17 February 2019

Recycling & Recovery

Trevor Wilson
Unit Head Waste Compliance
Environment Protection Authority

Dear Trevor

RE: Modification Application for Spring Farm Advanced Resource Recovery Technology Facility (MP 05_0098 MOD 6) – consolidated application summary

1.0 Introduction

SUEZ Recycling & Recovery (**SUEZ**) owns and operates the Spring Farm Advanced Resource Recovery Technology (**ARRT**) Facility. Approval was granted for the facility by the Minister for Planning on 7 September 2006 and subsequently modified.

SUEZ submitted a modification application (Mod 6) to:

1. Provide information to clarify minor operational differences between the original Environmental Assessment and current optimised operations;

2. Seek changes to existing consent condition wording to include industrial liquid waste as approved waste source; and

3. Propose changes to the site's operational hours.

The purpose of this consolidated application summary document is to provide the NSW Environment Protection Authority (**EPA**) with a single document consolidating the information previously provided for ease of assessment, as requested in the EPA's letter dated 11 November 2019. SUEZ notes this summary is limited to the proposed industrial liquid waste operations (item 2 in Mod 6 request above).

2.0 Proposal description

The Spring Farm ARRT Facility is located within the Spring Farm Advanced Resource Recovery Park, within the Camden Council Local Government Area, NSW. The ARRT facility is the subject of Project Approval 05_0098, and comprises a Waste Processing Plant and a Garden Organics Plant. The Waste Processing Plant includes a large building that is separated by an internal wall into two functional areas, a Receival Hall and a Processing Hall, as well as an externally located Biological Plant (known as the "tank farm"). The Garden Organics Plant includes a Receival Hall, a Tunnel Composting Plant and a Biofilter.

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Figure 1 shows the location of the infrastructure within the ARRT Facility area.

Figure 1 Existing Infrastructure of the ARRTF (EA, Cardno, 2013)

In 2015, SUEZ's Modification 5 was granted which permitted permit receival as well as processing of the 530m^3 per day of liquid waste and 130,000 tonnes per annum of mixed solid waste classified as inert or solid waste under the Protection of the Environment Operations Act 1997.

SUEZ's Modification 6 sought changes to existing consent condition wording to include industrial liquid waste as approved liquid waste source. For the purpose of the Environment Protection Licence (**EPL**), SUEZ provides in the following table the waste codes of the industrial liquids SUEZ is seeking to receive and treat on site, including examples of its sources and indication of annual tonnages. We note the annual tonnage indications are an estimate only and based on past industrial volumes received at SUEZ's Camellia facility, and would vary based on commercial contracts SUEZ is able to secure at the time.

Waste code	**Source**	**Estimated annual tonnage**
J100 Waste mineral oil	Various engineering customers and workshops	SUEZ's Camellia facility used to treat an average of less than 500 tonnes per annum
J120 Waste oil / hydrocarbons	Airport contract, services contracts with gas infrastructure companies and workshop	Approx. 5,000 tonnes per annum
K110 Grease trap waste	SUEZ customer base of restaurants and shopping centres	Approx. 15,000 tonnes per annum
M250 Surface activity agents	Sydney airports and airport operations such as plane washing and manufacturing customers	Approx. 5,000 tonnes per annum
F100 Waste inks and dyes	Various SUEZ customers such as printers, box manufacturers	SUEZ's Camellia facility used to treat an average of less than 500 tonnes per annum
N140 Fire debris and fire wash waters	SUEZ treatment of fire wash waters from SUEZ sites as required	Less than 1000 tonnes per annum however dependant on fire incidents

Waste code	Source	Estimated annual tonnage
N205 Residuals from industrial waste treatment / disposal	Wash waters from industrial sites contaminated with low level contaminates	Less than 500 tonnes per annum
T120 Photographic chemicals and processing waste	Schools and universities	Less than 500 tonnes per annum
F110 Waste resin and latex	Manufacturing customers of SUEZ	Less than 500 tonnes per annum
N190 Filter cake (*note this is a solid waste, but include as it has its own waste code*)	Industrial waste customers of SUEZ with industrial facilities with manufacturing	Less than 500 tonnes per annum

Should SUEZ wish to include any other industrial liquid, we would seek approval from the EPA via variation of the EPL 12889.

