over to Emergency Services and stand clear unless requested to provide assistance.
7	Personnel to remain at muster points until On Scene Commander declares emergency over.

<b>HAZARDOUS MATERIAL SPILL</b>	
<b>Step</b>	<b>Action</b>
1	Raise the alarm. <b>L:</b> Location of incident <b>I:</b> Incident (i.e. chemical spill) <b>O:</b> Other services required (i.e. emergency services) <b>N:</b> Nature of Spill (i.e. substance involved, litres spilled) <b>E:</b> Extent of injuries and number of people effected <b>L:</b> Location of injuries (i.e. limb burn, inhalation)
2	Barricade the area and remove personnel from immediate vicinity.
3	Refer to the SDS prior to any attempt to manage the spill.
4	If safe to do so: <b>Control</b> - Isolate the spill at the source by closing all valves or taps preventing further release of the substance, and <b>Contain</b> - use appropriate barriers to prevent spill spreading or entering drains
5	Evacuate personnel to designated muster point, away and upwind of spill, if necessary. <ul style="list-style-type: none"> <li>• Min 50 metres, preferred 200 metres</li> <li>• Flammable substances – minimum evacuation 200 metres</li> <li>• Risk of explosion – minimum evacuation distance 500 metres</li> </ul>
6	On Scene Commander (or most Senior person present) take control of the scene: - Re-direct traffic as required; - Designate people to flag down emergency services at site entry and direct to exact location (position people along the route where required).
7	Hand over to Emergency Services and stand clear unless requested to provide assistance.
8	<b>Clean-up</b> and dispose of as per site procedures and SDS.
9	Personnel are to remain at muster point until all clear has been given by On Scene Commander.

<b>HEAT STROKE</b>	
<p>There are 3 stages of heat related illness, these are:</p> <ol style="list-style-type: none"> <li>1. Heat stress;</li> <li>2. Heat exhaustion;</li> <li>3. Heat stroke.</li> </ol> <p>Heat stroke can be fatal if not managed correctly. Signs and symptoms of Heat Stroke include:</p> <ul style="list-style-type: none"> <li>• Severe headache</li> <li>• Rapid shallow breathing</li> <li>• Weak rapid pulse</li> <li>• Dry, red and hot skin</li> <li>• Seizures, confusion</li> <li>• Unresponsive / unconsciousness</li> </ul>	
Step	Action
1	<p>Raise the alarm and communicate the following:</p> <p><b>L:</b> Location of ill personnel</p> <p><b>I:</b> Incident (i.e. possible heat stroke)</p> <p><b>O:</b> Other services required (i.e. medic)</p> <p><b>N:</b> Number of ill personnel</p> <p>DO NOT broadcast names at any stage of the emergency</p>
2	<p>Nearest First Aider to provide assistance within their capability until medical personnel arrive.</p> <p>First Aid Management includes:</p> <ul style="list-style-type: none"> <li>• Remove the person from the heat;</li> <li>• Remove clothing and have the person lie down;</li> <li>• Elevate the feet slightly about 30 cm (12 inches);</li> <li>• Place a cold compress on the head, neck, groin and under the armpits;</li> <li>• Use fans to cool down the body.</li> </ul> <p>If the person is awake give them sips of a salt beverage (i.e. Gatorade or similar).</p>
3	<p>On Scene Commander (or most Senior person present) take control of the scene:</p> <ul style="list-style-type: none"> <li>- Ensure the dignity and privacy of the injured person is protected;</li> <li>- Designate people to flag down emergency services at site entry and direct to exact location of incident (position people along the route where required).</li> </ul>
4	<p>Hand over to Emergency Services and stand clear unless requested to provide assistance.</p>
5	<p>OSC to ensure ill / injured person transferred off site are escorted by a Company representative. Prior to transfer offsite, determine where the person(s) is going and how are they getting there (e.g. Site ambulance, St Johns, RFDS).</p>
6	<p>On Scene Commander declares emergency over.</p>

