Emergency Response Plans

Effective Date: 01 July 2012
Version: 4.0
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Introduction

Scope

This manual details the emergency plan and procedures in place at:

Drum Master (Wollongong) Pty Ltd
Unit 11 Lot 1 York Place
Woonona NSW 2517

Purpose

This manual is intended to serve as a reference source of emergency related information for members of Drum Master staff or visitors to the site and to provide guidance on immediate actions and important considerations in the event of an emergency situation or critical incident occurring on the site.

The purpose of the emergency plan is to enable staff at the site to quickly and decisively respond to an actual or potential emergency.

Objectives

- To facilitate a prompt, decisive, coordinated and appropriate initial response to an emergency; and
- To provide a framework in which staff can develop the competencies to effectively respond to an on-site emergency.

Definitions

Assembly Area
A safe location which evacuees proceed to in the event of an evacuation, located at the property entrance gates

Emergency
For the purpose of this emergency plan an emergency is defined as any incident which could:

- Jeopardise the safety or traumatisé persons on or near the site;
- Result in significant damage to property or equipment on-site; or
- Significantly disrupt normal site operations.
<table>
<thead>
<tr>
<th>Emergency Contact Numbers</th>
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</thead>
<tbody>
<tr>
<td>Wollongong Hospital</td>
<td>02 4222 5000</td>
</tr>
<tr>
<td>Ambulance / Fire Brigade / Police</td>
<td>000</td>
</tr>
<tr>
<td>Bulli Fire Station</td>
<td>02 4284 3022</td>
</tr>
<tr>
<td>DECCW (EPA)</td>
<td>02 4224 4100 / 131 555</td>
</tr>
<tr>
<td>Managing Director – Peter Brown</td>
<td>Mobile: 0417 420 760</td>
</tr>
<tr>
<td></td>
<td>Home: 02 4283 7727</td>
</tr>
<tr>
<td>Director – Barry Brown</td>
<td>Mobile: 0417 447 490</td>
</tr>
<tr>
<td></td>
<td>Home: 02 4225 7687</td>
</tr>
<tr>
<td>Electrician – Smart Electrical, Bulli</td>
<td>02 4284 6905</td>
</tr>
<tr>
<td>WorkCover Authority</td>
<td>02 4222 7333</td>
</tr>
</tbody>
</table>
Emergency Action Plan 1 – **Emergency Evacuation Procedure**

**Discovering a dangerous situation:**

1. Move people away from any danger.
2. Contact emergency services – 000.

**Reporting an emergency:**

When reporting an emergency the following information should be included:

- Name and location of the organisation;
- The exact nature of the emergency;
- The exact location of the emergency, including area within the site;
- Any casualties;
- The name of the person reporting the emergency; and
- Contact telephone number.

**What do to in case of evacuation:**

1. Switch machinery off.
2. Leave work stations via the nearest safe exit.
3. Assemble inside of the entrance gate (assembly point 1).
4. Evacuation of all personnel to main assembly area inside the entrance gate. Emergency Response Team to do a head count.
5. Emergency Response Team members:
   - Peter Brown
   - Barry Brown
   - Daniel Burke
   - Colin Campbell
Considerations in an evacuation:

Exits and egress routes – must be safe and unobstructed at all times.

Directives – must be given in a calm clear voice. Avoid emotive terms and actions and lengthy explanations;

Personal belongings – personal belongings such as wallets, handbags, keys, mobile phones etc should only be taken if they are immediately and safely accessible and will not obstruct egress routes or in any way hinder a prompt evacuation from the affected area.

People refusing to leave – do not engage in arguments. Restate the situation and the request to evacuate. If a person refuses to comply, carry on with your own emergency duties and report the matter as soon as possible to the Managing Director or Director.

Out of the way places – providing it is safe to do so, particular attention must be paid to toilets, storerooms, offices etc where people could be unaware of an evacuation in progress.

People standing outside – be on the alert for people gathering outside the building. They must be encouraged to move well away from the building to ensure that they do not block exits, obstruct emergency services personnel or expose themselves to any secondary hazards.

Entry to the building – be alert for people attempting to enter the building during or following the evacuation. People are not permitted to enter until emergency services personnel present or the Managing Director or Director gives approval.

