PATRICK

Port Botany Terminal

Emergency Response Plan

Courtesy of Bob Wood - Patrick Port Botany Terminal, December 2017

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ABN:	49 009 762 985
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14	31 March 2022	Revised to conform with AS 3745-2010	HSE Manager
15	15 April 2023	Formatting, update of Diesel Decanting Bay emergency response procedures	HSE Manager
16	29 September 2023	Updated for the relocation of the new Truck Grids and 600m Rail	HSE Manager

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1. PLAN TITLE, AUTHORITY & DISTRIBUTION

1.1 Plan Title and Authority

Plan Title:	Emergency Response Plan
Plan For:	Patrick Port Botany Terminal
Business Name:	Patrick Stevedores Operations Pty Ltd
ABN:	49 009 762 985
Physical Address:	Penrhyn Road, Port Botany, NSW 2036
No. of Occupants:	Approx. 90 on a single day shift
Hours of Operation:	24 hours a day, 7 days a week
Authorised By:	Bruce Guy, Terminal Manager
Signature:	
Date:	

1.2 Emergency Services Contact List

EMERGENCY SERVICES LIST		
Emergency Services	**Internal Telephone**	**Mobile Phone**
Police	**0-000**	**000**
Fire Brigade	**0-000**	**000**
Ambulance	**0-000**	**000**
Emergency Service	**Detail**	**Contact No.**
Police	Police (Mascot Station)	(02) 8338 7399
	Duty Officer (Mascot Station, 24 hours)	(02) 8338 7400
		0418 210 690
	Police Assistance Line (PAL) Non-emergencies / General Enquires	13 14 44
	Australian Federal Police	(02) 9286 4000
Fire & Rescue NSW	Hazmat Response Unit	(02) 4297 4485
	Botany Fire Station (Enquires only)	(02) 9666 5440
	Mascot Fire Station (Enquires only)	(02) 9667 3837
	Matraville Fire Station (Enquires only)	(02) 9694 1146
National Poisons Information Service	Information	13 11 26 (24 hours)

1.3 Distribution Lists of Holders of the Plan

Copy No.	Emergency Control Organisation Role	Title of Copy Holder	Location of Copy
1.	Chief Warden	Stevedoring Manager	Stevedoring Manager's office
2.	Deputy Chief Warden	Shift Manager	Shift Manager's office
3.	Communications Officer	Security Supervisor	Security (Gate B105A)
4.	Area Warden	Production Manager	Tower Level 2
5.	Area Warden	Technical Specialist	Maintenance
6.	Area Warden	Rail Coordinator	Rail Office
7.	Authority	Fire & Rescue NSW	NSW Fire & Rescue office
8.	Authority	Australian Safety Maritime Authority (ASMA)	ASMA office
9.	Authority	Customs and Border Protection	Terminal office
10.	Authority	Department of Agriculture & Water Resources (DAWR)	Terminal office
11.	Authority	Safe Work NSW	Safe Work office
12.	Authority	Australian Rail Track Corporation Ltd (ARTC)	ARTC Office
13.	Authority	Independent Transport Safety Regulator (ITSR) NSW (Rail)	ITRS office
14.	Authority and Port Regulator	Port Authority of NSW (PA of NSW)	PA of NSW office
15.	Lease owner	NSW Ports	NSW Ports' office

2. PURPOSE, SCOPE, AIM AND OBJECTIVES OF THE PLAN

2.1 Purpose of the Plan

The purpose of this plan is to enable Patrick PBT and Emergency Service personnel to manage an effective and safe response to emergencies within the Patrick PBT boundary. It provides guidelines for actions to be taken during an emergency to minimise the potential for loss of life, injury to people, and damage to the environment and property by covering foreseeable incidents and outlining remedial action.

The ERP establishes an organisational structure, outlines actions and procedures and identifies available resources to enable the Patrick PBT and Emergency Services to manage an emergency by providing an effective and safe response. The document also outlines the procedures to notify and communicate with lease owners, neighbouring facilities, emergency services and the community if the emergency has the potential of involving or affecting them.

This ERP is developed from the prescribed requirements detailed in NSW Department of Planning's Hazardous Industry Planning Advisory Paper No.1, Emergency Planning dated 2011.

2.2 Scope of the Plan

The boundary of this plan covers:

(a) Land areas at Port Botany leased to Patrick PBT (operational only, excluding land areas under development); and

(b) The facilities and functional activities that are the responsibility of Patrick PBT.

2.3 Objectives of the Plan

The objectives of the ERP include:

(a) To maintain a high level of preparedness,

(b) To respond quickly and efficiently to limit the impacts of an emergency,

(c) To manage an emergency until the Emergency Services arrive and take control,

(d) To support the Emergency Services with information, knowledge, skill and equipment, and

(e) To protect emergency responders, personnel and visitors, neighbouring facilities and the community from harm.

3. GLOSSARY OF TERMS & ABBREVIATIONS

3.1 Glossary of Terms

Term	Definition
Act	Work Health and Safety Act 2011
Area Warden	Person nominated in an area responsible for ensuring people in that area evacuate to the nearest Emergency Assembly Point.
Bomb	A device of any size or shape, which can look obvious or be camouflaged, may vary in its sophistication, and may not necessarily explode (i.e. incendiaries, toxic/noxious substances, sharps, animals/reptiles). May be referred to as an improvised explosive device (IED).
Bomb threat	A written or verbal threat delivered by electronic, oral, or other medium, threatening to place or use, an explosive, chemical, biological, or radiological device at a time, date, place, or against a specific person or organisation. It is not necessary for any other action to be taken by the offender.
Communications Officer	The person responsible for all external and internal communications.
Competent Person	A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enable him/her to correctly perform the required task.
Drain Warden Unit	A manual stormwater isolation system retro fitted into existing drains. When the handle is closed will isolate the stormwater drain pit and stop spilled liquids from entering the stormwater network.
Emergency	An event that arises internally, or from external sources, which may adversely affect the occupants and visitors in a facility, and which requires an immediate response.
Emergency Assembly Point	The designated place or places where people assemble during the course of an evacuation.
Emergency Control Organisation (ECO)	A person or persons appointed by the emergency planning committee to direct and control the implementation of the facility's emergency management plan and emergency response plan.
Emergency Control Point (ECP)	The location where the Chief Warden and the Emergency Control Manager provide overall direction of response activities in an emergency incident.
Emergency Response Plan (ERP)	The written emergency arrangements for, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.
Emergency situation	A situation or an event that may result in the loss of life, serious injury, major equipment damage/loss or environmental damage.

Term	Definition
Emergency Response Plan (ERP)	The written emergency arrangements for a facility generally made for preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.
Emergency mitigation	Measures taken to decrease the likelihood of emergencies occurring and the associated impacts on people, the facility and the environment.
Emergency Planning Committee (EPC)	Persons responsible for the documentation, maintenance and continuous improvement of the emergency response plan (ERP).
Emergency preparedness	The arrangements made to ensure that, should an emergency occur, all the resources and services that are needed to cope with the effects can be efficiently mobilised and deployed.
Emergency prevention	The measures taken to eliminate the incidence of emergencies. These include the regulatory and physical measures to ensure the emergencies are prevented.
Emergency Readiness Exercise (ERE)	A site-specific exercise implemented to determine the effectiveness of emergency response procedures.
Emergency response procedures	A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency management plan, to respond to and manage emergencies.
Emergency Response Team (ERT)	If applicable, specialist personnel, appoint to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment.
Evacuation	The orderly movement of people from a place of danger.
Evacuation diagram	Emergency and evacuation information about the facility, compromising a pictorial representation of a floor or area and other relevant emergency response information.
Evacuation exercise	An emergency readiness exercise (ERE) which simulates an emergency that requires an evacuation.
Evacuation route	The designated route to the final place of safety. To be maintained clear at all times.
Facility	A building, structure or workplace that is, or may be occupied by people (occupants).
Facility operational incidents	Facility operational incidents are non-life threatening and may not require the activation of the ECO, e.g. computer failure, escalator failure, blocked toilets.
Hazardous Material	Materials which, without adequate safeguards, may contaminate the environment to the immediate or subsequent detriment of that environment and/or human society, and includes all dangerous goods and many industrial chemicals and wastes.
Incident Action Plan	Objectives and strategies to be taken to control an incident.
May	Indicates the existence of an option.

Term	Definition
Occupant	A person attending a facility on a permanent or temporary basis, such as an employee, contractor, but not a visitor.
Occupant warning equipment	Systems and devices that operate to alert people within a facility to an emergency.
Occupant/visitor sensory or mobility impaired	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.
Personal emergency evacuation plan (PEEP)	An individualised emergency plan designed for an occupant/visitor with a disability who may need assistance during an emergency.
Plan	Emergency Response
Port	Port Botany Port
Refuge	An area on a floor or area that is specifically designed to protect people from heat, smoke and toxic gases and which provides direct access to an exit.
Regulation	Work Health and Safety Regulation 2011
Staging area	An area in a facility where occupants and visitors are intended to gather in preparation for an evacuation.
Should	Indicates a recommendation.
Test	Confirmation of correct function or performance of a component or system.
Terminal	Patrick Port Botany Terminal
Terminate	To bring to an end or halt; to come to an end.
Visitor	A person who is within a facility who is temporarily visiting the facility (including customers and clients) and is not – employed at or for the facility, either on a permanent casual, temporary, contracting basis; a resident/inmate; or studying at the facility.
Warden intercommunication point (WIP)	The location on a floor or evacuation zone that includes a handset provided through which instructions can be received from the intercommunication panel via the emergency intercom system.
Will	Indicates that a statement is mandatory.
Workplace	Any place where work is, or is to be performed by – a person engaged for work for gain or reward, or on a voluntary basis; a person conducting a business or undertaking; or as defined by the Commonwealth, State and Territory work health and safety statutes for the definition of 'workplace'.

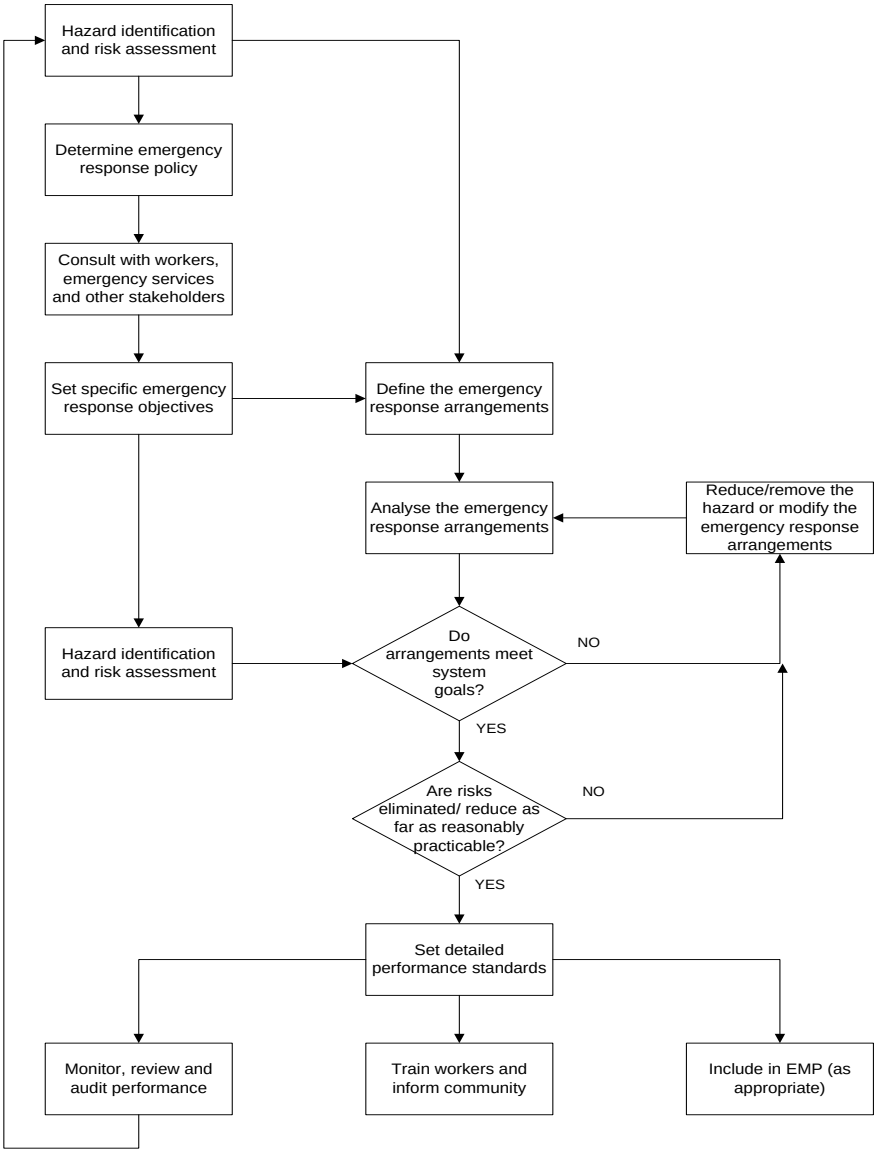
3.2 Abbreviations

Abbreviation	Definition
AMSA	Australian Maritime Safety Authority
AMS	Australian Maritime Services
ARTC	Australian Rail Track Corporation Ltd
AS	Australian Standard
BLB	Bulk Liquid Berth
CIRP	Critical Incident Recovery Plan
DG	Dangerous Goods
DOH	Department of Health
DOT	Department of Transport
ECO	Emergency Control Organisation
ECP	Emergency Control Point
EPC	Emergency Planning Committee
EPA	Environmental Protection Agency
ERP	Emergency Response Plan
ERE	Emergency Readiness Exercise
ERT	Emergency Response Team
HM	Harbour Master
HMA	Hazard Management Agency
HAZMAT	Hazardous Materials Incident
IC	Emergency Services Incident Controller
IMDG	International Maritime Dangerous Goods
IMS	Incident Management System
ITSR	Independent Transport Safety Regulator NSW (operates under a service agreement with the ONRSR)
MHF	Major Hazardous Facilities
MSIC	Maritime Security Identification Card
MOU	Memorandum of Understanding
NSWFR	New South Wales Fire and Rescue
NSW Ports	New South Wales Ports
OEH	Office of Environment & Heritage
OEMP	Environmental Management Plan
OHS	Occupational Health and Safety
ONRSR	Office of the National Rail Safety Regulator
PA of NSW	Port Authority of NSW
Patrick PBT	Patrick Port Botany Terminal
PCBU	Person Conducting a Business or Undertaking
PEEP	Personal emergency evacuation plan
PPE	Personal Protective Equipment
PPRR	Prevention, Preparedness, Response, Recovery

Abbreviation	Definition
SAR	Search and Rescue
SACL	Sydney Airport Corporation Limited
SDS	Materials Safety Data Sheet
WHS	Work Health and Safety

4. MANAGEMENT OF THE EMERGENCY RESPONSE PLAN

4.1 Preparing the Emergency Response Plan



4.2 Consultation

Consultation is a key requirement for an effective ERP and should be conducted at all phases of the planning process. All stakeholders affected by the ERP (including facility personnel, the community and external agencies) should be consulted to ensure that each group knows what to expect of the other.

4.2.1 Workers

Workers will be consulted during the emergency planning process to ensure their intimate knowledge of the facility and its operations is incorporated into the development of the ERP and generates a sense of commitment and ownership. Each person within Patrick PBT has a responsibility to ensure that they are capable at all times for fulfilling their role in the event of an emergency. Ongoing consultation with workers will be actively pursued. For example, they will be involved in preparing and conducting Emergency Readiness Exercises (ERE) in order to test the capability of the ERP. Debriefing meetings following the (ERE) provide participants with an opportunity to indicate the problems encountered and suggest possible solutions.

4.2.2 Neighbouring Facilities and the Community

Consultation with neighbouring facilities and the community should result in a two-way flow of issues and ideas. It is first necessary to identify all neighbours, including those that may have special requirements, such as:

- Neighbouring hazardous facilities, including Major Hazardous Facilities (MHF)
- Local mutual aid groups
- Managers of sensitive environmental sites
- Facilities accommodating large numbers of people (e.g. commercial or shopping centres, motels and recreational facilities),
- Facilities providing for members of the community who may be more vulnerable to the consequences of an emergency (e.g. school, childcare centres, hospitals and nursing homes).

With respect to neighbouring hazardous facilities, it is essential that all parties gain an understanding of the potential impacts of an incident on other operations or storage area. Neighbouring facilities may provide resources, including people, for responding to an emergency. Several industries of related types of operation or locality may be involved in this type of cooperative arrangement, often referred to as a memorandum of understanding (MOU) or mutual-aid group.

There needs to be an effective warning system for the neighbouring community who could be affected by the emergency. Members of the community need to be aware of the action to be taken when the warning is activated. Therefore, the operator must ensure that information on safety measures and the appropriate response in the case of an emergency is provided to the community without their having to request it. Consultation should identify the needs of the community and address the difficulties likely to be encountered.

All persons within the local community surrounding area will be provided with information on the appropriate actions to be taken during an emergency and the means by which they will be warned of, and kept informed during, an emergency.

4.2.3 Emergency Services, Local Authorities and Agencies

Police, Fire and Ambulance, local authorities, safety, health and environmental agencies (both government and non-government) should be consulted throughout the emergency planning process. This applies to consultation with the local authority in relation to on-site and off-site health and safety consequences of a major incident occurring.

The degree of involvement of government and other agencies in an emergency will depend on the level and potential consequences of the emergency. Consultation with external agencies and other groups will result in a clear understanding by all parties of the roles and responsibilities of each group in an emergency.

4.3 Training and Skills Retention

4.3.1 General

(a) The ERP is to be prepared for the workplace, providing information, training and instruction to relevant workers in relation to implementing the emergency response procedures.

(b) All persons on-site, including visitors and contractors, will be provided with induction, education and ongoing training to ensure they have a general awareness of the ERP and the capability to undertake their roles and responsibilities in the event of an emergency.

(c) Training shall be conducted for:

i. For at least one member of the EPC,

ii. For the Emergency Control Organisation (ECO) members, and

iii. For facility workers and visitors.

(d) All ECO members, including nominated deputies, will be trained to develop the skills and knowledge necessary to undertake the duties set out in the emergency response procedures and ERP. Re-training will be conducted following a revision of the emergency response procedures and ERP.

(e) All training and skills retention activities will be conducted or supervised by competent person(s). Training will include information on the subject of occupants and visitors who are sensory or mobility impaired.

4.3.2 Emergency Planning Committee (EPC) Training

Training will be provided to EPC members to enable them to competently execute their obligations. The training will address, but not necessarily be limited to, the following:

(a) Develop, manage and maintain the Emergency Response Plan (ERP).

(b) The duties of the EPC and Emergency Control Organisation (ECO) as described in the ERP.

(c) The duties of the Emergency Response Team, where it exists, as described in the ERP.

(d) The conduct of site-specific emergency identification and analysis.

(e) Establish and manage the ECO.

(f) The management of appropriate documentation.

(g) The management and development of assessment activities.

(h) The development and implementation of training activities including Emergency Readiness Exercises (ERE).

(i) Emergency mitigation, emergency preparedness and emergency prevention.

(j) The installed fire safety systems.

(k) Liaison with Emergency Services.

(l) Post-evacuation management.

4.3.3 Emergency Control Organisation (ECO) Training

Training will be provided to ECO members to enable them to competently perform their roles. The training will address, but not necessarily be limited to, the following:

(a) The duties of the ECO as described in the ERP.

(b) Procedures for the specific emergencies contained in the ERP.

(c) Responding to alarms and reports of emergencies.

(d) Reporting emergencies and initiating the installed emergency warning equipment.

(e) Communication during emergencies.

(f) Pre-emergency activities.

(g) Emergency activities.

(h) Post-emergency activities.

(i) Occupants and visitors with sensory or mobility impairment, and training on personal emergency evacuation plans (PEEP).

(j) Human behaviour during emergencies.

(k) The use of installed emergency response equipment.

(l) The performance of the building and its installations during a fire or other emergencies. Examples include fire doors, emergency lights, exit-signage, sprinklers, ventilation and smoke control systems and fire-rated stairs.

4.3.4 Additional Training for Chief Warden, Deputy Chief Warden, Media Liaison

In addition to the training for all ECO members listed in Section 4.4.5 persons appointed to the positions of chief warden, deputy chief warden and media liaison, along with the nominated deputies for each position, will have additional training, including but not limited to the following:

(a) Their roles and responsibilities within the ERP.

(b) Duties of the EPC.

(c) Duties of the ERT, where it exists, as described in the ERP.

(d) Decision-making, command and control.

(e) Record keeping.

(f) Actions for the specific emergencies contained in the ERP.

(g) Coordination of communication(s) during emergencies, including use of any installed specialised communication equipment.

(h) Liaison with Emergency Services.

(i) Coordination of evacuation activities.

(j) Implementation of post-emergency activities in accordance with the ERP.

4.3.5 Training for Workers at the Terminal

All workers working at a facility will receive training to enable them to act in accordance with the emergency response procedures. The training will be provided at the commencement of their duties in a workplace (for example, site safety induction). The training will include, but not necessarily be limited to, the following:

(a) Occupant responsibilities within the facility emergency response plan.

(b) The type of emergencies contained in the ERP.

(c) How to report emergencies including activation of alarm systems, if installed.

(d) Recognising and reporting unsafe conditions and correcting unsafe conditions when appropriate.

(e) The authorities, roles, responsibilities and identification of ECO members.

(f) Reacting safely to emergencies and alarms.

(g) Evacuation procedures.

(h) The location of internal and external Emergency Assembly Points, as contained in the ERP.

(i) The location of egress routes.

(j) Post-emergency protocols.

(k) Procedures for specific emergencies.

4.3.6 Visitors

Visitors at the facility should be provided with appropriate information on the emergency awareness and general evacuation procedures response procedures as determined by the EPC, by being escorted at all times by terminal personnel who have been attended the site's safety induction and hold a current Maritime Security Identification Card (MSIC).

4.3.7 Training Courses & Matrix

The personnel required to attend the training courses are listed below in the Emergency Training Matrix.

Table 4.3.7 ERP Training Matrix

Training Course	ECO Role						Others	
	Chief Warden	Deputy Chief Warden	Media Liaison	Communications Officer	First Aid Officer	Area Warden & Deputy	Other EPC Members	Occupants & Visitors
Site Safety Induction (includes emergency awareness and general evacuation procedures)								
Emergency Response Plan (ERP)								
Emergency Planning Committee (EPC)								
Emergency Committee Organisation (ECO)								
Practical First Attack and Workplace Evacuation								
Workplace Evacuation including warden training								
Introduction to Hazardous Materials								
Hazardous Materials Spillage Control								
Emergency Readiness Exercises (ERE)								
Executive Fire Team Workshop								
Isolating stormwater drains (i.e. drain safe units)						Note 1		

Note 1: Area Warden No. 3 (Safety Facilitator)

4.3.8 Training Frequency

Following the initial training the chief warden and nominated deputies will conduct refresher training at intervals no greater than 12 months. Furthermore, chief warden and deputies will need to conduct ECO skills retention exercises at intervals not exceeding six months.

4.3.9 Skills Retention

(a) **ECO Skills Retention**

ECO members, including nominated deputies, will attend a skills retention activity at intervals not greater than 6 months. Skills retention activities will –

i. Be determined by the EPC, based on the specific requirements for the facility and its ERP;
ii. Include revision of roles and responsibilities as set out in the ERP; and
iii. Include instructions on the operation of the communications system (if installed).

Skills retention activities may also include, but not necessarily be limited to, table-top exercises and evacuation exercises for the ECO.

(b) **Occupant Skills Retention**

Occupants of the terminal will participate in skills retention activities at intervals not greater than 12 months, to enable them to act in accordance with the ERP. Occupants' skills retention activities will address the following:

i. Responding to alarms and reports of emergencies.
ii. If required to be in place, personal emergency evacuation plans (PEEP).
iii. Procedures for specific emergencies as contained in the ERP.
iv. Identification of ECO member.

Occupant skills retention may be delivered by various methods (e.g. verbal, classroom, diagrams and online).

4.3.10 Communication System

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

4.3.11 Emergency Colour Codes

The Emergency colour codes used at the terminal are different than those laid out *Clause 4.3 of AS3745:2010 Planning emergencies in facilities.* This is due to the requirement to differentiate the Chief Warden/Deputy Chief Warden from the majority of employees who wear white helmets.

Table 4.3.11 ECO Identification Colours

ECO Position	Colour
Chief Warden*	Orange
Deputy Chief Warden**	Red
Media Liaison	Blue
Communications Officer***	Yellow
Area Warden	Yellow
First Aid Officer	Green

* Chief Warden's ECO identification changed from white to orange

** Deputy Chief Warden's ECO identification changed from white to red

*** Communications Officer's ECO identification changed from white to yellow

4.4 Emergency Readiness Exercises (ERE) and Testing of the Plan

4.4.1 ERE and Testing of the Plan

(a) Patrick PBT personnel regularly participate in scheduled Emergency Readiness Exercises (ERE), that is, drills and mock exercises so that they can be well practiced in handling their emergency response roles in the event of an actual emergency. EREs will be conducted in consultation with the appropriate Emergency Service organisations.

(b) An incident which activates this ERP may be regarded as a test exercise of the plan.

4.4.2 ERE Frequency and Schedule

(a) The frequency of EREs will be at least annually, with:

- One of the five areas (i.e. Emergency Assembly Points) being tested via an ERE every 6-monthly intervals; and
- A site wide ERE being conducted at least annually.

(b) The HSE Manager will prepare an ERE and training schedule for the forthcoming year, in consultation with the Chief Warden, for approval by the Emergency Planning Committee (EPC).

4.5 Document and Record Management

4.4.1 Documents

The management system will control the distribution, presentation, revision and accessibility of the plan, and any supplementary information such as evacuation diagrams. The system will ensure that all official copies of the document are the latest version. All superseded copies shall be accounted for and filed or disposed of, as appropriate.

4.6.2 Revision

(a) The ERP contact list will be reviewed annually to ensure that staff changes are accurately reflected in the plan.

(b) Revisions of the ERP may result from:

- An emergency and following a simulated Emergency Readiness Exercises (ERE)
- Staff changes
- Management Reviews
- Changes to the Company's SHE standard system
- Audit (either internal or by external parties)

(c) Revisions shall be reviewed and approved by the Terminal Manager prior to issue.

4.6 Investigation Following an Emergency

Following an emergency, debriefing sessions will be held including investigating the emergency and reporting the root cause(s) and corrective actions. Refer to Section 17.

4.7 Auditing

Audits of the ERP will be conducted on a periodic basis to determine whether the plan conforms to the stated aims and objectives and has been properly implemented and managed. The frequency of audits will be guided by the audit schedule and the results of the previous audits.

5. HAZARDOUS GOODS & STORAGE AREAS, & RISK ASSESSMENT

5.1 Hazardous Goods

Refer to standard operating procedure Storage & Handling of Hazardous / Dangerous Goods (refer to the SOP).

5.1.1 Hazardous Goods Storage

Hazardous cargo is stored and segregated according to Classes of goods in the container stacking areas in the terminal.

5.2 Hazardous Materials Documentation

5.2.1 Safety Data Sheets (SDS)

Safety Data sheets (SDS) covering all hazardous materials directly purchased by, and used at the terminal can be found online at ChemAlert.

5.2.2 Hazardous Cargo

Hazardous cargo handled by the terminal is recorded on the SPARCS real time container tracking system. Computer monitors to access this information are located in various offices throughout the terminal, including the offices of the Landside Manager, the Yard Manager, and the Shift Manager.

5.2.3 International Maritime Dangerous Goods Code

In addition to resources which identify hazardous materials on the terminal, the Yard Manager has a complete set of the IMDG (International Maritime Dangerous Goods) codes which can be consulted to ascertain the properties of a particular material and the most appropriate response to a spill or leak.

5.2.4 Dangerous Goods – Initial Emergency Response Guide (SAA/SNZ HB 76)

The purpose of this handbook is to provide immediate general information and advice to persons handling dangerous goods emergencies. While written principally for trained emergency responders, it also contains advice, which anyone first on the scene of an incident should be able to follow. Copies of this guide are located in the offices of the Shift and Yard Managers.

5.3 Details of Other Hazards

5.3.1 Refrigerated Goods

Refrigerated cargo is stored in the Reefer Area (refer to site map) where containers are plugged into electrical power boxes to maintain specific storage temperatures.

5.3.2 Diesel (Bunkering)

Australian Maritime Services (AMS) carries out bunkering (i.e. refuelling) of vessels berthed alongside the Patrick PBT wharf.

5.3.3 Diesel Storage

(a) Diesel is delivered by road tankers to two (2) 65,000 litre capacity above ground storage tanks are situated to the west of the site behind the Maintenance workshop.

(b) An emergency shut off switch is positioned on the road tanker and a shut off valve on the tank. Deactivating the pump switch on the tanker will shut down the pumping system. The fuel line can also be manually isolated by turning off the diesel fuel line and closing the valves.

5.3.4 Acetylene Gas Cylinders

Acetylene, stored in gas cylinder bottles is used in the Maintenance Workshop.

5.3.5 Natural Gas

Natural gas, used in the canteen kitchen is stored in gas cylinder bottles stored on the Eastern side of the Tower/Admin Building and piped to the canteen kitchen located on the South side of the building. The natural gas cylinders are filled via a natural gas delivery tanker.

5.3.6 Cleaning Chemicals

Contractor cleaners maintain the cleanliness of the terminal buildings and amenities. Cleaning chemicals are stored in the locked Cleaner's Chemical store on the ground floor of the Tower/Admin Building (Gate B105).

5.3.7 Paint, Thinners, Oils and Lubricants

The Maintenance personnel use paints, thinners, oils and lubricants as part of maintaining the mobile plant, equipment and facilities on the terminal. These are stored in a designated area in the Maintenance store.

5.3.9 Batteries

Vehicle batteries are stored in a designated outdoor storage room on the Western side of the Maintenance Workshop.

5.4 Risk Assessment

A "whole of terminal" risk assessment will be carried out of the terminal every four years.

6. TYPES AND LEVELS OF EMERGENCY

6.1 Types of Emergency

For emergencies at the terminal, the Chief Warden will be responsible for defining the level of the emergency and response required. A terminal emergency might include (but not be limited to) the following:

- Life threatening injury, sudden death (fatality)
- Person overboard
- Fire/Explosion (including hazardous or non-hazardous substances) – e.g. Ship or Facility (hydrocarbon/electrical/building)
- Severe weather – e.g. High wind, cyclone lightning, storm, Tsunami, fog
- Security – e.g. Terrorism, bomb threat, sabotage, hostage or maritime security breach
- Civil disorder – e.g. Riots, strikes
- Equipment failure – e.g. Crane emergency or other equipment failure
- Electrical power failure – e.g. Crane stopping with a suspended load over the wharf
- Hazardous material incident/chemical spill (HAZMAT)
- Leak or spill and pollution – e.g. Hydraulic fluid leak, diesel spill
- Neighbouring industrial incident/emergency
- Shipping – e.g. Collision in the harbour, ground or sinking

6.2 Levels of Emergency

6.1.1 Level one emergency – Local Alert

The emergency is confined to a specific location on the terminal.

6.1.2 Level two emergency – Site Alert

The emergency may spread to affect a larger area.

6.1.3 Level three emergency – External Alert

The emergency may affect people, property and the environment outside the terminal, e.g. uncontrolled fire, and/or toxic gas release).

7. POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

Pollution incident response management plan

Licence number: EPL 6962

Purpose:

Patrick Stevedores Operations PTY LTD holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for Patrick Terminals PENRHYN ROAD, BANKSMEADOW, NSW, 2019As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act. These emergency response procedures are to be enacted in the event that Patrick's activities have caused or threatened material harm to the environment.

A copy of this plan must be kept at the licensed premises, or where the activity takes place in the case of mobile plant licences, and be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.

Parts of the plan must also be available either on a publicly accessible website, or if there is no such website, by providing a copy of the plan to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in section 74 of the Protection of the Environment Operations (General) Regulation 2022.

Note: This plan must be developed in accordance with the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Regulation 2022.

7.1 POTENTIAL ENVIRONMENTAL INCIDENTS

This section lists identified potential environmental incidents and associated responses and responsibilities. Mitigation measures from the Patrick Operation Environmental Management Plan (OEMP) and associated sub-plans will be implemented to counter the occurrence of such events.