3.0 Overview of plant design and operation

3.1 Plant design and processes

The plant is currently treating high organic liquid waste (liquid food waste, grease trap waste, leachate) and is capable of treating the proposed industrial liquids. Upon consultation with Sydney Water, SUEZ has lodged an application with Sydney Water for a Trade Waste Agreement (**TWA**) for Consent to Discharge. During a meeting with Sydney water on 24 September 2019, the relevant discharge criteria was identified, with SUEZ demonstrating the ability to meet the discharge criteria. Issuing of the Sydney Water TWA will be inclusive of a sampling and reporting regime to the satisfaction of Sydney Water requirements. Laboratory and onsite testing results will be maintained as an ongoing record of compliance with discharge limits, defining treated water specifications. These NATA Accredited lab results will be sent to Sydney Water in compliance with the sites TWA.

The following diagram and table outline each tank on site as well as their capacity of volume (in kilolitres). As the tanks are interconnected.

Tank name	Capacity of volume (in kilolitres)
AC2-L1	1,000
AC1-L1	1,000
M1	3,000
AC2-L2	1,000
AC1-L2	1,000
M2	3,000
SBR1	310
SBR2	400
BA	1,000

The following Process Flows Diagrams demonstrates how each liquid would be treated within the tank farm.

Non-Controlled Liquid (Z140)

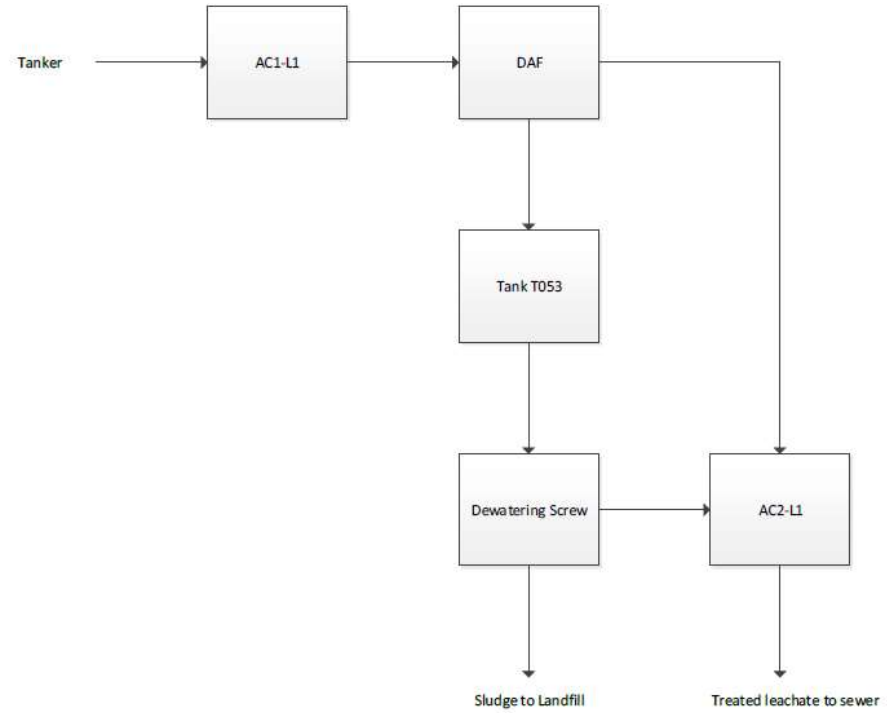
Non-Controlled Liquid Z140 will be stored in AC2-L2 tank. Typically, Z140 will be treated by the dewatering screw system to remove total suspended solids prior to the SBR (Sequencing Batch Reactor) for BOD (Biochemical Oxygen Demand) and ammonia removal. After both treatments have been completed, the treated leachate is ready for disposal to sewer.

Sludge produced from the dewatering system will be sent to Landfill for disposal.

