PORT CURTIS ROAD

OLD BRUCE HIGHWAY

COVERED WORK/STORE AREA

MAINTAENANCE SHED

RETAIL OIL STORE

SWITCHBOARD
TRANSFORMER

COOLING TOWERS
SWITCH BOARD

4 WATER TANKS

AWNING

ERC OIL STORE
FUEL/WASTE OIL TANKS

TRACTOR OIL STORE
AIR COMPRESSOR

GRAVEL HARDSTAND

OFFICE
SAND BLASTING
PAINT STORE

WAREHOUSE TRANSPORT VESTIBULE

ERC 2 TEAR DOWN AREA

ERC 2

ERC 2 AMENITIES

DYNO 2
DYNO 3

AWNING

3 BAY WAREHOUSE / WORKSHOP

SAND BLASTING

PAINT SHOP

PAINT SHOP DETAIL BAY

TOILETS

WASHBAY

WAREHOUSE

MEZZANINE FLOOR ABOVE

DYNO 1

ERC 1

AWNING

ENCLOSED EATING SHED

WASHBAY

HOSE SHOP

PARTS COLLECT

HOSE SHOP MEZZANINE ABOVE

ADMINISTRATION FIRST FLOOR

HOSE SHOP OFFICE

ADMINISTRATION
AMENITIES

EATING

WORKSHOP

AWNING

TRACTOR SHOP OFFICE

GAS BOTTLE STORAGE

ADMINISTRATION

CANTEEN

COVERED EATING AREA

TRAINING

FIRST AID

CLEANER

ELECTRICAL WORKSHOP

STORES/TOOLS

TOOL BOXES

TOILETS

TOOL BOXES

TRACTOR OFFICE

SECURITY HUT

SMOKERS HUT

FIRE PUMP HOUSE

FIRE TANKS

Water Treatment Plant

SECURITY HUT

Water pipeline

Inspection Pit

Electrical control conduit

Defines new works

New water pipeline

New electrical control conduit

PROPERTY BOUNDARY
ENTRY
ASPHALT
ENTRY
ENTRY/EXIT
CONCRETE ROADWAY
CONCRETE HARDSTAND
GRAVEL HARDSTAND
GRAVEL HARDSTAND
LANDSCAPING
CONCRETE HARDSTAND
RETAINING WALL
PROPERTY BOUNDARY
ENTRY/EXIT

ROCKHAMPTON REGIONAL COUNCIL
APPROVED PLANS
These plans are approved subject to the current conditions of approval associated with
Development Permit No.: D/25-2023
Dated: 20 July 2023

HUNTER ALLIANCE
aiming for a better environment
2 Arrawarra Road, Mullaway NSW 2456
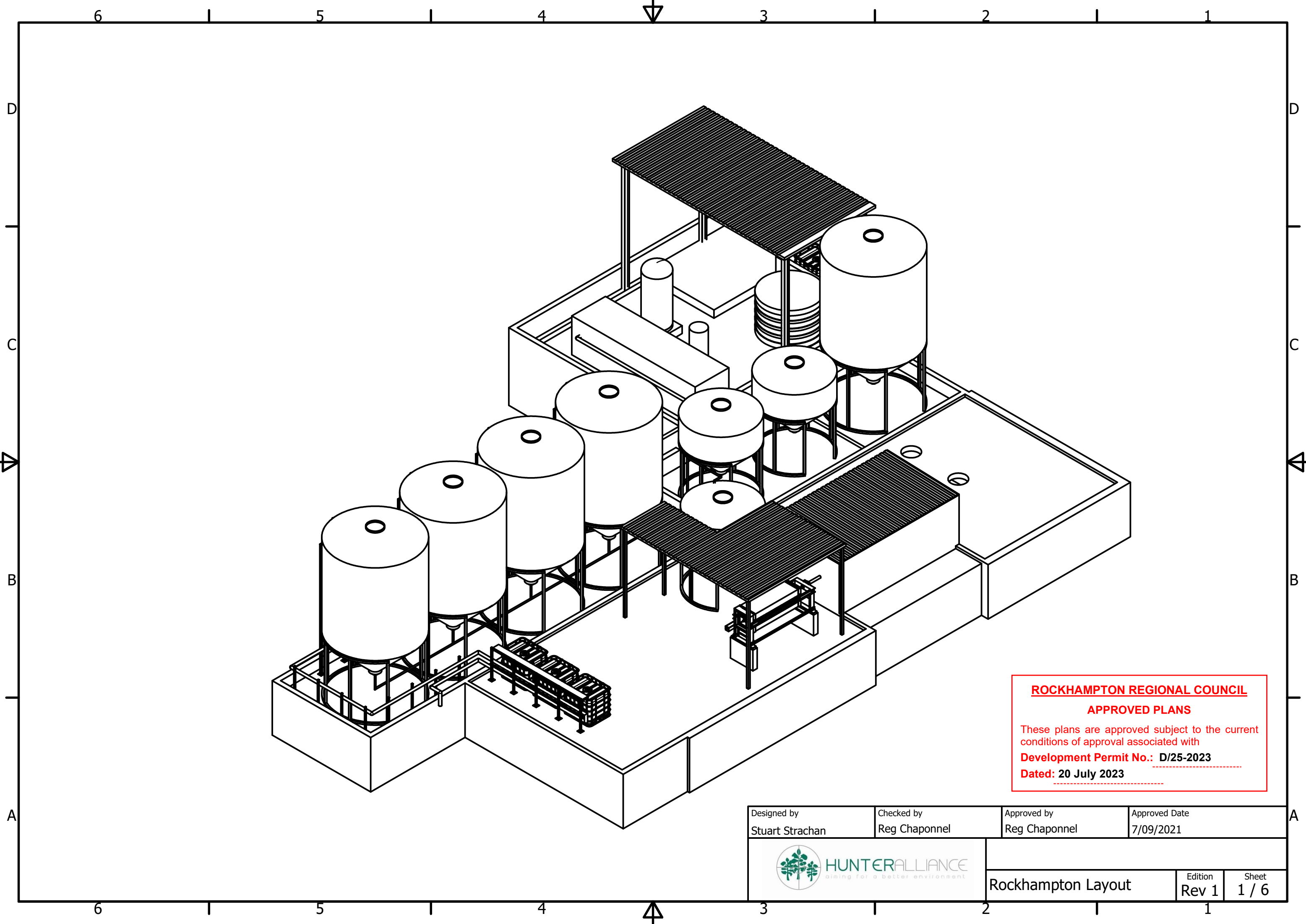Telephone 02 7209 2145
Email: sales@hunteralliance.com.au
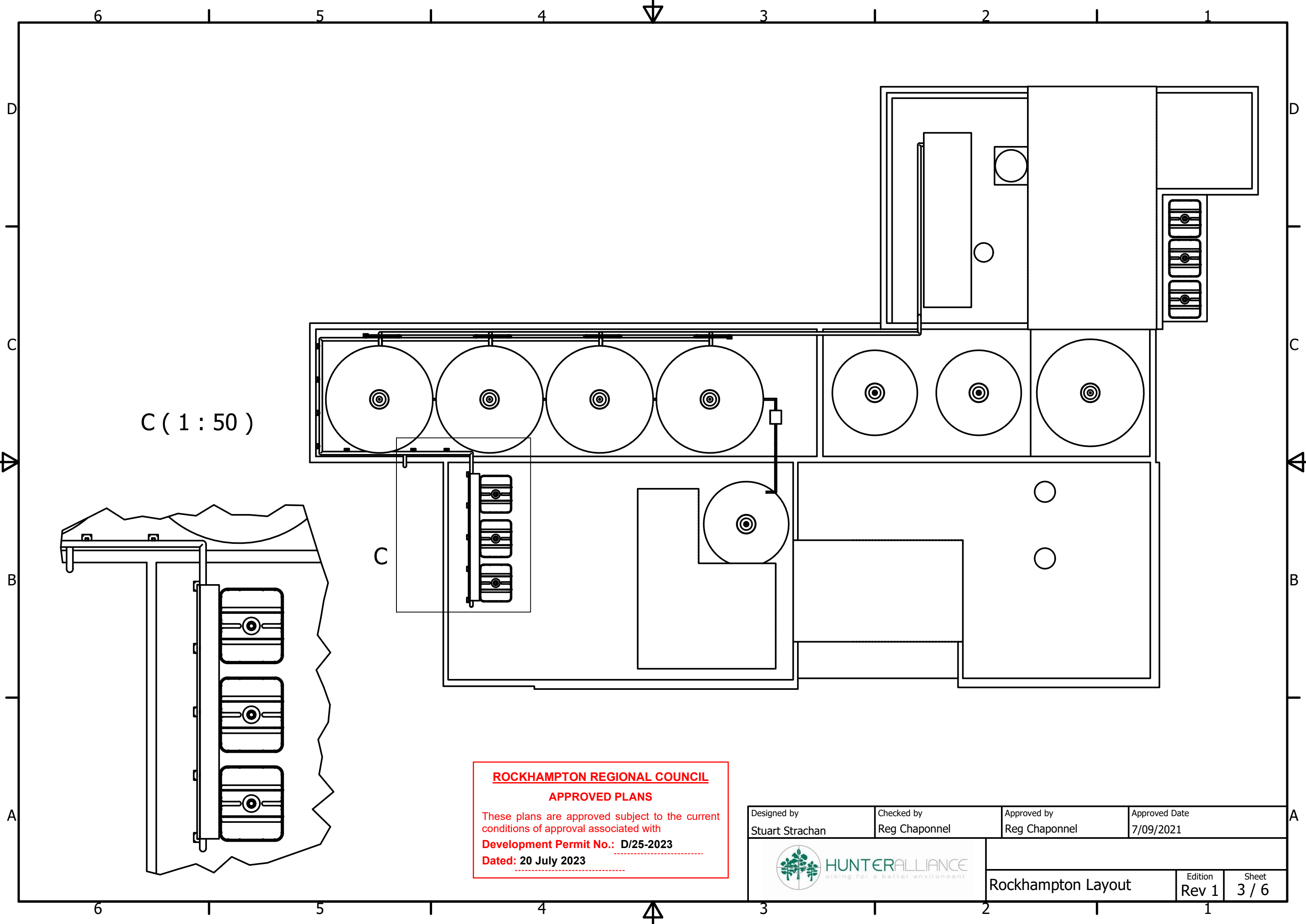Web www.hunteralliance.com.au

CUSTOMER		Hastings Deering		Rockhampton Site Layout	
DRAWN	SS	16/09/21			
CHECK	RC	16/09/21			
APPR.	SS	16/09/21			
ISSUED	SS	16/09/21		DWG NO	
REV	B				
CONTRACT NO		Issued for comments		SHEET 1 of 1	SCALE 1:1000

DRAWN TO AS1100–1992

FILE NAME: Rockhampton Site Layout Rev B.dwg

Designed by	Checked by	Approved by	Approved Date
Stuart Strachan	Reg Chaponnel	Reg Chaponnel	7/09/2021

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Rockhampton Layout

Edition	Sheet
Rev 1	1 / 6

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Stuart Strachan	Reg Chaponnel	Reg Chaponnel	7/09/2021

HUNTERALLIANCE
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Rockhampton Layout	Edition	Sheet
	Rev 1	2 / 6

C (1 : 50)

C

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Stuart Strachan	Reg Chaponnel	Reg Chaponnel	7/09/2021		
HUNTERALLIANCE			Rockhampton Layout	Edition Rev 1	Sheet 3 / 6

A

A (1 : 50)

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Rockhampton Layout	Edition	Sheet
	Rev 1	4 / 6

D (1 : 50)

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HUNTERALLIANCE

Rockhampton Layout

Edition	Sheet
Rev 1	5 / 6

E (1 : 50)

E

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HUNTERALLIANCE
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Rockhampton Layout	Edition	Sheet
	Rev 1	6 / 6

JELLICOE STREET

PORT CURTIS ROAD

OLD BRUCE HIGHWAY SOUTH

WASH BAY

341
LN801842

RP909787
RP909787
RP909787
2
RP606335
2
RP606335
3
RP606335
4
RP606335
RP606666
2
RP606891
3
RP606891
2
RP606501
RP606501

LEGEND

SUBJECT BOUNDARY	SEWER MANHOLE
ADJOINING BOUNDARY	FIRE HYDRANT
SEWER LINE - CLASS A	GULLY GRATE
SEWER LINE - CLASS B	TELSTRA PIT
SEWER LINE - CLASS C	STORMWATER MANHOLE
SEWER LINE - FROM RECORD	DOWNPIPE
FIRE SERVICE WATER	SEWER I/O
STORMWATER LINE - CLASS A LOCATED	UNKNOWN MANHOLE
STORMWATER LINE - CLASS C LOCATED	
WATER LINE - CLASS D - FROM RECORDS	
CONCRETE EDGE	
CHANGE OF GRADE	
FIRE SERVICES	
FLOW DIRECTION	

Scale 1:750 – Lengths are in Metres.

Note:
Service As-Constructed information was received for this plan at time of survey, Services shown hereon have been located where possible by field survey. If not able to be located, services may have been plotted from the records of relevant authorities where available. Some underground services have also been plotted utilising GPR or Potholing techniques by Vac Group on the 30/05/2022. Vision Surveys (Qld) accepts no responsibility for the searching, accuracy or locations provided by Vac Group shown on this plan. Prior to any demolition, excavation or construction on the site, the relevant authority should be contacted for possible location of further underground services and detailed locations of all services prior to construction on this site.
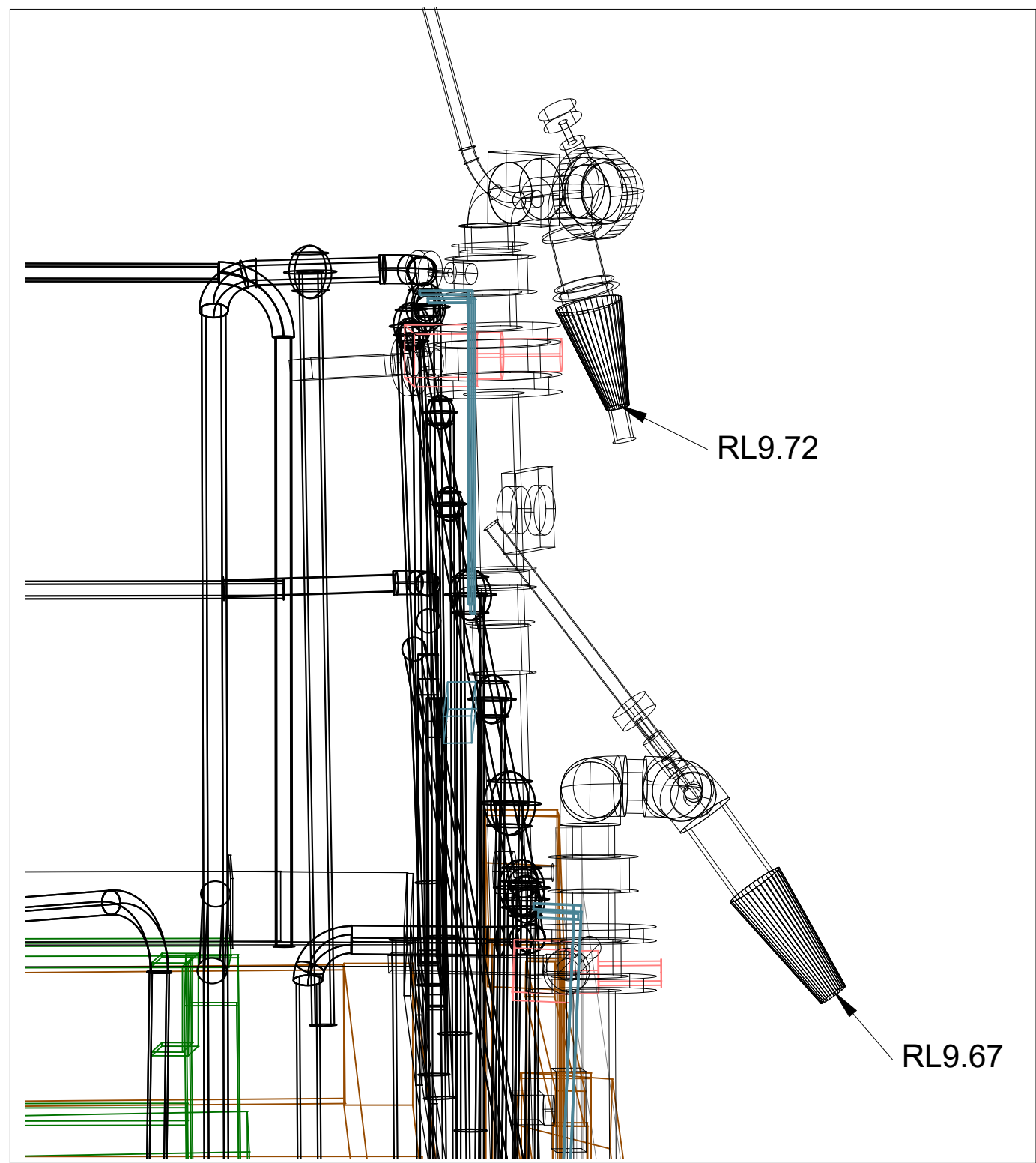
LOCATION PLAN

PROJECT: 22376 - HASTING DEERING

LOCATION: 1/152 Port Curtis Rd, Rockhampton QLD 4700
Real Property Description: Lot 3 on LN1187

CLIENT: Hasting Deering

-	Original Issue	EC	TS	2/09/2022
Rev	Description	Drawn	Checked	Date

This plan is prepared from a combination of field survey and existing records for the purpose of designing new constructions on the land and should not be used for any other purpose. The title boundaries shown hereon were not marked by the author at the time of survey and have been determined by DCBD only and not by field measurement. Services shown hereon have been located where possible by field survey. If not able to be located, services may have been plotted from the records of relevant authorities where available. Prior to any demolition, excavation or construction on the site, the relevant authority should be contacted for possible location of further underground services and detailed locations of all services. This note is an integral part of this plan.

Horizontal Datum: MGA PSM4039

Vertical Datum: AHD via PSM4039

Local Authority: Rockhampton Regional Council

Contour Interval: N/A

VISION

Airlie Beach | Mackay | Townsville | Rockhampton | Brisbane | Gold Coast

E : admin@visionsurveysqld.com.au   P : 13000VISION

Scale: 1:750 @ A1   Drawing No: 222376-LP-02

Drawn: EC   Sheet: 1 of 2

Surveyor: -   Revision: -

WASH BAY

RL9.72

RL9.67

RL20.30

RL17.86

RL17.93

RL9.62

RL9.67

FL5.80

RL5.83

RL20.30

RL20.33

RL17.93

RL17.94

FL5.80

FL5.83

Scale 1:750 – Lengths are in Metres.