7.1.1 Dust

Incident	Response	Responsibility
Dust event due to weather conditions: High winds	Dust generating activities will cease under direction of the Stevedoring, Landside or E&M Manager, or ESC Manager. Dust generating items will be water sprayed or covered.	Stevedoring, Landside or E&M Manager, or HSE Manager
Dust event due to a particular construction activity	Dust generating activities will cease under direction of the Stevedoring, Landside or E&M Manager, or ESC Manager until dust is adequately contained. Remedial measures will be implemented prior to recommencing work.	Stevedoring, Landside or E&M Manager, or HSE Manager
Community complaint relating to dust	Any dust complaints received from the community will be recorded, promptly investigated.	HSE Manager
Dust monitoring equipment damaged or not operational	Record the incident in NOGGIN. Measures such as relocation, replacement or adjustment will be implemented by ESC Manager. If integrity of the sample is compromised, the monthly results will be recorded as a minimum and the incident recorded.	HSE Manager

7.1.2 Soil/Water

Incident	Response	Responsibility
Unauthorised discharge of water that does not meet criteria	Discharge to immediately cease. Water to be treated to meet acceptable criteria prior to release. Incident report to be completed by the ESC Manager and corrective and preventative action implemented prior to discharge recommencing. EPA & NSW Ports / PA of NSW will be contacted immediately should the incident cause is likely to cause environmental harm.	HSE Manager
Oil or fuel spill (e.g. hydraulic hose burst)	Machinery or process to cease, if safe to do so. Rectify spill source and spill kit to be used to contain and clean up spill. Machinery or process responsible for the spill is not to start operation until a full inspection and necessary repairs / corrective action has been implemented. Superintendent responsible for the machinery and process, environmental manager responsible for the clean-up operation.	HSE Manager

7.1.3 Noise and/or Vibration

Incident	Response	Responsibility
Noise levels from operation activities exceed criteria	Noisy activities would cease or reduce under direction of the Stevedoring, Landside or E&M Manager, or ESC Manager. Remedial measures would be implemented prior to recommencing work, and monitoring undertaken to verify noise levels. EPA & NSW Ports / PA of NSW will be contacted immediately should the incident cause is likely to cause environmental harm.	Stevedoring, Landside or E&M Manager, or HSE Manager
Community complaint relating to noise	Any noise complaints received from the community will be recorded, investigated within one hour, and addressed. Attended noise or vibration monitoring would be offered if the complaint is not immediately resolved.	HSE Manager
Noise monitoring equipment damaged or not operational	ESC Manager to record event into NOGGIN, then replace or adjust equipment. If integrity of recorded data is compromised, the 6-monthly result would be recorded as a minimum and the incident recorded.	HSE Manager
Vibration causing structural damage	Activities causing vibration would cease under direction of the Stevedoring, Landside or E&M Manager, or ESC Manager. Any occupants of the buildings may be evacuated with due consideration to safety, and the area secured to prevent unauthorised access. A structural assessment would be under taken and the results compared with any previous condition survey; and if any damage is associated with construction, rectification work would be implemented or compensation agreed.	Stevedoring, Landside or E&M Manager, or HSE Manager

7.1.4 Waste

Incident	Response	Responsibility
Hazardous waste generated	Waste can only be removed by an appropriately licensed transporter of hazardous wastes. Dockets to be provided containing the details of the waste and the final acceptance and disposal of the waste. Prior to transportation the hazardous waste will be stored in a secure and impermeable area.	HSE Manager
Emergency waste removal	An appropriately licensed waste contractor will remove waste as detailed above in the event of an emergency. EPA and NSW Ports/ PA of NSW will be contacted immediately should the incident cause is likely to cause environmental harm.	HSE Manager
Community complaint relating to litter or waste	Any litter or waste complaints received from the community will be recorded, promptly investigated and addressed.	HSE Manager

7.1.5 Contamination

Incident	Response	Responsibility
Unanticipated contamination soil require offsite disposal	Unexpected finds protocol to be implemented. Classify the sediment. Notify NSW Ports / PA of NSW of the requirement to remove the sediment from the project site. Once approval is received from NSW Ports / PA of NSW, transport to a suitable waste facility.	HSE Manager

7.1.6 Pest Management

Incident	Response	Responsibility
Predation of shorebirds	Contact and inform EPA Wildlife Management Officer. Implement control methods that are outlined in Feral Animal Management Plan. If predation increases, increase monitoring levels to adequately assess the threat, and plan deterrent or control methods as outlined in Feral Animal Management Plan.	HSE Manager
Vandalism or damage to property including damage to fences, building, etc.	Inform Stevedoring, Landside or E&M Manager, or HSE ESC Manager to ensure repair replacement. Raise Damage report in NOGGIN and report event to Stevedoring & Operations Managers.	Stevedoring, Landside or E&M Manager, or HSE Manager

7.1.7 Bird Hazard

Incident	Response	Responsibility
Bird strike caused by bird from terminal	Patrick PBT to determine an appropriate response on a case by case basis.	HSE Manager
Target bird species show sustained increase in numbers	Implement deterrents as per Bird Hazard Management Plan.	HSE Manager
Deterrents are not effective against target birds	Implement deterrents as per Bird Hazard Management Plan.	HSE Manager

7.1.8 Shorebird Management

Incident	Response	Responsibility
Arrival of Little Tern	Contact EPA at the outset of arrival.	HSE Manager
Observation of Little Tern nesting or preparing to nest	Contact EPA at the outset of arrival.	HSE Manager
Oil spill	Notify EPA immediately; Respond as per ERP; Notify NSW Ports / PA of NSW within 2 hours of any incident with actual or potential significant offsite impacts, full written detailed reported within 24 hours; Immediately notify the Harbour Master (via NSW Ports / PA of NSW).	HSE Manager

7.1.9 Heritage Management

Incident	Response	Responsibility
Indigenous heritage item found during excavation	Cease works and stabilise the area, under the direction of the E&M Manager and/or ESC Manager. The ESC Manager is to report the remnants to OEH and La Perouse Local Aboriginal Land Council. Request an archaeologist to assess the significance and archaeological potential of the uncovered feature.	HSE Manager
European heritage item found during excavation	Cease works and stabilise the area, under the direction of the E&M Manager and/or ESC Manager. The ESC Manager is to report the remnants to OEH. Contact an archaeologist to assess the significance and archaeological potential of the uncovered feature.	HSE Manager

7.1.10 Penrhyn Estuary Works

Incident	Response	Responsibility
Unapproved works undertaken in Penrhyn Estuary	Immediately cease all works and retrieve any equipment from the estuary. Assess for damage to habitat or roosting birds. Call an appropriate avian ecologist to inspect the site to assess any impacts from the unapproved works. Report the incident to NSW Ports / PA of NSW Environmental Representative.	HSE Manager
Approved works in Penrhyn Estuary environmental controls fail, impacting the estuary	Immediately cease all works and contain any sources of sediment, fuel or any other pollutants. Block drainage lines from the landside if applicable to sop pollutant entering the estuary. Inspect all environmental controls and ensure they are all functional; sediment fencing, silt curtain, sandbags, sediment socks. Call silt curtain contractors to aid in rectification if required. Report the incident to NSW Ports / PA of NSW Environmental Representative.	HSE Manager

7.2 POTENTIAL ENVIRONMENTAL HAZARDS

Hazard	Risk Outcome	Risk Cause	Owner	Inherent Risk C	Inherent Risk L	Inherent Risk RR	Inherent Risk R	Existing/ Additional	Control	Hierarchy of Control Category	Residual Risk C	Residual Risk L	Residual Risk RR	Residual Risk R	Control Status
What could cause injury / harm? *One hazard per cell - where multiple hazards exist for any process, continue to list in seperate cells down the column*	*What could be the outcome after being exposed to the hazard?* *A list of likely outcomes per listed hazard*	*How could the hazard result in injury / harm?* *A list of possible causes per listed hazard*	*Individual owner of this risk* *One owner per risk*	*Consequence*	*Likelihood*	*Risk Ranking*	*Risk*	*Existing = In place, Additional = Planned*	*Detail the method of control or mitigation* *While there may be multiple controls for any one hazard - list one control per cell only*	*Elimination Substitution Isolation Engineering Administrative PPE*	*Consequence*	*Likelihood*	*Risk Ranking*	*Risk*	*In progress Effective Ineffective Not Tested*
Hazardous / Dangerous Goods - container leak or spill on the wharf or ship	Contamination to environment (Water, air)	1. Structural failure of cargo 2. Internal load shift 3. Inadeqaute packing of cargo 4. Damage to cargo	Terminal Manager	4	3	20	High	Existing	Australian Emergency Response Guide Book 2018	Administrative	4	1	11	Low	Effective
								Existing	Patrick Emergency Response Plan 31 Mar 22	Administrative					Effective
								Existing	Vessel Arrival Pre-Operations Checklist	Administrative					Effective
								Existing	Spill Trailer	Isolation					Effective
								Existing	Chit system with hazard identification for unplanned jobs	Administrative					Effective
								Existing	Container placarding (awareness)	Administrative					Effective
								Existing	Dangerous Goods training	Administrative					Effective
								Existing	MSDS on site	Administrative					Effective
								Existing	Hazardous Goods Manifesting	Administrative					Effective
								Existing	Gross Pollution Traps	Engineering					Effective
								Existing	Drain catchment pumping stations (ability to close)	Engineering					Effective
Spill of diesel fuel as a result of over filling fuel tanks.	Contamination to environment (Water, air)	Defective overfill system resulting in diesel fuel spill	Terminal Manager	3	1	6	Low	Existing	Regular scheduled servicing of truck and equipment	Engineering	2	1	2	Very Low	Effective
								Existing	Engineered trigger to cease pump when full	Engineering					Effective
								Existing	Spill kit	Isolation					Effective
								Existing	Gross Pollution Traps	Engineering					Effective
								Existing	Drain catchment pumping stations (ability to close)	Engineering					Effective
								Existing	Australian Emergency Response Guide Book 2018	Administrative					Effective
								Existing	Patrick Emergency Response Plan 31 Mar 22	Administrative					Effective
								Existing	SOP Diesel Refuelling	Administrative					Effective
								Existing	SWMS Diesel Refuelling	Administrative					Effective
Maintenance in workshop resulting in oil spill or industrial waste from plant or equipment	Contamination to environment (Water, air)	Mechanical Failure Operator error in performing maintenance	Terminal Manager	4	3	20	High	Existing	JSA	Administrative	4	2	16	Medium	Effective
								Existing	Australian Emergency Response Guide Book 2018	Administrative					Effective
								Existing	Chit system with hazard identification for unplanned jobs	Administrative					Effective
								Existing	Patrick Emergency Response Plan 31 Mar 22	Administrative					Effective
								Existing	Gross Pollution Trap	Engineering					Effective
								Existing	Oil captured by oily water separator system	Engineering					Effective
								Existing	Drain catchment pumping stations (ability to close)	Engineering					Effective
Plant or equipment failure in yard or wharf resulting in oil spill or industrial waste contamination of the surrounding surface area	Contamination to environment (Water, air)	Mechanical Failure	Terminal Manager	3	3	15	Medium	Existing	Regular scheduled maintnance of all terminal plant and equipment	Engineering	3	2	10	Low	Effective
								Existing	Chit system with hazard identification for unplanned jobs	Administrative					Effective
								Existing	Gross Pollution Trap	Engineering					Effective
								Existing	Drain catchment pumping stations (ability to close)	Engineering					Effective
								Existing	Australian Emergency Response Guide Book 2018	Administrative					Effective
								Existing	Patrick Emergency Response Plan 31 Mar 22	Administrative					Effective
								Existing	Spill kit	Isolation					Effective
Hazardous cargo leak / spill from third party equipment (Trucks, cars, contractors)	Contamination to environment (Water, air)	Structral failure or damage to equipment resulting in leak / spill	Terminal Manager	3	3	15	Medium	Existing	Spill kit	Isolation	2	2	5	Low	Effective
								Existing	Gross Pollution Trap	Engineering					Effective
								Existing	Drain catchment pumping stations (ability to close)	Engineering					Effective
								Existing	Australian Emergency Response Guide Book 2018	Administrative					Effective
								Existing	Patrick Emergency Response Plan 31 Mar 22	Administrative					Effective
								Existing	Cargo placarding (awareness)	Administrative					Effective
								Existing	Cargo manifesting in terminal operating system	Administrative					Effective
								Existing	NSW Road Registration requirements	Administrative					Effective
Noise Pollution	Hearing loss, complaints, breach of lease	Plant and Equipment	Terminal Manager	2	3	9	Low	Existing	Regular scheduled maintenance of equipment	Engineering	2	2	5	Low	Effective
								Existing	PPE Supplied to personnel	PPE					Effective
								Existing	Testing and monitoring conducted 6 monthly as per EPL	Administrative					Effective

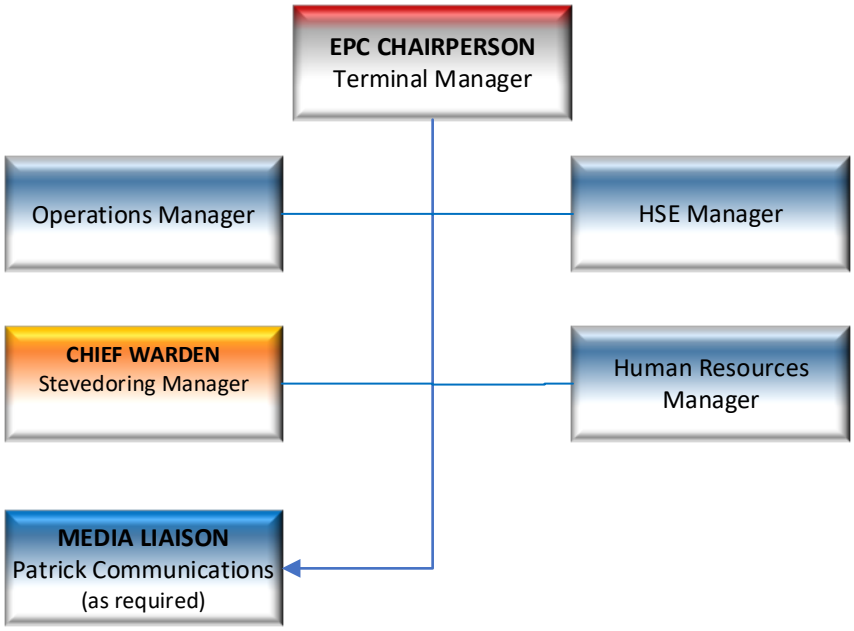
8. EMERGENCY PLANNING COMMITTEE

8.1 Emergency Planning Committee (EPC) Structure

(a) An Emergency Planning Committee (EPC) will be formed by the Terminal Manager, the person responsible for the facility and its occupants and visitors.

(b) The Terminal Manager (person conducting business or undertaking (PCBU)) will ensure the EPC has adequate resources for the development, implementation and maintenance of the Emergency Response Plan (ERP) and related training.

Figure 8.1 Patrick PBT Emergency Planning Committee (EPC)



8.2 EPC Function

8.3.1 EPC Responsibilities

(a) The EPC, where necessary in collaboration with facility owners, managers, occupiers and employers, will be responsible for the development, implementation and maintenance of the ERP and related training. This may be undertaken in conjunction with relevant emergency service organisations.

(b) If a member of the EPC becomes aware of features of the facility that could jeopardize the evacuation of the occupants and visitors, the EPC member will notify the Terminal Manager.

(c) The duties of the EPC will include the following:

i. Identifying the events that could reasonably produce emergency situations.

ii. Developing an ERP in accordance with Section 3 of *AS 3745 – Planning for emergencies in facilities.*

iii. Ensuring that resources (i.e. time, finance, equipment and personnel) are provided to enable the development and implementation of the ERP.

iv. Nominating the validity period for the ERP and the evacuation diagram (i.e. not more than 5 yearly).

v. Ensuring that the emergency plan is readily identifiable and available to the appropriate persons.

vi. Establishing an Emergency Control Organisation (ECO) to operate in accordance with the ERP.

vii. If deemed necessary, establishing a specialist Emergency Response Team (ERT).

viii. Authorising, or having authorized, the release and implementation of the ERP. The following shall apply to the implementation process:

- ***Awareness of the ERP*** – Information about the procedures shall be disseminated to occupants. The information shall be in a suitable format.
- ***Training*** – A formalized training schedule will be developed to ensure that relevant training is provided to ECO members and facility occupants. The training program will be based on the ERM and be in accordance with Section 4.4.

- ***Testing the ERP*** – The EPC will ensure that the ERP is tested.
- ***Review of procedures –*** The effect of the procedures on the terminal will be monitored at all stages of the implementation process. Amendments will be made to rectify any deficiencies or inaccuracies that are identified in the procedures.

ix. Establishing arrangements to ensure the continuing operating of the ECO e.g. resignation, holidays, training of deputies, etc.

x. Ensuring that the register of ECO members is current and readily available.

xi. Establishing strategies to ensure visitors are made aware of ERP.

xii. Ensuring that the ERP remain viable and effective by reviewing and testing the ERP at least annually.

xiii. Ensuring the ERP is reviewed at the end of the validity period, after an emergency, an exercise, or any changes that affect the ERP.

xiv. Ensuring that a permanent record of events for each emergency is compiled and retained.

xv. Identifying and rectifying deficiencies and opportunities for improvement in the ERP.

8.3.2 EPC Meetings

(a) The EPC will meet at least annually.

(b) A record of the EPC meetings shall be made and retained in accordance with the relevant legislative requirements (i.e. this may include minutes of meetings, communications, financial position, reports and specialist advice).

8.3.3 Indemnity

Members of the EPC will be indemnified against civil liability resulting from workplace emergency situations, assessment, training sessions, Emergency Readiness Exercises (ERE) and/or emergency evacuation of a building or facility where the personnel act in good faith and in accordance with their EPC duties.

9. OCCUPANTS & VISITORS

9.1 Occupants (employees and contractors)

9.2 Sensory or Mobility Impaired Persons

This is a person with a physical, mental or sensory impairment, either temporary or permanent who requires assistance during an emergency evacuation. On arrival of the sensory or mobility impaired person/visitor to the terminal the Area Warden will discuss the procedure for providing assistance during an emergency situation or Emergency Readiness Exercise and complete the Personal Emergency Evacuation Plan (PEEP). If in the emergency situation the sensory or mobility impaired person/visitor is at risk, the Area Warden will arrange for someone to move the person into an area not affected and stay with them, and advise the Chief Warden. The Chief Warden will advise the Emergency Services Incident Controller (IC) of the situation.

9.3 During an Emergency Situation or Emergency Readiness Exercise (ERE)

9.4.1 Follow instructions of Area Warden

Once an emergency situation or Emergency Readiness Exercise has been determined, all terminal occupants and visitors are to follow the instructions of the Area Warden (and other members of the ECO as required).

9.4.2 On hearing verbal alarm "EMERGENCY...EMERGENCY...EVACUATE NOW" or the sounding of the evacuation siren

(a) On hearing the verbal alarm "EMERGENCY...EMERGENCY...EVACUATE NOW" via a person shouting or via the terminal radio network, or hearing the sounding of the evacuation siren, carry out the following:

i. **Ships and Lashing Gang** – Make the work area safe and leave the vessel in an orderly manner and either drive their work vehicle, or follow the designated walkway, to the nearest Emergency Assembly Point.

ii. **Crane drivers** – Shut down and make equipment safe, leave the crane using the stairway (DO NOT use the lift) and either drive their work vehicle, or follow the designated walkway walk to the nearest Emergency Assembly Point.

iii. **Truck Drivers** – At CargoLink or at the Truck Grid will be directed to leave the terminal and access to the terminal will be closed.

iv. **Maintenance Personnel –** are to shut down and make equipment safe, follow the designated walkway to the nearest Emergency Assembly Point.

(b) Shut down equipment and secure any confidential material where applicable.

(c) All people are to evacuate from the building/area and proceed to the nearest Emergency Assembly Point.

(d) At the Emergency Assembly Point report to the Area Warden, who will account for people from the evacuated building/area and report any missing people to the Chief Warden.

(e) Remain at the Emergency Assembly Point unless instructed by the Chief Warden.

(f) DO NOT re-enter the building/area until the "ALL CLEAR" is given by the Chief Warden and/or Emergency Services Incident Controller (IC).

(g) Attend debriefing sessions at the conclusion of the evacuation, as requested.

(h) Provide any reports or suggestions following an emergency situation or Emergency Readiness Exercises (ERE) (e.g. evacuation drill) to the Chief Warden.

10. EMERGENCY CONTROL ORGANISATION

10.1 Purpose of the Emergency Control Organisation (ECO)

The purpose of the Emergency Control Organisation (ECO) is to provide a structured, coordinated and effective response to an emergency situation until the Emergency Services arrive, at which time the Chief Warden will hand control to the Emergency Services Incident Controller (IC). This will minimise the risks to occupants and visitors, and optimise the effectiveness of the Emergency Services. In many emergency situations, more than one emergency services organisation will be involved. This system promotes effective operations through:

(a) Common terminology;

(b) List of incident response actions with clear priorities;

(c) Competent trained personnel assigned to roles;

(d) Continual communication between organisations at all levels;

(e) Continual integrity of the chain of command and information systems between Patrick PBT and participating emergency services organisations; and

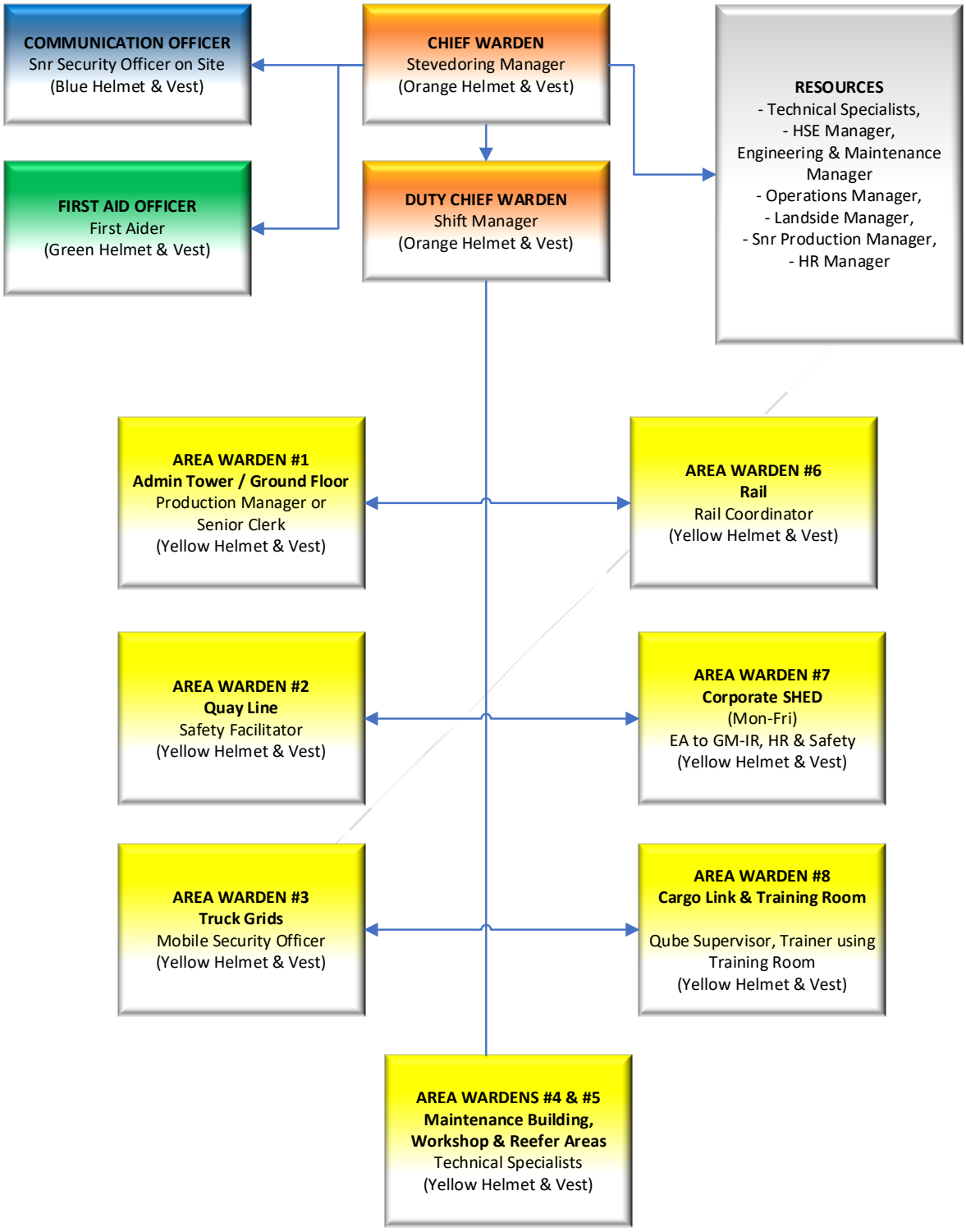
(f) Supply of resources to carry out the measures to be undertaken in an emergency.

10.2 ECO Positions and Structure

The Emergency Control Organisation (ECO) will be appropriate to the facility and to the Emergency Response Plan (ERP) and as determined by the Emergency Planning Committee (EPC).

:

Figure 10.2.1 Patrick PBT Emergency Control Organisation (ECO)



10.3 Authority

During emergencies, instructions given by the ECO personnel will take precedence over the normal management structure. During an emergency situation, life safety takes precedence over asset protection, environmental considerations, production operations and business continuity.

10.4 Indemnity

Members of the ECO will be indemnified against civil liability resulting from workplace emergency situations, assessment, training sessions, Emergency Readiness Exercises (ERE) and/or emergency evacuation of a building or facility where the personnel act in good faith and in accordance with their ECO duties.

10.5 Pre-emergency Duties of the ECO

The actions to be undertaken by the ECO in the event of an emergency situation will include, but not be limited to, the following:

10.5.1 General Duties

(a) The primary role of the ECO is to give top priority to safety of the occupants and visitors of the terminal during an emergency and to facilitate the safe and orderly evacuation of all occupants of the terminal in an emergency situation.

(b) Life safety will take precedence over asset protection during an emergency.

(c) The ECO will have clearly documented pre-emergency, emergency and post-emergency duties and responsibilities.

10.5.2 Chief Warden (and Deputy)

(a) Conduct regular Emergency Readiness Exercises (ERE).

(b) Attend meetings of the EPC.

(c) Attend training and Emergency Readiness Exercises (ERE) as required by the EPC.

(d) Ensure personal ECO identification is available (i.e. white helmet and white vest).

10.5.3 Media Liaison

(a) Attend meetings of the EPC.

(b) Attend training and Emergency Readiness Exercises (ERE) as required by the EPC.

(c) Ensure personal ECO identification is available (i.e. blue helmet and blue vest).

10.5.4 Communication Officer (and Deputy)

(a) Ensure personal proficiency in operation of facility communication equipment.

(b) Maintain records and logbooks and make them available for emergency response.

(c) Ensure that ECO members are proficient in use of the facility communication equipment.

(d) Ensure personal ECO identification is available (i.e. yellow helmet, yellow vest and torch).

(e) Attend training and Emergency Readiness Exercises (ERE) as required by the EPC.

10.5.5 Area Warden (and Deputy)

(a) Ensure that all occupants are aware of the ERP.

(b) Ensure communicated the emergency response procedures to all occupants/visitors within their nominated area.

(c) Ensure that occupants are aware of the identity of their Area Wardens.

(d) Carry out safety practices (e.g. clear egress path, access to first-attack equipment and disposal of rubbish) throughout their area of responsibility.

(e) Report on deficiencies of emergency equipment to the Chief Warden.

(f) Coordinate the completion of personal emergency evacuation plan (PEEP) documentation.

(g) Attend training and Emergency Readiness Exercises (ERE), as required by the EPC.

(h) Ensure personal ECO identification is available (i.e. yellow helmet and yellow vest).

10.5.6 First Aid Officer

(a) Ensure personal proficiency in operation of First Aid equipment.

(b) Maintain First Aid kit and terminal ambulance to ensure first aid supplies and equipment are available for emergency response.

(c) Ensure personal ECO identification is available (i.e. green helmet, green vest and torch).

(d) Attend training and Emergency Readiness Exercises (ERE) as required by the EPC.

10.6 ECO Duty Cards - Position Descriptions and Duties

10.6.1 Chief Warden

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**CHIEF WARDEN**	**Allocated to:** **Stevedoring Manager**
Area:	Terminal	**Deputy:** Shift Manager
ECO ID Colour:	Orange	
On Site Emergency Assembly Point (EAP):	Emergency Control Point	Security Office, Ground Floor Tower/Admin
Alternative On Site EAP:	No. 1	Gate House B110
Off Site EAP:	No. E1	Sir Joseph Banks Park, Enter via Fremlin Street, Banksmeadow, NSW 2019
Key Responsibilities:	Manage emergency situation, contact Emergency Services, activate Emergency Response Plan (ERP), if required evacuate affected area(s), and when the emergency is declared terminated restore to normal terminal operation.	

Personal Attributes of the Chief Warden:

- Be capable of performing their duties.
- Be capable of leading and taking command.
- Display effective decision-making skills.
- Demonstrate the capability to remain calm under pressure.
- Be available to undertake their appointed duties.
- Be capable of effectively communicating with occupants and visitors.
- Be familiar with the facility.
- Be able to undergo relevant training.

Duties Common to all ECO Positions:

- Wear designated personal ECO identification – helmet and vest.
- Acquire work materials as necessary.
- Organise, assign and brief supervised personnel.
- Adopt clear terminology in all communications.
- Maintain a written Personal Log during the response.
- Promptly complete Emergency Incident documentation as required.
- Provide briefings, as necessary, for incoming personnel.
- **Follow all Work Health & Safety requirements.**

Pre-Emergency	1. Conduct regular Emergency Readiness Exercises (ERE). 2. Attend Emergency Planning Committee (EPC) meetings 3. Attend training and ERE as required by the EPC. 4. Ensure personal ECO identification is available (i.e. orange helmet/vest and torch).
Emergency	**On the emergency alarm being raised, or on becoming aware of the emergency, take the following actions:**
	1. Put on Chief Warden's orange helmet and orange vest. 2. Respond and take control as appropriate and establish Emergency Control Point (ECP) (i.e. Security Office). 3. Receive briefing from person raising the alarm: • Type, scope and location of the emergency, • Status of any evacuation, and if applicable, • Any unaccounted for personnel/visitors. 4. Activate the ERP and implement appropriate action. 5. If Emergency Services are required call Ph: 0-000 or Mb: 000. 6. Contact First Aider. 7. Determine if the area/site requires evacuation. 8. Using the designated (broadcast) radio channel contact Area Warden(s) and direct Area Warden(s) to evacuate personnel/visitors to their nearest Emergency Assembly Point. 9. Direct Security Officer to escort Emergency Services from Gate B105A or Gate B110, and stop all other vehicles from entering the site. 10. Brief Emergency Services Incident Controller (IC) and provide information: • Type, scope and location of the emergency, • The Emergency Services who have been notified, • Status of any evacuation, • Status of any unaccounted for personnel/visitors. 11. Act on the Emergency Services IC's instructions. 12. Determine any neighbouring facilities that may be under threat and direct the Communications Officer to notify them of the emergency situation. 13. Ensure entry to the affected area is controlled. 14. In the event of an evacuation of the terminal advise the Master of vessels alongside the quay that an evacuation has been called for.

	15. Monitor the progress of the evacuation and record any action taken in an incident log section of the 'Emergency Debrief Template'. 16. If necessary, using all of the information and resources available initiate a terminal recovery plan, and if required a Critical Incident Recovery Plan (CIRP) in accordance with Section 17.
Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services IC and control has been handed back to the Chief Warden, take the following action:**
	1. Contact Area Warden(s) and give 'ALL CLEAR – ALL CLEAR –ALL CLEAR' for personnel/visitors to return to work. 2. If required, initiate the Critical Incident Recovery Plan (CIRP) including arrange for the counselling of any affected personnel of the emergency situation and pass on general findings to the EPC. 3. Restore the terminal to normal (pre-emergency) operations. 4. Assist the Chief Warden with carrying out an investigation of the emergency situation. 5. Attend debriefing meetings with the ECO members and EPC.

10.6.2 Deputy Chief Warden

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**DEPUTY CHIEF WARDEN**	**Allocated to:** **Shift Manager**
Area:	Terminal	**Deputy:** NA
ECO ID Colour:	Red	
On Site Emergency Assembly Point (EAP):	Emergency Control Point	Security Office, Ground Floor Tower/Admin
Alternative On Site EAP:	No. 1	Gate B110
Off Site EAP:	No. E1	Sir Joseph Banks Park, Enter via Fremlin Street, Banksmeadow, NSW 2019
Key Responsibilities:	If the Chief Warden is unavailable, the Deputy Chief Warden will assume the responsibilities normally carried out by the Chief Warden. Otherwise the Deputy Chief Warden will assist the Chief Warden.	