Industrial Liquid Wastes (F100, F110, J100, J120, M250, N140, N205, and T120)

Industrial Liquid Wastes will be stored in the AC1-L1 tank. Usually, no BOD removal is required for these types of liquid wastes. However, these liquid wastes will be treated by dewatering screw and/or Dissolved Air Flotation (DAF) systems to remove solids to meet the Sydney Water discharge quality standard before it is ready for disposal to sewer.

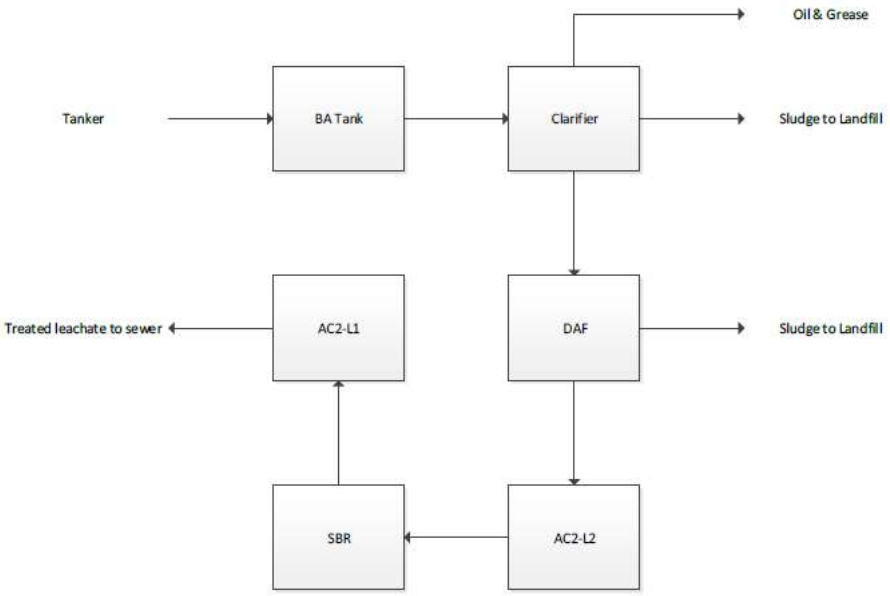
Sludge produced from the dewatering system and/or DAF will be sent to landfill for disposal.



Grease Trap Waste (K110)

Grease Trap Waste K110 will be stored in BA Tank when it arrives on site. K110 will be treated by a clarifier, DAF and SBR process prior to disposal to sewer.

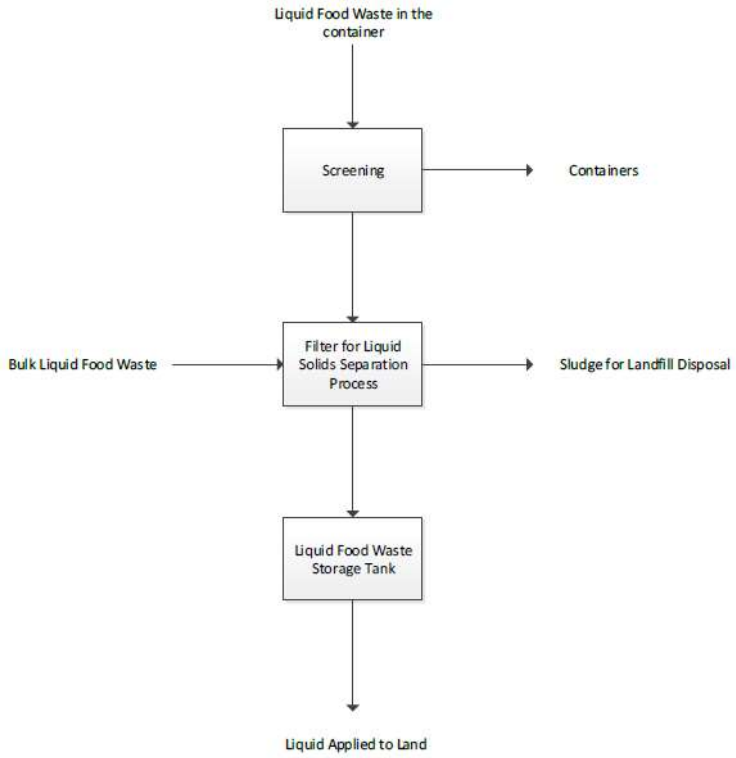
Sludge generated from the clarifier and/or DAF will be sent to landfill for disposal.