<b>MISSING PERSON</b>	
<b>Step</b>	<b>Action</b>
1	Raise the alarm. Inform immediate supervisor of the situation (i.e. person is 4 hours past his ETA, whereabouts unknown)
2	Try all means of communicating and locating person prior to mounting search and escalating to missing person status: <ul style="list-style-type: none"> <li>• Call mobile or other known contact numbers</li> <li>• Check workplace</li> <li>• Check room in camp</li> <li>• Question colleagues</li> </ul>
3	If person is still not located gather as much information as possible on the person, piece together a time-line of events leading up to their disappearance: <ul style="list-style-type: none"> <li>• Time they were last seen;</li> <li>• Where they were last seen;</li> <li>• What were they doing;</li> <li>• Who were they with;</li> <li>• What were their proposed plans, destinations and;</li> <li>• Estimated departure and arrival times.</li> </ul> Consider contacting their next of kin as they may know their whereabouts, however be mindful of causing them unwarranted concern or panic.
4	On Scene Commander will coordinate a search with the ERT and consider mobilisation of external emergency services (fire & rescue, police, SES) if there are grave concerns for the persons welfare for medical or other reasons.

<b>POISONING</b>	
<b>Step</b>	<b>Action</b>
1	Raise the alarm and communicate the following: <b>L:</b> Location of incident <b>I:</b> Incident (i.e. poison) <b>O:</b> Other services required (i.e. medic) <b>N:</b> Number of injured personnel <b>E:</b> Extent of Injuries (if known) <b>L:</b> Location of injuries (i.e. ingestion, inhalation) DO NOT broadcast names at any stage of the emergency.
2	Refer to the relevant Safety Data Sheet (SDS) for appropriate first aid.
3	First Aider to provide assistance within their capability until medical personnel arrive.
4	OSC to arrange contact with the Poisons Information Centre: 13 11 26
5	On Scene Commander (or most Senior person present) take control of the scene: - Evacuate immediate area of bystanders; - Designate people to flag down emergency services at site entry and direct to exact location of incident (position people along the route where required).
6	Hand over to Emergency Services and stand clear unless requested to provide assistance.
5	OSC to ensure ill / injured person transferred off site are escorted by a Company representative. Prior to transfer offsite, determine where the person(s) is going and how are they getting there (e.g. Site ambulance, St Johns, RFDS).
7	OSC to ensure all persons with suspected poisoning are assessed by a medical practitioner.

SECURITY BREACH	
Step	Action
1	Notify responsible manager immediately of the situation (damage, theft, assault).
2	Responsible manager will notify site security and if required external emergency services (police).
3	If the intruder / offenders(s) are still on site do not attempt to apprehend them, try and maintain awareness of their whereabouts and wait for assistance.
4	Leave damaged assets, property and equipment as found for evidence.
5	Assist security and emergency services as required.

THREAT: MAIL	
Step	Action
1	The person receiving the mail shall report to their responsible manager IMMEDIATELY. The operator shall not advise anyone else of the treat.
2	Minimise any physical handling of the document and wrapping. Retain all items for evidence.
3	The responsible Manager will report to authorities (local police) and the site Manager.
4	If evacuation is required, refer to site specific evacuation procedure.

THREAT: PHONE	
Step	Action
1	The person receiving the call <b>SHALL NOT HANG UP.</b>
2	Assume all threats are genuine.
3	Write the exact words of the threat- utilise the Phone Threat Checklist (MGL-F-1298 <i>Phone Threat Checklist</i> ).
4	Report the call immediately to their responsible manager. Do not advise anyone else of the threat at this stage.
5	The responsible Manager will report to the site Project Manager or Facilities manager who will notify relevant site personnel and authorities (local police).
6	The area concerned shall be evacuated immediately. No personnel shall return to the workplace until the OSC gives the all clear.