Personal Attributes of the Deputy Chief Warden:

1. Be capable of performing their duties.
2. Be capable of leading and taking command.
3. Display effective decision-making skills.
4. Demonstrate the capability to remain calm under pressure.
5. Be available to undertake their appointed duties.
6. Be capable of effectively communicating with occupants and visitors.
7. Be familiar with the facility.
8. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

Pre-Emergency	1. Conduct regular Emergency Readiness Exercises (ERE). 2. Attend Emergency Planning Committee (EPC) meetings 3. Attend training and ERE as required by the EPC. 4. Ensure personal ECO identification is available (i.e. white helmet, white vest and torch).
Emergency	**On the emergency alarm being raised, or on becoming aware of the emergency, take the following actions:**
	1. Put on Deputy Chief Warden's orange helmet and orange vest. 2. Respond and take control as appropriate and establish Emergency Control Point (ECP) (i.e. Security Office). 3. Receive briefing from person raising the alarm: • Type, scope and location of the emergency, • Status of any evacuation, and if applicable, • Any unaccounted for personnel/visitors. 4. Activate the ERP and implement appropriate action. 5. If Emergency Services are required call Ph: 0-000 or Mb: 000. 6. Contact First Aider. 7. Determine if the area/site requires evacuation. 8. Using the designated (broadcast) radio channel contact Area Warden(s) and direct Area Warden(s) to evacuate personnel/visitors to their nearest Emergency Assembly Point. 9. Direct Security Officer to escort Emergency Services from Gate B105A or Gate B110, and stop all other vehicles from entering the site. 10. Brief Emergency Services Incident Controller (IC) and provide information: • Type, scope and location of the emergency, • The Emergency Services who have been notified, • Status of any evacuation, • Status of any unaccounted for personnel/visitors. 11. Act on the Emergency Services IC's instructions. 12. Determine any neighbouring facilities that may be under threat and direct the Communications Officer to notify them of the emergency situation. 13. Ensure entry to the affected area is controlled.

	14. In the event of an evacuation of the terminal advise the Master of vessels alongside the quay that an evacuation has been called for. 15. Monitor the progress of the evacuation and record any action taken in an incident log section of the 'Emergency Debrief Template'. 16. If necessary, using all of the information and resources available initiate a terminal recovery plan, and if required a Critical Incident Recovery Plan (CIRP) in accordance with Section 17.
Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services IC and control has been handed back to the Chief Warden, take the following action:**
	1. Contact Area Warden(s) and give 'ALL CLEAR – ALL CLEAR –ALL CLEAR' for personnel/visitors to return to work. 2. If required, initiate the Critical Incident Recovery Plan (CIRP) including arrange for the counselling of any affected personnel of the emergency situation and pass on general findings to the EPC. 3. Restore the terminal to normal (pre-emergency) operations. 4. Assist the Chief Warden with carrying out an investigation of the emergency situation. 5. Attend debriefing meetings with the ECO members and EPC.

10.6.3 Communications Officer

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**COMMUNICATIONS OFFICER**	**Allocated to:** **Most Senior Security Officer on Terminal**
Area:	Terminal	**Deputy:** NA
ECO ID Colour:	Yellow	
On Site Emergency Assembly Point (EAP):	Emergency Control Point	Shift Manager's Office
Alternative On Site EAP:	No. 1	Sea Farer's Building, Gate B105A
Off Site EAP:	No. E1	Sir Joseph Banks Park, Enter via Fremlin Street, Banksmeadow, NSW 2019
Key Responsibilities:	Ensure communications equipment is maintained, escort Emergency Services, restrict access to the terminal, contact neighbouring facilities, and maintain a record of events during the emergency.	

Personal Attributes of the Communications Officer:

1. Be capable of performing their duties.
2. Display effective decision-making skills.
3. Demonstrate the capability to remain calm under pressure.
4. Be available to undertake their appointed duties.
5. Be capable of effectively communicating with occupants and visitors.
6. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

Pre-Emergency	1. Ensure personal proficiency in operation of communication equipment. 2. Maintain records and logbooks and make them available for emergency response. 3. Ensure that ECO members are proficient in use of facility communication equipment. 4. Ensure personal ECO identification is available (i.e. yellow helmet/vest). 5. Attend training and Emergency Readiness Exercises (ERE), as required by the Emergency Planning Committee (EPC).
Emergency	**On the emergency alarm being raised, or on becoming aware of the emergency, take the following actions:**
	1. Put on Communications Officer's yellow helmet and yellow vest. 2. Report to the Chief Warden. 3. Ascertain the nature and location of the emergency. 4. Run the 'Muster Report' to identify personnel on the terminal. 5. Confirm that the appropriate Emergency Services has been notified. 6. Notify the appropriate ECO members. 7. Transmit instructions and information to the Chief Warden. 8. Record a log of events that occur during the emergency using the 'Emergency Situations Log Template'. 9. Act as directed by the Chief Warden. 10. Periodically run the 'Muster Report' to identify personnel who have not swiped through the turnstile to the Emergency Assembly Point. 11. Advise the Chief Warden of personnel remaining on the 'Muster Report'. 12. As directed by the Chief Warden, notify the neighbouring facilities and record details.
Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services Incident Controller (IC) and control has been handed back to the Chief Warden, take the following action:**
	1. On the 'ALL CLEAR – ALL CLEAR –ALL CLEAR' being given by the Area Warden, return to work. 2. Collate the records of the events during the emergency for the debriefing meeting and ensure they are secured for future reference. 3. Attend the debriefing meeting with the ECO members.

10.6.4 First Aid Officer

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**FIRST AID OFFICER**	**Allocated to:** **First Aid Officer**
Area:	Terminal	**Deputy:** NA
ECO ID Colour:	Green	
On Site Emergency Assembly Point (EAP):	No. 5	Sea Farer's Building, Gate B105A
Alternative On Site EAP:	No. 4	Maintenance Car Park
Off Site EAP:	No. E1	Sir Joseph Banks Park, Enter via Fremlin Street, Banksmeadow, NSW 2019
Key Responsibilities:	Provide First Aid to injured personnel/visitors as needed.	

Personal Attributes of the First Aid Officer:

1. Be capable of performing their duties.
2. Display effective decision-making skills.
3. Demonstrate the capability to remain calm under pressure.
4. Be available to undertake their appointed duties.
5. Be capable of effectively communicating with occupants and visitors.
6. Be familiar with the facility.
7. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

Pre-Emergency	1. Ensure personal ECO identification is available (i.e. green helmet, green vest and torch). 2. Ensure First Aid Kit stocked, and terminal ambulance is stocked and operational. 3. Attend training and Emergency Readiness Exercises (ERE) as required by the Emergency Planning Committee (EPC).
Emergency	**On the emergency alarm being raised, or on becoming aware of the emergency, take the following actions:**
	1. Put on the First Aid Officer's green helmet and green vest. 2. If First Aid Officer is required, drive terminal ambulance to the injured person and provide First Aid. 3. If an ambulance is required, notify the Chief Warden immediately to contact the Emergency Services for an ambulance. 4. On arrival of the ambulance handover to the paramedics. 5. If First Aid Officer is not required, wait at the First Aid Room for direction from the Chief Warden. 6. If First Aid Officer is required to evacuate from the First Aid Rooms by the Area Warden, take First Aid Kit to the Emergency Assembly Point and wait for further instruction.
Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services Incident Controller (IC) and control has been handed back to the Chief Warden, take the following action:**
	1. On the 'ALL CLEAR – ALL CLEAR –ALL CLEAR' being given by the Area Warden, return to work. 2. Complete First Aid report. 3. Collate the records of the events during the emergency for the debriefing meeting. 4. Attend the debriefing meeting with the ECO members.

10.6.5 Media Liaison

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**MEDIA LIAISON**	**Allocated to:** **Patrick's Media Spoke's Person**
Area:	Terminal	**Deputy:** NA
ECO ID Colour:	Blue	
Located at Corporate Office		
Key Responsibilities:	Provide communication support to the Chief Warden and provide liaison with the media.	

Personal Attributes of the Media Liaison:

1. Be capable of performing their duties.
2. Display effective decision-making skills.
3. Demonstrate the capability to remain calm under pressure.
4. Be available to undertake their appointed duties.
5. Be capable of effectively communicating with occupants and visitors.
6. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

10.6.6 AREA WARDEN 1 – Tower/Administration Building & Amenities

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**AREA WARDEN 1**	**Area Warden** Production Manager
Area:	Tower/Administration Building (Floors – 2, 1 & GF)	**Area Deputy Warden** Senior Clerk
ECO ID Colour:	Yellow	
On Site Emergency Assembly Point (EAP):	No. 1	Sea Farer's Building, Gate B105A
Alternative On Site EAP:	No. 5	Outside B110 Exit Gate (left side)
Off Site EAP:	No. E1	Sir Joseph Banks Park, Enter via Fremlin Street, Banksmeadow, NSW 2019
Key Responsibilities:	Coordinate the evacuation of nominated areas/buildings. If the Area Warden is unavailable, the Deputy Area Warden will take over.	

Personal Attributes of the Area Warden:

1. Be capable of performing their duties.
2. Have leadership qualities and the ability to command authority.
3. Display effective decision-making skills.
4. Demonstrate the capability to remain calm under pressure.
5. Be available to undertake their appointed duties.
6. Be capable of effectively communicating with occupants and visitors.
7. Be capable to deputizing for other positions on the ECO.
8. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

Pre-Emergency	1. Ensure personnel/visitors are aware of the Emergency Response Plan (ERP). 2. Ensure the evacuation procedures are communicated to all personnel/visitors within nominate area – **Administration Building and Staff Amenities.** 3. Ensure that personnel/visitors in nominated area are aware of the identity and location of their Area Warden(s). 4. Reception Security Officer to advise visitors of evacuation procedures and to wait at the turnstile for it to be activated. 5. Regularly check the access and egress points to and from areas/ buildings, and access to first-attack equipment are kept clear of obstructions. Ensure any rubbish is removed. 6. Report on deficiencies of emergency equipment to the Engineering and Maintenance Manager. 7. For sensory or mobility impaired person/visitor requiring assistance coordinate the completion of the 'Personal Emergency Evacuation Plan (PEEP)' detailing assistance required during an emergency situation and/or Emergency Readiness Exercises (ERE). 8. Attend training and EREs, as required by the Emergency Planning Committee (EPC). 9. Ensure personal ECO identification is available (i.e. yellow helmet/vest annd loud hailer).
Emergency	**On the emergency alarm being raised, or on becoming aware of an emergency, take the following actions:**
	1. Put on the Area Warden's yellow helmet and yellow vest. 2. Implement the emergency response procedures for their area. 3. Divert reception phone to the Communications Officer's (most senior security officer on the terminal) mobile phone. 4. Collect the 'Visitors Sign In Book'. 5. Check the area for fire and/or smoke. 6. If the emergency is not in your area, commence evacuation if directed by Chief Warden. Otherwise wait for instruction from the Chief Warden. 7. If the emergency is in your area contact the Chief Warden immediately to notify the Emergency Services, and evacuate the area/buildings. 8. Clear your allocated area (including Administration and Breezeway Buildings, offices, meetings rooms, change rooms, amenities and toilets etc.) of all people. 9. Locate air conditioning and turn off.

	10. Search the allocated area to ensure all people have evacuated. 11. Close all doors and windows once the area has been cleared. 12. Assist people who are sensory or mobility impaired. If the sensory or mobility impaired person/visitor is at risk, arrange for someone to move the person to an area not affected and stay with them. Contact the Chief Warden and report the situation. 13. Direct people to the designated **Emergency Assembly Point 1 - Sea Farer's Building, Gate B105A.** 14. If it is unsafe to access **Emergency Assembly Point 1**, move by the safest and shortest route to the alternative **Emergency Assembly Point 5 – Outside B110 Exit Gate (left side).** 15. Where possible request assistance from other people to assist with the safe egress to the designated Emergency Assembly Point. 16. Ensure the egress of people from the area is managed in a safe and orderly manner. 17. Conduct a headcount and identify personnel/visitors that may be unaccounted for. 18. On completion of the headcount, contact the Chief Warden by agreed communication system of any unaccounted for personnel/visitors and any other relevant information. 19. Follow any specific directions from the Chief Warden.

Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services Incident Controller (IC) and control has been handed back to the Chief Warden, follow direction from the Chief Warden, including the following actions:**
	1. On the 'ALL CLEAR – ALL CLEAR – ALL CLEAR' being given by the Area Warden, return to work. 2. As required, assist Chief Warden in returning the terminal to normal (pre-emergency) operations. 3. Report any deficiencies of emergency equipment or that needs replacement to the Chief Warden. 4. Complete a report of actions taken during the emergency for the debrief meeting. 5. Attend the debrief meeting with ECO members.

10.6.7 AREA WARDEN 2 – Quay line and Vessels

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**AREA WARDEN 2**	**Area Warden** **Safety Facilitator**
Area:	Quay Line & Vessels	**Deputy Area Warden** NA
ECO ID Colour:	Yellow	
On Site Emergency Assembly Point (EAP):	No. 1	Sea Farer's Building, Gate B105A
Alternative On Site EAP:	No. 5	Outside B110 Exit Gate (left side)
Off Site EAP:	No. E1	Sir Joseph Banks Park, Enter via Fremlin Street, Banksmeadow, NSW 2019
Key Responsibilities:	Coordinate the evacuation of nominated areas/buildings. If the Area Warden is unavailable, the Deputy Area Warden will take over.	

Personal Attributes of the Area Warden:

1. Be capable of performing their duties.
2. Have leadership qualities and the ability to command authority.
3. Display effective decision-making skills.
4. Demonstrate the capability to remain calm under pressure.
5. Be available to undertake their appointed duties.
6. Be capable of effectively communicating with occupants and visitors.
7. Be capable to deputizing for other positions on the ECO.
8. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

Pre-Emergency	9. Ensure personnel/visitors are aware of the Emergency Response Plan (ERP). 10. Ensure the evacuation procedures are communicated to all personnel/ visitors within nominate area. 11. Ensure that personnel/visitors in nominated area are aware of the identity and location of their Area Warden(s). 12. Regularly check the access and egress points to and from areas/ buildings, and access to first-attack equipment are kept clear of obstructions. Ensure any rubbish is removed. 13. Report on deficiencies of emergency equipment to the Engineering & Maintenance Manager. 14. For sensory or mobility impaired person/visitor requiring assistance coordinate the completion of the 'Personal Emergency Evacuation Plan (PEEP)' detailing assistance required during an emergency situation and/or Emergency Readiness Exercises (ERE). 15. Attend training and EREs, as required by the Emergency Planning Committee (EPC). 16. Ensure personal ECO identification is available (i.e. yellow helmet, yellow vest, torch and loud hailer).
Emergency	**On the emergency alarm being raised, or on becoming aware of an emergency, take the following actions:**
	20. Put on the Area Warden's yellow helmet and yellow vest. 21. Implement the emergency response procedures for their area. 22. Divert reception phone to the Communications Officer's (most senior security officer on the terminal) mobile phone. 23. Collect the 'Visitors Sign In Book'. 24. Check the area for fire and/or smoke. 25. If the emergency is not in your area, commence evacuation if directed by Chief Warden. Otherwise wait for instruction from the Chief Warden. 26. If the emergency is in your area contact the Chief Warden immediately to notify the Emergency Services, and evacuate the area/buildings. 27. Clear your allocated area (including Administration and Breezeway Buildings, offices, meetings rooms, change rooms, amenities and toilets etc.) of all people. 28. Locate air conditioning and turn off. 29. Search the allocated area to ensure all people have evacuated.

	30. Close all doors and windows once the area has been cleared. 31. Assist people who are sensory or mobility impaired. If the sensory or mobility impaired person/visitor is at risk, arrange for someone to move the person to an area not affected and stay with them. Contact the Chief Warden and report the situation. 32. Direct people to the designated **Emergency Assembly Point 1 - Sea Farer's Building, Gate B105A.** 33. If it is unsafe to access **Emergency Assembly Point 1**, move by the safest and shortest route to the alternative **Emergency Assembly Point 5 – Outside B110 Exit Gate (left side).** 34. Where possible request assistance from other people to assist with the safe egress to the designated Emergency Assembly Point. 35. Ensure the egress of people from the area is managed in a safe and orderly manner. 36. Conduct a headcount and identify personnel/visitors that may be unaccounted for. 37. On completion of the headcount, contact the Chief Warden by agreed communication system of any unaccounted for personnel/visitors and any other relevant information. 38. Follow any specific directions from the Chief Warden.
Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services Incident Controller (IC) and control has been handed back to the Chief Warden, follow direction from the Chief Warden, including the following actions:**
	1. On the 'ALL CLEAR – ALL CLEAR – ALL CLEAR' being given by the Area Warden, return to work. 2. As required, assist Chief Warden in returning the terminal to normal (pre-emergency) operations. 3. Report any deficiencies of emergency equipment or that needs replacement to the Chief Warden. 4. Complete a report of actions taken during the emergency for the debrief meeting. 5. Attend the debrief meeting with ECO members.

10.6.8 AREA WARDEN 3 – Truck Grids

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**AREA WARDEN 3**	**Area Warden** **Mobile Security Officer**
Area:	Truck Grid	**Deputy Area Warden** NA
ECO ID Colour:	Yellow	
On Site Emergency Assembly Point (EAP):	No. 3	Next to the ATH/Tele-Op Amenities
Alternative On Site EAP:	No. 4	Outside Rail Building
Off Site EAP:	No. E1	Sir Joseph Banks Park, Enter via Fremlin Street, Banksmeadow, NSW 2019
Key Responsibilities:	Coordinate the evacuation of nominated areas/buildings. If the Area Warden is unavailable, the Deputy Area Warden will take over.	

Personal Attributes of the Area Warden:

1. Be capable of performing their duties.
2. Have leadership qualities and the ability to command authority.
3. Display effective decision-making skills.
4. Demonstrate the capability to remain calm under pressure.
5. Be available to undertake their appointed duties.
6. Be capable of effectively communicating with occupants and visitors.
7. Be capable to deputizing for other positions on the ECO.
8. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

Pre-Emergency	1. Ensure personnel/visitors are aware of the Emergency Response Plan (ERP). 2. Ensure the evacuation procedures are communicated to all personnel/visitors within nominate area - **Quay Line & Vessels.** 3. Ensure that personnel/visitors in nominated area are aware of the identity and location of their Area Warden(s). 4. Regularly check the access and egress points to and from areas/ buildings, and access to first-attack equipment are kept clear of obstructions. Ensure any rubbish is removed. 5. Report on deficiencies of emergency equipment to the Engineering and Maintenance Manager. 6. For sensory or mobility impaired person/visitor requiring assistance coordinate the completion of the 'Personal Emergency Evacuation Plan (PEEP)' detailing assistance required during an emergency situation and/or Emergency Readiness Exercises (ERE). 7. Liaise with Shift Manager to collect 'Labour Allocation Sheet' for headcount. 8. Attend training and EREs, as required by the Emergency Planning Committee (EPC). 9. Ensure personal ECO identification is available (i.e. yellow helmet, yellow vest, torch and loud hailer).
Emergency	**On the emergency alarm being raised, or on becoming aware of an emergency, take the following actions:**
	1. Put on the Area Warden's yellow helmet and yellow vest. 2. Implement the emergency response procedures for their area. 3. Check the area for fire and/or smoke. 4. If the emergency is not in your area, commence evacuation if directed by Chief Warden. Otherwise wait for instruction from the Chief Warden. 5. If the emergency is in your area contact the Chief Warden immediately to notify the Emergency Services, and evacuate the area/buildings. 6. Clear your allocated area (including cranes, maintenance areas along the quay line and vessels (if required) etc.) of all people. 7. Search the allocated area to ensure all people have evacuated. 8. Assist people who are sensory or mobility impaired. If the sensory or mobility impaired person/visitor is at risk, arrange for someone to move the person to

	an area not affected and stay with them. Contact the Chief Warden and report the situation. Direct people to the designated **Emergency Assembly Point 2 –** Next to the ATH/Tele-Op Amenities 9. If it is unsafe to access **Emergency Assembly Point 2** move by the safest and shortest route to the alternative **Emergency Assembly Point 3 – Outside Rail Building.** 10. Where possible request assistance from other workers to assist with the safe egress to the designated **Emergency Assembly Point.** 11. Ensure the egress of people from the area is managed in a safe and orderly manner. 12. Liaise with the Shift Manager to collect the 'Labour Allocation Sheet' and take to the Emergency Assembly Point for the headcount. 13. Conduct a headcount and identify personnel/visitors that may be unaccounted for. 14. On completion of the headcount, contact the Chief Warden by agreed communication system of any unaccounted for personnel/visitors and any other relevant information. 15. Follow any specific directions from the Chief Warden.
Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services Incident Controller (IC) and control has been handed back to the Chief Warden, follow direction from the Chief Warden, including the following actions:**
	1. On the 'ALL CLEAR – ALL CLEAR – ALL CLEAR' being given by the Area Warden, return to work. 2. As required, assist Chief Warden in returning the terminal to normal (pre-emergency) operations. 3. Report any deficiencies of emergency equipment or that needs replacement to the Chief Warden. 4. Complete a report of actions taken during the emergency for the debrief meeting. 5. Attend the debrief meeting with ECO members.

10.6.9 AREA WARDENS 4 & 5 – Maintenance Offices, Workshop, Stores, & Reefer Office/Areas

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**AREA WARDENS 4 & 5**	**Area Warden** Technical Specialist (1)
Area:	Maintenance Offices, Workshop, & Stores, & Reefer Office/Areas	**Deputy Area Warden** Technical Specialist (2)
ECO ID Colour:	Yellow	
On Site Emergency Assembly Point (EAP):	No. 4	Maintenance Car Park (near exit)
Alternative On Site EAP:	No. 5	Outside B110 Exit Gate (left side)
Off Site EAP:	No. E1	Sir Joseph Banks Park, Enter via Fremlin Street, Banksmeadow, NSW 2019
Key Responsibilities:	Coordinate the evacuation of nominated areas/buildings. If the Area Warden is unavailable, the Deputy Area Warden will take over.	

Personal Attributes of the Area Warden:

1. Be capable of performing their duties.
2. Have leadership qualities and the ability to command authority.
3. Display effective decision-making skills.
4. Demonstrate the capability to remain calm under pressure.
5. Be available to undertake their appointed duties.
6. Be capable of effectively communicating with occupants and visitors.
7. Be capable to deputizing for other positions on the ECO.
8. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

Pre-Emergency	1. Ensure personnel/visitors are aware of the Emergency Response Plan (ERP). 2. Ensure the evacuation procedures are communicated to all personnel/visitors within nominate area – **Maintenance Offices, Buildings, Workshop, Forecourt & Stores, & Reefer Compound.** 3. Ensure that personnel/visitors in nominated area are aware of the identity and location of their Area Warden(s). 4. Regularly check the access and egress points to and from areas/ buildings, and access to first-attack equipment are kept clear of obstructions. Ensure any rubbish is removed. 5. Report on deficiencies of emergency equipment to the Engineering and Maintenance Manager. 6. For sensory or mobility impaired person/visitor requiring assistance coordinate the completion of the 'Personal Emergency Evacuation Plan (PEEP)' detailing assistance required during an emergency situation and/or Emergency Readiness Exercises (ERE). 7. Attend training and EREs, as required by the Emergency Planning Committee (EPC). 8. Ensure personal ECO identification is available (i.e. yellow helmet/vest, torch and loud hailer).
Emergency	**On the emergency alarm being raised, or on becoming aware of an emergency, take the following actions:**
	1. Put on the Area Warden's yellow helmet and yellow vest. 2. Implement the emergency response procedures for their area. 3. Check the area for fire and/or smoke. 4. If the emergency is not in your area, commence evacuation if directed by Chief Warden. Otherwise wait for instruction from the Chief Warden. 5. If the emergency is in your area contact the Chief Warden immediately to notify the Emergency Services, and evacuate the area/buildings. 6. Clear your allocated area (including Yard area, offices, meetings rooms, change rooms, amenities and toilets etc.) of all people. 7. Locate air conditioning and turn off. 8. Search the allocated area to ensure all people have evacuated. 9. Close all doors and windows once the area has been cleared. 10. Assist people who are sensory or mobility impaired. If the sensory or mobility impaired person/visitor is at risk, arrange for someone to move the person to an

	area not affected and stay with them. Contact the Chief Warden and report the situation. 11. Direct people to the designated **Emergency Assembly Point 4 – Maintenance car park (exit gate).** 12. If it is unsafe to access **Emergency Assembly Point 4**, move by the safest and shortest route to the alternative **Emergency Assembly Point 5 - Outside B110 Exit Gate (left side).** 13. Where possible request assistance from other people to assist with the safe egress to the designated **Emergency Assembly Point.** 14. Ensure the egress of people from the area is managed in a safe and orderly manner. 15. Conduct a headcount and identify personnel/visitors that may be unaccounted for. 16. On completion of the headcount, contact the Chief Warden by agreed communication system of any unaccounted for personnel/visitors and any other relevant information. 17. Follow any specific directions from the Chief Warden.
Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services Incident Controller (IC) and control has been handed back to the Chief Warden, follow direction from the Chief Warden, including the following actions:**
	1. On the 'ALL CLEAR – ALL CLEAR – ALL CLEAR' being given by the Area Warden, return to work. 2. As required, assist Chief Warden in returning the terminal to normal (pre-emergency) operations. 3. Report any deficiencies of emergency equipment or that needs replacement to the Chief Warden. 4. Complete a report of actions taken during the emergency for the debrief meeting. 5. Attend the debrief meeting with ECO members.

10.6.10 AREA WARDEN 6 – Rail Building & ARMG Siding

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**AREA WARDEN 6**	**Area Warden** **Rail Coordinator**
Area:	Rail Building & ARMG Siding	**Deputy Area Warden** Rail Team Leader
ECO ID Colour:	Yellow	
On Site Emergency Assembly Point (EAP):	No. 4	Pumphouse west of building
Alternative On Site EAP:	No. 3	Maintenance Car Park (Against Ramp Bexit)
Off Site EAP:	No. E1	Sir Joseph Banks Park, Enter via Fremlin Street, Banksmeadow, NSW 2019
Key Responsibilities:	Coordinate the evacuation of nominated areas/buildings. If the Area Warden is unavailable, the Deputy Area Warden will take over.	

Personal Attributes of the Area Warden:

1. Be capable of performing their duties.
2. Have leadership qualities and the ability to command authority.
3. Display effective decision-making skills.
4. Demonstrate the capability to remain calm under pressure.
5. Be available to undertake their appointed duties.
6. Be capable of effectively communicating with occupants and visitors.
7. Be capable to deputizing for other positions on the ECO.
8. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

Pre-Emergency	1. Ensure personnel/visitors are aware of the Emergency Response Plan (ERP). 2. Ensure the evacuation procedures are communicated to all personnel/visitors within nominate area – **Rail Building & ARMG Siding** 3. Ensure that personnel/visitors in nominated area are aware of the identity and location of their Area Warden(s). 4. Regularly check the access and egress points to and from areas/ buildings, and access to first-attack equipment are kept clear of obstructions. Ensure any rubbish is removed. 5. Report on deficiencies of emergency equipment to the Engineering and Maintenance Manager. 6. For sensory or mobility impaired person/visitor requiring assistance coordinate the completion of the 'Personal Emergency Evacuation Plan (PEEP)' detailing assistance required during an emergency situation and/or Emergency Readiness Exercises (ERE). 7. Attend training and EREs, as required by the Emergency Planning Committee (EPC). 8. Ensure personal ECO identification is available (i.e. yellow helmet, yellow vest, torch and loud hailer).
Emergency	**On the emergency alarm being raised, or on becoming aware of an emergency, take the following actions:**
	1. Put on the Area Warden's yellow helmet and yellow vest. 2. Implement the emergency response procedures for their area. 3. Check the area for fire and/or smoke. 4. If the emergency is not in your area, commence evacuation if directed by Chief Warden. Otherwise wait for instruction from the Chief Warden. 5. If the emergency is in your area contact the Chief Warden immediately to notify the Emergency Services, and evacuate the area/buildings. 6. Clear your allocated area (including , Exit Road, offices, meetings rooms, change rooms, amenities and toilets etc.) of all people. 7. Locate air conditioning and turn off. 8. Search the allocated area to ensure all people have evacuated. 9. Close all doors and windows once the area has been cleared.

	10. Assist people who are sensory or mobility impaired. If the sensory or mobility impaired person/visitor is at risk, arrange for someone to move the person to an area not affected and stay with them. Contact the Chief Warden and report the situation. 11. If Shunting activities are occurring in the ARMG siding, contact RTL/WWR and ensure train crew are informed of the evacuation and the location of the assembly area. 12. Direct people to the designated **Emergency Assembly Point 3 – West of Rail Building near pump house.** 13. If it is unsafe to access **Emergency Assembly Point 3**, move by the safest and shortest route to the alternative **Emergency Assembly Point 4 – Maintenance Car Park (exit gate).** 14. Where possible request assistance from other people to assist with the safe egress to the designated **Emergency Assembly Point.** 15. Ensure the egress of people from the area is managed in a safe and orderly manner. 16. Conduct a headcount and identify personnel/visitors that may be unaccounted for. 17. On completion of the headcount, contact the Chief Warden by agreed communication system of any unaccounted for personnel/visitors and any other relevant information. 18. Follow any specific directions from the Chief Warden.
Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services Incident Controller (IC) and control has been handed back to the Chief Warden, follow direction from the Chief Warden, including the following actions:**
	1. On the 'ALL CLEAR – ALL CLEAR – ALL CLEAR' being given by the Area Warden, return to work. 2. As required, assist Chief Warden in returning the terminal to normal (pre-emergency) operations. 3. Report any deficiencies of emergency equipment or that needs replacement to the Chief Warden. 4. Complete a report of actions taken during the emergency for the debrief meeting. 5. Attend the debrief meeting with ECO members.

AREA WARDEN 7 – Corporate office (SHED)

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**AREA WARDEN 9**	**Area Warden** **EA – GM, IR/HR & Safety**
Area:	Corporate Office at Gate B105A	**Deputy Area Warden** TBA
ECO ID Colour:	Yellow	
On Site Emergency Assembly Point (EAP):	No. 1	Sea Farer's Building, Gate B105A
Alternative On Site EAP:	No. 5	Outside B110 Exit Gate (left side)
Off Site EAP:	No. E2	Port Botany Boat Ramp, Foreshore Road, Port Botany, NSW 2036
Key Responsibilities:	Coordinate the evacuation of nominated areas/buildings. If the Area Warden is unavailable, the Deputy Area Warden will take over.	

Personal Attributes of the Area Warden:

1. Be capable of performing their duties.
2. Have leadership qualities and the ability to command authority.
3. Display effective decision-making skills.
4. Demonstrate the capability to remain calm under pressure.
5. Be available to undertake their appointed duties.
6. Be capable of effectively communicating with occupants and visitors.
7. Be capable to deputizing for other positions on the ECO.
8. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

Pre-Emergency	1. Ensure personnel/visitors are aware of the Emergency Response Plan (ERP). 2. Ensure the evacuation procedures are communicated to all personnel/visitors within nominate area – **Maintenance Offices, Buildings, Workshop, Forecourt & Stores, & Reefer Compound.** 3. Ensure that personnel/visitors in nominated area are aware of the identity and location of their Area Warden(s). 4. Regularly check the access and egress points to and from areas/ buildings, and access to first-attack equipment are kept clear of obstructions. Ensure any rubbish is removed. 5. Report on deficiencies of emergency equipment to the Engineering and Maintenance Manager. 6. For sensory or mobility impaired person/visitor requiring assistance coordinate the completion of the 'Personal Emergency Evacuation Plan (PEEP)' detailing assistance required during an emergency situation and/or Emergency Readiness Exercises (ERE). 7. Attend training and EREs, as required by the Emergency Planning Committee (EPC). 8. Ensure personal ECO identification is available (i.e. yellow helmet, yellow vest, torch and loud hailer).
Emergency	**On the emergency alarm being raised, or on becoming aware of an emergency, take the following actions:**
	1. Put on the Area Warden's yellow helmet and yellow vest. 2. Implement the emergency response procedures for their area. 3. Collect the 'Visitors Sign In Book'. 4. Check the area for fire and/or smoke. 5. If the emergency is not in your area, commence evacuation if directed by Chief Warden. Otherwise wait for instruction from the Chief Warden. 6. If the emergency is in your area contact the Chief Warden immediately to notify the Emergency Services, and evacuate the area/buildings. 7. Clear your allocated area (including offices, meetings rooms, change rooms, amenities, toilets, workshop, forecourt, Reefer Compound, refuelling area and Reefer compound etc.) of all people. 8. Locate air conditioning and turn off.