10   0   10   20   30   40   50   60   70   80   90   100   110

Rev	Description	Drawn	Checked	Date
-	Original Issue	EC	TS	2/09/2022

WASH BAY

PROJECT: 22376 - HASTING DEERING

LOCATION: 1/152 Port Curtis Rd, Rockhampton QLD 4700

Real Property Description: Lot 3 on LN1187

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Horizontal Datum: MGA PSM4039

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Contour Interval: N/A

VISION

Airlie Beach | Mackay | Townsville | Rockhampton | Brisbane | Gold Coast

E : admin@visionsurveysqld.com.au   P : 13000VISION

Scale: -	Drawing No: 222376-LP-02
Drawn: EC	Sheet: 2 of 2
Surveyor: -	Revision: -

Emergency Response Plan

Rockhampton Area Business Centres

HDAL-SHEQ-20-PLN21

Plan

Version 6.0

Contents

Emergency Response Plan Template
HDAL-SHEQ-20-T01
Version: 5.0

Sime Darby Industrial

Date Template Issued: 07-MAR-2022

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Emergency Response Plan Template
HDAL-SHEQ-20-T01
Version: 5.0

Sime Darby Industrial

Date Template Issued: 07-MAR-2022

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1. PURPOSE

The purpose of this Emergency Response Plan is to document the Emergency Response Procedures for the facility including the actions to be taken by the Emergency Control Organisation (ECO) and the procedures for evacuation of the site. The procedures should not be considered as rigid but rather as flexible guidelines to be adapted to cope with any emergency.

This Emergency Response Plan and procedures herein have been formulated to comply with AS3745 – 2010 Planning for Emergencies in Facilities and the Queensland Building Fire Safety Regulation 2008.

2. SCOPE

This Emergency Plan has been developed for the Rockhampton Area Business Centres located at 150 Port Curtis Road, Port Curtis and Corner Bassett Street and Blain Drive, Gladstone. Emergencies detailed in this Emergency Response Plan are based on an assessment of potential emergencies likely to impact the facility as per Section 6.1.1.

3. RESPONSIBILITIES

3.1. Area Manager

The Area Manager is responsible for:

- Ensuring the requirements of this Plan are implemented and maintained in their area of control including Crisis Management preparedness and reporting processes;
- Ensuring employees receive the required level of information, training and instruction to comply with the requirements of this Plan;
- Ensuring adequate resources are available to enable the requirements of this Plan to be implemented and maintained;
- Ensuring all staff are aware of, and comply with, the requirements of this Plan.

Note: Specific roles pertaining to emergency response management are further detailed throughout this Plan.

4. REFERENCES

References
AS 3745-2010 Planning for Emergencies in Facilities
AS 1670.1:2015 Fire detection, warning, control and intercom systems - System design, installation and commissioning Fire
Queensland Building Fire Safety Regulation 2008
General Occupancy and Fire Awareness (GOFA e-Learn) training

5. ASSOCIATED DOCUMENTS

Document ID19/01/	Document Title
HDAL-SHEQ-12-F04	Basic Risk Assessment Tool
HDAL-SHEQ-20-F10	Bomb Threat Checklist Form
HDAL-SHEQ-12-F24	Communicable Disease Checklist
HDAL-SHEQ-20-F48	Duty Card – Area Warden
HDAL-SHEQ-20-F47	Duty Card – Chief Warden
HDAL-SHEQ-20-F50	Duty Card – Communications Officer
HDAL-SHEQ-20-F52	Duty Card – Deputy Chief Warden
HDAL-SHEQ-20-F51	Duty Card – First Aider
HDAL-SHEQ-20-F49	Duty Card – Warden
HDAL-SHEQ-20-F53	Emergency Control Organisation (ECO) Appointment Form
HDAL-SHEQ-20-F06	Emergency Control Organisation (ECO) Member Register Form
HDAL-SHEQ-20-PR02	Emergency Control Organisation (ECO) Procedure
HDAL-SHEQ-20-T03	Emergency Evacuation Diagram Template
HDAL-SHEQ-20-F04	Emergency Evacuation Personnel Poster
HDAL-SHEQ-20-F05	Evacuation Checklist
HDAL-SHEQ-20-F11	Monthly Warden Checklist
HDAL-SHEQ-20-F12	Observers Checklist Form
HDAL-SHEQ-20-F09	Offender Checklist
HDAL-SHEQ-20-F08	Personal Emergency Evacuation Plan
HDAL-SHEQ-20-F03	Personal Emergency Evacuation Plan (PEEP) Register
HDAL-SHEQ-20-F02	Roll Call Sheet – Emergency Evacuation
HDAL-SHEQ-20-T02	Cyclone Tsunami Severe Weather Emergency Checklist Template

6. INTRODUCTION

6.1. Preliminary

6.1.1. Risk Assessment

A risk assessment shall be conducted to identify potential emergency situations that could occur on or impact the facility. The risk assessment shall be based on a broad brush process, this includes identifying hazards, assessing risks, controlling hazards and monitoring hazards. Risk assessments shall be conducted by competent people and records of the assessment shall be captured on the site risk register. HDAL-SHEQ-12-F04 Basic Risk Assessment Tool may be used for this purpose.

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In preparing this risk assessment a cross section of the workforce shall be involved and should consider (but is not limited to) the following incidents/scenarios:

- Fire/Equipment/Building/Bushfire
- Cyclone/Storm/Flooding/Lightning Strike
- Medical Emergency
- Equipment Failure/Transport Incident
- Environmental Incidents/Chemical Substance spill to ground
- Malicious Threat/Civil Disturbance
- Structural Failure/Excavation Collapse/Earthquake
- Evacuation of surrounding buildings.

The risk assessment shall be reviewed annually or more frequently if required to ensure alignment to current work practices and possible emergency situation.

6.1.2. Review

This Emergency Response Plan will be reviewed annually and associated Emergency Evacuation Diagrams (HDAL-SHEQ-20-T03) must be reviewed every five (5) years or when one or more of the following occurs:

- A substantial change to the layout of the facility;
- A substantial change to the number of occupants;
- A change in the classification the facility;
- A substantial change to the fire safety appliances in the facility;
- As a result of an incident;
- There is a change in the Business Centre activities and risks;
- Any changes in procedures as listed herein.

The Emergency Response procedures contained within this plan will be reviewed annually.

6.1.3. Distribution

Once completed an electronic copy of this document will be made available in the electronic document management system and labelled 'Emergency Response Plan – Rockhampton Area Business Centres . A hard copy of this document will be distributed to each member of the Emergency Planning Committee (EPC) and a copy held at the Master Emergency Control Point (MECP) of the facility (refer section 6.5.1).

A record of distribution shall be kept by the Chief Warden.

6.2. Site Profile

Site Name	Hastings Deering
Store Number	15, 16
Address	Rockhampton Branch 10 Port Curtis Road, Port Curtis QLD 4700
	Gladstone Rental Store Corner of Bassett Street and Blain Drive, Gladstone QLD 4680
Owner	**Name:** Peter Martin **Address:** 150 Port Curtis Road, Port Curtis QLD 4700 **Tel:** 0407 643 228 **Email:** peter.martin@hastingsdeering.com.au
Occupier	**Name:** Peter Martin **Address:** 150 Port Curtis Road, Port Curtis 4700 **Tel:** 0407 643 228 **Email:** peter.martin@hastingsdeering.com.au
Building Classification	Class 5 Class 7b Class 8
Number of Levels	2
Number of Buildings	4
Number of Lifts Onsite	0
Occupant Numbers	Day Shift: 280 Afternoon Shift: 100 Night Shift: 70
Nominated Building Hours	6:00am – 12:00am
Operating Hours	Operation hours: 6:00am – 2:30pm Afternoon Shift: 2:15pm – 10:45pm
Closest Cross Street	Rockhampton Jellicoe Street and Port Curtis Road Gladstone Blain Drive and Bassett Street

6.3. Emergency Planning Committee (EPC)

Fire Safety Advisor (QLD Only)	**Name:** Tania Cuskelly **Mob:** 0429 568 210 **Email:** tania.cuskelly@hastingsdeering.com.au **Qualification held:** Fire Safety Advisor **Registered Training Organisation Details:** Chubb **Date of issue:** 01/12/2022
Chief Warden	**Name:** Brianna Smith **Mob:** 0439 118 972 **Email:** Brianna.Smith@hastingsdeering.com.au **Radio Contact Channel:** 4 **Date of Commencement:** 02/02/2021 **Name:** Tania Cuskelly **Mob:** 0429 568 210 **Email:** Tania.Cuskelly@hastingsdeering.com.au **Radio Contact Channel:** 4 **Date of Commencement:** 01/12/2022
Site Management	**Name:** Peter Martin – Area Manager **Tel:** 0407 643 228 **Name:** Ben Zahnleiter – Service Manager **Tel:** 0428 982 640 **Name:** Brad McKellar-South – Service Manager **Tel:** 0408 981 681 **Name:** Duncan Broom – Parts Manager **Tel:** 0419 853 532 **Name:** Craig Wyvill – Field Service Manager **Tel:** 0419 717 664 **Name:** Duane Carpenter – Safety Superintendent **Tel:** 0437 206 345 **Name:** Chantelle Fraser – Administration Team Leader **Tel:** 07 4930 8691 **Gladstone Rental Store** **Name:** Stephen Bell – Rental Account Representative **Tel:** 0409 893 941
After Hours Contact	**Name:** CFT Security **Tel:** 0428 999 189
Fire Services Provider	**Name:** Firelec – Clint Bath **Tel:** 0418 764 006
Fire Safety and Emergency Training Provider	**Name:** HD Safety Training **Tel:** 07 4926 4735 **Email:**
Security Provider	**Name:** CFT Security – Laura Bretherton **Tel:** 0437 725 097

Security Night Patrol	**Name:** CFT Security – Onsite Guard **Tel:** 0428 999 189
Neighbouring Facilities	**Rockhampton** **Company Name:** Port Curtis Road State School **Contact Name:** Principle **Tel:** 07 4922 3056 **Gladstone Rental Store** **Company Name:** Tranzquip PTY LTD **Tel:** 04 4972 0599

Refer to Appendix 1 for a register of all ECO members.

6.4. Emergency Contacts and Websites

Police	000
Fire	000
Ambulance	000
State Emergency Services	QLD 13 25 00
Poisons Information Services	13 11 26
Bureau of Meteorology	www.bom.gov.au
Queensland Emergency Websites	QFES www.qfes.qld.gov.au/Pages/default.aspx Qld RFS www.ruralfire.qld.gov.au SES www.emergency.qld.gov.au/ses

6.5. Emergency Systems Summary

6.5.1. Alarm Systems

Fire Detection Control Indicating Equipment	The Fire Detection Control Indicating Equipment (FDCIE) is located in Buildings Parts Warehouse and Engine Rebuild Centre (ERC 2). The FDCIE displays the location of the alarm activation, controls alarm systems and enables isolation of zones.
Mimic Panel	A mimic panel is located in the engine Rebuild Centre (ERC 2). The mimic panel relays alarm information from the FDCIE.
Monitoring	The fire alarm system is connected to Fire Brigade for monitoring.
Audibility	The Emergency Warning System (EWS) Panel is located with the Fire Detection Control Indicating Equipment. The EWS allows the Chief Warden to confirm the existence of an emergency with the Area Wardens prior to evacuation. This system consists of two tones: the Alert Tone is activated automatically by the Fire Detection Control Indicating Equipment or manually by

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	the Chief Warden. The Evacuation Tone is activated automatically after a preset time if the panel is not attended or activated manually by the Chief Warden on confirmation of the need to evacuate the building.
	A Public Address system is a feature of the EWS.
Communication	During an emergency, communication will be via two-way radio (Channel 4), public address, verbal means (runners), internal phone and mobile phone. When there is an alarm, two-way radio silence will be maintained during the emergency, until notified by the Warden, Comms Officer or Emergency Services to provide information on evacuation of the work areas. It must be noted that the internal phone system is not a failsafe means of communication during a fire or other emergency. Mobile phones and two-way radios must not be used during a bomb threat or suspicious package situation.
Master Emergency Control Point (MECP)	The Master Emergency Control Point is located in the Parts Warehouse . An alternative Emergency Control Point, should the master point be untenable or unsuitable, is located at a safe distance from the front of the building and will be decided by the Chief Warden at the time of incident if required.
Emergency Control Point (ECP)	Each area has an Emergency Control Point which is the point at which Area Wardens and Wardens will meet.
Loud Speaker	The loud speaker is located in the Parts Warehouse . It can be used as a public address system or can be turned to alarm.

6.5.2. Detection Systems

Smoke Detectors	Smoke Detectors are located throughout the building and are linked to the FDCIE. These detectors are designed to detect particles of unburnt combustion being smoke. When activated a smoke detector will initiate an alarm at the FDCIE and sound the Alert Tone.
Thermal Detectors	Thermal Detectors are located throughout the building and are linked to the FDCIE. These detectors are designed to detect an increase in heat consistent with a fire. When activated a thermal detector will initiate an alarm at the FDCIE and sound the Alert Tone.
VESDA (Very Early Smoke Detection Apparatus):	A VESDA system is located in the Parts Warehouse. A deluge system is connected to the VESDA system (If connected).
Manual Call Point (MCP)	Manual Call Points (MCP) are a manually operated detection system and are red in colour. MCP – Located throughout the facility. MCPs activate the building alarms and initiate an alarm at the FDCIE.

6.5.3. Suppression Systems

Fire Hose Reels	Located throughout the facility. Fire Hose Reels are designed to reach every area on each floor. Fire Hose Reels are operated by turning the main valve anti-clockwise or if a lever, pulling lever down, un-reeling enough portion of the hose, opening the nozzle and directing water at the base of the fire.
Deluge System	A deluge system is located in the Parts Warehouse and is activated by the VESDA system.
Extinguishers	This site contains the following types of extinguishers: ☒ CO_2 ☐ Water ☐ Foam ☒ Powder

6.5.4. Alarm/Detection/Suppression System – Gladstone

Smoke Detectors	Battery operated smoke detectors are located in the administration building.
Air Horn	A number of hand operated air horns are available to sound in the event of a fire evacuation (if necessary).
Extinguishers	This site contains the following types of extinguishers: ☒ CO_2 ☐ Water ☐ Foam ☒ Powder

7. EMERGENCY PLANNING AND CONTROL STRUCTURE

7.1. Emergency Planning Committee (EPC)

7.1.1. Duties and Responsibilities

The EPC, where necessary in collaboration with the facility owners, managers, occupiers and employers, shall be responsible for the development, implementation and maintenance of the Emergency Response Plan, Emergency Response Procedures and related training.

The following shall apply to the implementation of the Emergency Response Plan:

- **Awareness of the Emergency Response Procedures:** (included in this Plan) Information about the procedures shall be disseminated to occupants. The information shall be in a suitable format.
- **Training:** A formalised training schedule shall be developed to ensure that relevant training is provided to ECO members and facility occupants. The training program shall be based on the Emergency Response Procedures and be in accordance with AS3745 – 2010 Section 6.
- **Testing the Emergency Response Procedures:** The EPC should ensure that the Emergency Response Procedures are tested within the first six (6) months.
- **Review of Procedures:** The effect of the procedures on the site shall be monitored at all stages of the implementation process. Amendments shall be made to rectify any deficiencies or inaccuracies that are identified in the procedures.

The following shall apply to the maintenance of the Emergency Response Plan:

- **Continued operation of the ECO:** Arrange redundancies to allow for resignation, holidays, training of deputies.
- **Register of ECO members:** The Emergency Control Organisation (ECO) Member Register Form (HDAL-SHEQ-20-F06) provides the names and position of all ECO personnel. This register is updated at every EPC meeting and is held by the Chief Warden and/or Responsible Warden.
- **Visitors/New Employees:** Establishing strategies to ensure visitors and new employees are made aware of Emergency Response Procedures.
- **Testing of Procedures:** Ensuring that the Emergency Response Procedures remain viable and effective by reviewing after an emergency or exercise every six months in accordance with Section 8.2.2.
- **Review of Plan:** Ensuring that the Emergency Response Plan and the site Emergency Evacuation Maps (using an Emergency Evacuation Diagram Template - HDAL-SHEQ-20-T03) (Appendix 2) are reviewed at the end of the validity period, or after any substantial changes to the facility or its occupancy. All revisions of the Emergency Response Plan should be submitted to Document Control for approval before publishing in the electronic document management system.
- **Record:** Ensuring that a permanent record of events for each emergency is compiled, communicated to the EPC, CMT and entered in Noggin including damage, costs, actions and meeting outcomes for insurance purposes.

7.1.2. Membership

The EPC personnel are identified in Section 6.3.

7.2. Emergency Control Organisation (ECO)

7.2.1. Structure and Identification

The following chart identifies the structure and identification of the Emergency Control Organisation (ECO) and its relationship to the Emergency Planning Committee (EPC) and occupants.
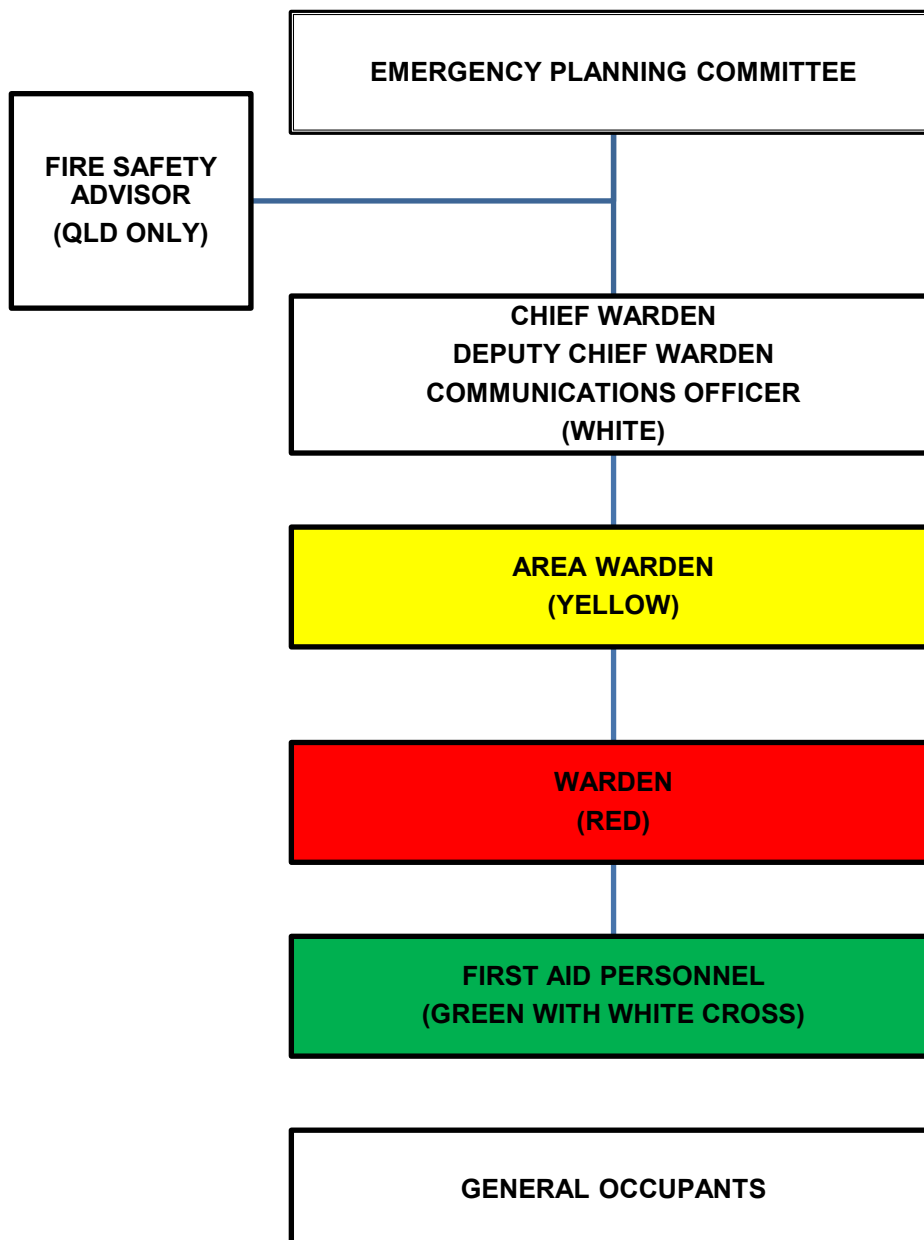
7.2.2. ECO Authority

During emergencies, instructions given by the ECO personnel shall take precedence over the normal management structure.