<b>WEATHER: CYLCONE</b>		
<b>CYCLONE: Pre-Cyclone Season Checklist</b>		
<b>Site:</b> _____		<b>Date:</b> _____
To be completed prior to November each year and forwarded to responsible Off-Site Manager.		
Action	Responsible Role	Date Complete
Review Emergency Management Plan - ensure current and contact phone numbers are accurate.		
Review responsibilities with site emergency personnel.		
Check rooves/eaves of all buildings are secure; trim tree branches clear of all buildings.		
Check tie-downs for all temporary facilities.		
Check stock of additional tie-down material requirements.		
Clear workshops, yards and property of loose materials.		
Prepare Emergency kits: <ul style="list-style-type: none"> <li>• Portable battery radio, torch and spare batteries;</li> <li>• Water containers, dried or canned food and can opener;</li> <li>• Matches, fuel lamp, cooking gear, eating utensils;</li> <li>• First aid kit, masking tape for windows and waterproof bags.</li> </ul> <i>Where applicable, obtain agreement from site accommodation to ensure emergency kits are available.</i>		
Conduct re-fresher training for all employees on emergency plan in the event of a cyclone.		

<b>CYCLONE: Preparation</b>		
<b>Site:</b> _____		<b>Date:</b> _____
A cyclone has developed and may affect our area within 72 hours.		
<b>Action</b>	<b>Responsible Role</b>	<b>Date Complete</b>
Receive weather warning information from Bureau of Meteorology (BOM).		
All personnel notified. Re-fresh personnel on what to do in event of cyclone.		
Visitors: cancel travel plans, evacuated from site / area.		
Obtain manning list of all personnel, anticipated locations, and contact phone numbers for the next three days. Forward copy to off-site Manager.		
Inspect all workplaces; park-up, put away and secure equipment not in use or required to be installed over the next 24 hours.		
Source, locate and bring to site any additional equipment required for the tie down activities.		
Inform off-Site Management of pending Cyclone.		



<b>CYCLONE: Blue Alert - Cyclone Watch</b>		
<b>Site:</b> _____ <b>Date:</b> _____ Cyclone expected in area within 24-48 hours. Tie-Down: All plant and equipment is to be made secure.		
Action	Responsible Role	Date Complete
All personnel notified. Ensure personnel are aware of requirements during cyclone.		
Notify off-Site Management of Blue Alert.		
Monitor BOM/local radio for updates.		
Inspect all work areas/yard/workshops/buildings. All loose material / items are secured (e.g. under cargo net) and larger items weighed down with suitable ballast (water/steel).		
Inspect all temporary facility / building tie-downs.		
Site boxes relocated to designated lay-down area, doors closed & secured, boxes lashed together and anchored.		
Gas cylinders: secured in designated storage area, hoses & gauges removed.		
Solid barricaded areas made safe, barricades moved to lay-down area & secured. Barricades not removed are tied-down.		
Check all vehicles & mobile plant are fully fuelled, parked up in secure location with hand-brake on, windows taped and keys in ignition.		
Cranes: park in designated area, booms lowered to ground & tied-down, rigging gear secured, cabs secure, windows taped fully fuelled, keys in ignition.		
Scaffolds: removed where possible or de-planked. All scaffold materials returned to the designated scaffold storage area and secured in storage racks by strapping or clamping. Planks are stacked together and strapped.		
Pipes: small diameter pipes bundled and secured together; pipe stands lashed together.		
Electrical equipment (non-essential) is switched off and covered with a waterproof covering.		
Disconnect power supply to workshops and unmanned buildings.		
Confirm that first aid kits (including vehicles) and water containers are adequate and fully stocked.		

<b>CYCLONE: Yellow Alert - Cyclone Warning</b>		
<b>Site:</b> _____		<b>Date:</b> _____
Cyclone expected in area within 12-24 hours. Stand-By: Tie-down complete, personnel progressively demobbed off-site.		
Action	Responsible Role	Date Complete
All personnel notified.		
Notify off-site Management of Yellow Alert.		
Monitor BOM / local radio for updates.		
Ensure tasks assigned during the Blue Alert have been completed.		
Check vehicles and mobile equipment are fuelled up, park under solid cover, windows taped and keys in ignition.		
Inspect work site and ensure all loose material has been secured.		
Electrical equipment (non-essential) is switched off and covered with a waterproof covering.		
Board-up or heavily tape all windows (X formation). Lock doors and close curtains.		
Distribute emergency materials in preparation of cyclone stage upgrade. Secure Evacuation Kit into waterproof bag; consider essential valuables, documents, etc. Ensure first aid kits and adequate water supply available.		
Non-essential personnel to be evacuated to accommodation. Personnel manning list / checklist to be updated.		