	9. Search the allocated area to ensure all people have evacuated. 10. Close all doors and windows once the area has been cleared. 11. Assist people who are sensory or mobility impaired. If the sensory mobility impaired person/visitor is at risk, arrange for someone to move the person to an area not affected and stay with them. Contact the Chief Warden and report the situation. 12. Direct people to the designated **Emergency Assembly Point 1 – Next to Sea Farer's Hut (Gate B105).** 13. If it is unsafe to access **Emergency Assembly Point 1**, move by the safest and shortest route to the alternative **Emergency Assembly Point 5 – Outside B110 Exit Gate (left side).** 14. Where possible request assistance from other people to assist with the safe egress to the designated **Emergency Assembly Point.** 15. Ensure the egress of people from the area is managed in a safe and orderly manner. 16. Conduct a headcount and identify personnel/visitors that may be unaccounted for. 17. On completion of the headcount, contact the Chief Warden by agreed communication system of any unaccounted for personnel/visitors and any other relevant information. 18. Follow any specific directions from the Chief Warden.

Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services Incident Controller (IC) and control has been handed back to the Chief Warden, follow direction from the Chief Warden, including the following actions:**
	1. On the 'ALL CLEAR – ALL CLEAR – ALL CLEAR' being given by the Area Warden, return to work. 2. As required, assist Chief Warden in returning the terminal to normal (pre-emergency) operations. 3. Report any deficiencies of emergency equipment or that needs replacement to the Chief Warden. 4. Complete a report of actions taken during the emergency for the debrief meeting. 5. Attend the debrief meeting with ECO members.

10.6.11 AREA WARDEN 8 – Cargo Link Building & Training Room

Emergency Control Organisation (ECO) Position Description & Duties		
Role: (Assigned by EPC)	**AREA WARDEN 8**	**Area Warden** **Qube Supervisor**
Area:	Cargo Link Building & Yard, Training Room	**Deputy Area Warden** Trainer (if using the Training Room)
ECO ID Colour:	Yellow	
On Site Emergency Assembly Point (EAP):	No. 5	Outside Rail Building
Alternative On Site EAP:	No. 4	Maintenance Car Park (Against Ramp B)
Off Site EAP:	No. E1	Sir Joseph Banks Park, Enter via Fremlin Street, Banksmeadow, NSW 2019
Key Responsibilities:	Coordinate the evacuation of nominated areas/buildings. If the Area Warden is unavailable, the Deputy Area Warden will take over.	

Personal Attributes of the Area Warden:

1. Be capable of performing their duties.
2. Have leadership qualities and the ability to command authority.
3. Display effective decision-making skills.
4. Demonstrate the capability to remain calm under pressure.
5. Be available to undertake their appointed duties.
6. Be capable of effectively communicating with occupants and visitors.
7. Be capable to deputizing for other positions on the ECO.
8. Be able to undergo relevant training.

Duties Common to all ECO Positions:

1. Wear designated personal ECO identification – helmet and vest.
2. Acquire work materials as necessary.
3. Organise, assign and brief supervised personnel.
4. Adopt clear terminology in all communications.
5. Maintain a written Personal Log during the response.
6. Promptly complete Emergency Incident documentation as required.
7. Provide briefings, as necessary, for incoming personnel.
8. **Follow all Work Health & Safety requirements.**

Pre-Emergency	1. Ensure personnel/visitors are aware of the Emergency Response Plan (ERP). 2. Ensure the evacuation procedures are communicated to all personnel/visitors within nominate area – **Qube Building & Training Room.** 3. Ensure that personnel/visitors in nominated area are aware of the identity and location of their Area Warden(s). 4. Regularly check the access and egress points to and from areas/ buildings, and access to first-attack equipment are kept clear of obstructions. Ensure any rubbish is removed. 5. Report on deficiencies of emergency equipment to the Engineering and Maintenance Manager. 6. For sensory or mobility impaired person/visitor requiring assistance coordinate the completion of the 'Personal Emergency Evacuation Plan (PEEP)' detailing assistance required during an emergency situation and/or Emergency Readiness Exercises (ERE). 7. Attend training and EREs, as required by the Emergency Planning Committee (EPC). 8. Ensure personal ECO identification is available (i.e. yellow helmet, yellow vest, torch and loud hailer).
Emergency	**On the emergency alarm being raised, or on becoming aware of an emergency, take the following actions:**
	1. Put on the Area Warden's yellow helmet and yellow vest. 2. Implement the emergency response procedures for their area. 3. Check the area for fire and/or smoke. 4. If the emergency is not in your area, commence evacuation if directed by Chief Warden. Otherwise wait for instruction from the Chief Warden. 5. If the emergency is in your area contact the Chief Warden immediately to notify the Emergency Services, and evacuate the area/buildings. 6. Clear your allocated area (including offices, meetings rooms, change rooms, amenities, toilets, Rail Yard, etc.) of all people. 7. Locate air conditioning and turn off. 8. Search the allocated area to ensure all people have evacuated. 9. Close all doors and windows once the area has been cleared. 10. Assist people who are sensory or mobility impaired. If the sensory or mobility impaired person/visitor is at risk, arrange for someone to move the person to

	an area not affected and stay with them. Contact the Chief Warden and report the situation. 11. Direct people to the designated **Emergency Assembly Point 5 - Outside Gate B110 Exit Gate (left side).** 12. If it is unsafe to access **Emergency Assembly Point 3**, move by the safest and shortest route to the alternative **Emergency Assembly Point 4 - Maintenance Car Park (inside, near exit gate).** 13. Where possible request assistance from other people to assist with the safe egress to the designated **Emergency Assembly Point.** 14. Ensure the egress of people from the area is managed in a safe and orderly manner. 15. Conduct a headcount and identify personnel/visitors that may be unaccounted for. 16. On completion of the headcount, contact the Chief Warden by agreed communication system of any unaccounted for personnel/visitors and any other relevant information. 17. Follow any specific directions from the Chief Warden.
Post-Emergency	**Once the emergency has been declared TERMINATED by the Emergency Services Incident Controller (IC) and control has been handed back to the Chief Warden, follow direction from the Chief Warden, including the following actions:**
	1. On the 'ALL CLEAR – ALL CLEAR – ALL CLEAR' being given by the Area Warden, return to work. 2. As required, assist Chief Warden in returning the terminal to normal (pre-emergency) operations. 3. Report any deficiencies of emergency equipment or that needs replacement to the Chief Warden. 4. Complete a report of actions taken during the emergency for the debrief meeting. 5. Attend the debrief meeting with ECO members.

11. EMERGENCY PROCEDURES

11.1 General Emergency Management Principles (PPRR)

11.1.1 Overview

The initial responsibility of managing an emergency lies with the Chief Warden, until the Emergency Services Incident Controller (IC) arrives on site. On arrival the Chief Warden will hand control to the Emergency Services IC the Chief Warden will support the Emergency Services IC for the duration of the emergency. When the Emergency Services IC has terminated the emergency, the Chief Warden will follow as required a Critical Incident Recover Plan (CIRP) and return the terminal to normal operations.

11.1.2 Emergency Prevention, Preparedness, Response and Recovery (PPRR)

Emergency Planning Committee (EPC) will manage Patrick PBT responsibilities for prevention, preparedness, response and recovery (PPRR) for emergency management at the terminal as follows:

Prevention	• Identify and address risks as an ongoing process. • Prepare and maintain a plan that outlines a system for auditing Patrick PBT activities and emergency response procedures. • Maintain a "living" Patrick PBT ERP document augmented by continuous improvement. • Commission/undertake a triennial external risk assessment and hazard identification for the terminal and neighbouring facilities. • Create relationships to ensure a whole terminal focus on emergency response. • Maintain a system to report, investigate and review emergencies.
Preparedness	• Ensure currency of ERP. • Facilitate training and exercises for plans and procedures. • Ensure that training and exercises de-briefs are carried out in a timely fashion. • Ensure that all occupants and visitors, including the emergency responders are kept informed, trained and maintain the competencies to execute emergency response procedures.

Response	• Provide 24 hour coverage for emergency response. • Offer the Emergency Services an Emergency Control Point (ECP). • Offer coordination assistance, terminal expertise and resource acquisition to the relevant Emergency Services Incident Controller (IC). • Participate as a member of the Emergency Committee Organisation (ECO). • Coordinate truck movements during an emergency as required. • Provide media liaison on terminal matters. • Maintain safe terminal operations at all levels.
Recovery	• In consultation with NSW Ports/Sydney Ports Corporation review establishing a terminal precinct disaster/incident recovery committee. • Conduct a full assessment of the recovery and restoration requirements as soon as possible after the initial impact. • Hold debriefing sessions with the Emergency Services and appropriate regulators and/or agencies involved in the emergency. • Hold debriefing meetings with the EPC and ECO. • Facilitate the recovery of all services/operations within Patrick PBT boundary. • Restoration of essential services e.g. roads, transport, water and electricity will remain the responsibility of those agencies responsible for providing those services. • Through consultation with Patrick PBT occupants and visitors, and emergency services minimise the possibility of the hazard/emergency recurring and/or lessen its effect on the terminal.

11.1.3 Emergency Colour Codes

Clearly identify emergency response procedures using emergency colour codes (AS 3745, Clause 4.3, Table 4.1), as per Table 11.1.

Table 11.1 Emergency Colour Codes

Emergency	Colour
Fire and/or Smoke	Red
Bomb Threat	Purple
Medical emergency	Blue
Personal threat	Black
Internal emergency	Yellow
External emergency	Brown
Evacuation	Orange

11.2 General Emergency on/off Site (Code Brown or Code Yellow)

11.2.2 General Emergency on/off Site - Procedure

11.2.2.1 On becoming aware of an EMERGENCY SITUATION, the PERSON will:

(a) Immediately raise the verbal emergency alarm.

"EMERGENCY – EMERGENCY – EVACUATE NOW"

(b) Immediately contact the Shift Manager.

(c) Immediately, if trained and it is safe to do so, secure the affected area(s) to restrict access with available equipment.

11.2.2.2 On becoming aware of the emergency, the SHIFT MANAGER will:

(a) Ascertain the location, extent and nature of the emergency.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

11.2.2.3 On being made aware of an emergency the CHIEF WARDEN will:

(a) If the emergency has the potential to affect other areas, use the designated (broadcast) emergency radio channel and notify all Ship and Yard Team Leaders of the restricted access to the affected area(s).

(b) If required and it is safe to do, arrange for the affected area to be barricaded to divert traffic, this is to be kept in place until the emergency is declared terminated.

(c) Activate the Emergency Response Plan (ERP).

(d) Contact the First Aid Officer.

(e) Establish the Emergency Control Point (ECP) in the Security Office.

(f) Determine if the emergency is an external emergency (Code Brown) i.e. as a result of an emergency occurring at a neighbouring facility or if access to the terminal is restricted.

(g) Determine if the emergency is on site (Code Yellow).

(h) Decide if an evacuation is required for any affected building(s)/area(s).

11.2.2.5 If an EVACUATION IS NOT required go to Section 11.2.2.9 Return to NORMAL (PRE-EMERGENCY) OPERATIONS.

11.2.2.6 If an EXTERNAL EVACUATION is required the CHIEF WARDEN will:

(a) Activate the evacuation of the affected building(s)/area(s) to the designated external Emergency Assembly Areas following the ERP.

11.2.2.7 If an ON SITE EVACUATION is required, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services, and if needed Support Agencies.

(b) If the emergency involves a Bomb Threat the Chief Warden MUST request Security Officer(s) to go to the Emergency Assembly Points and visually check for any suspicious packages before the Chief Warden begins the evacuation procedures.

(c) The Security Officer(s) will inspect each Emergency Assembly Point and report back to the Chief Warden.

(d) If the Emergency Assembly Points are clear the Chief Warden will activate the evacuation of the affected area(s).

(e) The Chief Warden will contact Area Warden(s) and direct them to evacuate all people/visitors to their designated Emergency Assembly Point.

(f) Chief Warden to direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(g) The Area Warden(s) will evacuate all people/visitors from the building(s)/area(s) to the designated Emergency Assembly Point.

(h) Area Warden(s) will account for all people/visitors at the Emergency Assembly Point and contact the Chief Warden reporting any unaccounted for people/visitors and any relevant information.

(i) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to the Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation, details of any unaccounted for people/visitors, and any other relevant information.

(j) The Chief Warden will liaise with the Emergency Services IC.

(k) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required.

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

(l) The Communications Officer, if required by the Chief Warden will contact the neighbouring facilities and advise them of the emergency (refer to Appendix C, Neighbouring Facilities Contact List).

(m) If required the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

11.2.2.8 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will return the control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected area(s) that the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given.

(c) The AREA WARDEN will direct people/visitors to return to their work area and resume work activities.

11.2.2.9 Return to NORMAL (PRE-EMERGENCY) OPERATIONS, the CHIEF WARDEN will:

(a) Initiate the recovery (if required a CIRP), reporting and notification process as per the ERP.

(b) Restore the terminal to normal (pre-emergency) operations.

11.2.2.10 POST EMERGENCY investigation:

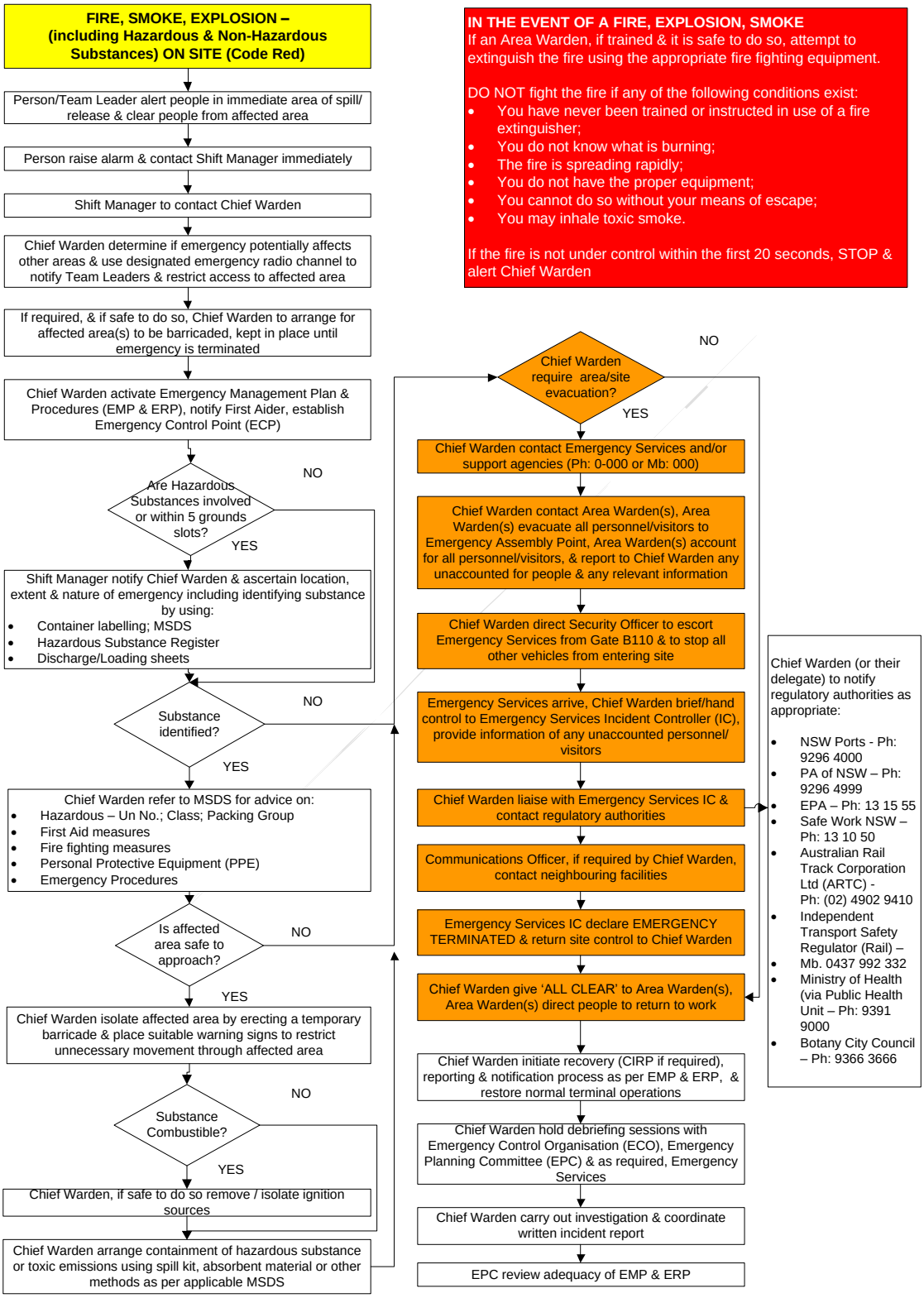
(a) The Chief Warden will hold debriefing sessions with the Emergency Control Organisation (ECO), Emergency Planning Committee, and as required with the Emergency Services.

(b) The Chief Warden will carry out an investigation of the emergency incident and coordinate the preparation of a written incident report.

(c) The EPC will review the incident report, review the adequacy of the ERP and identify any omissions and/or deficiencies.

11.3 Fire, Explosion, Smoke on Site – Including Hazardous & Non-Hazardous (Code Red)

11.3.1 Fire, Explosion, Smoke on Site (Code Red) - Flowchart



11.3.2 Fire, Explosion, Smoke (including Hazardous & Non-Hazardous) on Site (Code Red)

11.3.2.1 On becoming aware of an EMERGENCY SITUATION, the PERSON will:

(a) Immediately raise the verbal emergency alarm.

"EMERGENCY – EMERGENCY –EVACUATE NOW"

(b) Immediately contact the Shift Manager.

(c) Immediately, if trained and it is safe to do so, secure the affected area(s) to restrict access with available equipment.

11.3.2.2 If an AREA WARDEN and if it is safe to do so, then:

(a) Secure the affected area to restrict access.

(b) Attempt to extinguish the fire using the appropriate firefighting equipment. DO NOT fight the fire if any of the following conditions exist:

- You have never been trained or instructed in the use of a fire extinguisher;
- You do not know what is burning;
- The fire is spreading rapidly;
- You do not have the proper equipment;
- You cannot do so without your means of escape;

(c) If the fire is not under control within the first 20 seconds, STOP and alert the Chief Warden.

11.3.2.3 On becoming aware of the emergency, the SHIFT MANAGER will:

(a) Ascertain the location, extent and nature of the emergency.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

11.3.2.4 On being made aware of an emergency the CHIEF WARDEN will:

(a) If the emergency has the potential to affect other areas, use the designated (broadcast) emergency radio channel and notify all Ship and Yard Team Leaders of the restricted access to the affected area(s).

(b) If required and it is safe to do, arrange for the affected area to be barricaded to divert traffic, this is to be kept in place until the emergency is declared terminated.

(c) Activate the Emergency Response Plan (ERP).

(d) Contact the First Aid Officer.

(e) Establish the Emergency Control Point (ECP) in the Security Office on the ground floor of the Tower/Administration Building.

(f) Decide if an evacuation is required of any affected building(s)/area(s).

11.3.2.5 If an EVACUATION IS NOT required go to Section 11.3.2.8 Return to NORMAL (PRE-EMERGENCY) OPERATIONS.

11.3.2.6 If an EVACUATION is required, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) If the Emergency Assembly Points are clear the Chief Warden will activate the evacuation of the affected area(s).

(c) The Chief Warden will contact Area Warden(s) in the affected area(s) and direct them to evacuate all people/visitors to their designated Emergency Assembly Point.

(d) Chief Warden to direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(e) The Area Warden(s) will evacuate all people/visitors from the affected building(s)/area(s) to the designated Emergency Assembly Points.

(f) The Area Warden(s) will evacuate all people/visitors from the building(s)/area(s) to their designated Emergency Assembly Point.

(g) Area Warden(s) will account for all people/visitors at the Emergency Assembly Point and contact the Chief Warden reporting any unaccounted for people/visitors and any relevant information.

(h) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to the Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation (if evacuation required), details of any unaccounted for people/visitors, and any other relevant information.

(i) The Chief Warden will liaise with the Emergency Services IC.

(j) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required.

(k) The Communications Officer, if required by the Chief Warden will contact the neighbouring facilities and advise them of the emergency (refer to Appendix C5, Neighbouring Facilities Contact List).

(l) If required the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

11.3.2.7 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will return the control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected area(s) that the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given.

(c) The AREA WARDEN(S) will direct people/visitors to return to their work area and resume work activities.

11.3.2.8 Return to NORMAL (PRE-EMERGENCY) OPERATION, the CHIEF WARDEN will:

(a) Initiate the recovery (if required a CIRP), reporting and notification process as per the ERP.

(b) Restore the terminal to normal (pre-emergency) operations.

11.3.2.9 POST EMERGENCY investigation:

(a) The Chief Warden will hold debriefing sessions with the Emergency Control Organisation (ECO), Emergency Planning Committee, and as required with the Emergency Services.

(b) The Chief Warden will carry out an investigation of the emergency incident and coordinate the preparation of a written incident report.

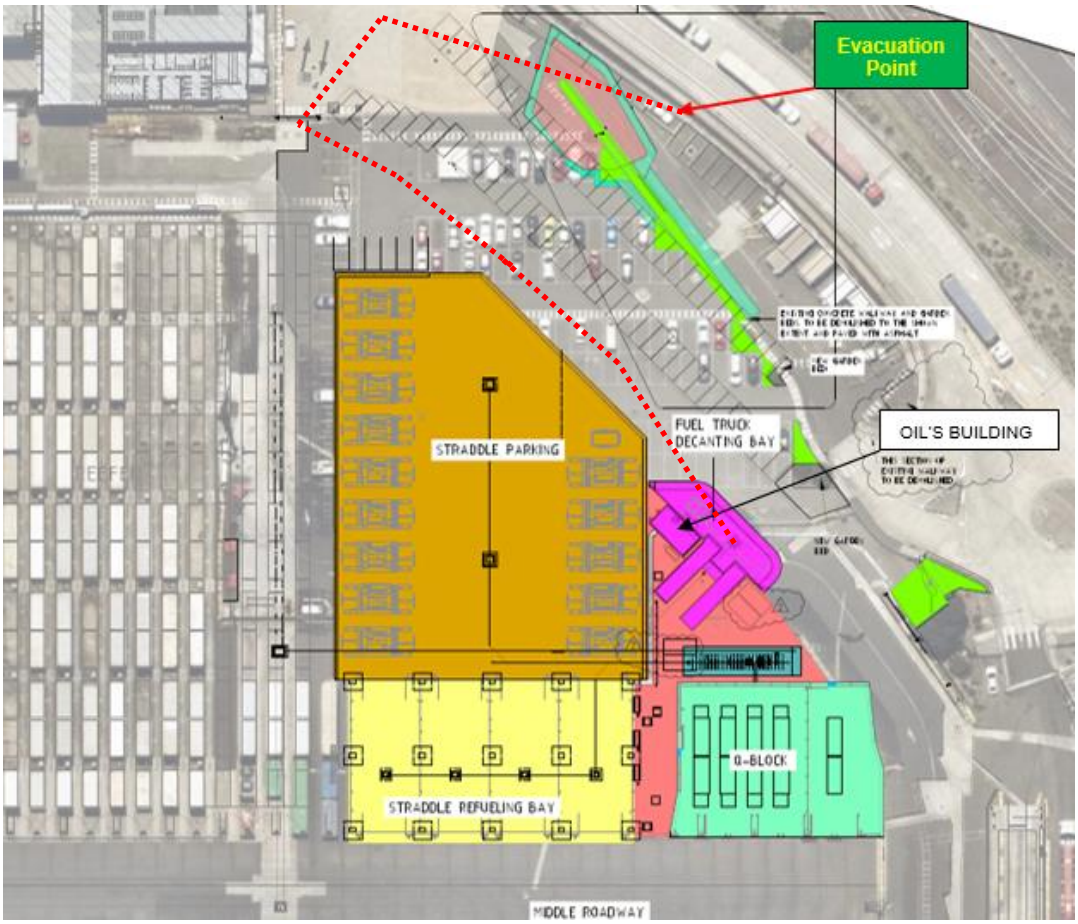
(c) The EPC will review the incident report, review the adequacy of the ERP and identify any omissions and/or deficiencies.

11.3.3 Diesel Decanting Bay Transtank and Oil's Building - Emergency Procedures

The Diesel Decanting Bay (Fuel Farm) comprises two 67,120 L diesel 'trans-tanks' located west of Gate B110. The trans-tanks are self-bunded with two separate, internally bunded compartments. An external bund has also been constructed around at the front of the tanks and is connected to a SPEL Stormwater Puraceptor / P.200.C1.2C (VTC) Puraceptor 50, capable of treating stormwater at a rate of 200L/sec. The Puraceptor discharges directly to existing stormwater and through to Botany Bay.

The Oil's Building is located in a detached facility adjacent to the Diesel Decanting Bay and contains and a 2kL coolant storage tank, a 2kL hydraulic oil storage tank, a 3kL engine oil storage tank and an air compressor. Engine oil, hydraulic oil and coolant are pumped from the respective tanks, via pneumatic pumps, to the dispensing bays, for top-up of fluids. The hoses for these fluids are located on the ceiling of the covered Straddle Refuelling area. Engine oil, hydraulic oil and coolant are pumped from the respective tanks, via pneumatic pumps, to the dispensing bays, for top-up of fluids.

The emergency evacuation point (5) is located in the maintenance car park next to the EWP parking area, 80m away from the Decanting Bay and Oil's Storage Building.



General Safety of the Facility

The following requirements apply to the whole of the fuel facility:

- Only authorised people to use the facility
- No Smoking - No ignition sources
- No cutting, burning or welding with the immediate facility

NOTE: To ensure the pumping units are not left on inadvertently, they include a maximum run time timer, and it will only run for ~ 15 minutes before stopping automatically. If pumps stop before refuelling is complete, press the pump start again to restart the pump.

- The pump timer should be set to allow the pumps to run just slightly longer than is required in normal operations. If continual trip-out becomes a problem, the timer can be reset with-in the Transtank MCC (by a suitably qualified/authorised person).
- To stop fuel flow in an EMERGENCY, press any Emergency Stop Button.

The following specific emergency response procedures for the Diesel Decanting Bay and Oil's Building are used to supplement existing fire and fuel spill procedures on site.

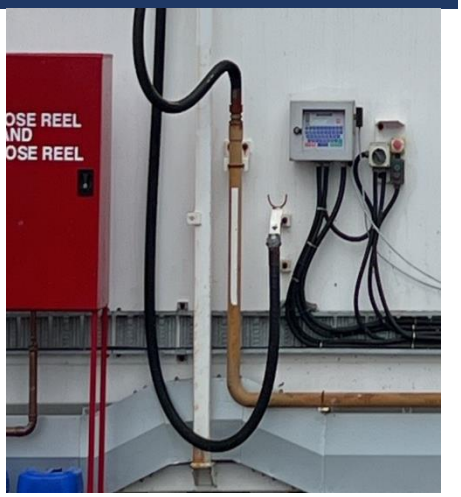
Emergency Stops

11.3.3.1 Emergency Stops

An emergency stop when pressed anywhere in the facility will stop all pumping operations on the tank unit in which it was pressed. The EMERGENCY STOPS are located in the following locations:

(a) MCC in the pump bay of the tank (Tanker Unloading controls)
(b) Light Vehicle Control Panel at the light vehicle dispensing point
(c) Heavy Vehicle Control Panel at the heavy vehicle dispensing point

Once the emergency situation has been rectified, the Emergency Stop will need to be released. Before activities can resume the system will need to be reset and this can be achieved by pressing the RESET button located on the Main Control board, located in the front of the P69 tank. The Emergency Stops should only be used in an EMERGENCY event. For normal operation always use the START/STOP controls provided at the dispensing points and the Tanker Unloading point.

MCC in the Pump Bay of the tank	Light Vehicle Control Panel	Heavy Vehicle Control Panel
		

Once the emergency situation has been rectified, the Emergency Stop will need to be released.
Before activities can resume the system will need to be reset and this can be achieved by pressing the RESET button located on the Main Control board, located in the front of the tank.

The Emergency Stops should only be used in an EMERGENCY event. For normal operation always use the START/ STOP controls provided at the dispensing points and the Tanker Unloading point.

11.3.3.2 On becoming aware of a Fuel Spill, the PERSON will:

(a) Immediately stop the flow of product. Press 'Emergency Stop' on any control panel within the refuelling facility.
(b) Raise the alarm via two-way radio "EMERGENCY – EMERGENCY –FUEL SPILL"
(c) Close all valves, especially on tank dispensing and fill lines. These are located in the pump Bay of each tank.
(d) If the area where the leak is present can be determined, isolate the valves nearest to the leak to minimise the amount of product available to spill from the pipeline/equipment.
(e) Advise Shift Manager immediately.
(f) Guard against product flowing outside the discharge area and contain any product flow using a spill kit or any other means available.
(g) If the spill has spread towards the switchboard area, turn off the main power supply and evacuate. The main power supply for each tank is located in the pump Bay of each tank.

(h) If a large amount of combustible liquid has been spilt and no other hazard exists, the vehicle may be moved (if necessary) under its own power. Ensure there are no naked flames, smoking or hazardous activity taking place in the vicinity. Take care not to spread the liquid even further.

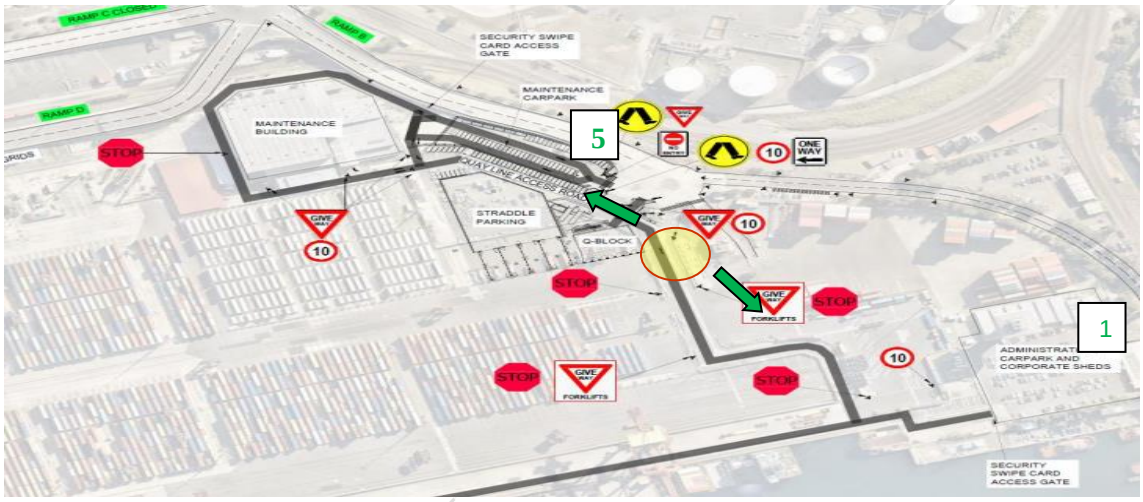
(i) Clean up spill. Do not allow facility to return to operation until all potential hazards have been controlled or removed.

(j) Any contaminated clothing must be removed.

(k) Chief Warden and Warden follow the procedures detailed in section 11.7.1 and 11.7.2.

In the event of a large spill, where Quay Line roadway is blocked due to the spill being over the maximum volume of the Puraceptor (Approx 36.2kL) the evacuation point (5) will be used for vehicles on the northern side of the spillage and evacuation point (1) as indicated below.

Worst case scenario or impact on evacuation routes:



Containment Points and Capacity Table

Containment Points	Capacity
Bund (avg. 0.175m deep) and sump are approximately 17m3 in volume.	Approx 17m3
Puraceptor max spill volume (at shutoff)	36.2kL.
Max inventory from all tanks - combustible liquids	141kL (2x67kL + 3kL + 2x2kL)
Firefighting water	72.8kL [27l/min (1 foam nozzle) + (2400l/min (4x hydrants)] x 30mins)
Discharged volume (combustible liquid + fire water)	214kL

Overflow from Puraceptor = total volume - oil bund - road tanker bund - Puraceptor	157.6kL (214kL - 3.2kL - 17kL - 36.2kL)
The Gross Pollutant Trap (GPT) on South Drain 1000	6kL

Therefore, approx. 150kL of oily / firewater runoff could enter Port Botany

The table below represents the product details for both areas.

Chemical / product	UN #	DG class	Packing group	Hazard classification (GHS)	AS1940 combustible class	Indicative quantity (kL)
Diesel	3082	9	III	Flammable liquid category 4	C1	120
Engine oil	N/A	Not classified as DG		None	C2	3
Hydraulic oil	N/A	Not classified as DG		None	C2	2
Coolant	N/A	Not classified as DG		Acute oral toxicant category 4	C2	2

11.3.3.3 On becoming aware of an EMERGENCY SITUATION involving fire, the PERSON will:

(a) Immediately stop the flow of product. Press 'Emergency Stop' on any control panel within the refuelling facility.

(b) Raise the alarm using two-way radio **"EMERGENCY – EMERGENCY –EVACUATE NOW"**

(c) If safe to do so, attempt to extinguish the fire using portable fire extinguishers located within the facility (see the map on the following page for the locations of fire protection equipment)

(d) Remove any other vehicles to a safe distance, away from the hazardous area.