7.3.   ECO Responsibilities Pre-Emergency

7.3.1. General

During an emergency the protection and preservation of life shall take precedence over the protection of asset, therefore the main role of ECO personnel is to give top priority to the safety of the occupants and visitors of the facility during an emergency.

7.3.2. Fire Safety Advisor (QLD Only)

The Fire Safety Advisor has a responsibility to:

- Be familiar with all aspects of building fire safety.
- Provide advice to the occupier to ensure that appropriate emergency planning has taken place.
- Provide advice to the occupier to ensure that appropriate instruction is carried out at the prescribed times and intervals.
- Attend required legislative training, this includes initial and refresher training.

7.3.3. Chief Warden/Deputy Chief Warden

The responsibilities to be undertaken by the Chief Warden prior to an emergency event may include, but are not limited to:

- Maintaining a current roster of ECO members.
- Replacing ECO personnel when a position becomes vacant as per the HDAL-SHEQ-20-PR02 Emergency Control Organisation (ECO) Procedure.
- Conducting regular exercises.
- Ensuring the Emergency Response Procedures are kept up to date.
- Attending meetings of the EPC as appropriate.
- Attending training and emergency exercises as required by the EPC.
- Ensuring personal ECO identification is available.
- Ensure all PEEP persons are provided with a suitable level of resources to safely evacuate and hold a copy of each PEEP for the duration of the visit onsite.

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable and otherwise assist as required.

7.3.4. Communications Officer

The Communications Officer has a responsibility to:

- Ensure personal proficiency in operation of facility communication equipment.
- Maintain records and logbooks and make them available for emergency response.
- Ensure that ECO members are proficient in the use of the facility communication equipment.
- Ensure that emergency communication contact details are up to date.
- Attend training and emergency exercises, as required by the EPC.

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7.3.5. Area Warden

The Area Warden has a responsibility to:

- Identify a meeting point (the Emergency Point) in their area, which will be the point for Area Wardens and Wardens to meet in the event of an emergency or on activation of the Alert Tone.
- Confirm sufficient Wardens for Area of Responsibility.
- Coordinate the completion of Personal Emergency Evacuation Plan (PEEP) (HDAL-SHEQ-20-F08, available from the electronic document management system) documentation.
- Report on deficiencies of emergency equipment.
- Ensure that Wardens have communicated the Emergency Response Procedures to all occupants within their nominated areas.
- Coordinate safety practices (e.g. clear egress paths, access to first attack equipment and disposal of rubbish) by Wardens throughout their Area of Responsibility
- Attend training and emergency exercises, as required by the EPC.
- Ensure personal ECO identification is available.
- Ensure the Emergency Evacuation Personnel Poster (using form HDAL-SHEQ-20-F04 available from the electronic document management system) for their area is kept up-to-date and displayed throughout their area.
- Ensure all PEEP persons are provided with a suitable level of resources to safely evacuate and hold a copy of each PEEP for the duration of the visit onsite.

7.3.6. Wardens

Wardens have a responsibility to:

- Be aware of the location of the Emergency Point in their area.
- Ensure that all occupants are aware of the Emergency Response Procedures.
- Carry out safety practices, e.g. clear egress paths, access to first-attack equipment and disposal of rubbish; refer Monthly Warden Checklist (HDAL-SHEQ-20-F11, available from the electronic document management system).
- Ensure personal ECO identification is available and can be ordered through the HD Stationery Supplies store.
- Attend training and emergency exercises (all training shall meet the requirements as set out in the Australian Standard AS3745-2010 Planning for Emergencies in Facilities).

7.3.7. Management

Department Managers have a responsibility to:

- Ensure roll call sheets (HDAL-SHEQ-20-F02) are kept up-to-date by a responsible person for each department/section/team.
- Communicate with all staff, via mobile communications, not working on site or that are on a roster, as to the nature of the emergency, such as flooded roads, etc.
- Liaise with HR when required to obtain next of kin information.

7.4. ECO Responsibilities during an Emergency

7.4.1. Chief Warden

The Chief Warden, on becoming aware of an emergency, shall take the following actions:

- Respond and take control, as appropriate.
- Ascertain the nature of the emergency and implement appropriate procedure.
- Ensure that the appropriate Emergency Service has been notified by dialling 000.
- Ensure that Area Wardens are advised of the situation, as appropriate.
- If necessary, after evaluation of the situation and using all of the information and resources available, initiate an action plan in accordance with the Emergency Response Procedures and control entry to the affected areas.
- Monitor the progress of the evacuation and record any action taken in an incident log.
- Brief the Emergency Services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions.
- Any other actions as considered to be necessary or as directed by Emergency Services.

7.4.2. Deputy Chief Warden

The Deputy Chief Warden shall assume the responsibilities normally carried out by the Chief Warden if the Chief Warden is unavailable, and otherwise assist as required.

7.4.3. Communications Officer

The Communications Officer on, becoming aware of an emergency, shall take the following actions:

- Ascertain the nature and location of the emergency.
- Confirm that the appropriate Emergency Service has been notified.
- Notify appropriate ECO members.
- Transmit instructions and information.
- Record a log of the events that occurred during the emergency.
- Act as directed by the Chief Warden.

7.4.4. Area Wardens

The Area Wardens, on hearing an alarm or on becoming aware of an emergency, shall take the following actions:

- Implement the Emergency Response Procedures for their building.
- Ensure that the appropriate Emergency Service has been notified.
- Direct Wardens to check the floor or area for any abnormal situation.
- Commence evacuation if the circumstances in their building warrant this.
- Communicate with the Chief Warden by whatever means available and act on instructions.
- Advise the Chief Warden as soon as possible of the circumstances and action taken.

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- Co-opt persons as required to assist as Wardens during an emergency.
- Confirm that the activities of Wardens have been completed and report this to the Chief Warden or a senior officer of the attending Emergency Services if the Chief Warden is not contactable.

7.4.5. Wardens

Wardens shall carry out activities as set out in the Emergency Response Procedures and as directed by the Area Warden. Wardens' activities may include:

- Act as Area Wardens.
- Operate the communication system(s) in place.
- Check that any fire doors and smoke doors are properly closed.
- Close or open other doors in accordance with the Emergency Response Procedures.
- Search the floor or area to ensure all people have evacuated. This function is of greater importance than a later physical count of those evacuated.
- Ensure orderly flow of people into protected areas, for example, stairways.
- Assist occupants with disabilities.
- Act as leader of groups moving to nominated Assembly Areas.
- Report status of required activities to the Area Warden on their completion.

7.4.6. First Aiders or First Aid Officers

In the event of an emergency evacuation the First Aid Officers are to wear a green hat.

When the Alert tone sounds or becoming aware of an emergency:

- The Chief Warden is to distribute first aid kits and defibrillators to First Aid Officers;
- If safe to do so, First Aid Officers are to render assistance to any persons during evacuation and emergency situations;
- First Aid Officers are to transport the first aid kits and defibrillators to the Assembly Area and to be available to render assistance at the Assembly Area if required;
- Report on any injuries or illnesses to the Chief Warden or Area Warden and advise Emergency Services of any further assistance required;
- Always maintain patient confidentiality.

7.4.7. General Occupants

All occupants are required to be familiar with their workplace Emergency Response Procedures, equipment and facilities by participating in emergency training and evacuation exercises.

General Occupant responsibilities include:

- Being familiar with who their Area Wardens and Wardens are and their location;
- Reporting incidents and emergencies;
- Being familiar with the location of the Assembly Area/s; and
- Participate in training and exercises, as required by the EPC.

7.4.8. Duty Cards

The following Duty Cards are available to ECO personnel and can be used as a reference card during an emergency evacuation.

- HDAL-SHEQ-20-F47 Duty Card – Chief Warden
- HDAL-SHEQ-20-F52 Duty Card – Deputy Chief Warden
- HDAL-SHEQ-20-F48 Duty Card – Area Warden
- HDAL-SHEQ-20-F49 Duty Card – Warden
- HDAL-SHEQ-20-F50 Duty Card – Communications Officer
- HDAL-SHEQ-20-F51 Duty Card – First Aider

7.5. ECO Responsibilities Post Emergency

The actions taken by the ECO after an emergency should include, but not be limited to, the following:

7.5.1. Chief Warden

- When the emergency incident is rendered safe or the Emergency Service returns control, notify the ECO members to have occupants return to their facility, as appropriate.
- Organise a debrief with ECO members and, where appropriate, with any attending Emergency Services.
- Compile a report for the EPC and management.
- Post emergency debrief incident to include lessons learnt and recommendations, damages, costs, actions, meetings and outcomes.

7.5.2. Communications Officer

- Collate records of the event during the emergency for the debrief and ensure they are secured for future reference.

7.5.3. Area Wardens and Wardens

- Compile a report of the actions taken during the emergency for the debrief.

NOTE: The re-entry and post-emergency actions should be done in collaboration with the facility owners, managers, occupiers and employers.

8. TRAINING, SAFETY AND RISK REDUCTION

8.1. Training

8.1.1. General

All employees, contractors and visitors shall receive sufficient information to enable them to act in accordance with this Emergency Response Plan and associated Emergency Response Procedures. All training shall meet the requirements as set out in the Australian Standard AS 3745-2010 Planning for Emergencies in Facilities.

8.1.2. EPC Training

Training shall be provided to at least one EPC member to enable them to competently execute their obligations.

8.1.3. Emergency Control Organisation

All ECO members, including nominated deputies, shall be trained to develop the skills and knowledge necessary to undertake the duties set out in the Emergency Response Procedures. The training shall include exercises and assessment.

The Fire Safety Advisor for their area of responsibility shall:

- Provide training/instructions or arrange for the instructions to be given by an accredited external provider to all ECO members and nominated deputies which meets the requirements of AS 3745-2010 Planning for Emergencies in Facilities.
- Facilitate a skills retention activity at intervals not greater than six months.
- Ensure all ECO members and nominated deputies receive an equal level of training and instructions that will enable them to fulfil the roles and responsibilities of Chief Warden, Deputy Chief Warden, Warden and Communications Officer.

Refer to HDAL-SHEQ-20-PR02 Emergency Control Organisation (ECO) Procedure.

8.1.4. Fire Safety Advisor (QLD Only)

The occupier of a high occupancy building must appoint a person who holds qualification as the Fire Safety Advisor (QLD Building Fire Safety Regulation 2008, Section 34 - 1). Where applicable, the occupier may appoint the same person as the Fire Safety Adviser for two or more high occupancy buildings.

Fire Safety Advisor accreditation is gained after successful completion of the training by a Registered Training Organisation. Refresher training is required every three years to maintain the Fire Safety Advisor accreditation.

8.1.5. Occupants

All building occupants shall receive General Occupancy and Fire Awareness (GOFA e-Learn) training to enable them to act in accordance with the Emergency Response Procedures. GOFA refresher training shall be conducted at intervals not greater than twelve months.

New employees, casual staff and contractors shall receive information regarding the relevant evacuation procedures as part of their initial site induction. Visitors

shall receive emergency evacuation information verbally by their host as part of the visitor orientation.

If there is a physical change to a fire safety reference point or changes to the emergency procedures, the occupier must inform all occupants of the change as soon as practicable but no later than one month after the change.

8.1.6. Fire Equipment Training

To optimise the effective use of fire extinguishers, personnel shall be trained in their selection and use through the GOFA e-Learn training module.

All ECO members shall receive practical training in the use of fire extinguishers every 2 years to enable them to competently execute their duties and receive refresher training annually thereafter.

New employees shall receive first response evacuation training as soon as practicable but no later than one week after they begin work in the building.

8.1.7. Communications System

All ECO members shall be instructed on the operation of the communication system (if installed).

8.2. Emergency Response Exercises

8.2.1. General

A program of site-specific Emergency Response Exercises shall be developed in collaboration with the facility owners, managers, occupiers and employers to determine the effectiveness of the Emergency Response Procedures, ECO actions and occupants' response, both when first developed and on an ongoing basis.

The following should apply for all Emergency Response Exercises

- Emergency Response Exercises should be consistent with the identified emergencies in the Emergency Response Plan.
- Simple objectives and outcomes for Emergency Response Exercises should be identified.
- The Facility Safety Advisor/ESS should be appointed as an observer for all Emergency Response Exercises. The observers shall use the Observer's Checklist HDAL-SHEQ-20-F12 (available from the electronic document management system) to record the details of the Emergency Response Exercise.
- Each Emergency Response Exercise should be prefixed by an announcement that it is an exercise only.
- Debriefing sessions should be held immediately after the exercise with the ECO and other key participants.
- A report shall be forwarded to the EPC following each Emergency Response Exercise. The report shall include any deficiencies in the evacuation exercise that were identified at the debriefing session.

8.2.2. Frequency

The Emergency Response Procedures should be tested, within the first twelve months of implementation of the Emergency Response Plan, as an evacuation exercise. On an ongoing basis, all areas of the facility shall participate in at least one Fire Evacuation Exercise and one Emergency Response Exercise (other than

fire) in each twelve month period. All occupants of the floors or areas involved in the evacuation exercise shall take part unless the EPC grants an exemption prior to conducting the exercise as per AS 3745-2010.

When planning any Emergency Response Exercise, consideration shall be given to briefing the ECO prior to the exercise.

The occupier of the building must ensure that an evacuation of the building is carried out:

- by an appropriate number of persons
- in an appropriate way; and

A record (refer Section 8.2.3) must be kept of the evacuation detailing:

- the date of the evacuation;
- the times when the evacuation started and ended;
- any action to be taken as a result of the evacuation, including, for example, carrying out a review of the building's fire and evacuation plan or giving additional fire and evacuation instructions.

8.2.3. Observation Checklist and Debriefing

An Observer's Checklist HDAL-SHEQ-20-F12 is available from the electronic document management system. This checklist should provide the basis for discussion at the debriefing. A debriefing session shall be held with the ECO and other key participants after the exercise to identify any deficiencies in the procedures or equipment. A report shall be forwarded to the EPC on conclusion of the exercise. The EPC shall arrange the amendment of procedures where necessary and disseminate the information to ECO personnel.

8.2.4. Emergency during an Emergency Response Exercise

The phrase "**Safe Guard**" shall be disseminated to all ECO members for use when an actual emergency incident takes place during an Emergency Response Exercise. The phrase shall signify that the Emergency Response Exercise has been terminated and that the ECO are to stand by for further instruction.

8.2.5. Conduct of Emergency Response Exercises

1. Locally isolate the Alarm system if 'back to base system' is fitted.
2. Activate alarm system.
3. Wait at the Master Emergency Control Point for Area Wardens to advise when their areas are "All Clear". Ask:
   o *Is anyone remaining or refusing to leave the area?*
   o *Where are occupants/visitors with disabilities located?*
   o *Are there any areas not searched?*
4. Note the time the Building was clear and any other relevant information.
5. Once staff and Wardens have attended the Assembly Area, the exercise can then be completed and the Chief Warden can authorise the re-occupancy of the facility.
6. The Chief Warden shall conduct a debriefing with all ECO members after the exercise utilising the Observation Checklist. Advise them of the time taken to clear their Areas of Responsibility and note any concerns or difficulties raised by the ECO.
7. Results, deficiencies and any recommendations on the procedures should be made to the EPC. The EPC shall arrange the amendment of the procedures and disseminate the information to all ECO members.

9. EMERGENCY RESPONSE PROCEDURES

These procedures are divided into a colour coded system:

RED	**Code Red - Fire/Smoke** • Procedure – Fire • Bush/Grass Fire
ORANGE	**Code Orange - Evacuate**
PURPLE	**Code Purple - Bomb Threat**
BROWN	**Code Brown - External Emergencies** • Civil Disorder and Illegal Occupancy
YELLOW	**Code Yellow – Internal Emergencies** • Electrical Failure • Air Conditioning Contamination • Chemical, Biological or Radiological (CBR) Incident • Gas Leak • Hazardous Substances Incidents • Spill Response • Building Damage
DARK BLUE	**Code Blue - Medical/First Aid emergencies**
BLACK	**Code Black - Personal Threat to others or self** • Armed or Unarmed Hold-up/Intrusion • Lockdown (Shelter in Place)
LIGHT BLUE	**Code Light Blue – Cyclone / Severe Weather** • Localised Area Flooding • Building/Premises Flooding • Cyclone Event

INSERT RED TAB

CODE RED – FIRE/SMOKE

10. FIRE

10.1. Discovery of Fire

10.1.1. Preliminary

This section refers to the discovery of a fire that has yet to activate an audible alarm system or for sites that do not have a Fire Detection Control Indicating Equipment or Early Warning Alarm System.

The primary duty of occupants is to the best of their ability, and with the safety of themselves and others, remove people from immediate danger. Occupants who have been trained to competently use an extinguisher or other equipment may attempt to extinguish the fire if safe to do so.

Throughout these procedures, the indication to "Raise the Alarm" is a reference to this sub-section:

- Communicate to other staff in the near vicinity the existence of a fire – shout "**Fire Fire Fire**".
- Activate a red manual call point by firmly pressing the front panel.
- Contact the Chief Warden or Communications Officer and advise them of the location and nature of the emergency.
- Contact the Emergency Services by dialling **000**.

10.1.2. On discovery of a fire

- Remove people from immediate danger;
- Close doors, if possible, to create compartmentalisation, slowing the progress of the fire;
- Raise the alarm;
- Ensure the Emergency Services have been called by dialling **000**;
- Commence evacuation of the building directing occupants to evacuate via the nearest safe exit to the Assembly Area – **ensure lifts are not used**;
- Ensure occupants/visitors with disabilities are assisted from the building or are located to a safe refuge with confident person. Refer Occupants/Visitors with Disabilities – Section 11.5;
- The location of occupants/visitors with disabilities should be reported to the Chief Warden.

10.2. Chief Warden Group

10.2.1. On being advised of a fire

The Chief Warden will:

- Collect white hat, two-way radio, mobile phone, any necessary keys and the Evacuation Checklist (HDAL-SHEQ-20-F05, available from the electronic document management system). The completed Evacuation Checklist is held with the site's Chief Warden).
- Ensure the Emergency Services have been notified by dialling **000.**
- Proceed to the Master Emergency Control Point and activate the building alarms if they are not already sounding,
- Begin Evacuation Procedures (refer Section 11.1.2).