Emergency evacuation checklist:

Emergency services – ensure that emergency services are promptly informed where necessary.

Casualties – seriously injured should be treated at the scene until the arrival of emergency services personnel. Minor injuries should be treated with first aid, unless medical attention is required, in which case they should be transported to hospital.

Fires – combat any fires using the marked extinguishers pending the arrival of emergency services personnel, only if it is safe to do so.

Evacuation – people not engaged in the on-site response efforts should be evacuated to the designated assembly area, or where directed by emergency services personnel.

Hazards – appropriate measures should be deployed to isolate or shut down hazardous processes, equipment or substances which could pose additional risks to rescue and recovery operations.

Search and rescue – emergency services personnel should perform this task. Steps should be taken to account for all people in the affected area at the time of the emergency incident. Any unaccounted for people should be immediately advised to emergency services personnel.
Access control – only essential vehicles and personnel should be permitted on-site.

Building damage – action should be taken to quickly survey buildings for any sign of structural damage, and if identified, the area should be cordoned off.

Termination of emergency:

Once emergency services have concluded their involvement, control of the affected area will return to the Managing Director or Director. In determining the suitability of the area to be re-occupied and to resume normal operations the following should be considered:

- Any residual hazards;
- Any structural or process weaknesses caused by the incident, which could initiate a secondary emergency if operations are instated; and
- The need to preserve the scene if there is to be an investigation.

Reporting the emergency:

At the first practicable opportunity following the conclusion of the incident the Managing Director or Director will ensure that the incident is reported to the appropriate authorities.
Emergency Action Plan 2 – Medical Emergency

The safety, health and aid to the injured are of immediate importance. All effort should be directed to care for the injured.

Administering first aid:

The Emergency Response Team member will establish and maintain contact with the Managing Director or Director as soon as possible.

The Managing Director or Director will arrange for the injured to be sent to hospital for further treatment if it is safe to do so.

The First Aid Attendant will do one of the following depending on the seriousness of the injury:

Minor:

- Render the proper first aid if practical, return the employee to work. If not practical, allow recuperation time.

Other:

- The First Aid Attendant will call the ambulance – phone 000 – and have the injured person taken to hospital. The Managing Director or Director should be contacted to arrange immediate access of the ambulance to the premises and have it directed to the proper location.

- The company vehicles may be used in place of an ambulance if the First aid Attendant judges it quicker and the injury allows transport by car. The Managing Director or Director will arrange transport.
### Emergency Action Plan 3 – Fire

**What do to in case of fire:**

1. Evacuate all personnel to main assembly area inside the entrance gate. Emergency Response Team to do a head count.

2. Notify Fire Brigade, Police or Ambulance on 000.

3. If it is safe to do so, use the provided fire extinguishers to contain or extinguish the fire. If it is too dangerous, evacuate the immediate vicinity and await emergency services personnel.

4. Shut down all operations where safe to do so.

5. Isolate electrical and gas units in the area, and contain hazardous or flammable substances where it is safe to do so.

6. Notify Managing Director or Director immediately, and EPA and WorkCover if necessary.
Emergency Action Plan 4 – Motor Vehicle Accident

What do to in case of a motor vehicle accident on or near the site:

1. Ascertain if there are any injured people, and if so call for an ambulance 000.

2. Determine if the vehicle/s pose a hazard to the site or other people, eg leaking fuel. If yes, request emergency services personnel and evacuate the immediate area. Pending the arrival of emergency services personal, contain any hazardous substances if it is safe to do so.

3. If there are no injuries and no threats or hazards, determine if the vehicle/s pose an obstruction to vehicular access to the site. If yes, the vehicle/s should be moved. If the vehicle/s cannot be moved the Managing Director or Director will arrange a tow truck. Do not use the fork lift or other vehicles to tow the damaged vehicle/s.

4. Obtain the particulars from the drivers involved – names, addresses, contact telephone numbers, vehicle registration, description of vehicle and description of events.