Liquid Food Waste (K120)

Liquid Food Waste K120 will not be treated at Tank Farm according to the current situation. Packet liquid food waste will be processed by a screening and filtering system and extracted liquid food waste will be stored inside the tank, located at the ARRT building, before they are sent to licensed facilities for applied to land as a soil amendment in accordance with the EPA's resource recovery order & exemption.

Sludge produced from the filter system will be sent to Landfill for disposal.



3.2 Plant operations

Prior to accepting new customers, SUEZ typically ask for a test sample of the waste to ensure they could be processed at our facilities. Liquid waste is collected by SUEZ tankers and there is no self-delivery of liquid waste. This reduces the risk of non-compatible waste types received at the tank farm. All incoming materials are recorded by weight.

At site, liquid waste received would be discharged into an initial holding / reception tank. A sample would be taken by SUEZ employee to ensure the same waste are being delivered as what was originally quoted. If the sampling detects that the delivery has a higher then allowable reading, SUEZ will carry out a retest for confirmation and assess whether a change of treatment process is required.

Incoming liquid will be stored source separated until sufficient volume is collected to begin treatment. On-site analysis of each stream occurs prior to and throughout treatment processes. Liquids high in solids will have solids removed through filtration. Liquids high in ammonia, BOD, or COD may be treated through an aerobic process, once parameters are below discharge requirements (set by future TWA to be agreed with Sydney Water) a batch may be deemed complete. Liquid ready for discharge will be tested on site as well as at a NATA certified laboratory to confirm compliance with discharge specifications.

SUEZ notes the EPA in its letter dated 11 November 2019 has noted that industrial liquid waste has the potential to contain problematic or difficult to treat chemicals. As the treated industrial liquid from the Tank Farm will be disposed via sewer, SUEZ will treat the industrial liquids to Sydney Water's TWA specification, and we will be governed by the TWA's discharge limits for the facility and monitoring requirements.

For liquid food waste, liquid meeting specifications may be discharged to sewer or sent to an approved authorised alternative. The liquid extracted during processing is pumped into a double skinned self-bunded storage container. Liquid is transferred directly into a tanker through a sealed transfer network for offtake to an approved recipient. An emergency shut off valve ceases flow in the event of transfer failure, managing the event of a spill.

Solids that have been dewatered can be disposed of and the dewatered cake solids would be sent to landfill. Remaining sludge from processed water will be dewatered with water being reprocessed.

3.3 Process monitoring

The treatment plant is operated using both human and automated systems that are accessible onsite and remotely. The liquid treatment facility is monitored through a SCADA system, with automated and visual monitoring of operations, tank flow, tank levels, dosing.

Plant is inspected daily to identify any areas of concern with equipment integrity. Inspections are recorded on a FORM026.4.19 Spring Farm Tank Farm. In addition, machinery pre-starts are completed at the commencement of operation of any piece of plant.

The Sydney Water's TWA will further define other monitoring requirements prior to discharge to sewer.

4.0 Information on design and management relevant to mitigating environmental impacts

4.1 Site bunding

Regarding bunding details, as part of Condition 2.5 of consent 05_0098, SUEZ is required to:

2.5 The proponent shall construct bunds to ensure that above-ground tanks and vats including those used for treating or processing waste/water slurry and tanks for storing wastewater from these activities, are surrounded with a bund with a capacity of 110% or greater than that of the largest tank within the bund. Areas to be bunded include:

a) the AWT process building and tank farm; and

b) the perimeter of the AWT site.

In 2016 SUEZ provided information to the now Department of Planning, Industry and Environment with supporting calculation that the bunding requirements have been met.