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The Deputy Chief Warden will:

- Collect white hat, two-way radio, mobile phone, any necessary keys and the Evacuation Checklist (HDAL-SHEQ-20-F05) available from the electronic document management system.
- Proceed to the Master Emergency Control Point to meet with the Chief Warden.
- If the Chief Warden is absent, ensure the alarm has been raised and Emergency Services have been notified.
- Begin Evacuation Procedures (refer Section 11.1.2).
- If the Chief Warden is present, follow their direction.

The Communications Officer (C.O.) – one of the Deputy Chief Wardens will:

- Collect white hat, two-way radio.
- Collect Emergency Folder (including Evacuation Checklist HDAL-SHEQ-20-F05, available from the electronic document management system).
- Proceed to the Master Emergency Control Point.
- Follow the directions of the Chief Warden.
- Maintain emergency response log books and records.

10.3. Area Wardens and Wardens

10.3.1. On confirmation of a fire present in the area

Area Warden:

- Collect yellow hat, two-way radio and proceed to the pre-determined Emergency Point in their Area of Responsibility.
- Ensure that the Emergency Services have been notified by dialling **000**.
- Assign Wardens to remove people from immediate danger and confine the fire if possible.
- Contact the Communications Officer and advise of the need to evacuate and scope of the emergency.
- Follow Evacuation Procedures (refer Section 11.2.2).

Wardens:

- Proceed to the Emergency Point for their Area of Responsibility, collect red hat.
- Follow directions from the Area Warden, such as evacuating persons in immediate danger and confining the fire if possible.
- Follow Evacuation Procedures (refer Section 11.2.2).

NOTE: Any staff who have been trained to competently use an extinguisher or other equipment may attempt to extinguish the fire only if safe to do so.

10.4. First Attack Firefighting Procedures

10.4.1. Initial Response: R A C E

Remove	Any persons in immediate danger to a safe area, evacuate if necessary
Alert	Raise the alarm. Ensure personnel are aware of the emergency. Ensure Wardens have been notified.

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	Ensure the Emergency Services have been notified.
Contain	Decide on Action • Support – Do not attempt to fight the fire alone. • Size – Ensure the fire can be contained using the equipment at hand. • Surroundings – Check for danger such as the spread of fire, gas cylinders or chemicals. • Smoke, Gases, Fumes and Heat – Ensure you remain below the smoke level at all times. Equipment • Check that you have the correct equipment for that class of fire. • If the appropriate extinguisher is not available, then contain the fire by closing doors. Safety • Test the equipment prior to approaching the fire. • Keep low – stay below the smoke level. • Safe Escape Route – when fire is indoors, keep between the fire and the exit; when the fire is outdoors, approach the fire up hill and up wind. • If the fire cannot be controlled, close the doors if safe before leaving.
Evacuate	Ensure you have a safe exit path and proceed to your Assembly Area. Do not return inside the building.

10.4.2. Using an Extinguisher

Remember "**P A S S**"

- **P**ull the pin and test the equipment.
- **A**im the director or nozzle at the base of the fire.
- **S**queeze the operating handle.
- **S**weep the extinguishing agent from side to side.

10.4.3. After the Fire

If the fire is extinguished prior to the arrival of the Emergency Services:

- Do not disturb the incident area.
- Keep away from the smoke and other affected areas.
- Ensure the Chief Warden is notified of the equipment used for replacement.
- Complete any Reporting Procedures.

10.5. After Hours Procedures

10.5.1. On discovery of a fire

- Remove people from danger.
- Close doors, if possible, to slow the progress of the fire and contain smoke.
- Raise the alarm.
- Ensure the Emergency Services has been called by dialling **000**.
- Commence evacuation of the immediate area leaving via the nearest safe exit and proceed to the Assembly Area.

- Occupants/visitors with disabilities should be assisted from the building if possible or their safe location reported to the Emergency Services on their arrival.
- Delegate a representative to speak with the Emergency Services on their arrival.
- Do not re-enter the building until cleared by the Officer in Charge of the Emergency Service.

10.5.2. On being advised of a fire or hearing the fire alarm

- Evacuate the building immediately via the nearest safe exit even if there is no evidence of a fire.
- Proceed directly to the Assembly Area.
- Occupants/visitors with disabilities should be assisted from the building if possible or their safe location reported to the Emergency Services on their arrival.
- Ensure the Emergency Services has been called by dialling **000.**
- Delegate a representative to speak with the Emergency Services on their arrival.
- Do not re-enter the building until cleared by the Officer in Charge of the Emergency Service.

10.6. Security Personnel

10.6.1. On being notified of a fire

- Ensure the Emergency Services has been called by dialling **000.**
- Ensure the Chief Warden or Deputy Chief Warden have been notified.
- Ensure evacuation has begun in the affected area.
- Proceed to the main entry and prevent entry to the site if safe to do so.
- Follow instructions from the Chief Warden.

10.7. Bush/Grass Fire

10.7.1. Preliminary

Should a *sudden* bush fire threaten the building; vehicles parked in the surrounding car park areas could fuel the fire, making it impossible to exit the area safely. Staff, visitors and contractors should be encouraged to remain within the confines of the building should a sudden bush fire occur in the immediate vicinity.

The Emergency Services must be advised immediately, via **000,** of the situation by the Chief Warden. In the interim, all care must be taken to ensure the safety of the occupants until the arrival of the responding authorities.

10.7.2. Sudden bush fire

In the event of a *sudden* bush fire, the Chief Warden will:

- Immediately alert the authorities of the location and nature of the fire emergency by dialling '**000**' Advise the Fire Brigade of the number of persons on site.
- Establish the scope of the emergency and, if necessary, secure the building and place all staff members on alert.

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- Advise the ECO and staff to be on standby. DO NOT attempt to combat the fire. Only personnel trained and competent in the use of first attack fire equipment should attempt to combat fires.
- Ensure all members of the ECO follow the instructions of the responding Emergency Services.

10.7.3. Fire Weather Warnings

Fire Weather Warnings are issued by the Bureau of Meteorology www.bom.gov.au and State fire authorities.

The information contained in a fire weather warning will be:

- The office that issued the warning.
- The local time, day and date that it was issued.
- A description of the relevant meteorological conditions and fire danger.
- The area affected.
- The time period for which it will be in effect.

A Total Fire Ban message is included if a ban is in force and action statements appropriate for the Fire Danger Ratings being forecast. These action statements are provided by the relevant fire authorities.

Fire Weather Warnings refer to the Fire Danger Ratings of Severe, Extreme and Catastrophic. These ratings correspond to the Fire Danger Index (FDI).

10.7.4. Fire Danger Index

The FDI is an early indicator of potential danger and should act as the first trigger for action. The higher the rating, the greater is the need for action. The FDI is an assessment of the potential fire behaviour, the difficulty of suppressing a fire, and the potential impact on the community should a bush fire occur on a given day. An FDI of 1 (LOW-MODERATE) means that fire will not burn or will burn so slowly that it will be easily controlled, whereas an FDI in excess of 100 (CATASTROPHIC) means that fire will burn so fast and so hot that it will be uncontrollable.

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NOHARM
Live by it

10.7.5. Fire Danger Index - Potential Fire Behaviour and Impact

CATASTROPHIC (FDI-100+)	**Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops.** • People will die and be injured. Thousands of homes and businesses will be destroyed. • Well prepared, well-constructed and defended homes may not be safe during the fire. Construction standards do not go beyond a Fire Danger Index of 100. • Thousands of embers will be blown around. • Spot fires will move quickly and come from many directions, up to 20 km ahead of the fire. **Leaving is the best option.**
EXTREME (FDI-75 – 99)	**Fires will be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops.** • People will die and be injured. Hundreds of homes and businesses will be destroyed. • Only well prepared, well-constructed and actively defended houses are likely to offer safety during a fire. • Thousands of embers will be blown around. • Spot fires will move quickly and come from many directions, up to 6 km ahead of the fire. **Leaving is the safest option for your survival.**
SEVERE (FDI 50 – 74)	**Fires will be uncontrollable and move quickly– flames may be higher than roof tops.** • There is a chance people may die and be injured. Some homes and businesses will be destroyed. • Well prepared and actively defended houses can offer safety during a fire. • Expect embers to be blown around. • Spot fires may occur up to 4 km ahead of the fire. **Leaving is the safest option for your survival. Your building will only offer safety if it and you are well prepared and you can actively defend it during a fire.**
VERY HIGH (FDI 25 – 49)	**Fires can be difficult to control – flames may burn into the tree tops.** • There is a low chance people may die or be injured. Some homes and businesses may be damaged or destroyed. • Well prepared and actively defended houses can offer safety during a fire. • Embers may be blown ahead of the fire. • Spot fires may occur up to 2 km ahead of the fire. **Your building will only offer safety if it and you are well prepared and you can actively defend it during a fire.**
HIGH (FDI 12 – 24)	**Fires can be controlled** • Loss of life is highly unlikely and damage to property will be limited. • Well prepared and actively defended houses can offer safety during a fire. • Embers may be blown ahead of the fire. • Spot fires can occur close to the main fire. **Know where to get more information and monitor the situation for any changes.**
LOW MODERATE (FDI 0 – 11)	**Fires can be easily controlled** • Little to no risk to life and property **Know where to get more information and monitor the situation for any changes**

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10.7.6. Response

If the facility is close to the location of bush fires in the area, but not threatened, there are several problems that may arise:

- Smoke may be present causing respiratory problems for occupants. In order to minimise this, keep all doors and windows closed and the air-conditioning systems to the closed or re-circulate positions. If this is not possible, the air-conditioning systems may need to be switched off.
- Power may be cut which may make it hard to continue services and some telephone systems require electricity to operate. Some investigation may be required to ensure that all hazards relating to power outage have been investigated and addressed.
- Water and sewerage may also be interrupted by a bush fire, water pressure can be very low and water quality can be affected.
- Roads out of the area may become hazardous due to the location of the fire.

Shut down and total evacuation of the facility should be considered if any of these problems arise. Keep in mind evacuation and closure of the facility may take some time and must be considered well in advance of any road closures; therefore, decisions to evacuate have to be made well before an imminent threat.

Action statements appropriate for the Fire Danger Ratings will be available from the State fire authorities and broadcast through media channels. These action statements are provided by the relevant fire authorities and Management should follow the recommendations of these action statements in determining when full evacuation and closure of the facility is appropriate.

INSERT ORANGE TAB

CODE ORANGE – EVACUATE

11. EVACUATE

11.1. Chief Warden/Deputy Chief Warden

11.1.1. Alert Tone Procedures: (Delete if no EWS at your site)

1. Collect white hat, two-way radio, mobile phone and Evacuation Checklist (HDAL-SHEQ-20-F05, available from the electronic document management system).
2. Proceed to the Master Emergency Control Point. Ascertain the building in alarm from the Fire Detection Control Indicating Equipment.
3. Ensure Emergency Services are notified of the alarm activation by dialling **000.**
4. Change the EWS Panel from "Automatic" to "Manual".
5. Contact the Area Wardens in the building in alarm by two-way radio and ask them to investigate for signs of fire, smoke or other emergency.
   If no Wardens answer the two-way radio or this method of communication is unavailable, make a P.A. announcement asking Wardens in the affected area to contact the Chief Warden AND/OR send a runner (Deputy Chief Warden) to investigate if considered safe.
6. If a fire or other emergency is confirmed, begin evacuation procedures. (refer Section 11.1.2).

11.1.2. Evacuation Procedures (Confirmed Emergency)

1. Activate the Evacuation Alarm in the affected building, then adjacent buildings if threatened by fire.
2. Notify threatened adjacent buildings.
3. Ensure the Receptionist or the nominated responsible person collects the sign in/out register to account for persons at the Assembly Area.
4. Advise Security personnel to restrict vehicular entry to the facility and direct responding emergency services vehicles to the appropriate location.
5. Ensure neighbouring facilities are notified of the emergency on site.
6. Wait at the Master Emergency Control Point for Area Wardens to advise when their building is clear. Ask:
   i. *Is anyone remaining or refusing to leave the building?*
   ii. *Are there any occupants or visitors with disabilities, have their PEEPs been activated and where are they located?*
   iii. *Are there any areas not searched?*
   If it is not safe to remain at the Master Emergency Control Point, evacuate and reinstate the Emergency Control Point to a safe distance from the front of the building. Advise ECO by PA before leaving your post.
7. As Area Wardens report, note down on the Evacuation Checklist (HDAL-SHEQ-20-F05, available from the electronic document management system) the area as being cleared, how many people remain, the number and location of occupants and visitors with disabilities and areas not searched (if any).
8. On arrival of the Emergency Services provide the Officer in Charge with the Evacuation Checklist detailing:
   - The nature and location of the emergency
   - Areas reported as Clear
   - Areas that are evacuating

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- Location of any remaining occupants and occupants/visitors with disabilities
- Areas that have not been searched/cleared.

11.1.3. Post Evacuation Procedures

1. The Officer in Charge will advise that either:
   - The building is safe to re-enter,
   - Some areas may not be entered, or
   - The entire building may not be re-entered.
2. Contact Area Wardens and advise them of the situation.
3. Ensure an Incident Report is completed in Noggin.

11.2. Area Wardens and Wardens

11.2.1. Alert Tone Procedures (Delete if no EWS at your site)

1. Area Wardens wear yellow hat and collect two-way radio, Wardens wear red hat.
2. Proceed to the nominated Emergency Point in their building/area. Maintain radio silence and await communication from the Chief Warden. Listen for a P.A. announcement from the Chief Warden advising the area in alarm.
3. If a fire is present in the building, communicate with the Chief Warden by two-way radio or send a runner to the Fire Detection Control Indicating Equipment (via the fire stairs) and advise of the situation and need to evacuate. Initiate Evacuation Procedures (refer Section 11.2.2).
4. If no fire is present wait for the Evacuation Tone or instructions from the Chief Warden.
5. The Chief Warden will either:
   i. Contact the Area Warden and/or Warden by PA and/or two-way radio and advise that the alarm is originating from their area. Send Wardens to check for signs of fire or smoke. When the Wardens return, report their findings to the Chief Warden via two-way or send a runner.
   ii. Contact the Area Warden and/or Warden and advise that the alarm is originating from another area and is being investigated. Wait for the Evacuation Tone.
   iii. Not contact the Area Warden or Warden but change the tone to the Evacuate Tone. Follow the Evacuation Procedures (refer Section 11.2.2).

11.2.2. Evacuation Procedures

1. The Area Warden will gather all required information – visitor books, roll call sheets (HDAL-SHEQ-20-F02), PEEPs, etc.
2. The Area Warden will direct Wardens to evacuate occupants and visitors from their area beginning with the area in immediate danger and then surrounding areas. Ensure occupants and visitors evacuate via the nearest, safe exit. Wardens should close, but not lock, all doors during their search.
   Note: Wardens should be aware of and prepared to direct occupants to alternative egress routes should primary paths become unsafe.
3. Ensure all areas have been searched (if safe to do so) with particular attention to:
   a) blind passages, partitioned areas, offices and meeting rooms;
   b) amenities such as toilets, tea rooms and resource sections.

4. Ensure PEEPs are activated for occupants and visitors with disabilities and that they are assisted from the building or are in a refuge accompanied by another person (refer Section 11.5.2).

5. The Area Warden will remain close by the Emergency Point to receive reports from the Wardens.

6. Wardens should report to the Area Warden at the Emergency Point on:
   i. The location of anyone refusing to leave;
   ii. The location of occupants/visitors with a disability;
   iii. Any areas unable to be checked;
   iv. The condition of the area.

7. When all Wardens have returned and all areas have been checked, leave via the nearest safe exit. Wardens will proceed to the Assembly Area.

8. The Area Warden will report evacuation information (e.g. all clear, areas not able to be searched, the location of occupants and visitors with disabilities) to the Chief Warden by two-way radio or in person at the Master Emergency Control Point.

9. Follow any further instructions from the Chief Warden and/or proceed to the Assembly Area.

11.2.3. Post Evacuation Procedures

1. At the Assembly Area, congregate occupants and visitors together in work groups.

2. Mark the Roll Call Sheets (HDAL-SHEQ-20-F02, available from the electronic document management system) and report missing personnel to Communications Officer.

3. Ensure occupants and visitors do not re-enter the site until allowed by the Chief Warden. Wait in position until the Chief Warden announces the "All Clear".

4. When the "All Clear" is given, provide the visitor's book and roll call sheets to the Chief Warden at the Main Emergency Control Point before returning back to duties.

11.3.   First Aid Personnel

11.3.1. Alert Tone Procedures

1. Collect the nearest First Aid Kit, don green hat and locate the Area Warden at the Emergency Control Point.

2. Standby to assist occupants and visitors requiring first aid treatment.

11.3.2. Evacuation Procedures

1. If more than one First Aid Officer is available on the floor/area, leave via the nearest safe exit.

2. When the floor/area is clear of occupants and visitors, leave via the nearest safe exit.

3. Proceed directly to the Assembly Area and provide assistance where necessary.

11.3.3. Staying with a Casualty

If possible, First Aid Officers should encourage staff with minor injuries, such as a bleeding finger, to leave the building as part of the evacuation and receive treatment outside. If the First Aid Officer is in any doubt that movement of a casualty could worsen a condition, they should not move the casualty and should remain with them if safe to do so.

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Where the First Aid Officer remains with a casualty they must advise (or arrange for someone else to advise) the Area Warden who will communicate this to the Chief Warden. This will ensure the Emergency Services are made aware of the situation and can take any appropriate action. The exception to this rule of remaining with the casualty in the building is where the risk posed by the danger is greater than that posed by the risk of moving the casualty, such as a spreading fire.

First Aid Officers should always bear in mind the rule of personal safety ahead of any other consideration.

11.4.   Occupants

11.4.1. Alert Tone Procedures

1. Begin work shutdown procedures, such as shutting down computers, storing files. If away from the usual workstation, remain where they are and do not proceed through the building.
2. Pair up with another occupant in order to account for each other.
3. Wait for instruction by a Warden or for the Evacuation Tone to sound.

11.4.2. Evacuation Procedures

1. Leave via the nearest safe exit.
2. Do not take large items such as laptops or large bags.
3. Proceed directly to the Assembly Area.
4. Remain at the Assembly Area until cleared to re-enter the site by the Chief Warden.
5. If it is noticed that anyone who was present prior to the evacuation is now missing, report this to the Warden.

11.5.   Occupant/Visitor with a Disability

11.5.1. Definition

As per the Commonwealth Disability Discrimination Act (DDA) 1992 an occupant/visitor with a disability is a person who requires:

- More time or different forms of communication, compared with other occupants, to respond to an emergency; or
- Assistance to respond to an emergency or evacuate from a facility.

This also includes an associate of a person with a disability as defined in the DDA, or a companion animal.

This definition would include, but is not limited to, occupants and visitors who:

- Are accompanied by an assistant;
- Have a guide or companion animal;
- Use alternative forms of information and communication;
- Have an ambulatory disability;
- Use a wheeled mobility appliance, including wheelchair or scooter;
- Are easily fatigued;
- Easily experience acute anxiety in an emergency; or
- Easily experience extreme confusion in an emergency.