(e) If the vehicle is on fire do not attempt to move it.

(f) In the case of a large Diesel fire, evacuate any persons in the area shown in the figure *below* and move to the Evacuation point (5) in located in the Maintenance car park. Ro Evacuation point (1) if the fire is prevention escape to the north of the facility.

(g) Chief Warden and Warden follow the procedures detailed in section 11.3.1 and 11.3.2

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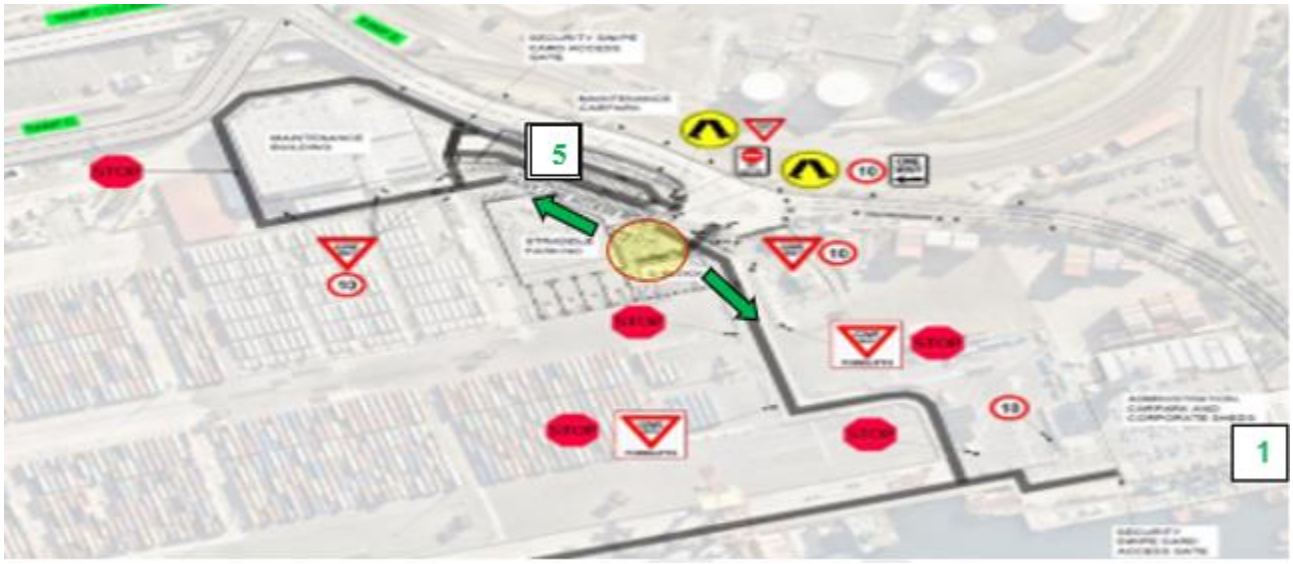
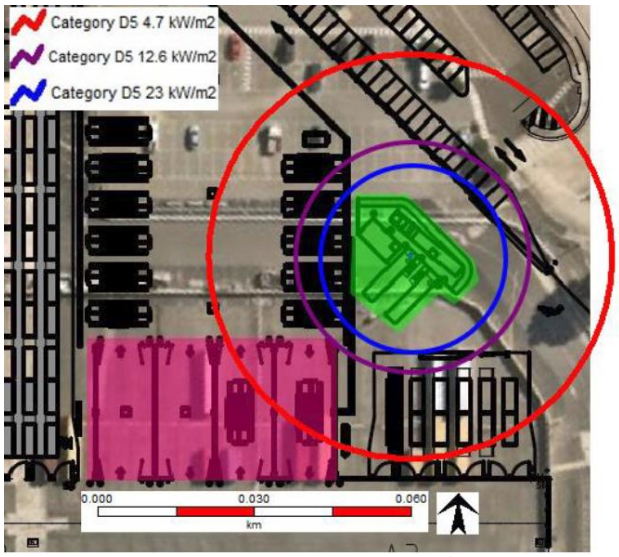
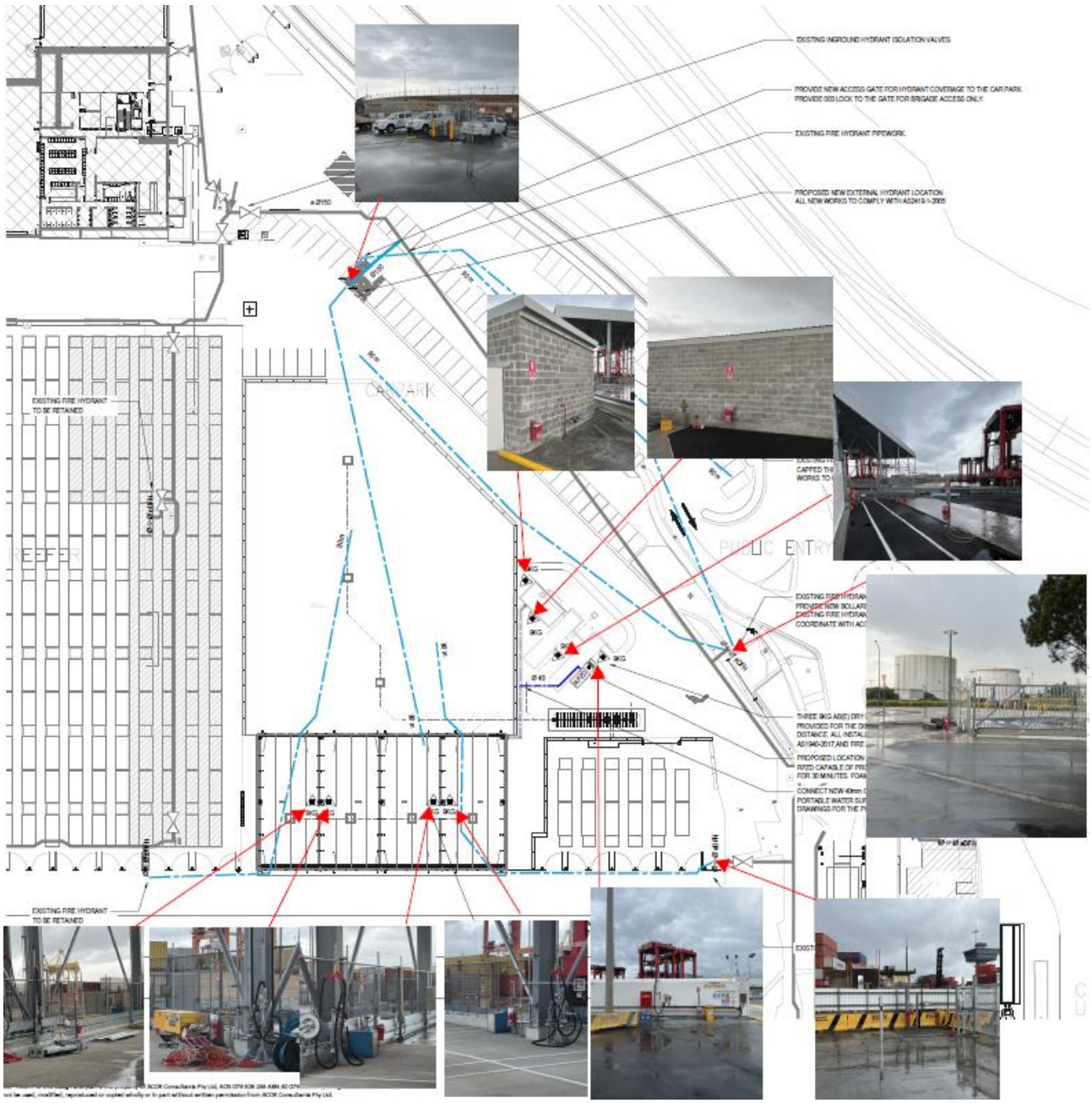




Release Scenario	Maximum Distance Downwind of Release to Heat Radiation (m)		
	4.7 kW/m2 (injury)	12.6 kW/m2 (fatality)	23 kW/m2 (property damage)
Pool fire in weather category 1	36.0	21.9	17.1
Pool fire in weather category 2	38.6	22.1	17.7

The contours of Injury (red), Facility (purple) and property damage (blue) shown above.

Fire Protection equipment



11.3.3.4 Fire Safety Measures

Fire Safety measures, such as foam hose reel and extinguishers are only to be operated by trained personnel if safe to do so. Training is to be conducted during skills retention activities outlined in section 4.3 of these procedures. Inspection and testing of equipment is to be conducted in accordance with AS1940 and scheduled within Maximo.

Foam Hose Reel Operation

The Foam Hose Reel is located on the Southern side of Tank 01 (See the below image of location)

CAUTION: DO NOT APPROACH THE FIRE CLOSER THAT IS CONFORTABLE. BE PREPARED TO RETREAT QUICKLY.

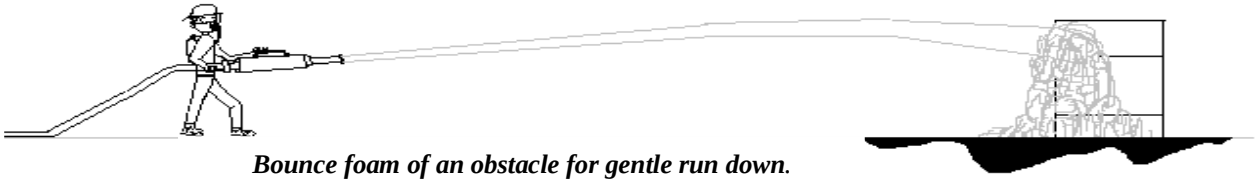
To operate nozzles:

1. Connect the nozzle to the hose reel. Do not kink the hose near the nozzle, this will prevent accurate proportioning.
2. Open the hose reel valve slowly until the hose (or line) is filled, then fully open it.
3. Ensure that the correct type of foam concentrate for the fire is to be used. Water soluble fuels need special foam concentrates.

4. Ensure that the proportioning rate matches the foam concentrate type. Insert the foam pick up tube into the foam concentrate container. Change containers as they become empty.

5. When ready to apply foam, open the ball valve at the nozzle.

6. Apply foam gently to the fire. For best results apply the foam to a wall or obstacle and allow it to run down onto the fuel or direct the stream onto the ground in front of the fire and roll the foam over the fuel.



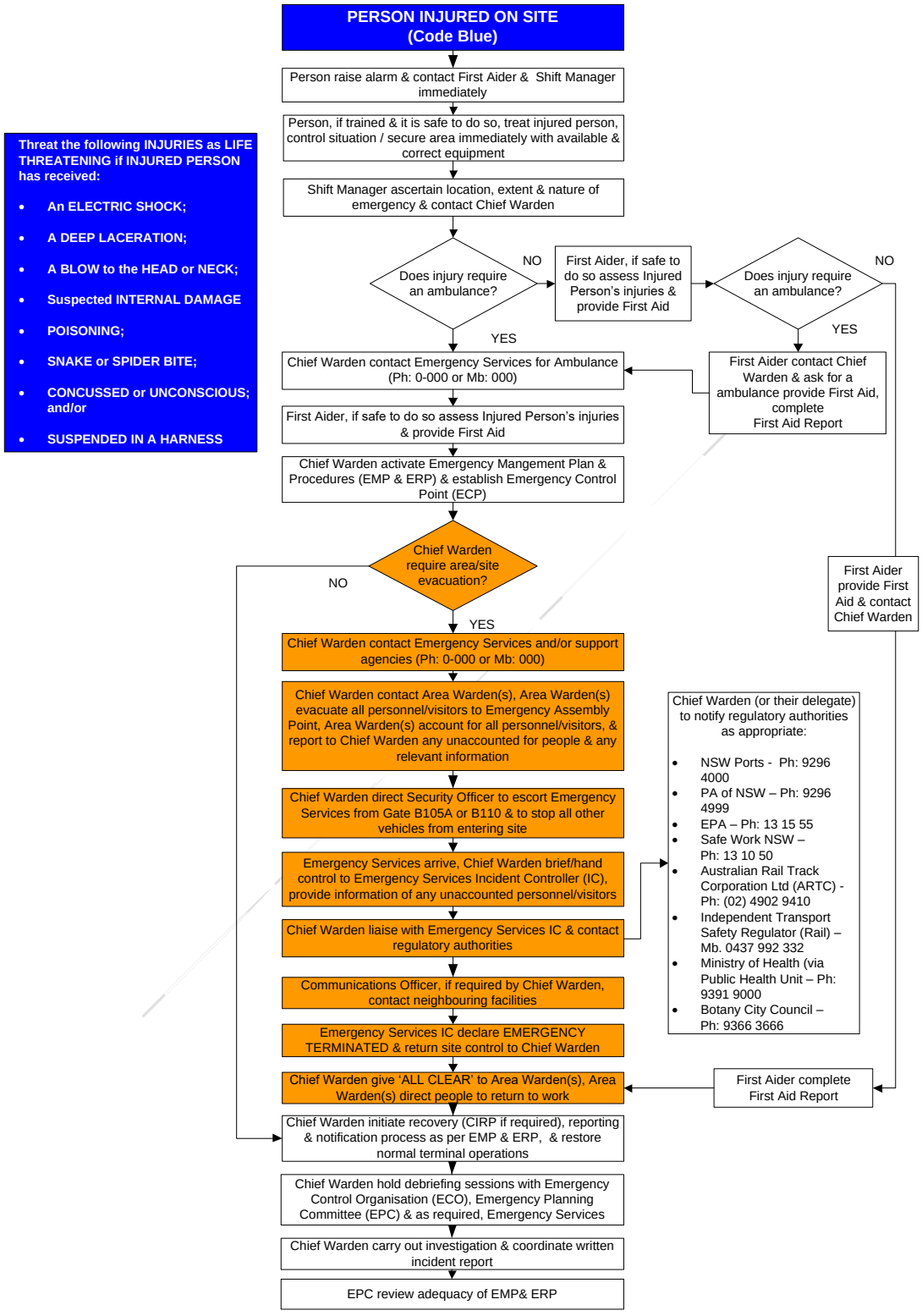
Bounce foam of an obstacle for gentle run down.

7. After the area is completely blanketed, do not disturb the foam blanket until all hot metal is cooled and no other fire sources are present.

Roll foam over fuel for gentle application.

11.4 Injured Person on Site (Medical Emergency) (Code Blue)

11.4.1 Injured Person on Site (Medical Emergency) (Code Blue) - Flowchart



11.4.2 Injured Person on Site – Procedure

11.4.2.1 On becoming aware of an EMERGENCY SITUATION, the PERSON will:

(a) Immediately raise the verbal emergency alarm.

"EMERGENCY – EMERGENCY – EVACUATE NOW"

(b) Immediately contact the First Aider & Shift Manager.

(c) Immediately, if trained and it is safe to do so, secure the affected area(s) to restrict access with available equipment.

11.4.2.2 If trained and if it is safe to do so, approach and treat the injured person. Treat the following INJURIES as LIFE THREATENING if:

(a) An Electric Shock;

(b) A Deep Laceration;

(c) A Blow to the Head or Neck;

(d) Suspected Internal Damage;

(e) Poisoning;

(f) Snake or Spider Bite;

(g) Concussion or Unconscious; and/or

(h) Suspended in a Harness

11.4.2.3 On becoming aware of the emergency, the SHIFT MANAGER will:

(a) Ascertain the location, extent and nature of the emergency.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

11.4.2.4 If the Injured Person DOES NOT REQUIRE AN AMBULANCE, and it is safe to do so the FIRST AIDER will:

(a) Assess the injured person's injuries and provide First Aid.

(b) Contact Chief Warden and provide an update on the injured person's condition.

(c) Complete the First Aid report.

11.4.2.5 If an AMBULANCE IS NOT required go to Section 11.4.2.11 Return to NORMAL (PRE-EMERGENCY) OPERATIONS.

11.4.2.6 If the Injured Person requires an AMBULANCE the FIRST AIDER will:

(a) If it is safe to do so, assess the injured person's injuries and provide First Aid.

(b) If on closer inspection of the injured person's injuries the First Aider decides an ambulance is required, the First Aider will contact the Chief Warden for the ambulance to be called to the terminal as soon as possible.

(c) Provide First Aid.

(d) Complete the First Aid report.

11.4.2.7 If the Injured Person DOES REQUIRE AN AMBULANCE, the CHIEF WARDEN will:

(a) Telephone 0-000 or mobile phone 000 for the Emergency Services.

(b) Direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(c) Activate the Emergency Response Plan (ERP).

(d) Contact the First Aid Officer.

(e) Establish the Emergency Control Point (ECP) in the Security Office located on the ground floor of the Tower/Administration Building.

(f) Decide if an evacuation is required of any affected buildings(s)/area(s).

11.4.2.8 If an EVACUATION IS NOT required go to Section 11.4.2.11 Return to NORMAL (PRE-EMERGENCY) OPERATIONS.

11.4.2.9 If an EVACUATION is required, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) If the Emergency Assembly Points are clear the Chief Warden will activate the evacuation of the affected area(s).

(c) The Chief Warden will contact Area Warden(s) in the affected building(s)/area(s) and direct them to evacuate all people/visitors to their designated Emergency Assembly Point.

(d) Chief Warden to direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(e) The Area Warden(s) will evacuate all people/visitors from the affected building(s)/area(s) to the designated Emergency Assembly Points.

(f) Area Warden(s) will account for all people/visitors at the Emergency Assembly Point and contact the Chief Warden reporting any unaccounted for people/visitors and any relevant information.

(g) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to the Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation (if evacuation required), details of any unaccounted for people/visitors, and any other relevant information.

(h) The Chief Warden will liaise with the Emergency Services IC.

(i) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required.

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

(j) The Communications Officer, if required by the Chief Warden will contact the neighbouring facilities and advise them of the emergency (refer to Appendix C5, Neighbouring Facilities Contact List).

(k) If required the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

11.4.2.10 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will hand/return control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected area(s) that the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given.

(c) The AREA WARDEN will direct people/visitors to return to their work area and resume work activities.

11.4.2.11 Return to NORMAL (PRE-EMERGENCY) OPERATIONS, the CHIEF WARDEN will:

(a) Initiate the recovery (if required a CIRP), reporting and notification process as per the ERP.

(b) Restore the terminal to normal (pre-emergency) operations.

11.4.2.12 POST EMERGENCY investigation:

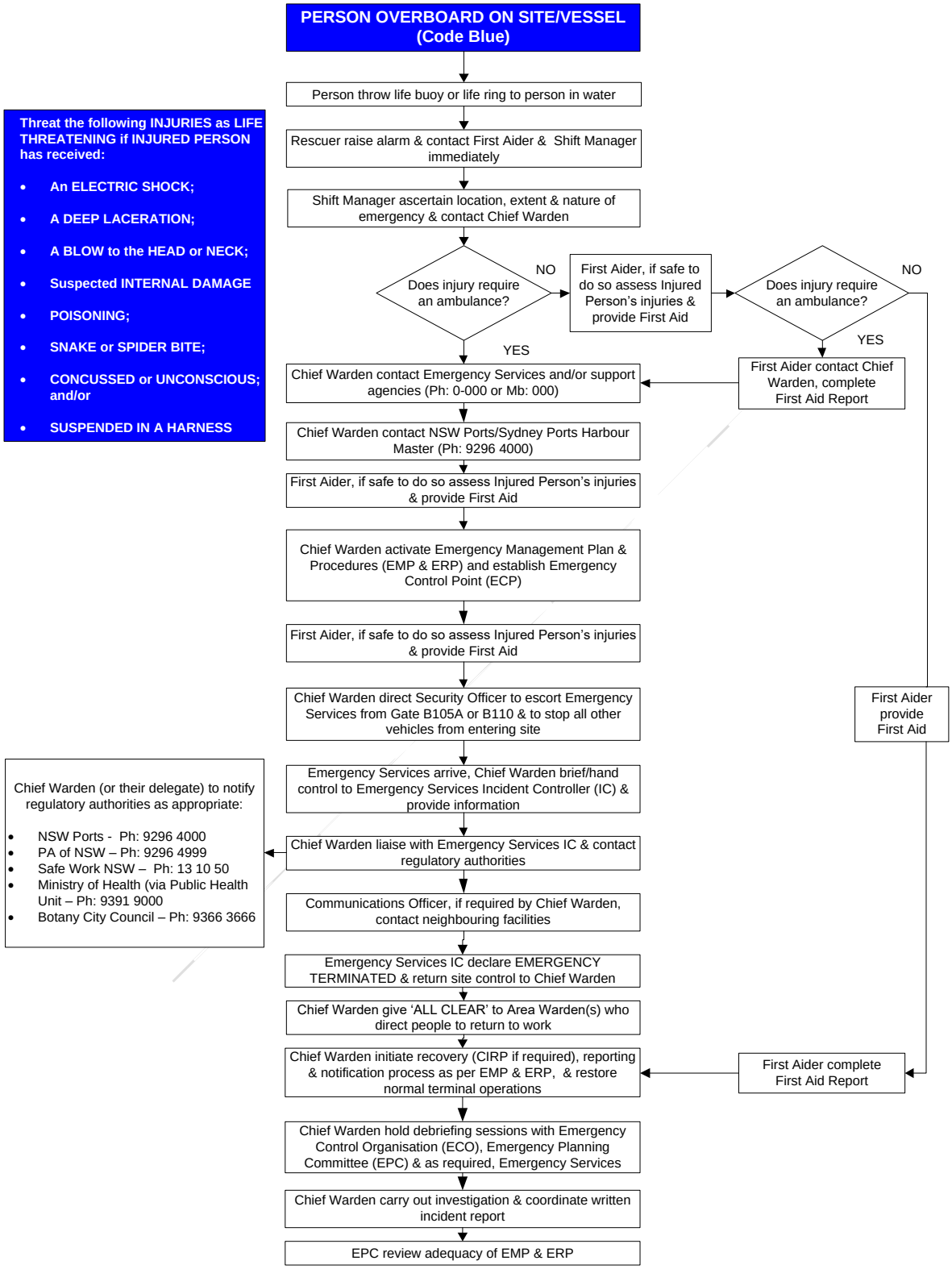
(a) The Chief Warden will hold debriefing sessions with the Emergency Control Organisation (ECO), Emergency Planning Committee, and as required with the Emergency Services.

(b) The Chief Warden will carry out an investigation of the emergency incident and coordinate the preparation of a written incident report.

(c) The EPC will review the incident report, review the adequacy of the ERP and identify any omissions and/or deficiencies.

11.5 Person Overboard (Code Blue)

11.5.1 Person Overboard (Code Blue) - Flow Chart



11.5.2 Person Overboard (Code Blue) - Procedure

11.5.2.1 On becoming aware of an EMERGENCY SITUATION, the PERSON will:

(a) Keep person in sight at all times if possible.

(b) Throw a life buoy/ring or rope to the person in the water.

(c) Immediately contact the First Aider & Shift Manager.

11.5.2.2 If trained and if it is safe to do so, approach and treat the injured person. Treat the following INJURIES as LIFE THREATENING if:

(a) An Electric Shock;

(b) A Deep Laceration;

(c) A Blow to the Head or Neck;

(d) Suspected Internal Damage;

(e) Poisoning;

(f) Snake or Spider Bite;

(g) Concussion or Unconscious; and/or

(h) Suspended in a Harness

11.5.2.3 On becoming aware of the emergency, the SHIFT MANAGER will:

(a) Ascertain the location, extent and nature of the emergency.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

11.5.2.4 If the Person Overboard DOES NOT REQUIRE TO BE RESCUED OR AN AMBULANCE, and it is safe to do so the FIRST AIDER will:

(a) Assess the injured person's injuries and provide First Aid.

(b) Contact Chief Warden and provide an update on the injured person's condition.

(c) Complete the First Aid report.

11.5.2.5 If EMERGENCY SERVICES are not required go to Section 11.5.2.9 Return to NORMAL (PRE-EMERGENCY) OPERATIONS.

11.5.2.6 If the Person Overboard REQUIRES TO BE RESCUED AND/OR AN AMBULANCE the FIRST AIDER will:

(a) If it is safe to do so, assess the injured person's injuries and provide First Aid.

(b) If on closer inspection of the injured person's injuries the First Aider decides an ambulance is required, the First Aider will contact the Chief Warden for the ambulance to be called to the terminal as soon as possible.

(c) Complete the First Aid report.

11.5.2.7 If the Person Overboard REQUIRES TO BE RESCUED OR AN AMBULANCE, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) The Chief Warden will contact PA of NSW and report person overboard.

(c) The Chief Warden will direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(d) The Chief Warden will contact NSW Ports/Sydney Ports Harbour Master (Ph: 9296 4000).

(e) The Chief Warden will activate the Emergency Response Plan (ERP).

(f) The Chief Warden will contact the First Aid Officer.

(g) The Chief Warden will establish the Emergency Control Point (ECP) in the Security Office.

(h) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to the Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.

(i) The Chief Warden will liaise with the Emergency Services IC.

(j) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required.

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

(k) The Communications Officer, if required by the Chief Warden will contact the neighbouring facilities and advise them of the emergency (refer to Appendix C5, Neighbouring Facilities Contact List).

(l) If required the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

11.5.2.8 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will hand/return the control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected area(s) that the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given.

(c) The AREA WARDEN will direct people/visitors to return to their work area and resume work activities.

11.5.2.9 Return to NORMAL (PRE-EMERGENCY) OPERATIONS, the CHIEF WARDEN will:

(a) Initiate the recovery (if required a CIRP), reporting and notification process as per the ERP.

(b) Restore the terminal to normal (pre-emergency) operations.

11.5.2.10 POST EMERGENCY investigation:

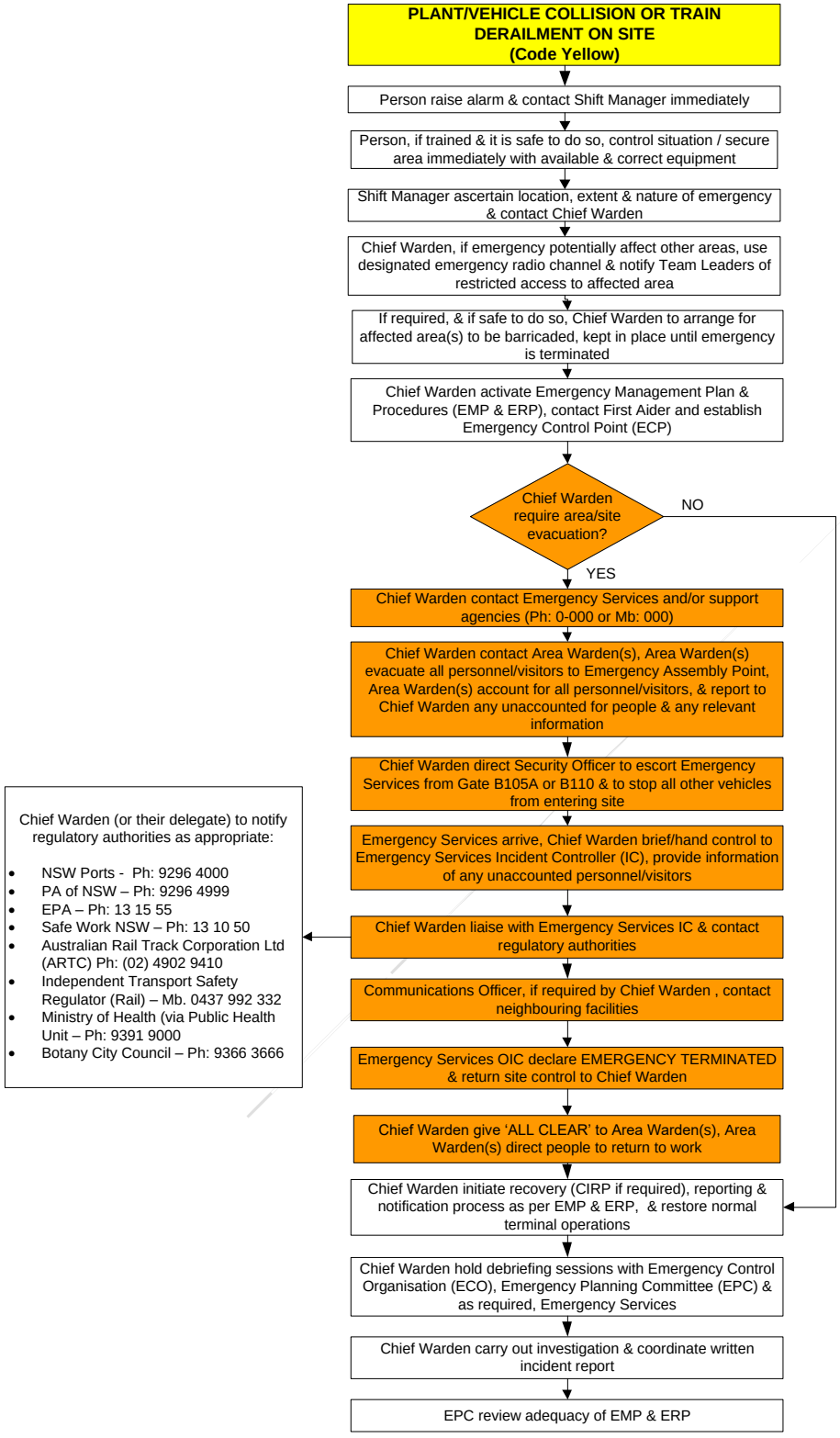
(a) The Chief Warden will hold debriefing sessions with the Emergency Control Organisation (ECO), Emergency Planning Committee, and as required with the Emergency Services.

(b) The Chief Warden will carry out an investigation of the emergency incident and coordinate the preparation of a written incident report.

(c) The EPC will review the incident report, review the adequacy of the ERP and identify any omissions and/or deficiencies.

11.6 Plant/Vehicle Collision or Train Derailment on Site (Code Yellow)

11.6.1 Plant/Vehicle Collision or Train Derailment on Site (Code Yellow) - Flow Chart



11.6.2 Plant/Vehicle Collision or Train Derailment on Site - Procedure

11.6.2.1 On becoming aware of an EMERGENCY SITUATION, the PERSON will:

(a) Immediately raise the verbal emergency alarm.

"EMERGENCY – EMERGENCY – EVACUATE NOW"

(b) Immediately contact the Shift Manager.

(c) Immediately, if trained and it is safe to do so, secure the affected area(s) to restrict access with available equipment.

11.6.2.3 On becoming aware of the emergency, the SHIFT MANAGER is to:

(a) Ascertain the location, extent and nature of the emergency.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

11.6.2.4 On being made aware of an emergency the CHIEF WARDEN will:

(a) If the emergency has the potential to affect other areas, use the designated (broadcast) emergency radio channel and notify all Ship and Yard Team Leaders of the restricted access to the affected area(s).

(b) If required and it is safe to do, arrange for the affected area to be barricaded to divert traffic, this is to be kept in place until the emergency is declared terminated.

(c) If the emergency has the potential to affect other areas, use the designated (broadcast) emergency radio channel and notify all Ship and Yard Team Leaders of the restricted access to the affected area(s).

(d) Activate the Emergency Response Plan (ERP).

(e) Contact the First Aid Officer.

(f) Establish the Emergency Control Point (ECP) in the Security Office.

(g) Decide if an evacuation is required of any affected building(s)/area(s).

11.6.2.5 If an EVACUATION IS NOT required go to Section 11.6.2.8 Return to NORMAL (PRE-EMERGENCY) OPERATIONS.

11.6.2.6 If an EVACUATION is required, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) If the Emergency Assembly Points are clear the Chief Warden will activate the evacuation of the affected area(s).

(c) The Chief Warden will contact Area Warden(s) in the affected building(s)/area(s) and direct them to evacuate all people/visitors to their designated Emergency Assembly Point.

(d) Chief Warden to direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(e) The Area Warden(s) will evacuate all people/visitors from the building/area to their designated Emergency Assembly Points.

(f) Area Warden(s) will account for all people/visitors at the Emergency Assembly Point and contact the Chief Warden reporting any unaccounted for people/visitors and any relevant information.

(g) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to the Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation (if evacuation required), details of any unaccounted for people/visitors, and any other relevant information.

(h) The Chief Warden will liaise with the Emergency Services IC.

(i) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required.

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

(j) The Communications Officer, if required by the Chief Warden will contact the neighbouring facilities and advise them of the emergency (refer to Appendix C5, Neighbouring Facilities Contact List).

(k) If required the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

11.6.2.7 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will return the control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected area(s) that the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given.

(c) The AREA WARDEN will direct people/visitors to return to their work area and resume work activities.

11.6.2.8 Return to NORMAL (PRE-EMERGENCY) OPERATIONS, the CHIEF WARDEN will:

(a) Initiate the recovery (if required a CIRP), reporting and notification process as per the ERP.

(b) Restore the terminal to normal (pre-emergency) operations.