5. Should a vehicle require towing from the scene of the accident or if an ambulance is required to attend to an injury the accident must be reported to the police.
## Emergency Action Plan 5 – Power Failure

**What do to in case of a power failure:**

1. Establish whether the power failure is local to that work area, the whole site, or across the district.
2. All electrical equipment should be turned off or disconnected in case of power surge.
3. Contact the Managing Director or Director to report the power failure. The Managing Director or Director will contact the electrician or electricity supply company.
<table>
<thead>
<tr>
<th>Emergency Action Plan 6 – <strong>Structural Failure</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>What do to in case of a total or partial collapse of the building:</strong></td>
</tr>
<tr>
<td>1. Immediately evacuate the affected area until it has been professional inspected to determine structural integrity.</td>
</tr>
<tr>
<td>2. The area surrounding the affected area should be cordoned off at a distance to ensure no people are exposed to falling debris.</td>
</tr>
<tr>
<td>3. Where applicable, isolate gas and electricity supply to the building from an external point.</td>
</tr>
<tr>
<td>4. Contact the Managing Director or Director to report the structural failure. The Managing Director or Director will advise further course of action.</td>
</tr>
</tbody>
</table>
## Emergency Action Plan 7 – Explosion

**What do to in case of explosion:**

1. Evacuate all personnel to main assembly area inside the entrance gate. Emergency Response Team to do a head count.

2. Notify Fire Brigade, Police or Ambulance on 000

3. Evaluate cause of explosion.

4. Shut down all operations where safe to do so.

5. Isolate electrical and gas units in the area.

6. Notify Managing Director or Director immediately, and EPA and WorkCover if necessary.
Emergency Action Plan 8 – Spillages in Concrete Areas

What do to in case of spillage of hazardous substances in concrete areas:

1. Prevent further spillage.
2. Try to identify the substance and the source.
3. Refer to MSDS where necessary and follow instructions.
4. Ensure spillage is contained within bunded areas. If necessary the anti-spill mat is to be placed over the storm water drain and the absorption socks are to be deployed.
5. Use absorbent material to absorb spillage.
6. Collect contaminated absorbent material for correct disposal.
7. Ensure area is clean.
8. Notify Managing Director or Director immediately, and EPA if necessary.
Emergency Action Plan 9 – **Spillages in Open Yard Areas**

What do to in case of spillage of hazardous substances in open yard areas:

1. Prevent further spillage.
2. Try to identify the substance and the source.
3. Refer to MSDS where necessary and follow instructions.
4. Ensure spillage is contained within bunded areas. If necessary the anti-spill mat is to be placed over the storm water drain and the absorption socks are to be deployed.
5. Use absorbent material to absorb spillage.
6. Collect contaminated absorbent material for correct disposal.
7. Ensure area is clean. Refill void area with clean fill.
8. Notify Managing Director or Director immediately, and EPA if necessary.
Emergency Action Plan 10 – Spillages During Transport

What do to in case of spillage of hazardous substances during transport:

1. Prevent further spillage.
2. Ensure spillage is contained using Spill Containment Kit.
3. Try to identify the substance and the source.
4. Use absorbent material to absorb spillage.
5. Collect contaminated absorbent material and return to yard for correct disposal.
6. Ensure area is clean.
7. Notify Managing Director or Director immediately, and EPA if necessary.
Emergency Action Plan 11 – Flooding or Water Leakage

What do to in case of flooding or other water leakage:

1. Evacuate the affected area.

2. Isolate electricity, gas and other hazardous substances within the affected area.

3. Identify the source of the water and isolate if possible.

4. Where flooding spills into the bunded areas, ensure the water is contained within the bunded areas. If necessary, the anti-spill mat is to be placed over the storm water drain and the absorption socks are to be deployed.

5. Use absorbent material to absorb spillage.

6. Collect contaminated absorbent material and for correct disposal.

7. Ensure area is clean.

8. Notify Managing Director or Director immediately, and EPA if necessary.
<table>
<thead>
<tr>
<th>Date</th>
<th>Version</th>
<th>Authority</th>
<th>Review</th>
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<tr>
<td>01/07/2012</td>
<td>1.0</td>
<td>Peter Brown</td>
<td>Document implementation</td>
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<td>12/08/2013</td>
<td>2.0</td>
<td>Peter Brown</td>
<td>Review and update</td>
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<tr>
<td>01/11/2015</td>
<td>3.0</td>
<td>Peter Brown</td>
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<td>15/08/2017</td>
<td>4.0</td>
<td>Peter Brown</td>
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