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11.5.2. Personal Emergency Evacuation Plan (PEEP)

A PEEP (HDAL-SHEQ-20-F08) will be in place for any employee with a disability requiring assistance to evacuate during an emergency. The Area Warden will be aware of any PEEPs in place within their area of responsibility and have an understanding of the assistance that is required.

Wardens will advise emergency services personnel (i.e. Fire Fighters and Police) of the location of employees with reduced mobility and refuge areas.

Evacuation drills will be conducted regularly and will include scenarios for evacuating employees with disabilities.

Site Records of PEEPs

Personal Emergency Evacuation Plans Register Form (HDAL-SHEQ-20-F03) is to be completed by the Warden (or responsible employee for their area of responsibility) to be aware of an employee with a disability for reference during an emergency situation.

Completed PEEPs shall be stored at the relevant Warden's or Responsible Person's workstation in a manner to ensure privacy and confidentiality e.g. locked drawers.

Types of Disability

A physical, psychological, intellectual or sensory impairment, either temporary or permanent can produce a mobility impairment, which may result in an employee requiring assistance during an emergency evacuation. Wardens will be aware of any employees with mobility impairments in their area of responsibility. Suggestions on how to modify evacuation procedures and PEEPs for employees with a range of mobility impairments are provided below. Discuss the evacuation procedures with the individuals directly as they will be aware of their requirements in regard to any equipment and adjustments etc.

1.   Employees using a wheelchair:

- A PEEP will be developed with an employee using a wheelchair to document and agree on individual requirements.
- It may be appropriate to advise local emergency services that there are employees using a wheelchair in the workplace, particularly if located in high rise buildings.
- It is NOT recommended to lift the employees/visitors out of wheelchairs and carry them.
- There will be adequate space within fire isolated stairwells for a wheelchair user to turn around and take refuge.
- Fire isolated stairwells are protected from fire and smoke for up to two hours and can be a safe refuge area.

2.   Employees who are deaf or hard of hearing

- A PEEP may be developed with an employee with a hearing impairment to take individual issues into account.
- Wardens are to be mindful of hearing-impaired employees who may not hear the alarms or instructions to evacuate. If this appears the case, face the employee so they can read the Warden's lips and ensure that employee is aware of the need to evacuate. Maintain verbal communication with the visually impaired when moving around or over obstacles during evacuation.

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- A flashing light alarm will be installed in work areas, including bathrooms.
- If no flashing alarm is installed, a Responsible Person will be assigned to assist the employee who is deaf or hearing impaired.

3. Employees who have vision impairments

- A PEEP may be developed with an employee with a vision impairment to take individual issues into account.

  Consideration:

  o Install tactile ground surface indicators (TGSIs) on the approach to fire stairs, which indicate a change in terrain for employees who are blind or vision impaired.
  o Brightly coloured step edges aid employees with vision impairment and are recommended for use in fire stairwells.

4. Anxiety or other mental illness

- A PEEP may be developed with an employee with anxiety or mental illness to take individual issues into account.

  Consideration:

  o Emergency situations can be particularly stressful for employees with anxiety or other mental illnesses. For employees with anxiety or mental illnesses, a "buddy" will be assigned to assist them in the evacuation process upon request.

The Personal Emergency Evacuation Plan (PEEP) Register (HDAL-SHEQ-20-F03, available from the electronic document management system) lists the name, workplace and other necessary information about occupants with a disability and should be kept at the Master Emergency Control Point. Suitable strategies should be discussed with those occupants regarding emergency evacuation and a PEEP developed for each of those persons. The Area Wardens/Wardens should be aware of the PEEP plan of persons in their area.

11.5.3. Assistance

In the event of an evacuation the Area Warden shall nominate a Warden or Responsible Person to assist the occupant with disabilities out of the immediate danger area in accordance with their PEEP.

11.5.4. Direct Evacuation

If direct evacuation from the building is possible, such as being located on a ground floor, the person with disabilities should be assisted to, but not obstruct, the nearest safe exit. When all occupants have been evacuated, assist the occupant/visitor with disabilities directly to the Assembly Area.

11.5.5. Refuges

Refuges are areas where employees/visitors may wait for their delayed independent evacuation, or assisted evacuation by Emergency Services or other nominated Responsible Person. If evacuation directly from the building is not possible, such as being located on an upper floor, the employee with a disability will be assisted to, but not obstruct, the nearest safe Fire Rated Stairs. When all employees/visitors have been evacuated, assist the employee with disabilities onto the Fire Stair landing and ensure the Chief Warden has been notified. The door will be closed to provide isolation from the danger area. A Warden or

Responsible Person shall wait with the employee with a disability in the refuge area until assisted by the Emergency Services.

11.5.6. Hearing Impaired/Vision Impaired Persons

Wardens are to be mindful of hearing impaired occupants or visitors who may not hear the alarms or the Warden's instruction to evacuate. If this appears the case, face the person so they can read the Warden's lips and ensure the person is aware of the need to evacuate. Maintain verbal communication with the visually impaired when moving around or over obstacles during evacuation.

11.6. Refusals to Evacuate

11.6.1. No Physical Force

At no time are ECO members, occupants or persons other than Emergency Services personnel to use physical force to remove someone who refuses to evacuate. Touching, poking or slapping a person who seems to be in a state of extreme fear or shock may cause a violent reaction.

11.6.2. Procedure

ECO members who encounter a person refusing to leave shall:

- Verbally attempt to persuade the occupant to evacuate by using the words: *"An evacuation of the building is necessary. All occupants must leave the building by the nearest safe exit".*
  If the occupant does not respond, repeat the above phrase and add: *"For your own safety and the safety of others, please leave the building immediately."*
- Continue evacuating the ECO member's Area of Responsibility (closing the door on the room where the occupant is located if possible).
- If time and safety allow, make a secondary sweep of the area and revisit the occupant repeating the above phrases.
- If the occupant still refuses, report the location of the person to the Area Warden, who will notify the Chief Warden.
- No personnel shall re-enter the building or cleared area to retrieve people who refuse to leave.

11.7. Unconscious Persons

11.7.1. Persons not in Immediate Danger

If the unconscious person is not in immediate danger, call for First Aid Officer assistance and ensure a Responsible Person remains with them until assistance arrives.

11.7.2. Persons in Imminent Danger

If the person is in imminent danger, ECO members may use implied consent to move the person to a safe area. Avoid moving the person more than is necessary as the extent of their injury is unknown.

11.8. Media Statement

11.8.1. Nominated Persons

Media statements will be provided, released and authorised by the Executive Leadership Team only. No other persons should contact print or electronic media during the emergency.

11.9. Assembly Areas

11.9.1. Locations

The locations of Emergency Evacuation Assembly Areas are documented in Appendix 2 and are posted on notice boards and strategic locations throughout the building.

11.10. Security Personnel (where present)

11.10.1. Role of Security Personnel

The role of Security during an evacuation is to restrict access to an evacuated building and to ensure, as far as practicable, that no one other than essential personnel enter.

Security may also advise personnel that it is in their best interest to remain on site during an evacuation, unless a site wide evacuation is present. Having personnel remain onsite will assist with ensuring all personnel are accounted for, however, Security do not have the authority to restrict personnel from leaving site. In the event an occupant decides to leave the site, Security should take down the name, phone number and ID/Employee number of the person and inform the Chief Warden. This does not override a Security Guard's authority to detain a person expected of committing an illegal act.

Security operates under the control of the Chief Warden during an emergency and provides assistance where necessary for such duties as:

- Shutting down lifts;
- Closing car park or other entry doors;
- Providing first aid where other first aid personnel are unavailable;
- Investigating floors or areas where there has been no response from a Warden.

Although Security personnel should be trained in the use of the building alarm systems, their main role is in the securing of the building and, in the event of an emergency situation and/or an emergency evacuation, the prime role of Security personnel is to ensure the perimeter security of the building is not breached and that personnel do not enter the building while the emergency situation still exists. As such, the EPC should ensure that Security personnel are not called to occupy the position of Chief Warden or Communications Officer.

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12. BOMB THREAT

12.1. Receiving a Bomb Threat

12.1.1. Received via Mail or Delivery – Postal, Courier or Person Delivery

Once the letter is discovered to be a threat:

- Minimise further contact with the letter – use tweezers if available.
- Retain the envelope or packaging and protect it by placing the evidence in a paper envelope.
- Contact the nearest Area Warden or the Chief Warden immediately.
- Do not announce the receipt of the threat to other occupants.
- If there are signs of powder or residue:
  o Isolate the letter and envelope;
  o Remove people from the immediate area;
  o Segregate all persons who have come into contact with the item;
  o Contact Police.

12.1.2. Received Digitally – Facsimile, Email, Computer File

- If received electronically, print the document – do not delete the file.
- Contact the nearest Area Warden or the Chief Warden immediately.
- Do not announce the receipt of the threat to other occupants.

12.1.3. Received Verbally – Telephone

- Remain calm.
- Complete Bomb Threat Checklist (HDAL-SHEQ-20-F10, available from the electronic document management system).
- Try to attract the attention of another occupant to listen in on the call if possible.
- Do not hang up the phone even if the caller has terminated the call.
- Do not transfer the call.
- Contact the nearest Area Warden or Chief Warden immediately.
- Do not announce the receipt of the threat to other occupants.

12.2. Introduction

12.2.1. Reasons for Bomb Threats

Bomb threats can be made against an organisation for a number of reasons. A bomb threat could be either a prank or a genuine warning of an impending bomb attack. The uncertainty creates a risk that cannot be ignored. Usually bomb threats are committed by individuals seeking to create a state of alarm and confusion in an organisation.

12.2.2. Evaluating the Threat

Threats can be categorised into two types, neither type shall be discredited, and all threats should be treated as genuine until proven otherwise:

Specific Threat: *Less* common but more credible. Detail may be provided which may describe the device, its placement, the reason, its time of activation, building name, address, etc.

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Non Specific Threat: Little or no useful information is provided before the call is terminated. A simple statement may be made to the effect that a device has been placed.

12.3. Chief Warden

12.3.1. On Receipt of a Bomb Threat

- Contact the Police by dialling **000**. Advise them of the nature and content of the threat. Police may not attend.
- Contact Executive Management and advise them of the nature and content of the threat. Management may provide information of similar or past instances.
- Collate information from the threat and the advice from Police and Management, then:
  o Categorise the threat as either Specific or Non-Specific
  o Decide on the course of action detailed below.

During a bomb threat, the use of radios and mobile phones is prohibited within 100 metres of a suspected device or within the immediate area during a bomb threat. Area Wardens and Wardens involved in search activities are to use an internal phone to provide situation reports to the Chief Warden.

12.3.2. Evacuation Options

After assessing all available information, there are four courses of action to consider. Each of these options will have advantages and disadvantages related to safety, speed of search, thoroughness, productivity and morale, and has to be assessed against the potential risk.

a) Take no further action

Whilst this may be tempting when receiving a call from children or someone seemingly intoxicated, however if there is the slightest doubt then another course of action should be considered.

b) Discreet Search

Considered if the threat has been assessed as low, this option consists of conducting a search of the premises without an evacuation of occupants. If an object is found, then an evacuation can be conducted, however, if nothing is found and there are no other significant factors, then the site can be declared safe. The Assembly Area and exits shall also be searched.

c) Partial Evacuation and Search

Considered if the threat is assessed as moderate but there is no reason to believe an explosion is imminent. This option consists of conducting a search of the exits and Assembly Area, evacuating all occupants except essential staff and search teams, then conducting a thorough search.

d) Full Evacuation

Considered if the threat is assessed as high, as in such cases as the possibility of an imminent explosion. This option consists of conducting a complete evacuation of all occupants. Prior to an evacuation, exits shall be searched and an alternate Assembly Area chosen and searched.

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12.3.3. Search Procedures

Contact and brief Wardens of the situation. This can be done by calling ECO members to a meeting or individually via telephone depending on time restrictions. Never use loud speaker or PA system during bomb threat situations unless evacuating.

- Instruct ECO members to conduct a visual search of their designated areas and report back the results of their search in an agreed time frame.
- Organise a search of the exits, Assembly Area and alternate Assembly Area.
- Restrict access to and from the building while the search is being carried out.
- At the conclusion of the search a debrief with ECO members should be conducted.

12.3.4. On discovery of a suspicious object

- Follow procedures for Suspicious Objects (refer Section 12.6).
- If necessary, conduct an evacuation (refer Section 12.7).
- Contact Police and advise them of the location and description of the object found.

12.4.   Area Warden and Warden

12.4.1. On receipt of a bomb threat

- Contact the Chief Warden or Deputy Chief Warden immediately.
- If the Chief and Deputy Chief Wardens are not available, contact the police on **000** and follow the procedures for the Chief Warden (refer Section 12.3).
- Ensure the occupants that received the threat are calm and not discussing the nature of the threat with other occupants.
- Ensure the procedures for Receiving a Threat (refer Section 12.1) have been followed.

12.5.   Search Procedure

12.5.1. General – Australian Bomb Data Centre (Bombs: Defusing the Threat)

Building Search Plans

The prime objective is to ensure a coordinated search is conducted in a safe, thorough, timely and effective manner. The search must be planned and rehearsed in advance. Remember a planned and systemic search takes time.

Responsibilities should be divided into sectors manageable by two searchers. Divide the enterprise into sectors, for example a set of offices, a department, etc., including cloakrooms, stairwells, corridors and especially evacuation routes to Assembly Areas.

Pertinent information is best recorded on a plastic-covered building plan with non-permanent markers. Record useful details such as sector information, search team composition and/or search progress during an incident.

What to Search for – Key Indicators (UFHO)

- **U**nusual in appearance.

- **F**oreign to given setting.
- **H**idden from view (this does not discount obvious items).
- **O**wnership or origin questionable.

Other Considerations

- Package is labelled suspiciously.
- Similar to package described in threat.
- Foreign to premises.
- Suspicious in size, shape, weight and sound.
- Signs of footprints, scraps, etc.
- Presence of pieces of tape, wire, string or explosive wrappings.
- Furniture or fittings tampered with.

Types of Searches

Essentially there are three methods for conducting a search: search by supervisors, occupants or special search teams. Each has advantages and disadvantages as detailed below.

1. **Supervisory Search**
    Discretely undertaken by supervisory staff without alerting other staff members to the threat. Each supervisor searches their own Area of Responsibility; however, as this is only a superficial 'walkthrough' search, it is only 50 – 65% effective.

2. **Occupant Search**
    Generally occupants are best qualified to search their respective areas and be readily able to assess items that do not belong. This type of search is relatively fast and efficient and may avoid privacy problems but may require additional staff. Some staff may baulk at the risk of searching if not adequately briefed and reassured. This form of search is gauged to be 80-90% effective.

3. **Trained Team Search**
    Comprises a specialist search team, namely Police or Military personnel specifically trained in high-risk search procedures. Regardless of origin, the team needs formal search training and must apply discipline, logic and initiative to complete an effective search. Trained team search provides a high level of staff safety. The major advantage, however, is it produces good results and is over 90% effective.

NOTE: Regardless of the method used, a thorough search does take time. Fatigue or loss of concentration can adversely affect progress so plan rest breaks or rotation of staff/teams to maintain an effective search.

12.5.2. Search priorities

1) Area described in the threat (if applicable).

2) Exit routes and Assembly Area.

3) Unrestricted public access areas (foyer/reception areas).

4) Areas restricted to the public (staff and escorted visitor areas).

5) Secured areas (locked and restricted access areas).

12.5.3. Search Methods – Internal

- Start and finish search at a common point.

- Searches should be conducted in pairs where possible.
- Search floor to waist level (under and on chairs, tables, in bins and cabinets, etc.).
- Search waist level to ceiling (behind drapes, window ledges, tops of cupboards, etc.).
- Do not turn on or off any lights or switches.
- Mark searched rooms with post-it note or drawn on a site map.

12.5.4. Search Methods – External

- Start and finish search at a common point.
- Searches should be conducted in pairs where possible.
- Search ground level from the base of the building out to a clear division such as gutter or wall (check leaves, refuse, shrubbery, bins, parked cars, etc.).
- Search side of building to a reasonable height (window ledges, air conditioning units, signs, building ornaments, etc.).

12.6. Suspicious Objects

12.6.1. Definition

A suspicious object can be anything. It may be something that should not be there, cannot be accounted for, is out of place or is similar to the original threat description (if given). The following questions provide a means of assessing if an item should be considered suspect:

a) Is the item unidentified?
b) Is the item unusual or foreign to its environment? Is the item typical for its environment?
c) Is the item obviously a bomb?
d) Is the item hidden or concealed in any way?
e) Has there been any unauthorized access to the area?
f) Has there been a perimeter breach?

12.6.2. On finding a suspicious object:

- Do not touch, cover, move or tamper with the item.
- Ask people in immediate area if they know:
  o who the item belongs to;
  o can it be accounted for;
  o has it been seen before.
- Move people away from the immediate area and isolate the area - leave doors open.
- Mark the location conspicuously (e.g. a paper trail to the nearest exit).
- Advise the Chief Warden of description and location.
- Continue searching to ensure there are no other suspect objects.
- The Chief Warden will contact Police and initiate evacuation procedures.

12.7. Evacuation Addendum

12.7.1. Adjustments to Evacuation Procedures

- Route of evacuation may need to be changed to avoid a suspect object – ECO members should be advised of the location of a suspect object prior to evacuating.
- As a minimum, evacuation routes, Assembly Areas and areas of access to the general public must be searched prior to any evacuation.
- Personnel should be requested to remove all personal belongings, e.g. handbags, briefcases, shopping or carry bags when evacuating.
- Doors and windows should be kept open, not closed, to lessen the impact of a bomb blast.
- Evacuation should be initiated no less than thirty (30) minutes prior to any detonation deadline.
- Persons must not assemble in any location that is in line of sight to a possible danger area.
- The normal designated muster or assembly point should not be selected, with the Head Warden directing Wardens and evacuees to a random location not formally identified in this plan or in other emergency documentation.
- Building re-entry should only be considered after a thorough search has been conducted by volunteers and after consultation with police, management and staff. Re-entry should not be initiated less than thirty (30) minutes after the detonation deadline has lapsed.

12.7.2. Evacuation Priority

- Immediate area of suspicious item.
- Entire area of the item.
- Rest of the building. Cascade the evacuation rather than clearing the full building at once.
- DO NOT announce the presence of a device.

12.7.3. Vehicle Movement

The removal of vehicles may be dangerous if the car park, or the passage of vehicles, is close to the reported suspicious object. If there is doubt above the safe movement of vehicles, the Chief Warden should close the car park and cease any vehicle movement on the site.

12.8. Mail Bomb

12.8.1. General

Mail and parcel bombs are victim activated, meaning that a person must tamper or open the device in order to detonate or release contents. This is to ensure the device reaches its target and is not activated through the delivery systems.

All occupants responsible for handling mail should be trained in the identification and subsequent handling of suspect mail items.

12.8.2. Activation

Activation of the device may occur from:

- Opening the package.