11.6.2.9 POST EMERGENCY investigation:

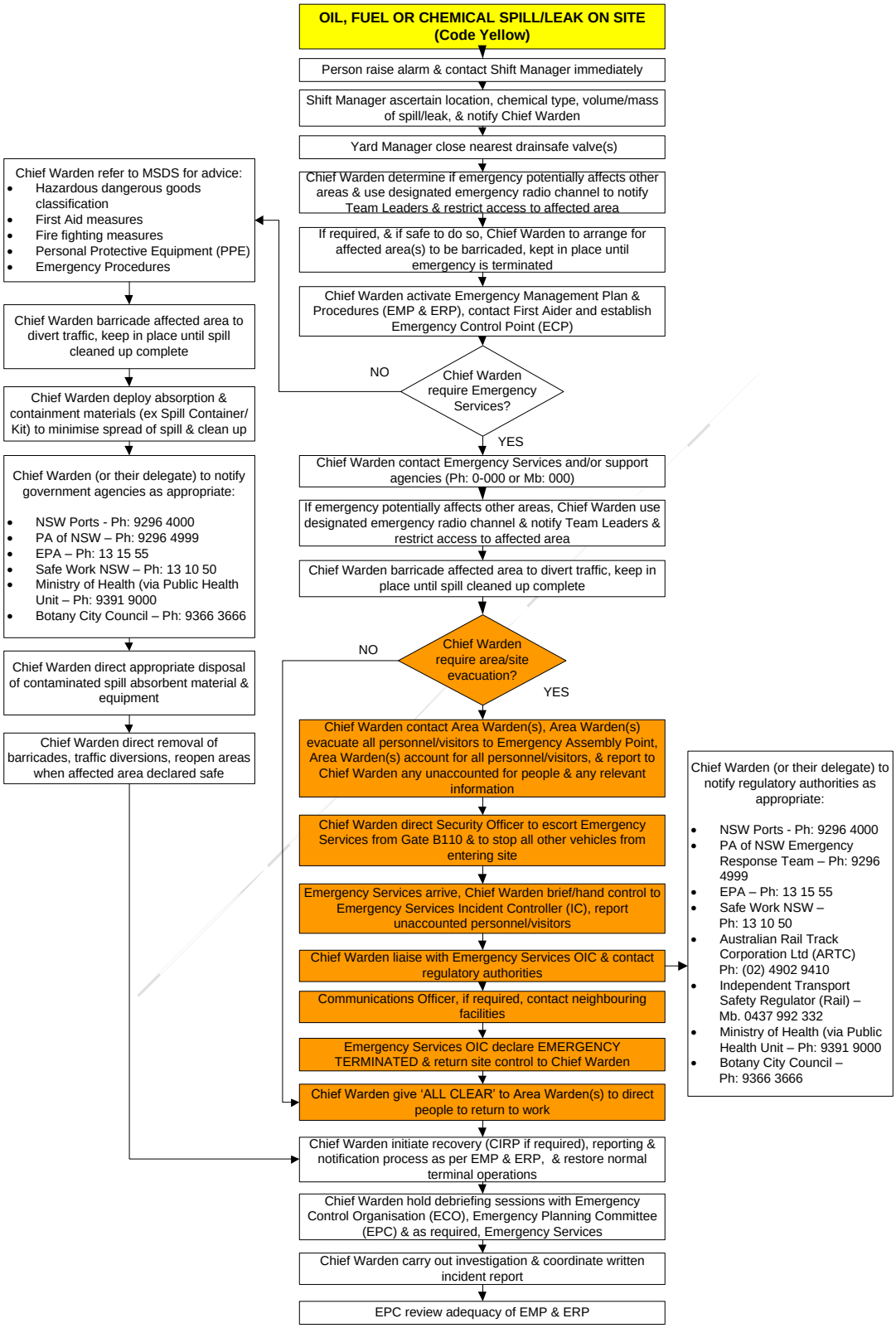
(a) The Chief Warden will hold debriefing sessions with the Emergency Control Organisation (ECO), Emergency Planning Committee, and as required with the Emergency Services.

(b) The Chief Warden will carry out an investigation of the emergency incident and coordinate the preparation of a written incident report.

(c) The EPC will review the incident report, review the adequacy of the ERP and identify any omissions and/or deficiencies.

11.7 Oil, Fuel or Chemical Spill/Leak on Site (Code Yellow)

11.7.1 Oil, Fuel or Chemical Spill/Leak on Site (Code Yellow) - Flow Chart



11.7.2 Oil, Fuel or Chemical Spill/Leak on Site (Code Yellow) - Procedure

11.7.2.1 On becoming aware of an EMERGENCY SITUATION, the PERSON will:

(a) Immediately raise the verbal emergency alarm.

"EMERGENCY – EMERGENCY –EVACUATE NOW"

(b) Immediately contact the Shift Manager.

(c) Immediately, if trained and it is safe to do so, secure the affected area(s) to restrict access with available equipment.

11.7.2.2 On becoming aware of the emergency, the SHIFT MANAGER will:

(a) Ascertain the location, chemical type, volume/mass of the spill or leak.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

(c) Contact the Yard Manager and direct immediate closure of the Drainsafe unit valve(s) downstream from the spill/leak.

11.7.2.3 On becoming aware of the spill/leak, the YARD MANAGER will:

(a) Immediately close the nearest downstream Drainsafe unit valve(s).

(b) Contact the Shift Manager and confirm the nearest downstream Drainsafe unit valve(s) have been closed.

11.7.2.4 On being made aware of a spill/leak the CHIEF WARDEN will:

(a) If the emergency has the potential to affect other areas, use the designated (broadcast) emergency radio channel and notify all Ship and Yard Team Leaders of the restricted access to the affected area(s).

(b) If required and it is safe to do, arrange for the affected area to be barricaded to divert traffic, this is to be kept in place until the emergency is declared terminated.

(c) Activate the Emergency Response Plan (ERP).

(d) Contact the and First Aid Officer.

(e) Establish the Emergency Control Point (ECP) in the Security office.

(f) Decide if an evacuation is required of any affected building(s)/area(s).

11.7.2.5 If the Chief Warden REQUIRES Emergency Services e.g. HAZMAT

(a) The Chief Warden will contact Emergency Services on telephone 0-000 or mobile phone 000.

(b) If the emergency potentially affects other areas, the Chief Warden will use a designated (broadcast) emergency radio channel and notify Team Leaders and restrict access to the affected area.

(c) The Chief Warden will arrange for the affected area to be barricaded and traffic to be diverted. These controls will be kept in place until the leak/spill clean-up is complete.

11.7.2.6 If EMERGENCY SERVICES are NOT REQUIRED, the CHIEF WARDEN will manage the spill/leak by:

(a) Referring to the Material Safety Data Sheet (MSDS) for advice:

- Hazardous dangerous goods classification
- First Aid Measures
- Fire fighting measures
- Personal Protective Equipment (PPE)
- Emergency Response Procedures

(b) Arranging for the affected area(s) to be barricaded and traffic diverted.

(c) Arranging for the spill absorption and containment materials (ex-spill container/kit) to minimise the spread of the spill and cleanup.

(d) Maintaining the barricades in place until the spill cleanup has been completed.

(e) Directing appropriate disposal of contaminated spill absorbent material or equipment.

(f) Directing removal of barricades, traffic diversions and reopen area when affected areas are declared cleaned up.

11.7.2.7 **The Chief Warden or their delegate will contact the appropriate regulatory authorities as required:**

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

11.7.2.8 **If an EVACUATION IS NOT required go to Section 11.7.2.11 Return to NORMAL (PRE-EMERGENCY) OPERATIONS.**

11.7.2.9 **If an EVACUATION is required, then:**

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) If the Emergency Assembly Points are clear the Chief Warden will activate the evacuation of the affected area(s).

(c) The Chief Warden will contact Area Warden(s) and direct them to evacuate all people/visitors to their designated Emergency Assembly Point.

(d) Chief Warden to direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(e) The Area Warden(s) will evacuate all people/visitors from the affected building(s)/area(s) to the designated Emergency Assembly Points.

(f) Area Warden(s) will account for all people/visitors at the Emergency Assembly Point and contact the Chief Warden reporting any unaccounted for people/visitors and any relevant information.

(g) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to the Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation (if evacuation required), details of any unaccounted for people/visitors, and any other relevant information.

(h) The EMC will liaise with the Emergency Services IC.

(i) If required, the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

11.7.2.10 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will return the control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected area(s) that the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given.

(c) The AREA WARDEN will direct people/visitors to return to their work area and resume work activities.

11.7.2.11 Return to NORMAL (PRE-EMERGENCY) OPERATIONS, the CHIEF WARDEN will:

(a) Initiate the recovery (if required a CIRP) reporting and notification process as per the ERP.

(b) Restore the terminal to normal (pre-emergency) operations.

11.7.2.12 POST EMERGENCY investigation:

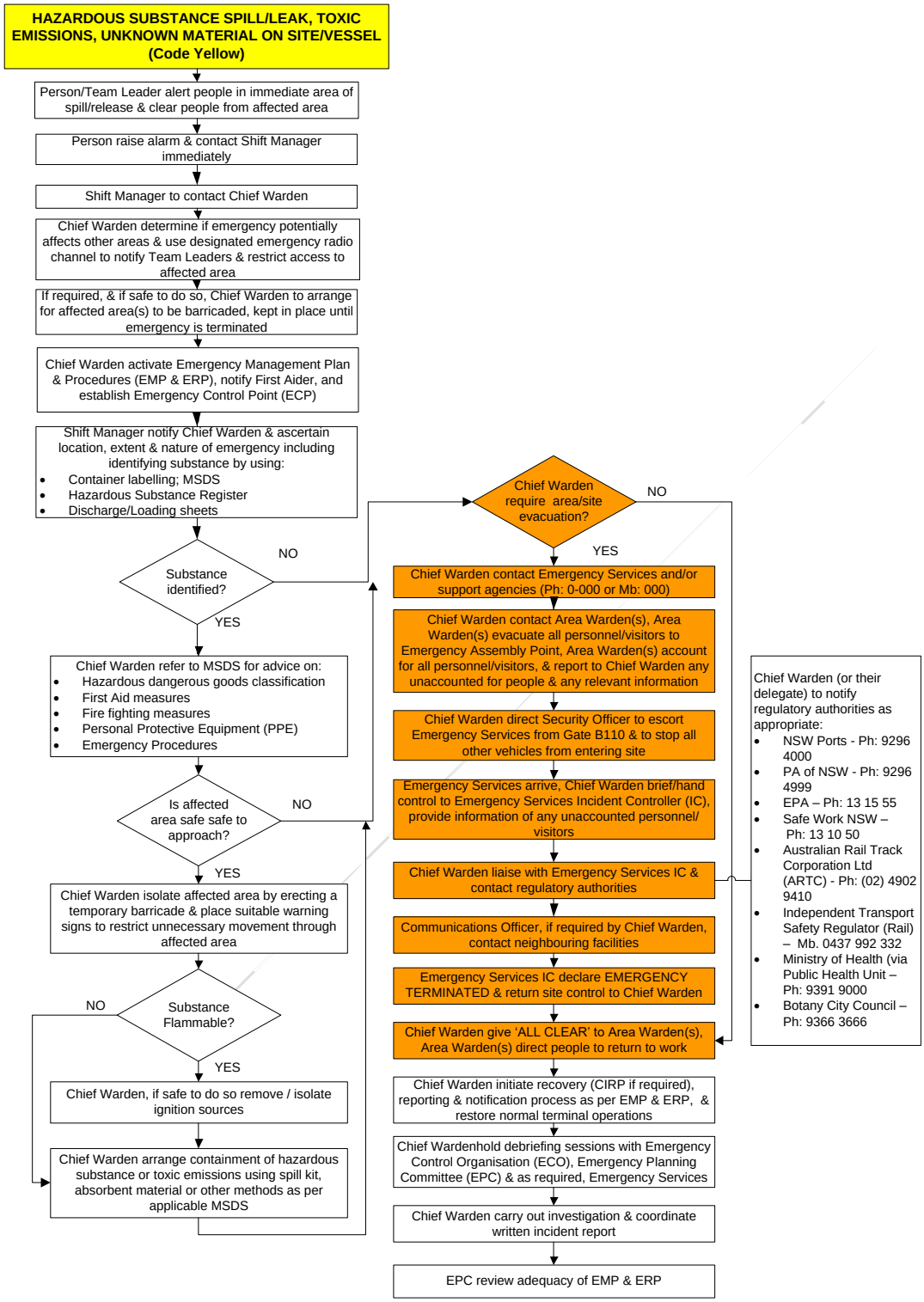
(a) The Chief Warden will hold debriefing sessions with the Emergency Control Organisation (ECO), Emergency Planning Committee, and as required with the Emergency Services.

(b) The Chief Warden will carry out an investigation of the emergency incident and coordinate the preparation of a written incident report.

(c) The EPC will review the incident report, review the adequacy of the ERP and identify any omissions and/or deficiencies.

11.8 Hazardous Substance Spill/Leak, Toxic Emissions, Unknown Material on Site (Code Yellow)

11.8.1 Hazardous Substance Spill/Leak, Toxic Emissions, Unknown Material on Site - Flow Chart



11.8.2 Hazardous Substance Spill/Leak, Toxic Emissions, Unknown Material on Site – (Code Yellow) - Procedure

11.8.2.1 On becoming aware of an EMERGENCY SITUATION, the PERSON/TEAM LEADER will:

(a) Alert people in the immediate area of the spill/release.

(b) Clear people from the affected area.

(c) Contact the Shift Manager immediately.

11.8.2.2 On becoming aware of the emergency, the SHIFT MANAGER will:

(a) Ascertain the location, chemical type, volume/mass of the spill or leak.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

(c) Contact the Yard Manager and direct immediate closure of the Drainsafe unit valve(s) downstream from the spill/leak.

(d) Identify the substance by using:

- Container labelling
- Material Safety Data Sheet (MSDS)
- Hazardous Substance Register
- Discharge/Loading sheets

11.8.2.3 On becoming aware of the spill/leak, the YARD MANAGER will:

(a) Immediately close the nearest downstream Drainsafe unit valve(s).

(b) Contact the Shift Manager and confirm the nearest downstream Drainsafe unit valve(s) have been closed.

11.8.2.4 On being made aware of a spill/leak the CHIEF WARDEN will:

(a) If the emergency has the potential to affect other areas, use the designated (broadcast) emergency radio channel and notify all Ship and Yard Team Leaders of the restricted access to the affected area(s).

(b) If required and it is safe to do, arrange for the affected area to be barricaded to divert traffic, this is to be kept in place until the emergency is declared terminated.

(c) Activate the Emergency Response Plan (ERP).

(d) Contact the First Aid Officer.

(e) Establish the Emergency Control Point (ECP) in the Security Office.

(f) Decide if an evacuation is required of any affected building(s)/area(s).

11.8.2.5 If the substance can be identified, the CHIEF WARDEN will refer to the MSDS for advice on:

(a) Hazardous dangerous goods classification

(b) First Aid measures

(c) Fire fighting measures

(d) Personal Protective Equipment (PPE)

(e) Emergency Procedures

11.8.2.6 If the substance cannot be identified, the CHIEF WARDEN will evacuate the building(s)/area(s). Refer to Section 11.8.2.11.

11.8.2.7 If the affected area is safe to approach, the CHIEF WARDEN will:

(a) Use the designated (broadcast) emergency radio channel and notify all Ship and Yard Team Leaders of the restricted access to the affected area(s).

(b) If it is safe to do, arrange for the affected area to be barricaded to divert traffic, this is to be kept in place until the emergency is declared terminated.

11.8.2.8 If the affected area is not safe to approach, the CHIEF WARDEN will evacuate the building(s)/area(s). Refer to Section 11.8.2.11.

11.8.2.9 If the substance is flammable, the CHIEF WARDEN will:

(a) If it is safe to do so will arrange for the ignition sources to be either removed or isolated.

(b) Arrange for containment of hazardous substance or toxic emissions using the spill kit materials (e.g. absorbent material) or other methods as per applicable MSDS.

11.8.2.10 If the substance is not flammable, the CHIEF WARDEN will:

(a) Arrange for containment of hazardous substance or toxic emissions using the spill kit materials (e.g. absorbent material) or other methods as per applicable MSDS.

(b) Arrange for the building(s)/area(s) to be evacuated. Refer to Section 11.8.2.11.

11.8.2.11 If an EVACUATION is required, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) If the Emergency Assembly Points are clear the Chief Warden will activate the evacuation of the affected area(s).

(c) The Chief Warden will contact Area Warden(s) and direct them to evacuate all people/visitors to their designated Emergency Assembly Point.

(d) Chief Warden to direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(e) The Area Warden(s) will evacuate all people/visitors from the affected building(s)/area(s) to the designated Emergency Assembly Points.

(f) Area Warden(s) will account for all people/visitors at the Emergency Assembly Point and contact the Chief Warden reporting any unaccounted for people/visitors and any relevant information.

(g) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to the Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation (if evacuation required), details of any unaccounted for people/visitors, and any other relevant information.

(h) The Chief Warden will liaise with the Emergency Services IC.

(i) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required:

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

(j) If required, the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

11.8.2.12 If an EVACUATION IS NOT required go to Section 11.8.2.14, Return to NORMAL (PRE-EMERGENCY) OPERATIONS.

11.8.2.13 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will return the control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected area(s) that the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given.

(c) The AREA WARDEN will direct people/visitors to return to their work area and resume work activities.

11.8.2.14 Return to NORMAL (PRE-EMERGENCY) OPERATIONS, the CHIEF WARDEN will:

(a) Initiate the recovery (if required a CIRP), reporting and notification process as per the ERP.

(b) Restore the terminal to normal (pre-emergency) operations.

11.8.2.15 POST EMERGENCY investigation:

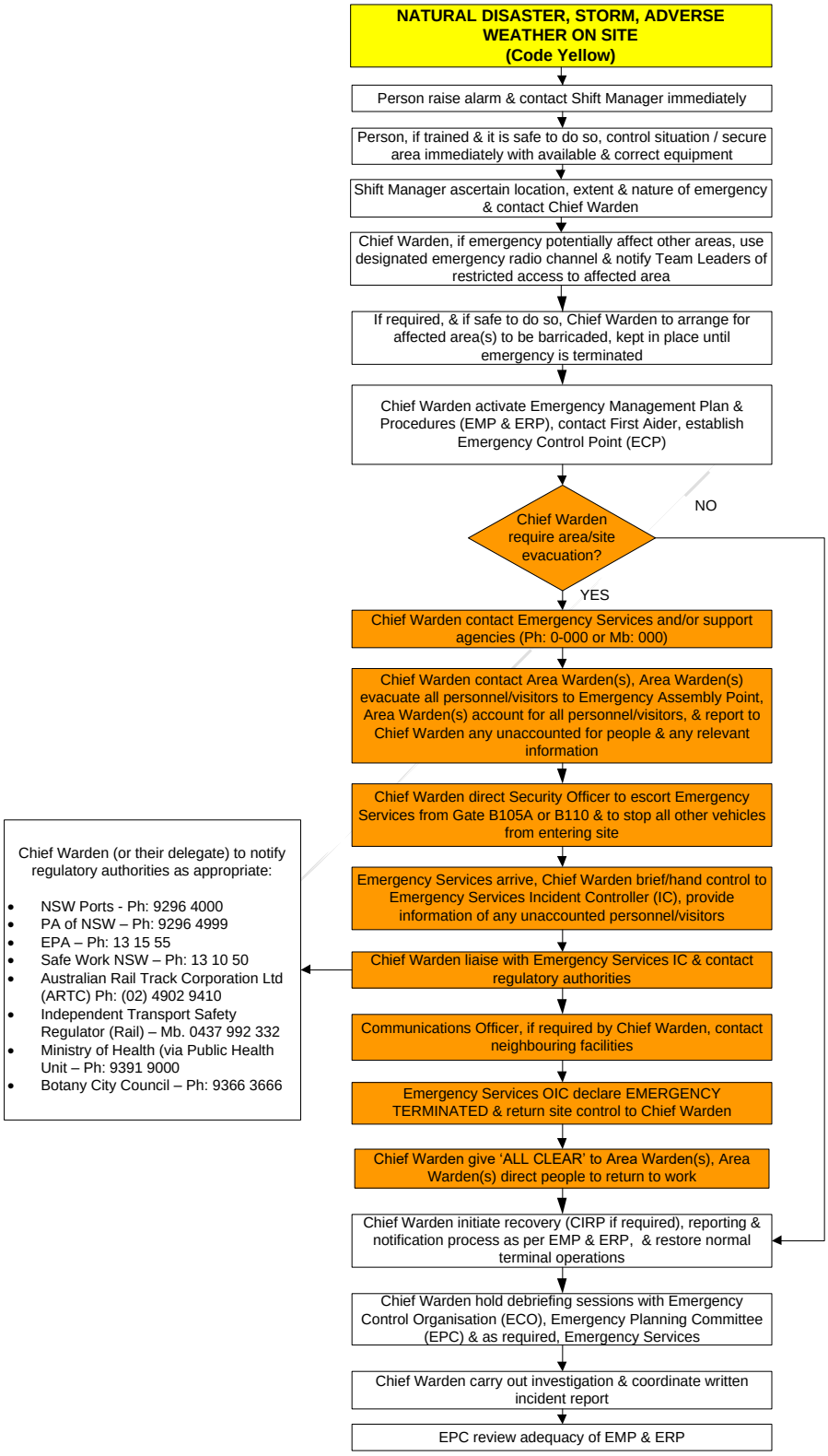
(a) The Chief Warden will hold debriefing sessions with the Emergency Control Organisation (ECO), Emergency Planning Committee, and as required with the Emergency Services.

(b) The Chief Warden will carry out an investigation of the emergency incident and coordinate the preparation of a written incident report.

(c) The EPC will review the incident report, review the adequacy of the ERP and identify any omissions and/or deficiencies.

11.9 Natural Disaster, Storm, Adverse Weather on Site (Code Yellow)

11.9.1 Natural Disaster, Storm, Adverse Weather on Site (Code Yellow) - Flow Chart



11.9.2 Natural Disaster, Storm, Adverse Weather on Site (Code Yellow) - Procedure

11.9.2.1 On becoming aware of an EMERGENCY SITUATION, the PERSON will:

(a) Immediately raise the verbal emergency alarm.

"EMERGENCY – EMERGENCY – EVACUATE NOW"

(b) Immediately contact the Shift Manager.

(c) Immediately, if trained and it is safe to do so, secure the affected area(s) to restrict access with available equipment.

11.9.2.2 On becoming aware of the emergency, the SHIFT MANAGER will:

(a) Ascertain the location, extent and nature of the emergency.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

11.9.2.3 On being made aware of an emergency the CHIEF WARDEN will:

(a) If the emergency has the potential to affect other areas, use the designated (broadcast) emergency radio channel and notify all Ship and Yard Team Leaders of the restricted access to the affected area(s).

(b) If required and it is safe to do, arrange for the affected area to be barricaded to divert traffic, this is to be kept in place until the emergency is declared terminated.

(c) Activate the Emergency Response Plan (ERP).

(d) Contact the First Aid Officer.

(e) Establish the Emergency Control Point (ECP) in the Security Office located on the ground floor of the Tower/Admin Building.

(f) Decide if an evacuation is required of any affected building(s)/area(s).

11.9.2.4 If an EVACUATION IS NOT required go to Section 11.9.2.7 Return to NORMAL (PRE-EMERGENCY) OPERATIONS.

11.9.2.5 If an EVACUATION is required, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) If the Emergency Assembly Points are clear the Chief Warden will activate the evacuation of the affected area(s).

(c) The Chief Warden will contact Area Warden(s) and direct them to evacuate all people/visitors to their designated Emergency Assembly Point.

(d) Chief Warden to direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(e) The Area Warden(s) will evacuate all people/visitors from the affected building(s)/area(s) to the designated Emergency Assembly Points.

(f) Area Warden(s) will account for all people/visitors at the Emergency Assembly Point and contact the Chief Warden reporting any unaccounted for people/visitors and any relevant information.

(g) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to the Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation (if evacuation required), details of any unaccounted for people/visitors, and any other relevant information.

(h) The Chief Warden will liaise with the Emergency Services IC.

(i) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required.

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

(j) The Communications Officer, if required by the Chief Warden will contact the neighbouring facilities and advise them of the emergency (refer to Appendix C5, Neighbouring Facilities Contact List).

(k) If required the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

11.9.2.6 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will return the control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected area(s) that the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given.

(c) The AREA WARDEN will to direct people/visitors to return to their work area and resume work activities.

11.9.2.7 Return to NORMAL (PRE-EMERGENCY) OPERATIONS, the CHIEF WARDEN will:

(a) Initiate the recovery (if required a CIRP), reporting and notification process as per the ERP.

(b) Restore the terminal to normal (pre-emergency) operations.

11.9.2.8 POST EMERGENCY investigation:

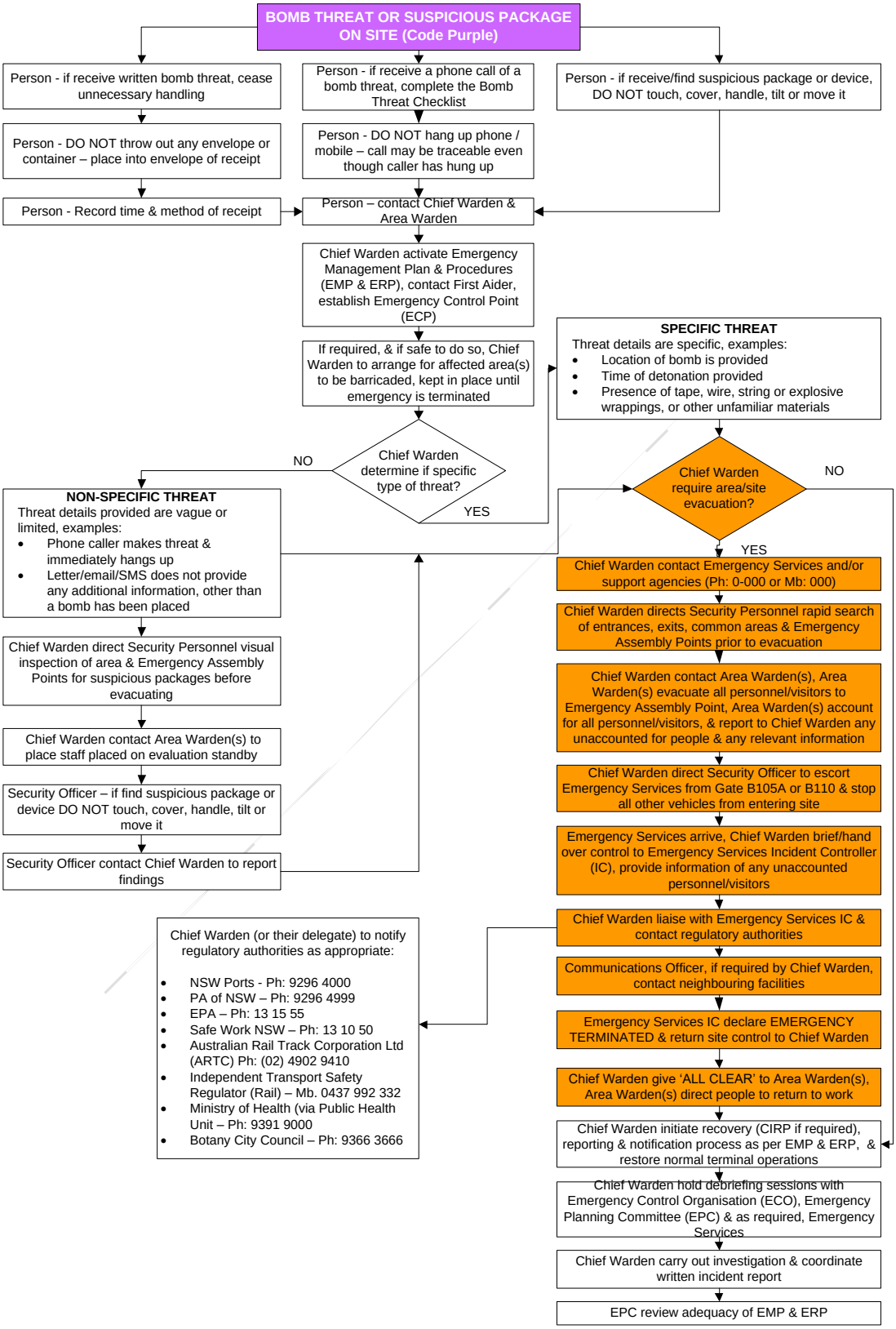
(a) The Chief Warden will hold debriefing sessions with the Emergency Control Organisation (ECO), Emergency Planning Committee, and as required with the Emergency Services.

(b) The Chief Warden will carry out an investigation of the emergency incident and coordinate the preparation of a written incident report.

(c) The EPC will review the incident report, review the adequacy of the ERP and identify any omissions and/or deficiencies.

11.10 Bomb Threat or Suspicious Package on Site (Code Purple)

11.10.1 Bomb Threat or Suspicious Package on Site (Code Purple) - Flow Chart



11.10.2 Bomb Threat or Suspicious Package on Site (Code Purple) - Procedure

11.10.2.1 On receiving a written bomb threat, the PERSON will:

(a) Cease handing the written bomb threat.

(b) Place the letter into the paper envelope the written bomb threat was received in.

(c) Record the time and method the written bomb threat was received.

(d) Contact the Area Warden and Shift Manager.

11.10.2.2 On receiving a phone call of a bomb threat, the PERSON will:

(a) Remain on the phone call (DO NOT hang up the telephone or mobile phone as the call may be traceable even though the caller has hung up).

(b) Complete the Bomb Threat Checklist.

(c) Contact the Area Warden and Shift Manager.

(d) DO NOT advise any other person.

11.10.2.3 On receiving or finding a suspicious package or device, the PERSON will:

(a) NOT touch, cover, handle, tilt or move the package or device.

(b) Contact the Area Warden and Shift Manager.

11.10.2.4 On becoming aware of the emergency, the SHIFT MANAGER will:

(a) Ascertain the location, extent and nature of the emergency.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

11.10.2.5 On becoming aware of the emergency, the CHIEF WARDEN will:

(a) Activate the Emergency Response Plan (ERP).

(b) Contact the First Aid Officer.

(c) Establish the Emergency Control Point (ECP) in the Security Office located on the ground floor of the Tower/Administration Building.

(d) Determine the type of threat i.e. NON-SPECIFIC THREAT or SPECIFIC THREAT.

i. A NON-SPECIFIC TYPE OF THREAT is where the threat details provided are VAGUE or LIMITED, for example:

- Phone caller makes a threat and immediately hangs up the phone.

- The written threat (i.e. letter or email), does not provide any additional information, other than a bomb has been placed.

ii. A SPECIFIC TYPE OF THREAT is where details are provided, for example:

- Location of the bomb is provided.
- Time of detonation is provided.
- Presence of tape, wire, string, explosive wrapping, or unfamiliar materials.

11.10.2.6 For a NON-SPECIFIC TYPE OF THREAT the CHIEF WARDEN will:

(a) Direct Security Personnel to visually inspect the area and Emergency Assembly Point for suspicious package(s) or device(s) before evacuating building(s)/area(s) of people/visitors.

(b) Contact Area Warden(s) to place staff/visitors on evacuation standby.

(c) Security Officer(s) if find a suspicious package(s) or device(s) DO NOT touch, cover, handle, tilt or move it.

(d) Security Officer(s) to contact Chief Warden and report their findings from their visual inspection.

(e) Decide if an evacuation is required of any affected building(s)/area(s) refer to Section 11.10.2.9.

11.10.2.7 For a SPECIFIC TYPE OF THREAT the CHIEF WARDEN will:

(a) Decide an evacuation is required of any affected building(s)/area(s) refer to Section 11.10.2.9.

11.10.2.8 If an EVACUATION IS NOT required go to Section 11.10.2.12 Return to NORMAL (PRE-EMERGENCY) OPERATIONS.

11.10.2.9 If an EVACUATION is required, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) If the Emergency Assembly Points are clear the Chief Warden will activate the evacuation of the affected area(s).

(c) The Chief Warden will contact Area Warden(s) in the affected building(s)/area(s) and direct them to evacuate all people/visitors to their designated Emergency Assembly Point.

(d) Chief Warden to direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(e) The Area Warden(s) will evacuate all people/visitors from the affected building(s)/area(s) to their designated Emergency Assembly Points.

(f) Area Warden(s) will account for all people/visitors at the Emergency Assembly Point and contact the Chief Warden reporting any unaccounted for people/visitors and any relevant information.

(g) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to the Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation (if evacuation required), details of any unaccounted for people/visitors, and any other relevant information.

(h) The Chief Warden will liaise with the Emergency Services IC.

(i) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required.

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

(j) The Communications Officer, if required by the Chief Warden will contact the neighbouring facilities and advise them of the emergency (refer to Appendix C5, Neighbouring Facilities Contact List).