*Note: if local evacuation is ordered official notice will be provided by local radio. Follow all direction of local emergency services / police, only move when ordered to do so and take recommended route. Wear strong footwear and tough clothing. Lock all buildings, switch off power, gas, water and take any mobile phones. If going to a public shelter, take bedding needs.*

<b>CYCLONE: Red Alert - Cyclone Threat</b>		
<b>Site:</b> _____		<b>Date:</b> _____
Cyclone imminent - less than 12 hours. Shut Down – Operations are closed. All personnel to leave site and remain indoors at place of residence / shelter.		
Action	Responsible Role	Date Complete
All personnel notified and personnel not required for emergency response team essential work to be evacuated off site to accommodation / shelter.		
Notify off-site Management of Red Alert		
Ensure tasks assigned during the Yellow Alert have been completed.		
Secure all documents in filing cabinets, cover with plastic.		
Disconnect all remaining electrical appliances (switch off power sockets & remove leads) and turn off gas on any remaining connected buildings.		
Disconnect all computers and printers and inform IT. Protect and secure electrical equipment, computers, back-up tapes etc. with waterproof coverings.		
Complete final check of work site.		
All emergency response team personnel to be evacuated to accommodation.		
Monitor local radio for updates.		

*Note: During a cyclone stay inside and shelter (well clear of windows) in the strongest part of the building. Beware of the calm "Eye". If the wind suddenly drops, don't assume the cyclone is over, violent winds will soon resume from the opposite direction. Listen to the portable radio for cyclone updates.*

<b>CYCLONE: All Clear</b>		
<b>Site:</b> _____		<b>Date:</b> _____
Danger has passed and personnel return to site.		
<b>Action</b>	<b>Responsible Role</b>	<b>Date Complete</b>
Notify off-site Management of Cyclone clear and intent to return to site for inspection purposes.		
Site inspected for damage / hazards.		
Hazards made safe / barricaded.		
All personnel notified of "all clear". Personnel recalled.		
All personnel are accounted for.		
Essential equipment inspected / checked.		
Electrical equipment exposed to water tagged out for inspection.		
Damaged equipment tagged out and Plant & Equipment Coordinator informed.		
Prioritise and assign repairs.		
Debrief Personnel prior to recommencing work.		

<b>WEATHER: ELECTRICAL STORM</b>	
<p>Injury may result from being directly struck by lightning or being in the vicinity of a lightning strike.</p> <p>To estimate the distance of an electrical storm, count in seconds from the visual lighting flash, to the audible sound of thunder. Multiple the result by 300 (sound travels at 300m/s).</p> <p>For example: 10 seconds X 300 = storm is ~3km away.</p>	
Step	Action
1	Receive storm/ weather warning information from reputable sources.
2	On Scene Commander to notify personnel of impending dangers. Personnel are to make sure all external property has been secured or moved indoors.
3	Once storm is within a 25km radius: <ul style="list-style-type: none"> <li>• Work at heights to cease</li> <li>• All cranes retract extendable booms (lower to grade where safe to do so) and stand down from operation</li> <li>• No person is permitted to be in contact with any part of an extendable crane with its boom extended whenever lightning conditions prevail</li> </ul>
4	Once storm is within 15 km radius: <ul style="list-style-type: none"> <li>• All work must cease</li> <li>• Non- essential electrical appliances must be disconnected</li> <li>• Personnel must seek shelter immediately in a hard-top, non-metallic vehicle or solid building. Shelter away from trees, water, electrical/ electronic equipment, or metal structures.</li> </ul> <p><i>Note –if it is necessary to shelter in a vehicle, sit still and do not touch anything that connects with the outside of the vehicle (i.e. door, steering wheel, gear stick). Under no circumstances should two-way or CB radios be used. Do not exit the vehicle until it is safe to do so.</i></p>
5	On Scene Commander to remain informed of the electrical activity and give the all clear accordingly
Note	If equipment is hit by lightning, it does not retain any electrical charge so it is safe to handle, however should be tagged 'Out of Service' and be inspected by a qualified person.