- A rough tearing apart of the envelope.
- The pulling of an envelope flap which has been tucked in.
- The action of using a letter opener.
- Withdrawal of string or tape.
- The removal of the contents.
- By accident:
  - Tampering or careless handling
  - Submersion in liquid
- Two-way radio or mobile phone transmission in vicinity.

12.8.3. Recognition Points

- Excessive weight for size.
- Stiffness of the envelope or package.
- Perforations or pinholes.
- Greasy marks.
- Restrictive markings.
- Poor typing or handwriting.
- Misspelling of common words.
- Incorrect title.
- Unknown source.
- Uneven balance.
- Protruding wires or strips.
- Noise of loose metal when moved.
- Strong smell of almonds or marzipan.
- Powder deposits.
- Excessive taping.
- Title but no name.
- Visual distractions.
- Excessive stamps.

12.8.4. On Discovery of a Suspicious Parcel

- Carefully place the item on the nearest level surface.
- Do not cover the item.
- Do not carry the item through congested areas.
- Do not handle any further.
- Evacuate the immediate vicinity.
- If there are signs of powder or residue:
  - Isolate the parcel and cover with an item such as a bin;
  - Segregate all persons who have come into contact with the item;
- Notify the Chief Warden.
- The Chief Warden will contact Police.

12.9. Action upon Detonation or Explosion

12.9.1. General

There may be no warning prior to the detonation of an actual bomb or resulting explosion of plant.

12.9.2. In the Event of Explosion

1) The Chief Warden will isolate gas, water and electricity.

2) ECO members are to evacuate all persons to a point of safety; be aware that there may be further detonations. Do not close doors and windows during evacuation.

3) Leave lights on.

4) Notify the Chief Warden and Emergency Services – dial **000**.

5) First Aid Officers should initiate treatment until relieved by Emergency Services personnel.

6) Where utilities are contributing to further hazards they should be shut down in accordance with instructions and direction of the Chief Warden.

NOTE: After shut down of plant and utilities, they shall not be restored except under the approval and direction of the Emergency Services.

INSERT BROWN TAB

CODE BROWN – EXTERNAL EMERGENCIES

13. FAILURE OR THREAT OF FAILURE TO ESSENTIAL SERVICES

13.1. Civil Disorder and Illegal Occupancy

13.1.1. Preliminary

Civil disturbances such as protests, blockades and forced entry can affect buildings for a variety of reasons including affairs of a political, economic and corporate nature. Rarely is advanced notice given to management of the organisation of protests but where notice is given, an action plan should be devised by the ECO, Security and Management in order to minimise contact with the building occupants.

At all times throughout civil disturbance actions, the ECO and Security should be mindful of possible diversionary tactics by demonstrators to mask criminal activity.

13.1.2. Chief Warden

- Notify the Police and request assistance.
- Notify the security company (if applicable).
- Alert ECO members to initiate procedures.
- Initiate security lockdown action:
  o Restrict entrance to the site (do not obstruct emergency exits);
  o Restrict/confine presence within the site if entry has occurred;
  o Restrict contact between the demonstrators/illegal occupants and the building occupants (move occupants to safe areas within the building).
- Ensure cash, critical records, equipment and valuable items are secure.
- Remove any objects in accessible locations which could be used as weapons or missiles by aggressive trespassers.
- Notify nominated managers.

13.1.3. Area Wardens and Wardens

- Notify the Chief Warden and Security if the procedures have not been initiated.
- Initiate security lockdown action:
  o Restrict entrance to the floor/area (do not obstruct fire exits);
  o Restrict contact between the demonstrators/illegal occupants and the building occupants;
- Ensure cash, critical records, equipment and valuable items are secure.
- Alert the Chief Warden of any entry breach by protestors.

13.1.4. General Occupants

- Follow instruction of the Wardens.
- Initiate shutdown procedures:
  o Shutdown machinery and work equipment;
  o Secure cash, critical records and valuables.
- Avoid any contact and communication with demonstrators/illegal occupants.
- Alert the Warden of any entry breach by demonstrators/illegal occupants.

13.1.5. Management

- Executive management may play a role in diffusing the situation if the protest is a result of corporate action or policy.

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- Managers should supervise the lockdown of offices and securing of records and valuables.

13.1.6. Security Personnel – these duties can be given to Wardens

- Security personnel shall report to the Chief Warden for assignment of duties such as:
  - Securing public access entryways;
  - Securing valuables;
  - Removing any objects in accessible locations which could be used as weapons or missiles by aggressive trespassers.

INSERT YELLOW TAB

CODE YELLOW – INTERNAL EMERGENCIES

14. INTERNAL EMERGENCIES

14.1. Electrical failure

14.1.1. Procedure

- Contact the Chief Warden.
- Chief Warden shall:
  - Contact the electricity provider for the site;
  - Receive updates from the electricians on estimated time to electrical recovery;
  - Make announcements to the occupants on the situation every ten (10) minutes.
- Occupants may remain in the building but should vacate if the electricity has not been returned in one (1) hour. The emergency lighting may begin to fail after this time.

14.1.2. Lifts

- If trapped in a lift, press the alarm call/emergency button for 5 seconds.
- Wait for a response. When contacted, advise on the number of people in the lift.
- Remain calm.
- The Chief Warden shall:
  - Contact occupants in lifts via the lift phone;
  - Contact the Fire Brigade for rescue;
  - Reassure people in the lift and provide an estimated time until the lifts will be operational.

14.2. Air Conditioning Contamination

14.2.1. Procedure

- Contact the Chief Warden.
- Chief Warden shall:
  - Shutdown the air conditioning systems immediately, even if the contamination is minimal;
  - Contact the Fire Brigade and request attendance if necessary;
  - Advise occupants of the need for no naked flame;
  - Follow Evacuation Procedures;
  - Provide first aid if required.

14.3. Chemical, Biological or Radiological (CBR) Incident

14.3.1. Preliminary

Chemical, Biological or Radiological (CBR) incidents are a potential source of harm or danger that makes use of CBR produced substances, particularly bacteria or viruses that affect humans, animals, food crops and water supplies.

14.3.2. Procedure

- Immediately move away from the hazard.
- Tell others around to also move away.
- Do not touch or interfere with the article.

- Immediately contact the Chief Warden.
- Immediately call the Emergency Services – dial **000**.
- If safe to do so, close all windows and doors.
- Shut down the air conditioning system.
- Priority is to confine and quarantine. If substance has been touched or spilt, ensure contaminated person/s are separated from others. If safe and minimal risk of contamination spreading to other areas, have person/s wash hands and any other exposed skin.
- Area is to be kept clear until arrival of Emergency Services.
- Observe internal, Local or State Government direction on pandemic or communicable disease protocols.
- Monitor employees, visitor or service provider wellbeing, symptoms and signs of communicable disease.
- Contractors (Service Providers), visitors to complete depot-based *Communicable Disease Checklist (HDAL–SHEQ-12-F24)* according to control measures identified as applicable to pathogen or disease type.
- Employees to get medically tested and provide medical clearance prior to starting work when showing pandemic or communicable disease symptoms if consistent with Local or State Government protocols.

14.4. Gas Leak

14.4.1. In the event of a gas leak

- Immediately turn off the gas if safe to do so.
- Immediately contact Emergency Services – dial **000**.
- Establish scope of emergency and whether safe containment will be speedily achieved (if in doubt commence evacuation).
- Ensure injured are moved to a place of safety and no one is exposed to further risk or injury.
- Notify Area Wardens of the situation and ensure they are prepared for possible evacuation.
- Ensure no open flames, welding, matches or smoking.
- If evacuation does occur, ensure that the Assembly Area is located uphill and upwind of location of leak and that the Chief Warden is advised of the new Assembly Area location if changed from the normal Assembly Area.

14.5. Hazardous Substances Incidents

14.5.1. Preliminary

Hazardous Materials and Dangerous Substances are to be stored on site in accordance with legislative requirements and Advisory Standards.

Safety Data Sheets (SDS) for Hazardous Materials and Dangerous Goods are to be kept on site. These sheets detail the chemical and physical properties, health hazard information, precautions for use and safe handling information for each hazardous substance.

Telephone contacts and emergency numbers for further information are also listed.

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14.5.2. Should an Incident Occur Involving Hazardous Material or Dangerous Goods

- Refer to the appropriate SDS and act accordingly to response procedures. Ensure the appropriate Emergency Services are contacted by dialling **000** if required.
- CONFIRM THE AREA IS SAFE TO APPROACH. Do not enter any confined area where there is the slightest risk of being overcome by chemical fumes – appropriate personal protective equipment as required must be worn in the area of the hazard. This may include, but is not limited to, gloves, face shield, wet weather gear and respiratory protection.
- Evacuate the immediate danger area and ensure that persons assemble in a well-ventilated area, uphill and upwind from the spill.
- Cordon off the area, prevent access to unauthorised areas and do not allow any ignition sources or electrical equipment to be operated in the immediate vicinity.
- Notify any appropriate chemical expert/s as required.
- Establish scope of emergency and whether safe containment will be speedily achieved. Ascertain hazardous substance and chemicals involved.
- If it is ascertained that safe containment may be achieved retrieve a spill kit (if available). Refer to the instructions on the spill kit and follow directions to contain the spill using the required personal protective equipment stated on the SDS.
- The Emergency Services should be contacted if the spill is of a significant size, the substance is unknown or highly flammable/explosive/poisonous or if it has entered any drainage systems or other environment, such as waterways – dial **000**.
- All waste shall be removed consistent with any regulatory requirements and the incident should be reported under applicable statutory requirements.

14.5.3. Exposure to Hazardous Materials or Dangerous Goods

- Isolate employees and others from the source of the exposure if safe to do so.
- Render immediate first aid, referring to the SDS for emergency treatment details and, if necessary, seek medical advice. If this is not available, telephone the Poisons Information Centre for first aid information (Tel: 13 11 26).
- Ensure any rescuers have the required personal protective equipment as stipulated by the SDS prior to making any rescue attempt or first aid treatment.
- Deal with the source of exposure in accordance with guidelines on the SDS – contact Emergency Services – dial **000**.
- Ensure that exposures do not re-occur.
- Review procedure effectiveness at the completion of the incident.

14.5.4. Disposal of Hazardous Materials/Dangerous Goods

- Ensure compliance with the requirements specified on the SDS and labels.
- Contact local council or governing organisation for additional information if needed.

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- Contact the preferred contractor for disposal and record any disposal date on the Dangerous Goods Register.
- Do not use septic sewage systems for the disposal of any hazardous substances.

Do not dispose of chemicals and other hazardous substances in general rubbish bins. In emergency situations (e.g. large chemical spills), contact the Emergency Services – dial **000**.

14.6. Spill Response

14.6.1. Responsibilities and Authority

The Company shall:

- Prevent the occurrence of spills.
- Provide adequate spill management kits on site to respond to spills.
- Provide training to staff on spill response.

Employees', contractors' and/or visitors' responsibilities:

- Prevent the occurrence of spills.
- Report spills as soon as practicable.
- Assist with spill clean-up procedures and incident investigation, as required.

14.6.2. Procedure

The general procedures to be followed in managing any emergency depends upon the observance of basic safety principles developed through training, awareness and industry experience.

The basic principles of emergency response apply to all incidents in which a sudden state of danger arises that threatens the safety of personnel, the public, the environment or plant and equipment. Quick assessment of the emergency situation, deciding the appropriate course of action and clear communication are essential in controlling, containing or preventing an emergency. All site personnel and contractors must have a thorough knowledge of the emergency procedures through regular training and emergency drills.

14.6.3. Spill Control

- Alert nearby personnel for assistance, if possible.
- Evacuate the immediate area for any spills which have the potential to explode, ignite or create toxic and hazardous atmospheres.
- Cease all operations in the area. Isolate equipment, if required, such as pumps and ignition sources
- Request any vehicles in the area be moved immediately from the area if flammable gases or vapours are present and there is a risk of fire or explosion.
- Immediately contact the Chief Warden or equivalent, and provide information regarding the location of the incident, the type, size and scope of the spill, whether there is a fire or risk of fire and the number of casualties.
- Alert neighbouring businesses and residents, if necessary.
- Contain the spill by using temporary bunding, e.g. spill management kits or sand.

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- The Chief Warden and team will proceed immediately to the incident area.
- Ensure all drain systems are isolated to prevent the release of contaminants from the site.
- Use foam extinguishers on the spill to blanket vapours, if necessary.

14.6.4. Documentation and Reporting

If not already done, notify the Chief Warden or equivalent of any spills.

Notify the Supervisor of the incident and document the incident in Noggin.

Record Type	Responsibility	Location	Minimum Retention Time
Incident Report	Supervisor (of area where spill occurred) and employee, contractor and/or visitor directly involved with the spill.	Electronic.	Five (5) years

Assess the impact of the spill and review procedures/practises to ensure a similar incident/emergency does not occur in the future.

Consult with the Safety Advisor, or equivalent, as to reporting requirements to the Environmental Protection Agency (EPA).

14.6.5. Spill Response Summary

1. Spill has occurred.
2. Isolate the source and contain the spill and ensure it does not enter into storm water drains, waterways or run off depot grounds to prevent environmental harm. For 'on water' based hydrocarbon spills use appropriate floating booms and hydrocarbon dispersants to capture and control spills.
3. Report spill to Chief Warden or equivalent as soon as practicable.
4. Commence spill clean-up.
5. Complete a Hastings Deering Incident Report in Noggin.

14.7.   Building Damage

14.7.1. Preliminary

Generally, buildings in Australia can withstand a certain amount of damage without placing their occupants at risk. Recent experience, however, has shown that although rare, there is a remote possibility of building failure due to unexpected forces such as earthquakes. Other possible causes of failure may be explosions, internal failure and collision.

Where possible, evacuation should be discussed with the Emergency Services. Where exits are blocked or unusable, the Chief Warden should organise and announce alternate exit routes.

14.7.2. Chief Warden

- If safe, proceed to the Master Emergency Control Point.
- Notify Emergency Services – dial **000**.
- Contact ECO members to organise injury and damage report.
- Organise a check of exits.
- Commence evacuation.

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14.7.3. Area Wardens and Wardens

- Meet at the Building Emergency Control Point.
- When safe to do so, make contact with the Chief Warden.
- Organise assessment of injury and damage on their floor.
- Submit damage report to Chief Warden.
- Commence evacuation if required or as ordered by the Chief Warden.
- Ensure no one attempts to use lifts.

14.7.4. General Occupant

- Take immediate refuge under desks or benches, door frames archways, etc.
- Do not use lifts.
- Stay clear of filing cabinets, shelves and bookcases, etc.
- Maintain refuge until structural safety checks are completed.

14.7.5. Security Personnel (these duties can be given to Wardens)

- Retrieve a portable First Aid Kit.
- Proceed to the Master Emergency Control Point and meet with the Chief Warden.
- Follow the requests of the Chief Warden, which may include:
  o Providing first aid to occupants;
  o Securing exits to restrict public access;
  o Shutting down lifts;
  o Act as communications runner.

INSERT DARK BLUE TAB

**CODE DARK BLUE –
MEDICAL/FIRST AID EMERGENCIES**

15. MEDICAL/FIRST AID EMERGENCIES

15.1. Medical Emergency

15.1.1. Preliminary

A medical emergency is an injury or illness that is acute and poses an immediate risk to a person's life or long term health. Although a medical emergency may not have a direct impact on the operation of the building, management and staff must be prepared to take appropriate steps to assist the ill or injured.

15.1.2. Procedure

- Dial **000** (or emergency Ambulance Services contact number in your region) and request an Ambulance.
- Provide the following detail as requested:
  - Address;
  - Nearest Cross Street;
  - Floor/area;
  - Details of Injury;
  - Your Name.
- Have someone remain with the injured person until help arrives.
- Dispatch a trained First Aid Officer and site Paramedic to the scene, if available.
- First Aid Officer should render assistance to the injured person.
- The First Aid Officer and site Paramedic will remain with the injured person until arrival of the Ambulance.
- Site Security or nominated personnel to meet Emergency Services personnel at site entrance and escort them to the injured person's location.

INSERT BLACK TAB

CODE BLACK – PERSONAL THREAT TO OTHERS OR SELF

16. PERSONAL THREAT TO OTHERS OR SELF

16.1. Armed or Unarmed Hold-up/Intrusion

16.1.1. Preliminary

Managers should ensure cash and valuables are secured and kept to a minimum workable level. Employees who may be subject to such an incident should be given instruction to ensure their safety.

16.1.2. If confronted by an armed or unarmed intruder

- Obey their instructions.
- Try to remain calm and avoid staring directly at any weapon.
- Do not take any action to agitate the intruder.
- Hand over cash/valuables on request.
- Take a mental note of descriptive information, including:
  o Head – hair, complexion, eyes, scars, facial hair, speech;
  o Body – build, shirt, arms, tattoos, weapons;
  o Legs – pants, shoes;
  o Exit – height, direction of travel, vehicle.
- Contact police by dialling **000**. (or emergency Police Services contact number in your region)
- Contact Management and Chief Warden.
- Complete the Offender Check List (HDAL-SHEQ-20-F09, available from the electronic document management system).

16.2. Lockdown (Shelter in Place)

16.2.1. Preliminary

In some critical situations, e.g. armed intruder in the vicinity or civil disobedience, evacuation of persons from the building may not be the most appropriate response to safeguard lives. In these circumstances, the Chief Warden may initiate a Lockdown Procedure.

16.2.2. Chief Warden – Lockdown Procedure

- Assign Security/Wardens to immediately lock all entrances to the building.
- Notify the Police and request assistance.
- Notify Management if they are not already aware of the situation.
- Proceed to the Master Emergency Control Point.
- Using the Public Address (PA) on the EWS to broadcast the following announcement:
  "Attention Please, Attention Please, all Wardens initiate Lockdown Procedures immediately and await further instructions". Repeat.
- Keep occupants in the area away from windows.
- Area Wardens will contact the Chief Warden by internal phone to advise that lockdown in their area is complete. The Chief Warden will remain at or near the Master Control Point (if safe) to receive these calls.

16.2.3. Area Wardens/Wardens – on hearing the Lockdown Procedure announcement

- Area Wardens and Wardens should check toilets and storerooms, along with other occupied areas, and direct all occupants to a central location on the floor.
- Advise occupants that they must remain where they are and not move around the building or leave the building.
- Collate a list of names of those present on the floor.
- If deemed necessary, contact personnel away from the building (e.g. on lunch breaks) and advise them to keep clear of the building until the situation has been resolved.
- When lockdown is complete in the Area of Responsibility, the Area Warden shall contact the Chief Warden.
- All persons shall keep a low profile, out of sight and away from windows until the "All Clear" is given. This will be given via a PA announcement from the Chief Warden or Security.
- No person is to leave the lockdown area for any reason until this announcement.
- When the "All Clear" is given, advise personnel away from the building that it is safe to return.

NOTE: It is imperative, in this type of emergency, that ECO members and Management remain calm and promote an appearance of confidence at all times.

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**CODE LIGHT BLUE –
CYCLONE/SEVERE WEATHER**

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17. CYCLONE/SEVERE WEATHER

17.1. Localised Area Flooding

Some workers may live in areas that are prone to storm surge from a cyclone and will need to evacuate on direction from the State Emergency Services. Workers that live in these areas may need to be released from work to attend to their families' evacuation needs. Managers and Supervisors will need to regularly monitor news reports and advise affected workers of updates.