(k) If required the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

11.8.2.10 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will return the control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected area(s) that the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given.

(c) The AREA WARDEN will direct people/visitors to return to their work area and resume work activities.

11.8.2.11 Return to NORMAL (PRE-EMERGENCY) OPERATIONS, the CHIEF WARDEN will:

(a) Initiate the recovery (if required a CIRP), reporting and notification process as per the ERP, and restore the terminal to normal (pre-emergency) operations.

11.8.2.12 POST EMERGENCY investigation:

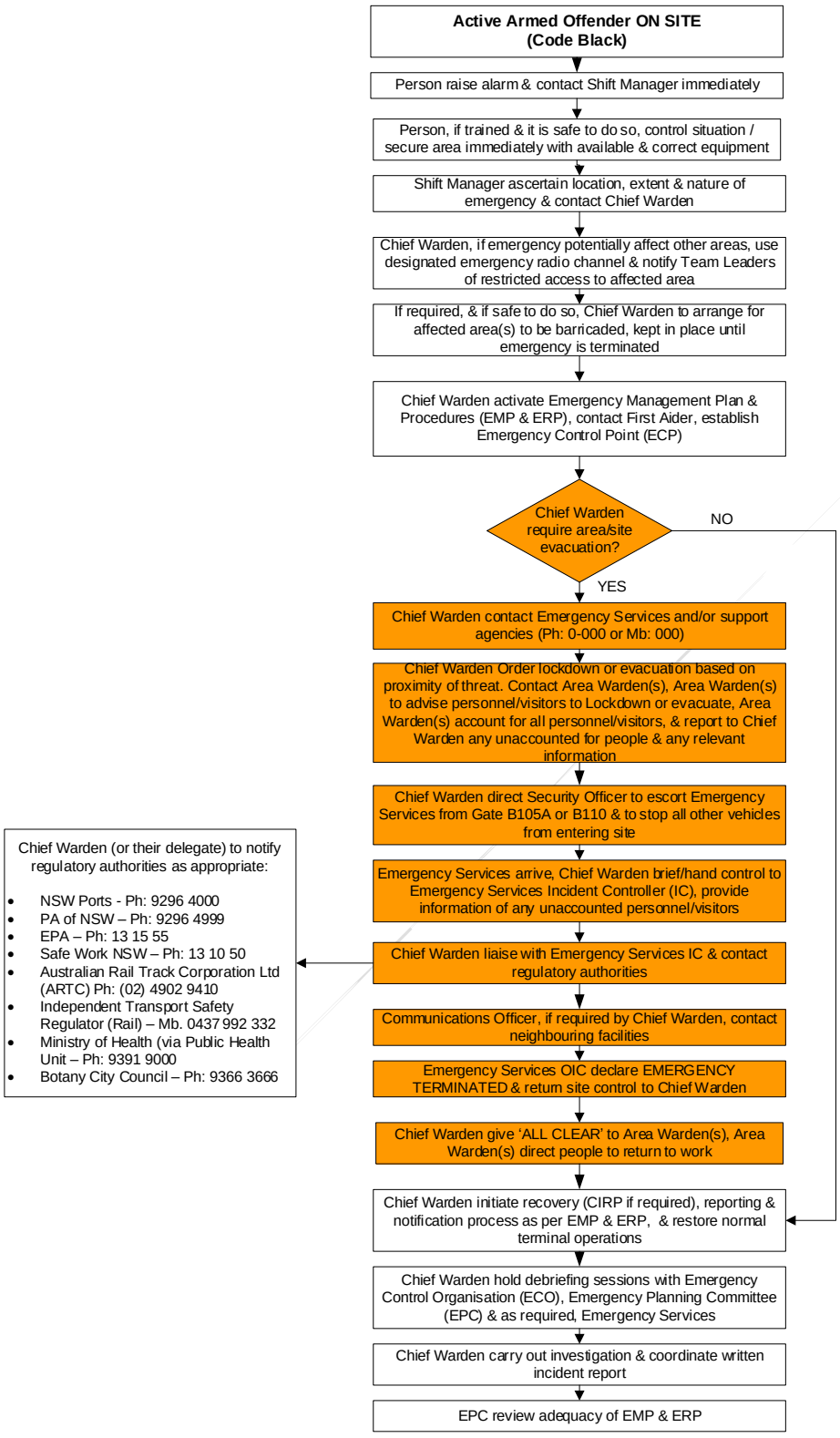
(a) The Chief Warden will hold debriefing sessions with the Emergency Control Organisation (ECO), Emergency Planning Committee, and as required with the Emergency Services.

(b) The Chief Warden will carry out an investigation of the emergency incident and coordinate the preparation of a written incident report.

(c) The EPC will review the incident report, review the adequacy of the ERP and identify any omissions and/or deficiencies.

11.11 Personal Threat (Code Black)

11.11.1 Personal Threat (Code Black) - Flow Chart



11.11.2 Personal Threat on Site – Lockdown Procedures

Lockdown procedures form an important part of an organisations plan for protecting individuals in the event of Active Threat incident and should not be confused with shelter-in-place procedures used during extreme weather events or natural disasters. The optimum effect of a Lockdown is to deny a threat access to a facility in the first instance through the initiation of a Preventative Lockdown. If a successful Preventative Lockdown is unable to be achieved and a threat gains some level of access to a facility, then an emergency Lockdown must be initiated.

11.11.2.1 Preventative Lockdown.

Preventative Lockdowns enable an organisation to prevent an external threat from gaining internal access to a facility or site. This level of protection is achieved by electronically or manually securing/locking all external doors, windows, gates and any other point an offender may be able to exploit in order to gain internal access.

To enact a Preventative Lockdown, the Chief Warden must concurrently:

(a) Publicly announce and initiate a Lockdown in accordance with these Emergency Response Procedures.
(b) Immediately lock/secure all external entry point to all building.
(c) Enact the ECO

To enact a Preventative Lockdown, all individuals must concurrently:

(a) Lock the doors and windows to their immediate workspace if possible or move to a predesignated safe room.
(b) Turn off lights.
(c) Close any blinds or curtains.
(d) Barricade doors with furniture.
(e) Turn phones on silent with vibrate off.
(f) Call 000
(g) Remain silent and vigilant while awaiting direction from the ECO
(h) Not open the doors of any secured spaces or announce your presence to anyone outside of your space until CW has officially ended the Lockdown.

Considerations for a Preventative Lockdown include:

(a) The threat must be identified and the Preventative Lockdown initiated while the threat is still external to a facility or building.

(b) Successful Preventative Lockdowns are reliant on securing/locking all external entry points immediately after identification of an external threat. Therefore, electronically securing/locking entry points is significantly more effective than manually doing so.

(c) Planning, rehearsals and clear designation of roles, responsibilities and procedures are crucial to enacting a successful Preventative Lockdown.

11.11.2.2 Emergency Lockdown.

In the event of an unsuccessful Preventative Lockdown and a threat gaining internal access to a facility or building, all individuals must conduct an Emergency Lockdown. The procedures for individuals during an Emergency Lockdown are the same as a Preventative Lockdown; the difference is in how and when the Emergency Lockdown is initiated. For a range of reasons, a Lockdown announcement may fail to be made during an Active Threat incident.

Therefore, upon detecting a threat incident in your building, such as screaming, gunshots or explosions, all individuals must immediately and concurrently:

(a) Lock the doors and windows to their immediate workspace if possible or move to a predesignated safe room.

(b) Turn off lights.

(c) Close any blinds or curtains.

(d) Barricade doors with furniture.

(e) Turn phones on silent with vibrate off.

(f) Call 000.

(g) Remain silent and vigilant while awaiting direction from the ECO.

(h) Not open the doors of any secured spaces or announce your presence to anyone outside of your space until officially directed to by law enforcement.

Considerations for an Emergency Lockdown include:

(a) If the threat is now inside the building or facility and cannot be accounted for, deciding to individually move through the building in order to escape may be more dangerous than securing yourself in an appropriate safe room.

(b) If for some reason a fire alarm is activated during an Active Threat incident, locked doors to spaces being used as saferooms may automatically unlock.

(c) It is unlikely there will be any communication or coordination from the ECO.

(d) Most Active Armed Offender incidents are over in less than 12 minutes.

(e) An appropriately secured saferoom can put considerable time between those inside and an offender.

11.11.2.3 On becoming aware of an EMERGENCY SITUATION, the PERSON will:

(a) Immediately raise the verbal emergency alarm.

"EMERGENCY – EMERGENCY – EMERGENCY"

(b) Immediately contact the Shift Manager.

11.11.2.4 On becoming aware of the emergency, the SHIFT MANAGER will:

(a) Ascertain the location, extent and nature of the emergency.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

11.11.2.5 On being made aware of an emergency the CHIEF WARDEN will:

(a) If the emergency has the potential to affect other areas, use the designated (broadcast) emergency radio channel and notify all Ship and Yard Team Leaders of the restricted access to the affected area(s).

(b) If required and it is safe to do, arrange for the affected area to be barricaded to divert traffic, this is to be kept in place until the emergency is declared terminated.

(c) Activate the Emergency Response Plan (ERP).

(d) Contact the First Aid Officer.

(e) Establish the Emergency Control Point (ECP) in the Security Office located on the ground floor of the Terminal/Administration Building.

(e) Decide if an evacuation or Lockdown is required of any affected building(s)/area(s).

11.11.2.6 If a LOCKDOWN is required, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) The Chief Warden will broadcast internally "Lockdown Lockdown Lockdown" and direct Area Wardens to move all personnel and visitors to rooms which can be locked or barricaded internally.

(c) Chief Warden to obtain numbers of people from Area Wardens and commence accounting for people with security.

(d) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation (if evacuation required), details of any unaccounted for people/visitors, and any other relevant information.

(e) The Chief Warden will liaise with the Emergency Services IC.

(f) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required.

11.11.2.7 If an EVACUATION is required, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) If the Emergency Assembly Points are clear the Chief Warden will activate the evacuation of the affected building(s)/area(s).

(c) The Chief Warden will contact Area Warden(s) and direct them to evacuate all people/visitors to their designated Emergency Assembly Point.

(d) Chief Warden to direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(e) The Area Warden(s) will evacuate all people/visitors from the building/area to the Emergency Assembly Point.

(f) Area Warden(s) will account for all people/visitors at the Emergency Assembly Point and contact the Chief Warden reporting any unaccounted for people/visitors and any relevant information.

(g) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation (if evacuation required), details of any unaccounted for people/visitors, and any other relevant information.

(h) The Chief Warden will liaise with the Emergency Services IC.

(i) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required.

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

(j) The Communications Officer, if required by the Chief Warden will contact the neighbouring facilities and advise them of the emergency (refer to Appendix C5, Neighbouring Facilities Contact List).

(k) If required the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

11.11.2.8 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will return the control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected building(s)/area(s) the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given.

(c) The AREA WARDEN will direct people/visitors to return to their work area and resume work activities.

11.11.2.9 Return to NORMAL (PRE-EMERGENCY) OPERATIONS, the CHIEF WARDEN will:

(a) Initiate the recovery (if required a CIRP), reporting and notification process as per the ERP.

(b) Restore the terminal to normal (pre-emergency) operations.

11.11.2.10 POST EMERGENCY investigation:

(a) The Chief Warden will hold debriefing sessions with the Emergency Control Organisation (ECO), Emergency Planning Committee, and as required with the Emergency Services.

(b) The Chief Warden will carry out an investigation of the emergency incident and coordinate the preparation of a written incident report.

(c) The EPC will review the incident report, review the adequacy of the ERP and identify any omissions and/or deficiencies.

11.11.2.11 Response Procedures to an Active Armed Offender

When attacks involving firearms and other weapons and other weapons occur, being prepared to rapidly react is paramount. By understanding your options and actions in advance, you are more likely to make a quick and informed decision during an Active Threat incident. The Escape Hide Tell drill is a procedure that can aid individuals in responding to an armed threat in their immediate area – Escape if you can, Hide if you cannot escape, Tell as soon as it is safe to do so.

11.11.2.13 Escape

Escape should always be the primary objective for individuals during an Active Threat event. The more time and space between an offender and a potential victim/s, the greater their chances of survivability. When escaping you must:

(a) Move with purpose and at best speed to leave your immediate area to go outside. This requires a sound understanding of an occupied building's layout and where all of the exit routes and points are.

(b) Once out of the building, continue to move away from the area – Increased time and space equals increased chance of survival.

(c) Whilst escaping the building and continuing to move away from the area, attempt to move between locations that provide cover and concealment.

- Cover – material protection from high-velocity objects. For example, large trees, concrete walls, mounds of dirt and engine blocks of vehicles.
- Concealment – obscured from the view of a threat but without material protection. For example, curtains, light furniture, plaster walls and vegetation.

(d) While escaping, warn others of the danger – However, do not stop.

(e) Once well clear of the threat area and in a position of cover and/or concealment, immediately Tell (call 000) and await directions from the first responders. Remain aware of your environment and the threat if possible. Monitor the situation and be prepared to move again.

11.12.2.14 Hide

If you cannot escape the threat area, you must Hide. If possible, move into a room where you can lock the door, otherwise hide as necessary behind walls, furniture or in cupboards. If you can get inside a room, you must do the best of your ability:

(a) Lock doors and windows
(b) Barricade doors with furniture
(c) Close any blinds or curtains
(d) Turn off lights
(e) Put phones on silent / vibrate off
(f) Lie flat on the floor
(g) Stay silent

If you cannot locate a room to hide in, you must attempt to achieve the above points to the best of your ability within your hiding position. Remember, Escape is the best course of action in the event of an Active Threat. Therefore, remain vigilant for opportunities to leave your hiding position and Escape the area if safe to do so.

11.12.2.15 Tell

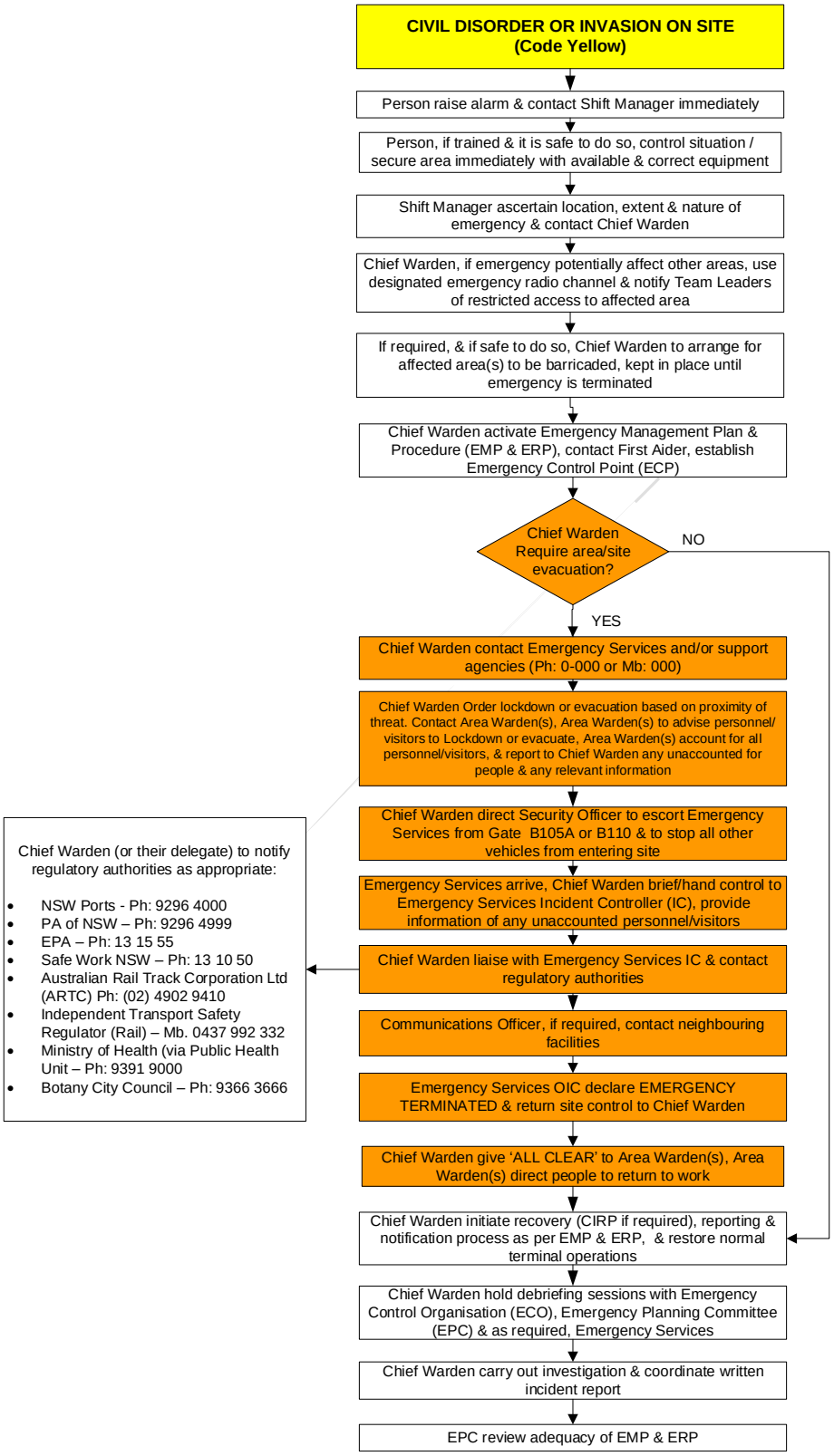
Irrespective of whether you have escaped or are in hiding, you must Tell (call) 000 as soon as it is safe to do so. The sooner law enforcement elements are able to attend the incident, the sooner the incident will be resolved. 000 operators will establish your location and why you require assistance. In addition, provide them with any information you have that will help coordinate a response. For example:

(a) Number of offenders and description of their appearance
(b) What type of weapons being used (knife, firearms held in one hand or two hands, military-style weapons)
(c) Number of casualties

Do not assume that someone else will call 000. You must Tell as soon as it is safe to do so; the sooner law enforcement elements are able to attend the incident, the sooner the incident will be resolved.

11.12 Civil Disorder or Invasion on Site (Code Yellow)

11.12.1 Civil Disorder or Invasion on Site (Code Yellow) – Flow Chart



11.12.2 Civil Disorder or Invasion on Site (Code Yellow) – Procedure

11.12.2.1 On becoming aware of an EMERGENCY SITUATION, the PERSON will:

(a) Immediately raise the verbal emergency alarm.

"EMERGENCY – EMERGENCY – EVACUATE NOW"

(b) Immediately contact the Shift Manager.

(c) Immediately, if trained and it is safe to do so, secure the affected area(s) to restrict access with available equipment.

11.12.2.2 On becoming aware of the emergency, the SHIFT MANAGER is to:

(a) Ascertain the location, extent and nature of the emergency.

(b) Contact the on duty Stevedoring Manager (Chief Warden).

11.12.2.3 On being made aware of an emergency the CHIEF WARDEN will:

(a) If the emergency has the potential to affect other areas, use the designated (broadcast) emergency radio channel and notify all Ship and Yard Team Leaders of the restricted access to the affected area(s).

(b) If required and it is safe to do, arrange for the affected area to be barricaded to divert traffic, this is to be kept in place until the emergency is declared terminated.

(c) Activate the Emergency Response Plan (ERP).

(d) Contact the and First Aid Officer.

(e) Establish the Emergency Control Point (ECP) in the Security Office Located on the ground floor of the Tower/Administration Building.

(e) Decide if an evacuation is required of any affected building(s)/area(s) refer to Section 11.12.2.5.

11.12.2.4 If an EVACUATION IS NOT required go to Section 11.12.2.7, Return to NORMAL (PRE-EMERGENCY) OPERATIONS.

11.12.2.5 If an EVACUATION is required, then:

(a) The Chief Warden will telephone 0-000 or mobile phone 000 for the Emergency Services and if needed contact the Support Agencies.

(b) If the Emergency Assembly Points are clear the Chief Warden will activate the evacuation of the affected area(s).

(c) The Chief Warden will contact Area Warden(s) and direct them to evacuate all people/visitors to their designated Emergency Assembly Point.

(d) Chief Warden to direct the Security Officer to escort Emergency Services from Gate B105A or B110 and stop all other vehicles from entering the site.

(e) The Area Warden(s) will evacuate all people/visitors from the building/area to the Emergency Assembly Point.

(f) Area Warden(s) will account for all people/visitors at the Emergency Assembly Point and contact the Chief Warden reporting any unaccounted for people/visitors and any relevant information.

(g) On arrival of the Emergency Services the Chief Warden will:

- Hand over control for the emergency to the Emergency Services IC.
- Brief the Emergency Services IC of the emergency i.e. type and location.
- Provide the status of the evacuation (if evacuation required), details of any unaccounted for people/visitors, and any other relevant information.

(h) The Chief Warden will liaise with the Emergency Services IC.

(i) The Chief Warden or their delegate will contact the appropriate regulatory authorities as required.

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

(j) The Communications Officer, if required by the Chief Warden will contact the neighbouring facilities and advise them of the emergency (refer to Appendix C).

(k) If required the Chief Warden will establish a Critical Incident Recovery Plan (CIRP) (refer to Section 16).

11.12.2.6 When the Emergency Services Incident Controller (IC) TERMINATES the emergency, then:

(a) The Emergency Services IC will return the control for the site to the Chief Warden.

(b) The Chief Warden will advise the Area Warden(s) in the affected area(s) that the emergency has been 'TERMINATED' and the 'ALL CLEAR' has been given, and to direct people/visitors to return to their work area and resume work activities.

12. EMERGENCY RESOURCES

12.1 Emergency Control Point (ECP)

12.1.1 Location of ECP

(a) The Security Office located on the ground floor of the Tower/Administration Building is operated 24 hours a day 7 days a week and will be used as an Emergency Control Point (i.e. Incident Control Command (ICC)) for the Chief Warden to manage any terminal emergencies.

(b) The ECP will also be made available to the Emergency Services Incident Controller (IC) as required.

12.1.2 Alternative Location of ECP

In the event that the Security Office cannot be operated as the ECP, the alternative ECP will be located at the Gate House at Gate B110 or at the Maintenance Building.

12.2 Emergency Equipment

12.2.1 Types of first attack fire fighting equipment

The terminal has a number of different fire fighting tools located around the terminal to aid fighting of fires under the First Attack Fire Fighting Principles. This emergency equipment is only to be used by appropriately trained personnel, and include:

- Portable fire extinguishers
- Fire hose reels
- Fire blankets

12.2.2 Fire Hydrants

Fire hydrants are located throughout the terminal and are for of Emergency Services personnel only. These are marked on the terminal site map in Appendix A.

12.2.3 First Aid

A First Aid Room is located at the Safety Services Building next to Gate B110. Employees who have First Aid qualifications are identified on the company's labour allocation sheets and all terminal security personnel are First Aid trained.

12.2.4 Ambulance (on-site)

The terminal is equipped with an ambulance which is fitted with first aid equipment, stretchers and oxy viva units. It is located at the Safety Services Building where the site First Aid Room is situated. The First Aiders are trained in the use of the equipment.

12.2.5 Oxy Viva

Oxy viva units are located in the Terminal's on site ambulance and the First Aid Room. These units are only to be used by appropriately trained personnel.

12.2.6 Defibrillator

Four defibrillators are located on the Terminal:

(a) Tower Level 2

(b) Fitainer

(c) Maintenance

(d) First Aid Room

12.2.7 Life Preservers (e.g. life buoy or life ring) and Wharf Ladders

A life preserver (floatation device e.g. life buoy or life ring) and wharf ladder is attached to each shoreline crane and is to be deployed in the event of a person falling into the water.

12.2.8 Work Cage

Work cages are available on the terminal to assist with the prompt access (e.g. Emergency Services to assist an injured person) or egress from a vessel (e.g. the gangway is unable to be used).

12.2.9 Environmental Spill Kits

Environmental spill kits are placed in key areas around the Terminal to aid in the containment, cleaning and disposal of all types of spills. The locations of the environmental spill kits, which contain portable bunding and absorbent materials including booms, are shown on the Evacuation Diagrams (refer to Appendix B).

12.2.10 Environmental Spill Container

The 20 foot environmental spill container contains relevant spill containment materials (e.g. absorbent materials and clean up equipment). The location of the environmental spill container is at the Eastern end of the wharf as shown on the Site map (refer to Appendix A).

12.2.11 Environmental Spill Trailer and Tug

The environmental spill trailer and tug are located on the Quayline at the eastern end of the terminal (refer to Appendix A).

12.2.12 Wind Direction Devices

The wind direction on the terminal can be determined by a wind sock located on the Breezeway Building. Wind socks are located on the two storage tanks in the Caltex Tank Farm opposite B110.

12.2.13 Wind Alarms

Wind alarms are located on the shoreline cranes along the quay line.

12.2.14 Terminal Radio System

Three types of radios are located on the Terminal:

(a) **Bulk Liquid Berth (BLB) Radio**

NSW Ports/SPC operates the BLB radio which connects with all the terminal users. The BLB radio for Patrick PBT is located at Security based at Reception in the Administration Building.

(b) **Patrick PBT Evacuation Radio**

The Evacuation Radio is located at Security based at Gate B110. In the event of an emergency the Chief Warden will advise the Security Officer based at Security Gate B110 will activate the evacuation radio.

(c) **Terminal Hand Held Radios**

Hand held radios are carried by key personnel. In the event of an emergency the Chief Warden will broadcast the existence of an emergency or evacuation on designate (broadcast) radio channel. This channel will be used for communications for the balance of the emergency or evacuation.

(b) **Dangerous Goods – Initial Emergency Response Guide (SAA/SNZ HB 76:2010),** the purpose of this handbook is to provide immediate general information and advice to persons handling dangerous goods emergencies. While written principally for trained emergency responders, it also contains advice, which anyone first on the scene of an incident should be able to follow. Copies of this guide are located in the offices of the Landside, Yard and Safety Services Managers.

12.2.18 Muster Report System

The Security Supervisor will run a muster report from the security computer based at B110 Gate House. A muster report can be run for those Emergency Assembly Points where people evacuate through a turnstile.

12.2.19 Port Authority NSW Emergency Response Team

Expertise and equipment for oil spill clean-up.

12.3 Maintaining Emergency Equipment

12.3.1 Location of emergency equipment

The location of the emergency equipment is detailed on the Site Map (refer to Appendix A) and Evacuation Diagrams (refer to Appendix B).

12.3.2 Inspection and testing of emergency equipment

The Engineering and Maintenance Manager will arrange for regular inspection and testing of emergency equipment located on the terminal so that it is available and operational in the event of an emergency, including (but not limited to):

(a) Emergency Contacts List

(b) Evacuation Diagrams

(c) Environmental Spill Kits

(d) Environmental Spill Container

(e) Tug/Spill Trailer

(f) Fire Extinguishers (e.g. Dry Chemical or 'powder' ABE extinguisher, Carbon Dioxide CO_2 extinguisher, Foam)

(g) Fire Blankets

(h) Fire Hoses

12.3.3 Reporting deficient emergency equipment pre or post emergency

The Area Warden(s) will report any deficiencies of emergency equipment to the Engineering and Maintenance Manager to arrange for replacement or recharging.

12.3.4 Restocking, replacement, recharging or repair of emergency equipment

The Engineering and Maintenance Manager will arrange for the restocking, replacement, recharging or repair of any emergency equipment, and ensure the Emergency Equipment Register is updated accordingly.

12.4 Emergency Alarm System

12.4.1 NSW Ports/Sydney Ports Corporation (SPC)

(a) NSW Ports/Sydney Ports Corporation (SPC) operates a port wide Emergency Warning system that covers the Port Botany Terminal and all port controlled areas.

(b) The warning system consists of two (2) tone alarm that works in conjunction with Patrick PBT's own emergency response procedures. For example, the Patrick PBT emergency response procedures would be used to communicate the nature of detection to personnel and/or the desired route to be taken if building and/or site evacuation is required.

(c) The system alarm tones are as follows:

- **Alert Tone:** Beep-Beep-Beep (intermitted tone)
- **Evacuation Tone:** Whoop-Whoop-Whoop (intermitted rising tone)

(d) Sydney Ports Corporation tests this system every Thursday at 11:00 am.

12.4.2 Patrick Port Botany Terminal (Patrick PBT)

(a) Patrick PBT operates a terminal wide Emergency Evacuation system that covers all Patrick PBT controlled areas.

(b) The warning system consists of two (2) sounds in conjunction with its own emergency response procedures.

(c) The verbal warning alarm is as follows:

- **Verbal Warning Alarm:** "**EMERGENCY – EMERGENCY – EVACUATE NOW"**

(d) The system alarm tone is as follows:

- **Evacuation Siren**

(e) Patrick PBT tests this system every Wednesday at 10:00 am.

12.5 Emergency Communications

12.5.1 Communication Equipment and Services

The Security Office on the ground floor of the Tower/Administration Building is operated 24/7 and available as the Emergency Control Point (ECP) for the Chief Warden and the Emergency Services Incident Controller (IC) to manage any terminal emergencies.

12.5.2 Media Room and Media Liaison

(a) An office in the Patrick PBT Administration Building will be made available for the person nominated by the Chief Warden to liaise with the media during the emergency.

(b) It is of the utmost importance that the media (electronic and print) are informed of progress during an emergency response, particularly in an environmental situation, i.e. a major oil spill.

(c) The media should only be briefed by the Chief Executive Officer or a trained and approved Patrick PBT media spokesperson.

13. ACTIVATION OF THE PLAN

13.1 Contact Emergency Services (Police, Fire, Ambulance)

13.1.1 Evaluate emergency situation

The Chief Warden will evaluate the information relating to the emergency situation and decide if the Emergency Services are required or as a matter of precaution. The Chief Warden will contact the Emergency Services by telephone 0-000 or by mobile phone 000 and asking for the relevant Emergency Services.

13.1.2 Emergency information to be provided to Emergency Services

The Chief Warden will provide the following information and details were available:

Your Name:	
Your Mobile Number:	
Company Name:	Patrick Stevedores Operations Pty Ltd
Physical Address:	Penrhyn Road, Port Botany, NSW 2036
Nearest Cross Street:	Foreshore Road and Botany Road
Relevant Terminal Entry:	Gate B105A or Gate B110
Number of Injured Persons or Casualties:	
Nature of Injuries:	
Nature of Emergency: (Fire, Injury, Collision, Person overboard, Disabled, etc.)	
Type of Emergency:	
Scale of Emergency:	
Brief Description of Emergency:	
Hazards Involved: (Including details – Name of Substances, UN Nos, Quantities)	
Any Other Useful Information (e.g. Wind speed, Wind direction etc.)	
Emergency Services Required:	

14. REPORTING OF AN EMERGENCY

14.1 What Should be Reported

The following outlines what should be reported:

(a) Emergencies that have the potential to significantly impact general terminal operations e.g. fire, vessel ground or collision, significant damage to a wharf.

(b) Fire on board a vessel, at a berth.

(c) Environmental incidents including oil, waste or noxious substances spill or potential spills regardless of the size.

(d) Damage to Terminal facilities or equipment.

(e) Failure of management systems in the Terminal.

(f) Any hazard that could be a threat to personnel or disrupt terminal operations.

(g) Any near miss that has the potential to cause damage to a vessel, facility or property.

(h) Any incident involving personnel injury.

14.2 Who Should Report an Emergency?

(a) Any person (employees, contractors, subcontractors or visitors) is required to report any emergency or potential emergency, on the terminal immediately to the Shift Manager.

(b) The Shift Manager will immediately contact the Chief Warden to report the emergency.

14.3 Chief Warden Contacts Emergency Services

On becoming aware of an emergency the Chief Warden will assess the emergency situation and activate the ERP. In the absence of the Chief Warden, the Deputy Chief Warden will fill the role of Chief Warden.

14.4 Escalate & Notify Management of Emergency

On becoming aware of an emergency the person (employees, contractors, other occupants, or visitors) is to escalate the emergency to their next level of management within the required timeframe as listed below.

14.4.1 Minor Incident

Incidents with a minor severity rating include:

(a) First Aid.

(b) Spill which was cleaned up by terminal personnel.

14.4.2 Major Incident

Incidents with a major severity rating include:

(a) Any incident where the Emergency Services have been called.

(b) Spill where the external spill clean-up contractors have been called to the terminal to conduct the clean-up.

14.4.3 Critical Incident

Incidents with a critical severity rating include:

(a) Fatal or disabling injury (e.g. amputation).

(b) Dangerous incident.

(c) Near Miss incident with the potential to be a dangerous incident.

14.5 Notify Statutory Authorities of a Notifiable Incident

A person conducting business or undertaking (PCBU) must ensure that the regulator is notified immediately after becoming aware that a notifiable incident arising out of the conduct of the business or undertaking has occurred.