<b>WEATHER: FLOOD</b>	
<b>Step</b>	<b>Action</b>
1	Receive weather warning information from reputable sources.
2	On Scene Commander to inform personnel of the situation and actions required; <ul style="list-style-type: none"> <li>• Ensure vehicles, plant and equipment are secured, and;</li> <li>• Electrical equipment is raised and secured;</li> <li>• Documentation moved from lower drawers, etc.</li> </ul>
3	On Scene Commander to evacuate personnel from the affected area and assemble at the muster point if safe to do so or evacuate home.
4	On Scene Commander to coordinate regular updates to personnel to ensure no-one returns to the workplace until it is safe to do so.
5	On Scene Commander assesses extent of damage when safe to do and coordinates internal / external resources as required.
6	On Scene Commander declares emergency over and coordinates communication to personnel when safe to return to work.

<b>WEATHER: SEVERE STORM</b>	
Severe storms produce either: <ul style="list-style-type: none"> <li>• Hailstones with diameter of 2cm or more; or</li> <li>• Wind gusts of 90km/h or greater; or</li> <li>• Flash floods; or</li> <li>• Any combination of the above.</li> </ul>	
<b>Step</b>	<b>Action</b>
1	Receive storm / weather warning information from reputable sources.
2	On Scene Commander to notify personnel of impending dangers.
3	Personnel to make sure all external property has been secured or moved indoors.
4	On Scene Commander monitor weather updates and evaluate if safe to continue work.
5	On Scene Commander to evacuate if required.
6	On Scene Commander to remain informed of weather updates and give all clear accordingly.

<b>EMERGENCY OUTSIDE NORMAL WORK HOURS / IN CAMP</b>	
<b>Step</b>	<b>Action</b>
1	Raise the alarm as per after hours in the camp emergency procedure. Either, the onsite medic, ERT or security will be on call 24 hours or contactable. Communicate the following: <b>L:</b> Location of incident <b>I:</b> Incident (nature of) <b>O:</b> Other services required <b>N:</b> Number of injured personnel <b>E:</b> Extent of injuries (if known) <b>L:</b> Location of injuries DO NOT broadcast names at any stage of the emergency
2	Do not hang up until you have been told to do so.
3	Contact relevant supervisor and/or manager.
4	Supervisor or Manager to ensure external emergency services have been arranged as required.

<b>VEHICLE ACCIDENT</b>	
<b>Step</b>	<b>Action</b>
1	Stop the vehicle immediately, park up in a safe place if able to do so.
2	Raise the alarm. If Offsite - Call 000. Communicate the following information: <b>L:</b> Location of incident <b>I:</b> Incident (nature of) <b>O:</b> Other services required <b>N:</b> Number of injured personnel <b>E:</b> Extent of injuries (if known) <b>L:</b> Location of injuries
4	Secure the scene and make safe to prevent escalation of the incident: <ul style="list-style-type: none"> <li>• Ensure other vehicles and machinery are parked up in a safe place;</li> <li>• Evacuate immediate area;</li> <li>• Demarcate area with cones/triangles, warn approaching traffic;</li> <li>• If there is a fire (or threat of) extinguish (if safe to do so) and place extinguisher at scene in case of flare up.</li> </ul>
5	If safe to do so, clear the roadway vehicles and debris.
6	First aider(s) to provide initial care and until trained medical personnel arrive. Do not move the injured / ill person unless there is possibility of further harm or injury.
7	If the incident was off-site, contact the Supervisor and / or Manager.
8	On Scene Commander (or senior person if off-site) must ensure all persons involved are assessed by a medical practitioner.
9	On Scene Commander (or senior person if off-site) to coordinate gathering of information for investigation purposes. This may include: <ul style="list-style-type: none"> <li>• Weather conditions at the time of the incident;</li> <li>• The estimated speed of all vehicles involved;</li> <li>• Registration numbers, make, model year and colour of all vehicles involved;</li> <li>• The name, driver's licence number and contact details of all persons involved;</li> <li>• The name of the insurance company of all vehicles or property involved in the incident;</li> <li>• The contact details of any witnesses;</li> <li>• If police attend, name, badge number and station of the reporting officer.</li> </ul>
Note	Ensure that you provide your name, address and registration number to anyone having reasonable grounds to request it. It is an offence to withhold this information.