17.1.1. Communications

The Site Management and Communications Officer will ensure regular communications are maintained to the following stakeholders:

Employees

Dependent on the level of flood, communication to employees can be via one or all of the following but not limited to:

- Notice boards at the branch
- Group emails
- Social media (Facebook)
- Telephone messaging services
- Daily morning update meetings
- Telephone calls.

Suppliers

Key suppliers will be notified by delegated members of the Emergency **Management Group**

Key supplies include but are not limited to (appendix 3):

- Local council
- Canteen convenor
- Stanke Electrics
- Ergon Energy
- NCB plumbing
- Morrisons Agencies
- CFT Security
- Transport Companies

Customers

Customers will be sent regular email updates on the status of the flood event.

Executive Leadership Team Group

This group will be informed as a flood event is being entered into, communications will progressively increase as 'required' basis as the level of the risk to the business increases.

Other Branches

Other Branches will be informed on the basis the Rockhampton branch has entered a state where supply out of Rockhampton is at risk and there is a high likelihood of demand sourcing on other branches.

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Local Disaster Management Group will rely on members of the ELT to provide key Sime Darby staff with status updates.

Neighbours

Regular contact is to be kept with local neighbours and Port Curtis State School to ensure all are kept up to date with the business movements and developments.

17.1.2. Flood Event – Operational Plan

Level 1 – 7.3m warning current for Fitzroy River

- Monitor as required;
- 24hr rainfall summary as per hiip://www.bom.gov.au/australia/warnings/
- River conditions as per hiip://www.bom.gov.au/australia/warnings/
- Local Council Disaster Management Updates: hiips://www.rockhamptonregion.qld.gov.au/Home

17.1.3. Should Flooding be Imminent

Level 2 – 7.3m to 9.0m imminent flooding expected; inundation to car park areas; inundation to low lying areas

Prepare the following:

- A portable radio, torch and spare batteries.
- Stocks of fresh water.
- A first aid kit, manual and masking tape for windows.
- Confirm all electrical test tags, piping and fittings for use with oily water generator and pump are fit for purpose.
- Ensure oily water pit volume is reduced to as low as practicable and waste removal service provider contact details are current.
- Identify personnel who will monitor oily water generator, fuel requirements and pump operations during flood period.
- Securing or decommissioning of the water treatment system (so as to protect the system from any imminent asset damage)
- Obtain and fill bags with sand to sandbag walls and damming high risk areas.
- The Emergency Planning Committee (EPC) shall decide on the appropriate time to stand employees down after liaising with the Executive General Manager Operations. They are to ensure that all employees are aware of any road flooding that may impact on them reaching their destination.
- Managers shall also ensure employees that are on rosters are made aware of the stand down process.

Responsible person – Service Manager

- Monitor as per level 1: prepare for level 3;
- Move equipment, new/used up to concrete apron or alternative location. Obtain ATO operator lists form Training Department and disseminate between Department Supervisors;
- Turn sewerage pump off at 8.0m level;
- Provide temporary toilet facilities;

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- Empty wash pad tank;
- Disable wash pad;
- Empty Water Treatment Tanks and refill with clean water to ensure they do not move during flood event;
- Isolate any water supply points to be non-operational at the wash pad and WWTP (RPZ valves);
- Relocate the Filter Press;
- Relocate the Compactor;
- Relocate any pumps in low lying areas;
- Disable batteries at the fire hydrant pumps when water reaches the edge of the concrete floor;
- Engage security provider to provide additional services;
- Engage EPSA for Genset on standby for site power if required during long term mains power outage.

17.1.4. When Floods Hit

- Listen to the local radio station or www.bom.gov.au for warnings and advice.
- Do not use a phone unless it is essential.
- Prepare to move vehicles, outdoor equipment, garbage, chemicals and poisons to higher locations.
- Consider which indoor items should be raised (e.g. furniture or empty refrigerators) if water threatens to enter.

17.1.5. If there is a need to Evacuate

Level 3 – 9.0m to 9.5m, inundation to branch building and office area; no branch access; total shutdown of branch

Responsible Person – Service Manager

- Monitor as per level 2: prepare for level 4;
- Shutdown Electricity supply. Ensure all power is turned off at the switch of each electrical supplied item;
- Shut down gas supply;
- Empty tear down grid waste oil tanks;
- Move all tooling parts and electrical equipment to at least 600mm off the floor;
- Move all files and office electrical equipment to at least 600mm off the floor;
- Provide boar for security contractor.
- Ensure the Police or Emergency Services are advised.
- Whether leaving or staying, put sandbags in toilet bowls and over all laundry/bath holes to prevent sewage back-flow.

Level 4 – Over 9.5m massive inundation to deep levels of total facility

Responsible Person: Service Manager

- Monitor as per level 3;
- Remove all equipment – new/used/rental from site;
- Remove as much tooling, parts and electrical equipment as possible off site;
- Remove as much filing and office electrical equipment as possible off site.

17.1.6. After the Flood

- Do not use gas or electrical appliances that have been in floodwater until they have been checked for safety.
- Inspect the building for damage to determine what repairs are needed.
- Safe re-entry to building with snake handlers and electricians being first in;
- Electrical supply restored where possible;
- Electrical supply when mains are down - Genset installation by Stanke Electrical using EPSA Units;
- Service and Parts Operational areas are cleaned as required and readied for recommencement of works;
- Grounds and yards are cleaned and tidied to the extent works can recommence safely;
- Offices arears are assessed, cleaned where possible and where damage has been sustained alternative arrangements for offices to be investigated;

Considerations

- Fresh drinking water;
- Food supply for initial period;
- First aid coverage;
- Provision of cleaning equipment and personal protection equipment (PPE);
- Presence of an insurance assessor.
- Infrastructure Recovery
- Assessment to be completed as soon as practically possible and replacement equipment is ordered.
- Economic Recovery
- Show priority as part of logistic planning to ensure that invoicing staff are able to continue to invoice so as to maintain cash flow.
- Community Recovery
- Continue to provide resources where possible to help affected members of the community recover in the shortest time possible.
- Employee Welfare
- Ensure that company counsellors are available for all staff that may need assistance.
- Ensure that priority is directed to any employees and families that may have homes and businesses affected by flood.

17.2. Building/Premises Flooding

- Move lifts to the top of shaft and shut down (if applicable).
- Turn off electricity, water and gas.
- Move valuable equipment and documents above anticipated flood level.
- Evaluate the need to evacuate.
- Contact the Emergency Services – dial **000**.
- Treat any injuries as required.
- Upon the arrival of Emergency Services, consult as to whether the building or areas can be re-occupied safely.

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17.3. Cyclone Event

17.3.1. Cyclone Preparedness

Readiness for cyclones will commence early October to ensure that a full state of preparedness is reached by 1 November. These conditions and standards shall continue throughout the cyclone season and regular clean up shall be maintained.

The EPC will draw personnel with specialist expertise to join it to form the Incident Management Team (IMT).

Selected personnel from the IMT shall conduct an inspection of all facilities and workplaces to note the condition of buildings and amenities to ensure the integrity of roof sheeting, cladding, storage of material, etc.

The Area Manager/Operations Manager is responsible for

- Ensuring the requirements of this Plan are implemented and maintained in their area of control including Crisis Management preparedness and reporting processes.

Prior to the commencement of the cyclone season, the IMT Chairperson will:

- Confirm the membership of the IMT for the coming cyclone season.
- Conduct a pre-season meeting of the IMT to confirm the state of readiness of the facilities.
- Confirm actions from the previous cyclone season have been completed.
- Confirm an emergency contact list is up-to-date and issued to relevant personnel.

17.3.2. Prior to Start of the Cyclone Season

Management is to ensure the following reviews are undertaken before the cyclone season:

- Review the staff cyclone contact list, update and distribute to key stakeholders. Staff will be alerted to return to work by SMS or phone call from their Supervisor or Manager.
- Check that all essential materials and equipment have been maintained and serviced, e.g. first aid kit, forklifts, cyclone kit.
- Communicate to all employees the Cyclone Plan (e.g. staple to payslips, tool box talk, Right to Start meetings;
- General clean-up of grounds. Arrange for the removal of any waste skips and bins. All equipment is to be palletised for quick movement inside the warehouse/workshop.
- Check the condition of roofs, guttering and drainage of building and ensure repairs are carried out as necessary.
- Ensure availability of materials to protect computers, communications equipment, electrical equipment etc., plastic bags, plastic sheets, tarpaulins, adhesive tapes.
- If any other hazards are identified, advise Management immediately.

17.3.3. At Home

All workers should prepare their residence and families as per the above and with regard to the advice from the State Emergency Services, any relevant Provincial and local services. Do not leave preparations until the last minute. These preparations include:

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- Check the building and roof are in good condition;
- Trim tree branches well clear of your residence;
- Clear property of loose materials that could cause injury or damage during extreme winds;
- In case of a storm surge warning, know the Colour Zoning for evacuation and the nearest high ground and the best access route; and
- Prepare an emergency kit (keep ready in home) with such items as:
  o Portable radio with new spare batteries;
  o Torch, fuel lamp, candles and matches; and
  o Water containers, canned food, can opener, self-contained cooking gear, essential spare cloths, first aid kit and essential medicines.

Further information for home clean-up below:

Region	Web Address
Northern Territory	hiips://www.darwin.nt.gov.au/resident-services/waste-recycling/household-waste/pre-cyclone-clean-up
Queensland	hiips://www.qld.gov.au/emergency/dealing-disasters/prepare-for-disasters/prepare-home
Papua New Guinea	hiips://www.pngpower.com.pg/safety/safety-tips
Solomon Islands	hiips://solomonpower.com.sb/emergencies/

17.3.4. Cyclone - Operational Plan

When a cyclone is approaching, we all need to be aware of the Watch and Warning status issued by the Bureau of Meteorology (BOM – hiip://www.bom.gov.au/weather-services/severe-weather-knowledge-centre/warnings.shtml) and or any relevant local Meteorological Services

Current and up to date cyclone warnings for your location are available on the BOM website located here: hiip://www.bom.gov.au/cyclone/?ref=ftr

Managers and Supervisors will advise you of the Cyclone Watch so that everyone has sufficient time to take care of necessary things that need to be done at work and at home.

Remember, November is the start of the cyclone season. Prior to this is when you clean up your rubbish, and items stored in the yard area, etc. not when a cyclone is imminent.

Cyclone Severity Categories		
Category	**Wind Speed**	**Typical Effects**
1	Less than 125	Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings.
2	125 - 169	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	Some roof and structural damage. Some caravans destroyed. Power failure likely.
4	225 - 279	Significant roofing loss and structural damage, many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures.
5	More than 280	Extremely dangerous with widespread destruction.

17.4. Cyclone

17.4.1. Colour Coding for Cyclone Preparedness

Coloured plates are to be displayed on Safety Notice Boards and communicated to all personnel informing workers of the status of the Business Centre in relation to the cyclone.

17.4.2. CYCLONE WATCH (CODE YELLOW) - ALERT

The Bureau of Meteorology issues Cyclone Watch advice when there is a developing tropical disturbance which poses a threat of gale force winds to the immediate area within the next 24 – 48 hours. At this time the cyclone is named, and Tropical Cyclone Advice bulletins issued every six hours. (refer to actual timings of local level updates and bulletins)

Action Plan

- EPC Chairperson is to convene EPC meeting.
- Managers/Supervisors to brief employees. Cyclone operational plan to be reiterated to staff and reminders of their responsibilities both at home and work.
- Collect or take delivery of Emergency Generator Set and connect to Main Switchboard connection. Check fuel level, etc. and test run.
- Each Department is to ensure that their respective areas are clean and all items are secured. General yard clean-up of debris, i.e. loose timber, pallets, sheet metal, tanks, empty 1000 lt pods.
- Refuel all vehicles and forklifts, ensure diesel tanks are full.
- Check drainage systems and ensure there are no blockages.
- During Cyclone Watch ensure the water treatment sump is drained.
- Bring all palletised equipment from the yard into the warehouse/workshop. Secure the yard.
- Arrange for the immediate removal from site of all remaining waste that is in skips, bins and other bulk containers. Other material removed or arrangements made to store them in a secure area or tie them down if they could become projectiles in the event of a severe wind gust.
- Field service personnel to be contacted and advised of current status and of possible next stage.
- Supervisors provide adequate lead time for servicemen in the field.
- All Contractors on-site are to be asked to leave unless required for cyclone preparation. (Managers discretion with respect to labour hire contractors).
- Forklift storage, i.e. should be stored inside when not in operation, either workshop or warehouse and positioned against the inside of roller doors. Keys to be removed and stored in a secure location.
- All customer equipment is to be returned to customer facilities (where possible) or stored, locked and keys kept in a secure area.
- Machines being left on site must have their exhausts taped shut as a minimum and consideration should be given to breathers and intakes if a storm-surge is forecast.
- Chief Warden to assist in site preparation.
- Nominate alternate meeting site in the event the branch is inaccessible.
- Safety Advisor to update cyclone status on notice boards
- Prepare for Code Blue/Lean Forward upgrade
- Nominate alternate meeting site in the event the branch is inaccessible.

17.4.3. CYCLONE WARNING (CODE BLUE) – LEAN FOWARD

Cyclone Warning issued. Destructive winds forecast within the next 24 – 12 hours. Tropical Cyclone Advices bulletins issued every three hours.

Action Plan

- Prepare for Cyclone Warning Upgrade.
- Complete HDAL-SHEQ-20-T02 Cyclone Tsunami Severe Weather Emergency Checklist Template
- EPC Chairperson is to convene EPC meeting.
- Communicate to management and forecast outcomes to all personnel to prepare for a Code Red/Stand Up upgrade.
- Ensure that all backups and any batteries or spares needed are in place and working.
- Recharge all mobile phones.
- Disconnect computers and computer equipment, printers, photocopiers, etc., cover with plastic. Tidy office areas as much as possible.
- Cover all confidential and important documents and archives.
- Bring all palletised equipment from the yard into the Warehouse/Workshop. Secure the yard.
- Field Service Foreman to call Field Staff to make arrangements to stop work and to return to their residence.
- Mask up all windows with packaging tape.
- Inspect buildings and surrounds, and perform last chance clean up.
- Secure sea containers and move all palletised items that could be at risk into the workshop or warehouse. Secure all IBCs and lids of storage pods.
- Check drainage systems and ensure there are no blockages.
- Forklift storage etc. should be inside shed, either shop or warehouse.
- All items on outside Parts, Workshop and Rental/CIT Department racking must now be moved inside.
- All new, used and CRS equipment to be fuelled, keys locked in safe or similar secure area.
- Remove all large fence signs to reduce windage and securely tie both ends of the large aluminium sliding gate.
- Business Centre Manager is to retrieve Satellite Phone and advise all relevant Head Office personnel of the number should other available phone systems crash.
- Digital photos are to be taken of the facility and equipment to verify damage claims afterwards.
- Nominate alternate meeting site in the event the branch is inaccessible.
- Ensure all perishables are removed from fridges.
- Communicate with customers Hastings Deering's intentions to shut down operations in the next 24 hours, example, group text message and Facebook site.
- Safety Advisor to update cyclone status on notice boards

17.4.4. CYCLONE WARNING UPGRADE (CODE RED) – STAND UP

A Cyclone is now imminent. The Business Centre is to be closed

NOTE - Workers will not be required to attend work, if a BOM report deems that a cyclone will be on a direct path to any Business Centre within a 12-6hour period, to impact. Workers must not place themselves at risk, no further site clean-up can occur within a 12-6 hour period.

Management may complete a final site check **ONLY** if a risk assessment has been completed and there is no risk of injury to any Workers.

Branch to be Closed - At this stage all staff are to assist in completion of the site into readiness and prepare the Branch for closure. When completed your Manager/Supervisor will organise for you to collect your belongings and go home.

Action Plan

- Turn off all unnecessary powered items such as compressors and the like.
- Turn off all power to cranes and other heavy electrical user plant items.
- Turn off all bulk gas supply and cylinders.
- Site checked and free from items that may become airborne.
- Maintain situational awareness with ABC radio
- Do not return to work until the site has been deemed safe for resumption of work, your supervisor will make contact with you to confirm.
- Be prepared to evacuate if ordered (by Regional Council or Emergency Services)
- Safety Advisor to update cyclone status on notice boards.
- You are not to leave the premises without advising your Manager/Supervisor.
- Manager to instruct all staff that the Centre is now closed and they are to make their way home by the safest route available. A cyclone is now imminent; move directly to your shelter point (e.g. Home) as winds are shortly expected to reach dangerous levels.
- Manager to remove server and take off-site to a secure location and seal Server Room Door with sandbags.
- Turn off all water supply to site.

17.4.5. Cyclone imminent

The conditions are now dangerous and everyone should have taken shelter.

You are not to drive or move outside until advised by the Relevant Counter Disaster Controller or applicable Emergency Controller. Ensure you have tuned your radio on the local ABC Station.

The Bureau has now forecast that destructive winds may occur on a direct path within the next 12 hours.

Managers must organise for you to collect your belongings and go home ONLY if safe to do so. This must be thoroughly risk assessed.

Workers are not expected to attend work 12-6 hours prior to a cyclone in a direct path of the Business Centre.

All staff are to be advised to leave site and to prepare for the imminent arrival of cyclone. Managers and Supervisors will ensure site is clear and secure with all Workers and contractors accounted for prior to leaving site.

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17.4.6. All Clear Stand Down (At Home)

Do not return to work until All Clear is given.

The relevant Counter Disaster Controller or applicable Emergency Controller will advise when it is safe to leave your shelter.

Before moving around, ensure that you are wearing strong clothing and footwear.

Contact your Manager/Supervisor for instructions regarding returning to work.

The Business Centre Management Team will call all workers to confirm their safety and also determine if any assistance is required (outside of emergency services).

Business Centres shall ensure 'email to SMS' is working and contact list is current. An SMS will be sent to all workers when possible to advise Business Centre status.

17.4.7. Post Impact and Resumption of Work

After the event, the Business Centre Management will make an assessment of the damage, welfare of workers and plans to return to normal operation.

Following the impacts of a Severe Weather event, the HDAL-SHEQ-20-T02 Cyclone Tsunami Severe Weather Emergency Checklist Template shall be completed, and based on the extent and severity of damage, formulate Business Centre specific relief plans and establish priorities.

Incident Management Team (IMT) and Crisis Management Team (CMT) to conduct Rapid Impact Assessment and advise if workers can return to work.

- A Rapid Impact Assessment of all work areas is to be completed by an IMT and ECO representative following an event.
- A CMT meeting/teleconference will be facilitated to discuss whether work can continue on site and if there are any works to be completed before recommencement of work. The Area Manager/ Operations Manager is to make the final decision in consultation with the CMT.
- Workers will be alerted to return to work by SMS/phone call from their Supervisor.
  - o Email to text should be set up for all workers, a current contact list of all workers must be maintained by site administration.
- Post Incident Debrief – The Emergency Planning Committee (EPC) under the direction of the Incident Management Team (IMT) shall organise a post incident debrief and formally communicate to the IMT). lessons learnt and recommendations are to be implemented and communicated in the Business Impact Analysis (BIA) review process.