14.5.1 The Chief Warden or their delegate notifies the statutory authorities

The Chief Warden is responsible for reporting emergency incidents which constitute a notifiable incident (as defined in Section 14.6) to the appropriate statutory authorities.

Regulatory Authority	Phone Number
NSW Ports	(02) 9296 4000
Port Authority of NSW	(02) 9296 4999
EPA	13 15 55
Safe Work NSW	13 10 50
Australian Rail Track Corporation Ltd (ARTC)	(02) 4902 9410
Independent Transport Safety Regulator (railway)	0437 992 332
Ministry of Health (via Public Health Unit)	(02) 9391 9000
Botany City Council	(02) 9366 3666
Department of Planning, Industry & Environment	compliance@planning.nsw.gov.au

14.6 Specific Duty to Preserve Incident Sites

The Chief Warden will ensure, so far as is reasonably practicable, that the site where a notifiable incident has occurred is not disturbed until a Safe Work NSW Inspector arrives at the site or any earlier time that an inspector directs.

15. TERMINATION OF AN EMERGENCY

15.1 Emergency Services Declares Emergency Terminated

The Emergency Services Incident Control (IC) will declare the emergency terminated and hand control back to the Chief Warden.

15.2 Chief Warden Takes Back Control & Gives All Clear

15.2.1 Chief Warden Gives the ALL-CLEAR to Area Warden(s)

When the Emergency Services IC has declared the emergency terminated and returned control of the affected area to the Chief Warden, the Chief Warden will contact the Area Warden(s) and give ALL CLEAR – ALL CLEAR – ALL CLEAR' for personnel/visitors to return to work.

15.2.2 Area Warden(s) Notify Personnel/Visitors to Return to Work

When the Area Warden(s) is given the 'ALL CLEAR – ALL CLEAR – ALL CLEAR' by the Chief Warden, the Area Warden(s) will advise personnel/visitors to return to work.

15.2.3 Chief Warden Initiates the Critical Incident Recovery Plan (CIRP)

(a) If required, the Chief Warden will initiate the Critical Incident Recovery Plan (CIRP) including arranging for the counselling of any affected personnel of the emergency situation.

(b) Pass the general findings of the CIRP to the EPC.

15.3 Chief Warden Restores Terminal to Normal (Pre-Emergency) Operations

The Chief Warden will return the terminal to normal (pre-emergency) operations with assistance from terminal management, employees, contractors and/or specialist external contractors.

16. CRITICAL INCIDENT RECOVERY PLAN (CIRP)

16.1 Develop and Implement a CIRP

16.1.1 Employee aid

A Critical Incident Recovery Plan (CIRP) as part of the emergency/disaster plans to aid in worker and plant recovery as soon as possible after the event. The CIRP assists employees who are not injured but who have for example, witnessed an incident, cope with trauma as well as minimising the time required for the organisation to return to normal (pre-emergency) operations.

16.1.2 The CIRP should cover:

(a) Responsibilities, including coordination and initiation.

(b) Defusing, where those involved in the trauma can discuss the event immediately afterwards in a confidential atmosphere.

(c) Debriefing, designed to assist employees and others to use their own abilities to overcome emotional effects of serious incidents.

(d) Counselling, where further therapy may be required on an ongoing basis. Assistance may also have to be provided to the families of affected personnel.

(e) Legal and insurance requirements, e.g. interference without loss adjuster approval can invalidate the insurance policy.

16.1.3 Chief Warden initiates CIRP

If required, the Chief Warden will develop and initiate the Critical Incident Recovery Plan (CIRP) including arrange for the counselling of any affected personnel of the emergency situation

16.2 Situations Where a CIRP is Useful

Situations where a CIRP is useful include the aftermath of a workplace fatality, armed hold up or external physical threat. Workers who are not physically affected may still suffer psychological effects that need to be resolve through defusing, debriefing and counselling.

16.3 Suitably Qualified Counsellors

The terminal will use only suitably qualified counsellors to assist persons affected by a traumatic event. These counsellors (such as 'Employee Assistance Program) may be contracted from specialist organisations or retained as part of the ERP.

16.4 Availability of Suitably Qualified Counsellors

Depending on the nature of an emergency, the availability of suitably qualified counsellors may be extended post-emergency for a longer period of time.

17. DEBRIEFING FOLLOWING AN EMERGENCY

The debriefing session shall include proposed plans to determine the effects of the emergency, such as a major pollution incident.

17.1 Debriefing Arrangements

As soon as practicable after the completion of emergency response activities debriefing sessions will be held by the Chief Warden to evaluate the response and to assist in planning for future operations.

17.2 Immediate Debriefing Session

An immediate 'Hot' debrief (during the emergency) may be held at any time by the Chief Warden and involve ECO members participating in the emergency.

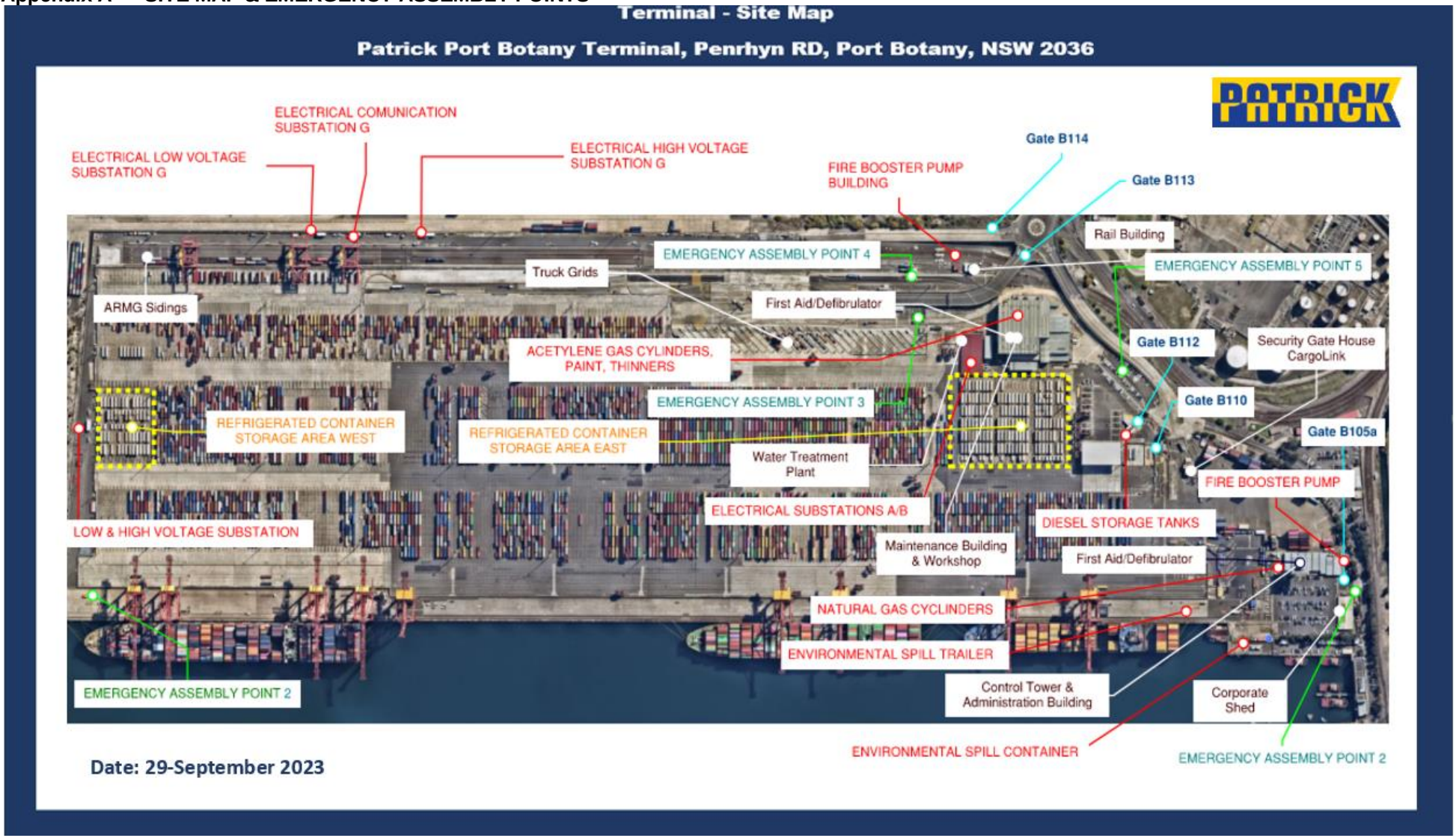
17.3 Comprehensive Debriefing Session Post Emergency

A comprehensive 'Cold' debrief (after the emergency has been terminated by the Emergency Services Incident Controller (IC) and the Chief Warden has given the ALL CLEAR) will be arranged by the Chief Warden and involve members of the EPC and ECO, and where available the Emergency Services Incident Controller (IC) and a representative of each of the agencies involved in the emergency.

17.4 Emergency Incident Investigation and Reporting

The Chief Warden is responsible for ensuring an investigation is conducted into all emergencies involving the Emergency Services. The Chief Warden will involve those people who can assist with the investigation, and a written report will be prepared detailing the investigation findings and any corrective actions. The incident report will be reviewed by the EPC.

Appendix A SITE MAP & EMERGENCY ASSEMBLY POINTS



Appendix B Emergency Assembly Points

B1 Emergency Assembly Point 1 (EAP 1) – Gate B105A Sea Farer's Building

EAP 1 is situated in the Tower/Administration carpark next to Gate B105A. All personnel associated with operations along the Southern side of the terminal are expected to muster to this point. The Area Warden(s) present will account for all personnel and contact the Chief Warden when the headcount is complete.

B2 Emergency Assembly Point 2 (EAP 2) – Berth 6 on Wharf

EAP 2 is situated and sign posted on the terminal's Berth 6 on the quay line. All personnel (i.e. stevedores, contractors, Maintenance Personnel) working the vicinity of this area are expected to muster to this point. The Area Warden will account for all personnel and contact the Chief Warden when the headcount is complete.

B3 Emergency Assembly Point 3 (EAP 3): ATH Tele-Op Building

EAP 3 is situated, and sign posted next to the ATH/Tele-Op building at the Truck Grids at the Eastern end of the terminal boundary. All personnel associated with operations on the landside including Tele-Op Operators truck drivers, quarantine staff, Customs, etc. are expected to muster at this point. The Area Warden will account for all personnel and contact the Chief Warden when the headcount is complete.

B4 Emergency Assembly Point 4 (EAP 4): Rail

EAP 4 is situated west of the Rail operations building on the pump house. The Area Warden will account for all personnel and contact the Chief Warden when the headcount is complete. All personnel associated with ARMG siding, approach tracks and around the maintenance workshop area including but not limited to Patrick PBT rail personnel, train crew, maintenance, and plumbing contractors.

B5 Emergency Assembly Point 5 (EAP 5): Gate B110 & Cargo Link

Emergency Assembly Point 5 is situated and sign posted at the Eastern side of the maintenance carpark. All personnel associated with operations in and around Gate B110, Safety Services Building, CargoLink and Security. The Area Warden will account for all personnel and contact the Chief Warden when the headcount is complete.

Appendix C External Emergency Assembly Points (EAP)

In the event of an emergency which requires workers to evacuate from the terminal two external emergency assembly points have been identified for designated personnel to evacuate to:

- **E1 – Sir Joseph Banks Park, Fremlin Road, Banksmeadow, NSW 2019**
  All non-maintenance personnel
- **E2 – Port Botany Boat Ramp, Foreshore Drive, Banksmeadow, NSW 2019**
  All maintenance personnel

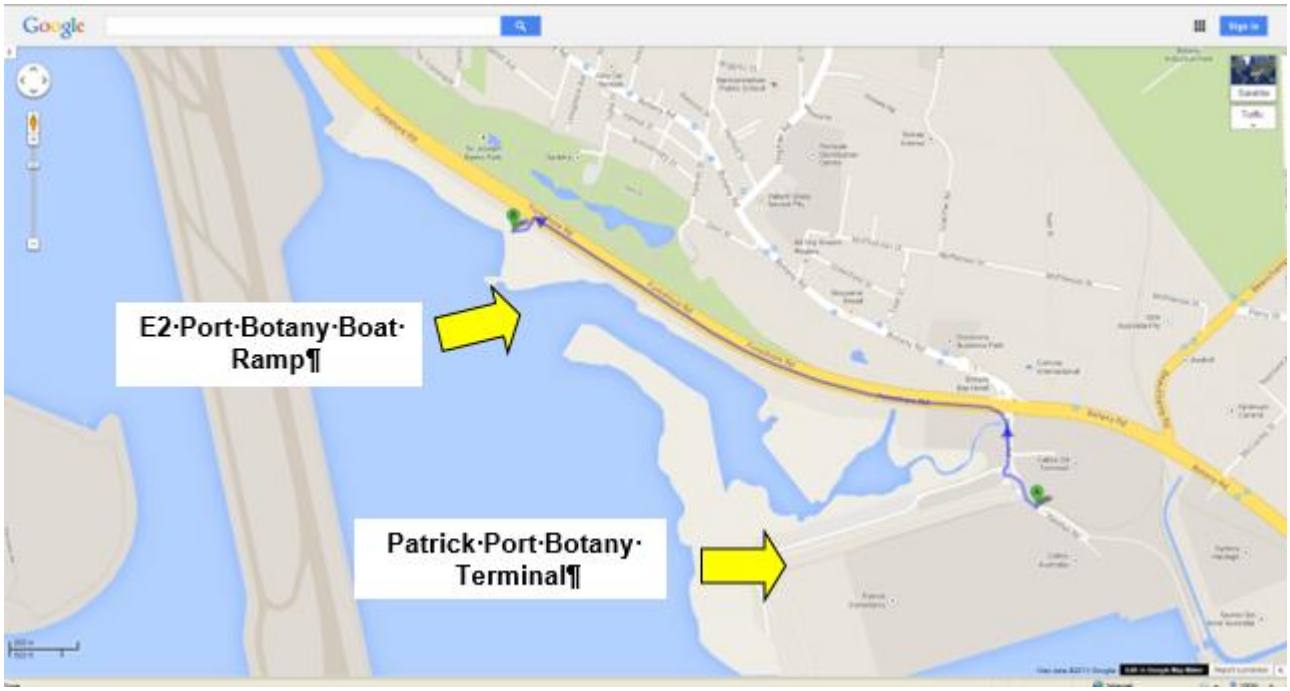
Source: Google Maps

Directions to the external emergency assembly points are detailed below.

C1 External EAP (E1) - Sir Joseph Banks Park, via Fremlin Street, Banksmeadow, NSW 2019

C1.1 Personnel – Non-Maintenance

All non-maintenance personnel are to assembly at Sir Joseph Banks Park (E1).



Source: Google Maps

C1.2 Directions to E1 - Sir Joseph Banks Park, via Fremlin Street, Banksmeadow, NSW 2019

a. Drive north-west on Penrhyn Rd towards Inter-Terminal Access Road (go 300 m)

- Go through 2 roundabouts (about 1 minute)

b. Continue onto Botany Road (go 1.2 km)

- Go through 1 roundabout (about 2 mins)

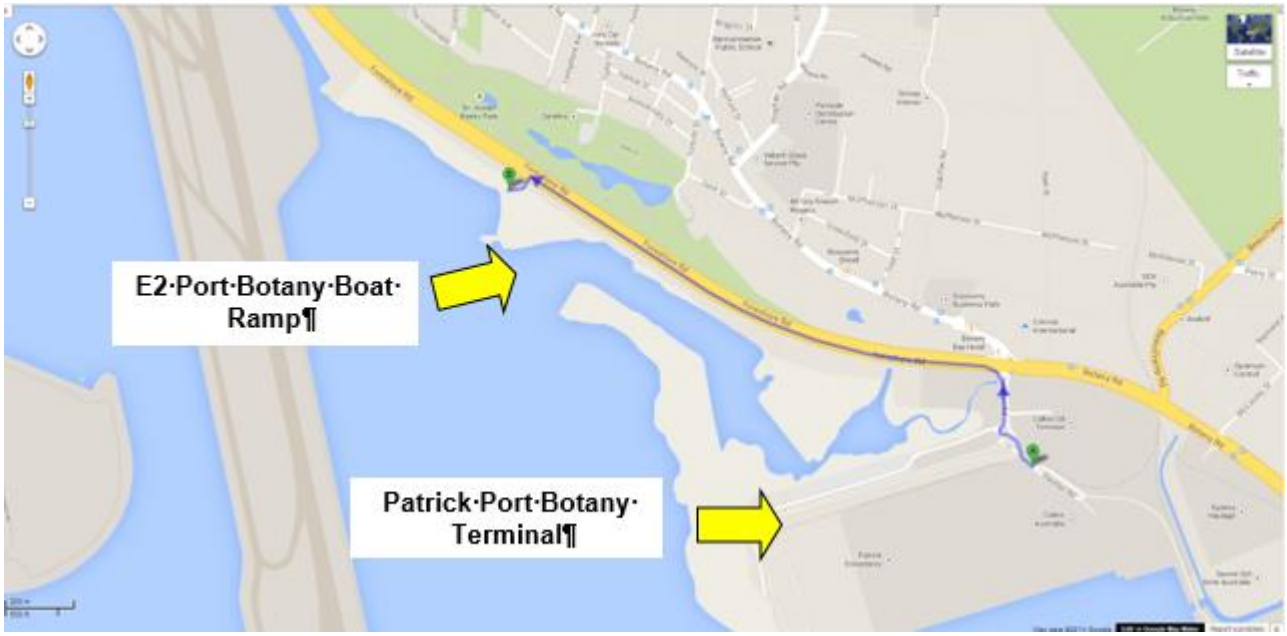
c. Turn left onto Fremlin Street (go 350 m)

- Go to the end (about 45 sec)

C2 External EAP (E2) - Port Botany Boat Ramp, Foreshore Road, Botany, NSW 2036

C2.1 Personnel – Maintenance

All maintenance personnel including contractors are to assembly at the Port Botany Boat Ramp (E2).



Source: Google Maps

A3.2.2 Directions to E2 – Port Botany Boat Ramp, Foreshore Road, Port Botany, NSW 2036

a. Head north-west on Penrhyn Rd towards Inter-Terminal Access Road (go 300 m)

- Go through 2 roundabouts (about 1 minute)

b. Turn left onto Foreshore Road (go 1.6 km)

- Go through 1 roundabout (about 2 minutes)

c. Turn left (approx. 84 m)

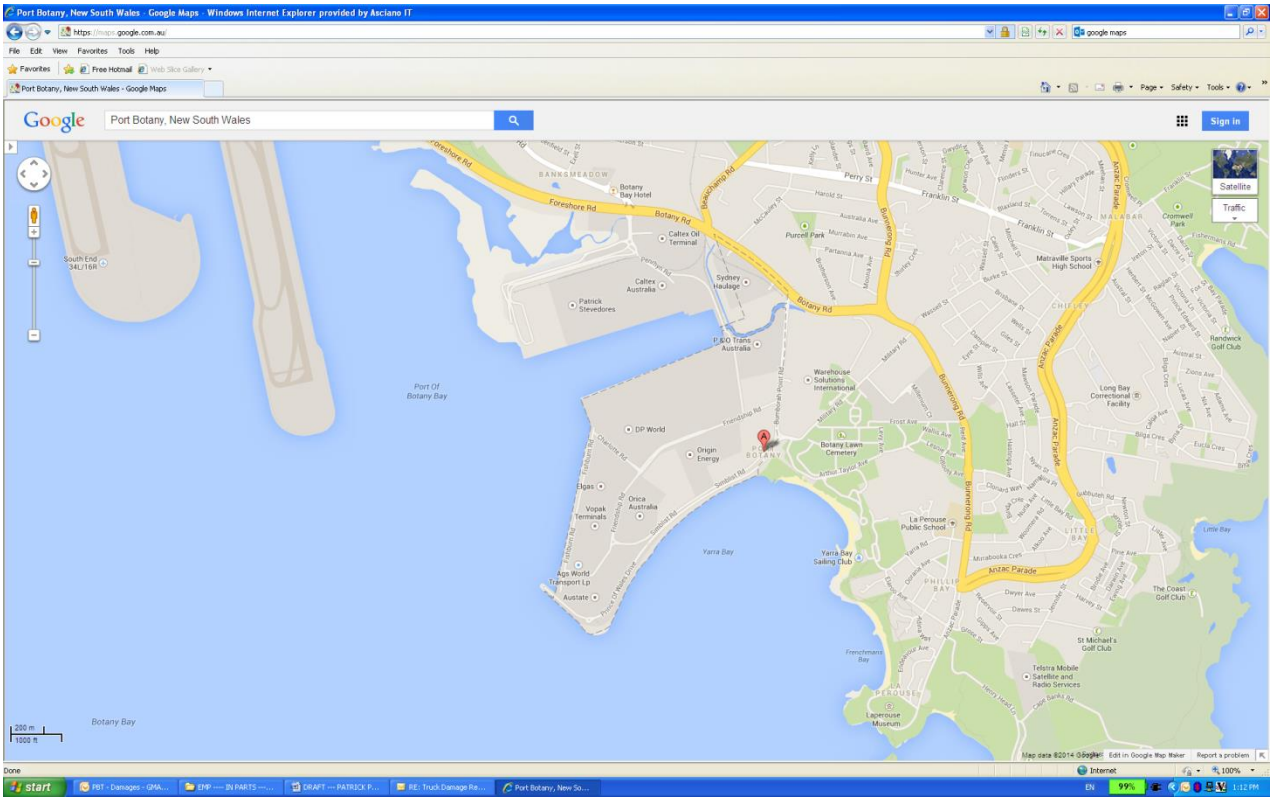
Appendix D Emergency Contacts List

EMERGENCY SERVICES LIST		
Emergency Services	**Internal Telephone**	**Mobile Phone**
Police	**0-000**	**000**
Fire Brigade	**0-000**	**000**
Ambulance	**0-000**	**000**
Emergency Service	**Detail**	**Contact No.**
Police	Police (Mascot Station)	(02) 8338 7399
	Duty Officer (Mascot Station, 24 hours)	(02) 8338 7400
		0418 210 690
	Police Assistance Line (PAL) Non-emergencies / General Enquires	13 14 44
	Australian Federal Police	(02) 9286 4000
Fire & Rescue NSW	Hazmat Response Unit	(02) 4297 4485
	Botany Fire Station (Enquires only)	(02) 9666 5440
	Mascot Fire Station (Enquires only)	(02) 9667 3837
	Matraville Fire Station (Enquires only)	(02) 9694 1146
National Poisons Information Service	Information	13 11 26 (24 hours)

Appendix E Maps of the Port Botany Area

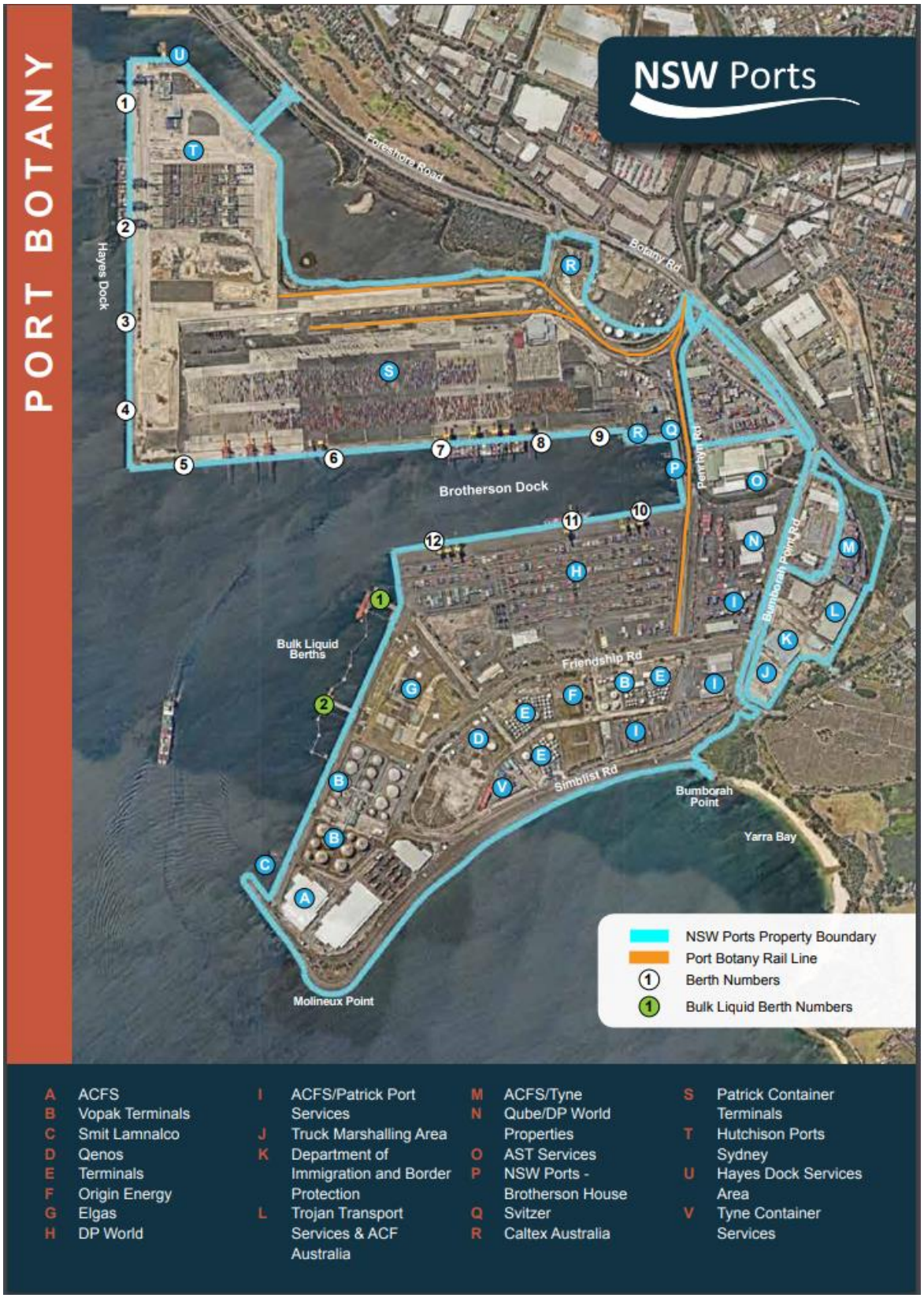
Appendix E1 Map of Port Botany Area

Source: Google Maps



Appendix E2 Location of the Patrick Terminal at Port Botany

Source: NSW Ports



Appendix E3 Personal Emergency Evacuation Plan (PEEP)

PERSONAL EMERGENCY EVACUATION PLAN (PEEP)

OCCUPANT'S NAME:		
LOCATION:		
Area:		
Building:		
Floor:		
Room No.:		
Sensory Impaired Person: Is an Assistance Animal involved?	**Yes** ☐	**No** ☐
Sensory Impaired Person: Are you trained in the emergency response procedures (including the evacuation procedures)?	**Yes** ☐	**No** ☐
Sensory Impaired Person: Preferred method to receive updates to the emergency response procedures? (Please state, e.g. text, email, Braille, etc.)		
Sensory Impaired Person: Preferred method of Notification of Emergency? (Please state, e.g. visual alarm, personal vibrating devices, SMS, etc.)		
Area Warden: Types of assistance required? (Please list procedures necessary for assistance.)		
Area Warden: Equipment required for evacuation: (Please list.)		

Appendix E4 Bomb Threat Checklist

BOMB THREAT CHECKLIST

Bomb Threat Checklist – Questions to Ask			Exact Wording of Threat
1.	When is the bomb going to explode?		
2.	Where did you put the bomb?		
3.	When did you put it there?		
4.	What does the bomb look like?		
5.	What kind of bomb is it?		
6.	What will make the bomb explode?		
7.	Did you place the bomb?		**Action**
8.	Why did you place the bomb?		Report Call Immediately to:
9.	What is your name?		
10.	Where are you?		Phone Number:
11.	What is your address?		
Is the Threat Chemical, Biological or Radiological?			
12.	tance is in it?		
13.	How much of the substance is there?		
14.	How will the substance be released?		
15.	Is the substance a liquid, powder or gas?		

Callers Voice			
Accent (specify):		Any impediment (specify):	
Voice (loud/soft):		Speech (fast/slow):	
Diction (clear/muffled):		Manner (calm/emotional):	
Did you recognise the voice?		If so, who do you think it was?	
Was the caller familiar with the area:			

Threat Language	
Well spoken:	Message read by caller:
Incoherent	Abusive:
Irrational	Other
Taped:	

Background Noise	
Street Noises	House noises:
Aircraft:	
Voices:	Local Call:
Music:	Long Distance:
Machinery:	STD:
Other	

Other Information	**Call Taken**
Sex of Caller:	Date: ____/____/____
Estimated age:	Duration of call:
	Number called:

Recipient	
Name (print):	Telephone Number:
Signature:	
Comments	

Appendix E5 Emergency Evacuation Exercise Observer's Checklist

EMERGENCY EVACUATION EXERCISE OBSERVERS' CHECKLIST

DATE:			
ADDRESS:			
FLOOR or AREA:			
EVACUATION SEQUENCE		**TIME**	
		HOURS	**MINUTES**
Alarm sounded			
Area Warden(s) respond			
Area Warden(s) check building/area			
Evacuation commenced			
Area Warden(s) report floor or area clear			
Persons with impairment accounted for			
Arrive at Emergency Assembly Points, safe place			
• **Emergency Assembly Point #1**			
• **Emergency Assembly Point #2**			
• **Emergency Assembly Point #3**			
• **Emergency Assembly Point #4**			
• **Emergency Assembly Point #5**			
Area Warden(s) check personnel/visitors present			
• **Emergency Assembly Point #1**			
• **Emergency Assembly Point #2**			
• **Emergency Assembly Point #3**			
• **Emergency Assembly Point #4**			
▪ **Emergency Assembly Point #5**			
Evacuation completed			
Exercise terminated			
COMMENTS:			
OBSERVER: (Print Name)			
SIGNATURE:			
DATE:			

Appendix E4 Emergency Evacuation Drill Debrief Register

EMERGENCY EVACUATION DRILL DEBRIEF REGISTER

NOTE*: A Debrief should be undertaken after every Planned Evacuation Drill, False Alarm or Real Event to address issues identified.*

Type of Evacuation: ☐ **Planned Drill** ☐ **False Alarm** ☐ **Real Event:**

EVACUATION DETAILS	
Date of Evacuation:	
Location/Site/Area:	
Chief Warden's Name:	
Deputy Warden Name:	
Area Warden's Name:	
Area Warden's Name:	
Area Warden's Name:	
Area Warden's Name:	
Area Warden's Name:	
Area Warden's Name:	

Pre Evacuation Checklist (for scheduled EREs i.e. drills)	**Yes**	**No**
Consulted with site management and emergency evacuation team to organise drill	☐	☐
Advised the ESHE Co-ordinator	☐	☐
Advised security *(If applicable)*	☐	☐
Advised reception or the designated communications officer	☐	☐

Evacuation Sequence	**Time**
Alarm raised	
Warden(s) response	
Area Warden check of floor or area	
Evacuation commenced	
Area Wardens report floor or area clear	
Persons with disabilities accounted for	
Evacuees arrive at assembly area/safe place	
Area Wardens check personnel present (where appropriate)	
Evacuation complete	
Exercise terminated	

CORRECTIVE ACTIONS IDENTIFIED			
Action	**Comment**	**By Who**	**By When**

Important Note: *A copy of this form must be forwarded to the site WHS/ Committee Chairperson for discussion at the next site WHS Committee meeting. The original form must be retained for audit purposes records.*

Appendix F Reference Information

ACTS & REGULATIONS

- Work Health and Safety Act 2011
- Work Health and Safety Regulation 2011
- Rail Safety (Adoption of National Law) Act 2012
- Rail Safety (Adoption of National Law) Regulation 2012

AUSTRALIAN STANDARDS

- AS 3745:2010 - Planning for emergencies in facilities
- AS/NZS 4801:2001 – Occupational health and safety management systems – *Specification with guidance for use*
- AS/NZS 4804:2001 – Occupational health and safety management systems – *General guidelines on principles, systems and supporting techniques*
- AS/NZS ISO 19011:2003 – Guidelines for quality and/or environmental management systems auditing
- AS/NZS ISO 31000:2009 – Risk management – Principles and guidelines
- SAA/SNZ HB 76:2010 – Dangerous Goods – Initial Emergency Response Guide

CODES OF PRACTICE

- NSW Safe Work NSW Code of Practice – Managing the Work Environment and Facilities (2019)

OTHERS

- Sydney Ports, Port Botany – Emergency Plan (2002)
- Environmental Protection Authority, Environmental Guidelines: Preparation of pollution incident response management plans (2012)
- New South Wales Fire Brigades Recommended Emergency Plan Format & Content
- Safe Work Australia – Emergency Plans Fact Sheet (2012)