It is in everyone's best interests to return to normal operation as soon as possible so that workers have as much financial security as is possible in the circumstances. At all times, the welfare and safety of workers will be given priority.

Workers that return to work will be paid their normal salary even if doing other duties during a clean-up. For those who cannot work, holidays or leave without pay will be granted. The Queensland Counter Disaster Controller will advise when it is safe to leave the shelter.

In the event that power has been cut to the site and may be unavailable for a period of time, management will need to determine the allocation of existing

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power from the onsite electrical generator. A procedure will need to be developed in consultation with an electrical competent person to ensure the most effective use of available power is achieved.

Before moving around, ensure strong clothing and footwear is being worn. The Chief Emergency Coordinator, or delegate, will call all workers to confirm their safety and also determine if any assistance is required (outside of emergency services).

18. DOCUMENT HISTORY

18.1. Document information

Current Version	6.0
First Released	24/06/2015
Last Updated	27/03/2023
Effective By	27/04/2023
Review Frequency	Annually
Review Before	27/03/2024
Document Authoriser	Area Manager – Central Queensland
Functional Owner	Executive Manager – Safety & Sustainability

18.2. Document amendment history

Version	Date	Section(s) Amended	Summary of Amendment
1.1	05-01-2015	1.1.1, 12, 12.3, Appendix 12, Appendix 13.	Typo corrected in 1.1.1, Removal of references to TARPS in sections 12 and 12.3, removal of TARPS appendices 12 and 13. Also corrected "HDAL-SEMS…" document number references to "HDAL-SHEQ…" throughout document.
2.0	15/03/2018	1.3 1.1.4 2.1.1 2.1.1. 6.1.3, 9.6.4, 9.6.5 2.3.4 2.3.7 12.3 ALL	Updated Contact details. Updated review requirements. Included reference to Contactors/Key Suppliers. Reference to SQMS changed to OCA for entering incident/event. Additional Communication Officer's responsibilities. Additional Department Managers' responsibilities. Updated to align with current processes for floods. Document reference numbers updated. Document number changed to align with Document and Data Standard HDAL-BMS-05-STD01. Appendices updated to include hyperlinks to documents.
3.0	22/04/2020	1.1.3, 1.2,	Included references to Gladstone Rental Store.

Version	Date	Section(s) Amended	Summary of Amendment
		1.1.4	Updated process.
		1.3, 1.4,	Updated details.
		1.5	Updated details, with the inclusion of Gladstone.
		2.1.1	Removed reference to Emergency Response Plan.
		2.3.6	Updated Warden responsibilities.
		2.4.6	New section 'First Aiders or First Aid Officers'.
		2.5.1	Updated Chief Warden responsibilities.
		3.1	Revised training requirements.
		6.9.1	Revised process.
		8.1.2	New section 'Business Disruption – Protestor/Activist'.
		9.3.2, 9.4.1	Changed 'Fire Brigades' to 'Emergency Services'.
		Appendix 11	Removed Appendix and associated site plan.
		Whole of document	Minor grammatical and formatting changes.
			Updated document title.
4.0	02/03/2021	7.1.1, 11.1.3, 14.6.4, 14.6.5	Reference to 'OCA' changed to 'Noggin'.
		17.1	Revised process.
		Appendix 3	New Appendix for 'Gas Isolation Instruction and Map'.
		Appendix 4	New Appendix for 'Severe Weather Notification Template'.
		Whole of document.	Minor grammatical changes; Content transposed into current Emergency Response Plan Template.
5.0	15/06/2022	Whole Document	Content transposed to current ERP Template
		Appendix 1	Revised Emergency Control Organisation Member Register
		Appendix 2	Revised Emergency Evacuation Diagram to include Site Map of Gladstone
		Appendix 5	Revised Key Contacts
6.0	27/03/2023	6.3	Updated Fire Safety Advisor, Chief Warden, Site Management (Service Manager) and Fire Safety and Emergency training provider.

Version	Date	Section(s) Amended	Summary of Amendment
		Appendix 1	Updated ECO member Register.

APPENDIX 1 -
Emergency Control Organisation (ECO) Member Register

Emergency Control Organisation (ECO) Member Register				
Building Address: 150 Port Curtis Road, Port Curtis				
Position	**Name**	**Date of Appointment**	**Contact number:**	**Email address**
Chief Warden	Tania Cuskelly	01/12/2022	0429 568 210	tania.cuskelly@hastingsdeering.com.au
Chief / Deputy Chief Warden	Bri Smith	02/02/2021	0439 118 972	brianna.smith@hastingsdeering.com.au
Deputy Chief Warden	Matt Hibble	09/03/2023	0481 917 807	Matt.Hibble@hastingsdeering.com.au
Area: Gate 1 – Parts Evacuation Location				
Area Warden	Robyn Dilley	02/02/2021	07 4843 1505	robyn.dilley@hastingsdeering.com.au
Area Warden	Scott Unwin	02/02/2021	0437281861	scott.unwin@hastingsdeering.com.au
Warden	Bridget Dunning	27/07/2022	0467 202 201 4930 8616	bridget.dunning@hastingsdeering.com.au
	Gary Fuller	27/07/2022	0401 050 381	gary.fuller@hastingsdeering.com.au
	Matt Bourne	02/02/2021	0436 015 274	matt.bourne@hastingsdeering.com.au
	Don Cameron (PM)	02/02/2021	0436 009 355	don.cameron@hastingsdeering.com.au
	Nick Holland	02/02/2021	0417 075 535	nicholas.holland@hastingsdeering.com.au
	Anthony Booth	02/02/2021	0439 402 652	anthony.booth@hastingsdeering.com.au
	Steve Doherty	02/02/2021	0437 0120 153	steve.doherty@hastingsdeering.com.au
	Kaden Hill	27/07/2022	0418 768 379	kaden.hill@hastingsdeering.com.au
	Scott Wheeler	09/03/2023	0412 393 960	Scott.wheeler@hastingsdeering.com.au
Area: Main Carpark				
Area Warden	Chris Cole	02/02/2021	07 49 308 526	chris.cole@hastingsdeering.com.au
	Rob Boswood	27/07/2022	0447 164 750	rob.Boswood@hastingsdeering.com.au
Warden	Todd Van Der Heuvel	02/02/2021	0400 918 603	todd.van_den_heuvel@hastingsdeering.com.au
	Josh James	27/07/2022	0468 610 510	josh.james@hastingsdeering.com.au
	Rob Young	27/07/2022	0435292366	rob.young@hastingsdeering.com.au
Area: Gate 5				
Area Warden	Sam Blackman	09/03/2023	0435 798 382	Sam.blackman@hastingsdeering.com.au

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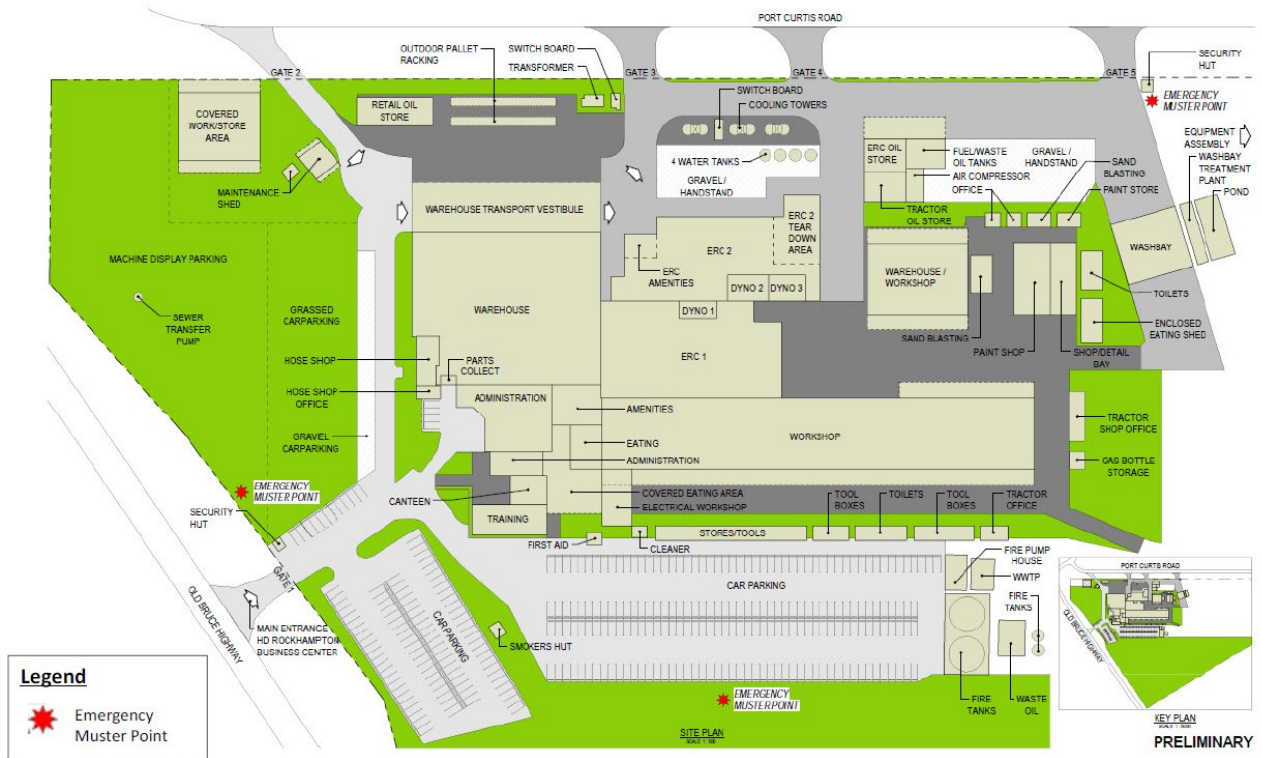
Emergency Control Organisation (ECO) Member Register

Building Address: 150 Port Curtis Road, Port Curtis

Position	Name	Date of Appointment	Contact number:	Email address
	Jamie Wall	09/03/2023	0481 902 899	Jamie.wall@hastingsdeering.com.au
Warden	Darryl Hanrahan	09/03/2023	0448 943 790	daryl.hanrahan@hastingsdeering.com.au
	Shawn Van Itallie	02/02/2021	0439 507 514	shawn.van_itallie@hastingsdeering.com.au
	Mick Lee	27/07/2022	0466 569 900	mick.lee@hastingsdeering.com.au
	Karen Feder	02/02/2021	0400 826 008	karen.feder@hastingsdeering.com.au
	Shaun Jones	09/03/2023	0448 944 870	Shaun.Jones@hastingsdeering.com.au
	Adam Redford	09/03/2023	0448 944 870	Adam.redford@hastingsdeering.com.au
Area: Gladstone Corner Bassett Street and Blain Drive, Gladstone				
Warden	Roberta Spencer	29/07/2021	0407 199 951	Roberta.spencer@hastingsdeering.com.au
	Lonique Zwisler	15/03/2023	0409 483 296	Lonique.zwisler@hastingsdeering.com.au

Hastings Deering **CAT**

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APPENDIX 2 -
Emergency Evacuation Diagram

SITE MAP – PORT CURTIS, ROCKHAMPTON

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Site Map - Gladstone
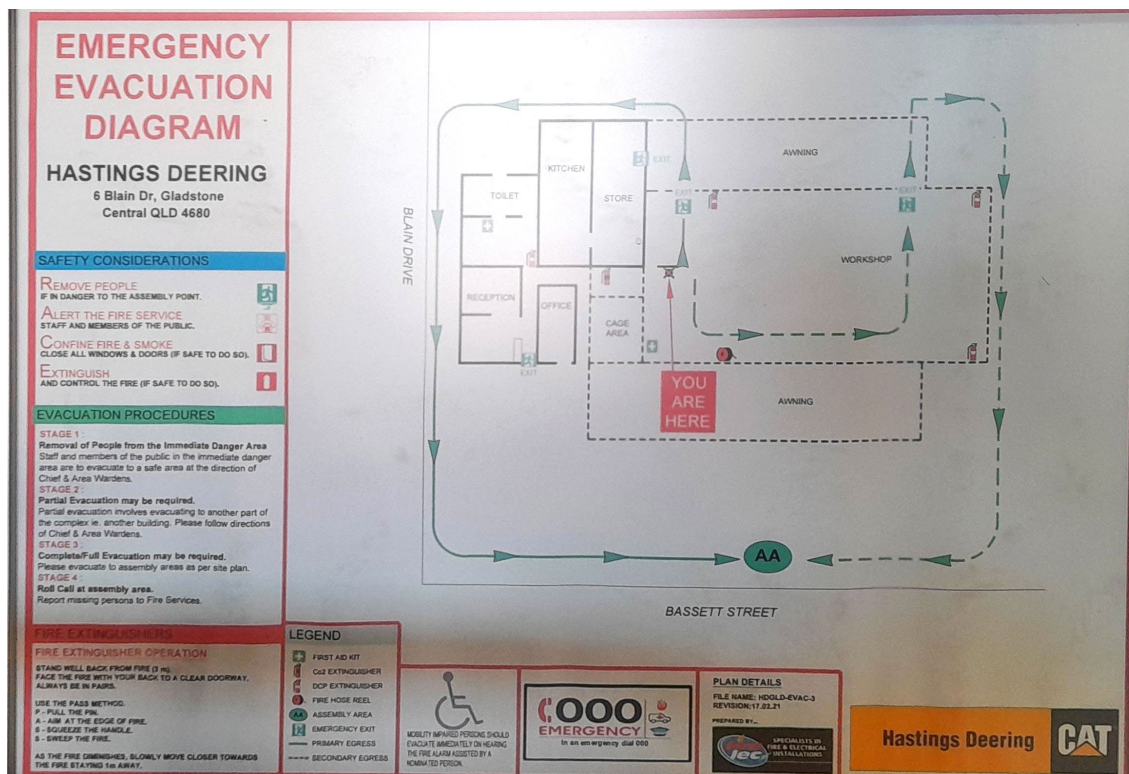
APPENDIX 3 -
Gas Isolation Instruction and Map

GAS ISOLATION INSTRUCTION– 150 Port Curtis Road, Rockhampton
Date of Issue: 02 / 09 / 2020

Gas Isolation Instruction

- Gas Isolation Valve located between Gates 4 and 5 behind fuel store.
- A Fire 914 key is required to gain access to the Gas Isolation Valve by accessing the gate inside the Hastings Deering property. A member of the Safety Team, Brian Thring, and Security hold a 914 key.
- Turn the valve highlighted below slowly 90 degrees clockwise
- When reenergising the gas supply - turn the valve slowly anticlockwise

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SITE MAP - GAS ISOLATION VALVES

Legend
★ Emergency Muster Point

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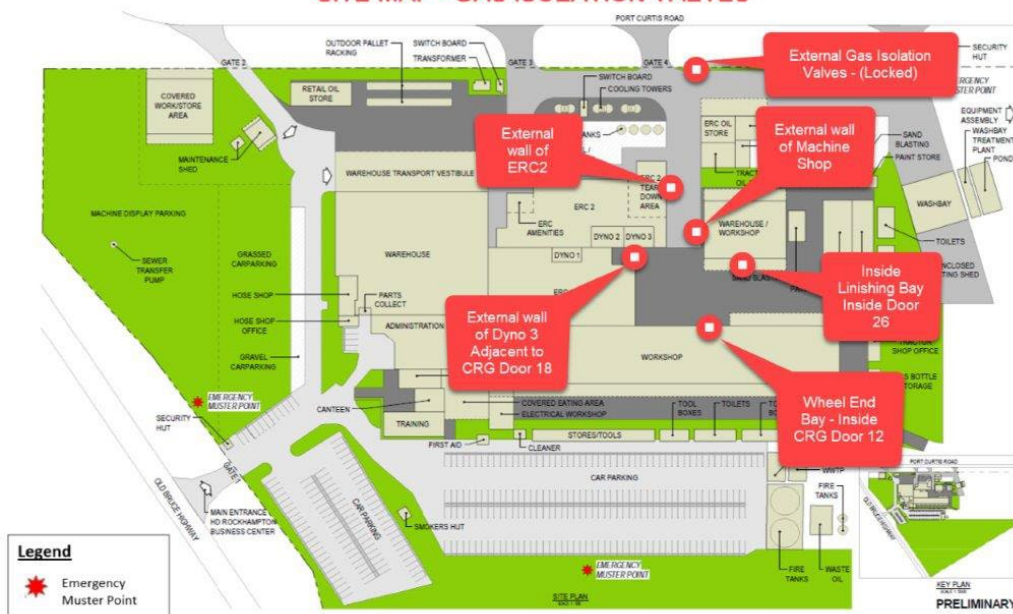
APPENDIX 4 -
Severe Weather Notification Template

Draft email for communications for severe weather event:

Severe Weather/ Thunderstorm/Flood Waters/Electrical Storm Warning

Severe Weather Warning Level#1, 2, 3, 4

Severe Weather is likely to produce heavy rainfall that may lead to flash flooding and damaging winds in the area over the next several hours.

Be aware of fallen trees and powerlines and seek shelter indoors.

If safe to do so (insert level instructions from ERP):

- Monitor as required
- Listen to your local radio station or www.bom.gov / www.weatherzone.com.au for warnings and advice.

Please contact your supervisor for further information. Another warning will be issues of the intensity increases or is downgraded.

APPENDIX 5 - Key Contacts

Key Contacts	
Essential Services for flood evacuation, recovery and mobilisation back to site	**Electricity Supply** **Name:** Ergon Energy (Hotline) **Tel:** 132 296 **Name:** Stanke Electrical – Walter Blomfield **Mob:** 0417 611 920 **Water and Plumbing Supply** **Name:** Fitzroy River Water **Tel:** 07 4932 9000 Helpdesk (Rockhampton City Council) **Name:** (Primary) - NCB Plumbing **Tel:** Owen – 0427 951 197 **Name:** (Secondary) – Roth Plumbing **Tel:** Shane – 0439 782 009 **Gas Supply** **Name:** Origin Energy **Tel:** 1800 808 526 **Security** **Name:** CFT Security **Onsite Guard:** 0428 999 189 **Security Provider: Laura Bretherton** 0437 725 097 **Snake Handler** **Name:** Flick **Tel**: 4927 4477 **Primary** – Ben Hansen **Tel:** 0439 880 919 **Commercial Cleaning Equipment** **Name:** Morrison Agencies **Tel:** 07 4926 2099 **Alternative Car Parking for Employees** **Name:** Rockhampton Showgrounds **Tel:** 07 4932 9000 Helpdesk (Rockhampton City Council)

Key Contacts

Transport of Workforce

Name: Rod North and Son's Buses
Mob: 0409 799 341

Crane Hire and Transport

Name: CQ Cranes
Tel: 07 4927 2233

Courier, Transport & Storage

Name: Brown's Transport
Tel: 07 49220381

Landscaping Supplies (Sand for sandbags)

Name: Holcim
Tel: 07 49 231 200

Phone Messaging

Name: Telstra
Tel: 07 3321 7522