4.2 Environmental management and contingency measures

In addition to the bunding around the above-ground tanks and vats, the processing area plant has been fitted with emergency stop buttons that are activated in the event of leaks and spills. The plant is continuously monitored by workers at ground level, as well as by CCTV and control room operator. Daily pre-start checks are carried out and recorded, and any faults reported. In the event of a fault being identified, a maintenance job card is raised, and repairs undertaken. All plants are listed in SUEZ's asset management system (MAINPAC) and allocated a running time preventative maintenance schedule reflective of manufactures recommendations.

Bulk reagents are managed, stored and handled within the liquid treatment plant, on additional bunding reflective of reagent type. Bunds are kept clear of spills and debris. Any rainwater that contributes to the bended area is tested prior to removal and relocation to appropriate tank for treatment. Visual inspections are conducted through the day to ensure integrity of both the bunds and reagent vessels.

Regarding contingency measures, for relevant scenarios, including where the treatment fails, SUEZ has prepared an Emergency Response Plan (ERP) and a Pollution Incident Response Management Plan (PIRMP) for the site. A copy of these documents is attached in Attachment A. The site PIRMP includes qualitative or quantitative descriptions of:

- contact details of persons on site in the event of a pollution incident
- notification procedures
- hazards and controls
- pre-emptive actions
- inventory of potential pollutants on site, maximum quantities as well as storage methods
- safety equipment on site
- harm minimisation measures
- actions for responding to emergencies and/or pollution events
- communication / training requirements

These documents are reviewed and updated as required annually or following an environmental incident.

All environmental incidents are recorded in SUEZ's safety and environmental system (SIMS) in accordance with SUEZ Policy (PROC003 Consultation Communication and Issue Resolution) and reported in compliance with EPL 12588 and SSD consent.

5.0 Summary

SUEZ hopes the above summary of proposal is sufficient for the EPA to make assessment. If you have any questions on the above matter, please do not hesitate to contact myself or Kelly Gee, Project Manager, on 0429 808 696.

Yours sincerely

John Mak
Site Manager
0427 527 185

Attachment A – Spring Farm PIRMP and Spring Farm ERP

PIRMP - Spring Farm Resource Recovery Park

Pollution Incident Response Management Plan

This document is to be viewed in conjunction with Emergency Response Plan (PLAN003).

Document #: PLANS003.2.13.1

Address: 20 Barrow Road, Spring Farm NSW 2570

EPA Licence: # 5105, 20021, 12588

Facilities on site:

- Spring Farm Advanced Resource Recovery Facility
- Spring Farm Materials Recycling Facility
- Spring Farm Transfer Station
- Richardson Road Landfill

Contents

Purpose and definitions

The purpose of this plan is to provide effective procedures for dealing with a pollution incident at SUEZ sites located within NSW which hold NSW Environmental Protection Authority (EPA) licenses for one or more facilities/operations on site. The information and procedures contained within this document are in accordance with requirements as set out within the *Protection of the Environment Legislation Amendment Act 2011 No 63.*

This Plan is provided as part of each SUEZ site *Emergency Response Plan (ERP)* in accordance with the procedures set out in the *Emergency Management Procedure*

Pollution Incident means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur

Notification of pollution incidents:

A pollution incident on a SUEZ site must be notified according to the notification procedure on page 5 of this document in the event that the incident:

- Causes harm to the health or safety of human beings or the environment which is not trivial, and/or
- Which results in monetary loss or damage costing an amount exceeding $10,000 (cost to include clean-up/further pollution mitigation measures)

Not Trivial means:

- Harm to human health (Injury/Illness) as a result of a pollution incident which is of major severity or above (as defined in the *Incident Reporting and Corrective Action Procedure*)
    - Harm may in some instances not result in an injury classified as major but may still be considered notifiable. This decision is to be made by the Site Manager or most senior worker on site at the time of the incident
- Harm to the environment which is of major severity or above (as defined in the *Incident Reporting and Corrective Action Procedure*)

Site Information

Site Name: Spring Farm Resource Recovery Park

Site Address: 20 Barrow Road, Spring Farm, NSW 2570

EPA license #'s relevant to this site:

- 5105
- 20021
- 12588

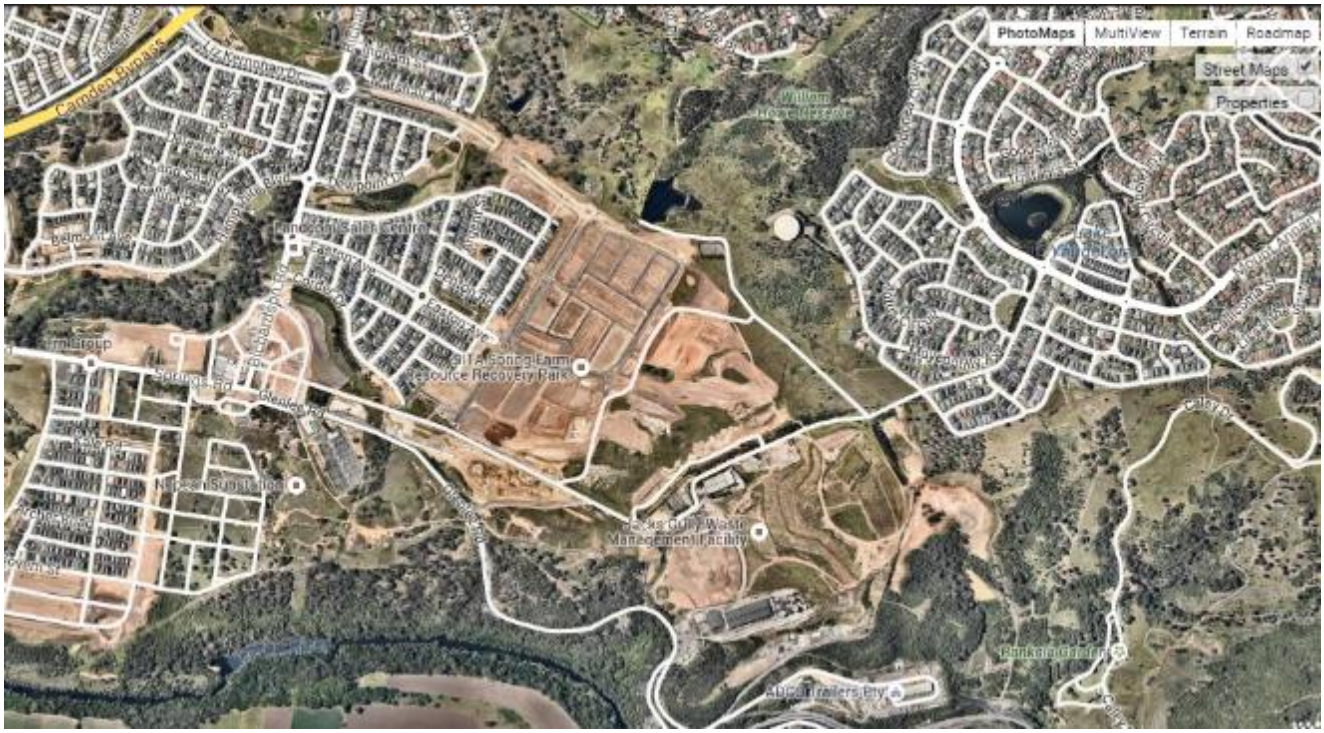
Contact Details or Persons on site in the event of a Pollution Incident

Responsibility	Name	Position Title	24 Hour Contact Number
Activating the Plan	LC Chiang	Site Manager – Landfill	0408 998 292
	John Mak	Site Manager – MRF/ ARRT	0427 527 185
	Ken Telfer	Environment and Sustainability Manager	0437 643 116
Managing the Response	John Mak	Site Manager – MRF/ ARRT	0427 527 185
	Patrick Abbey	Site Supervisor – MRF	0439 371 476
	Linda Douglas	Site Supervisor – ARRT	0413 295519
Notifying the Authorities	LC Chiang	Site Manager – Landfill	0408 998 292
	John Mak	Site Manager – MRF/ ARRT	0427 527 185
	Ken Telfer	Environment and Sustainability Manager	0437 643 116

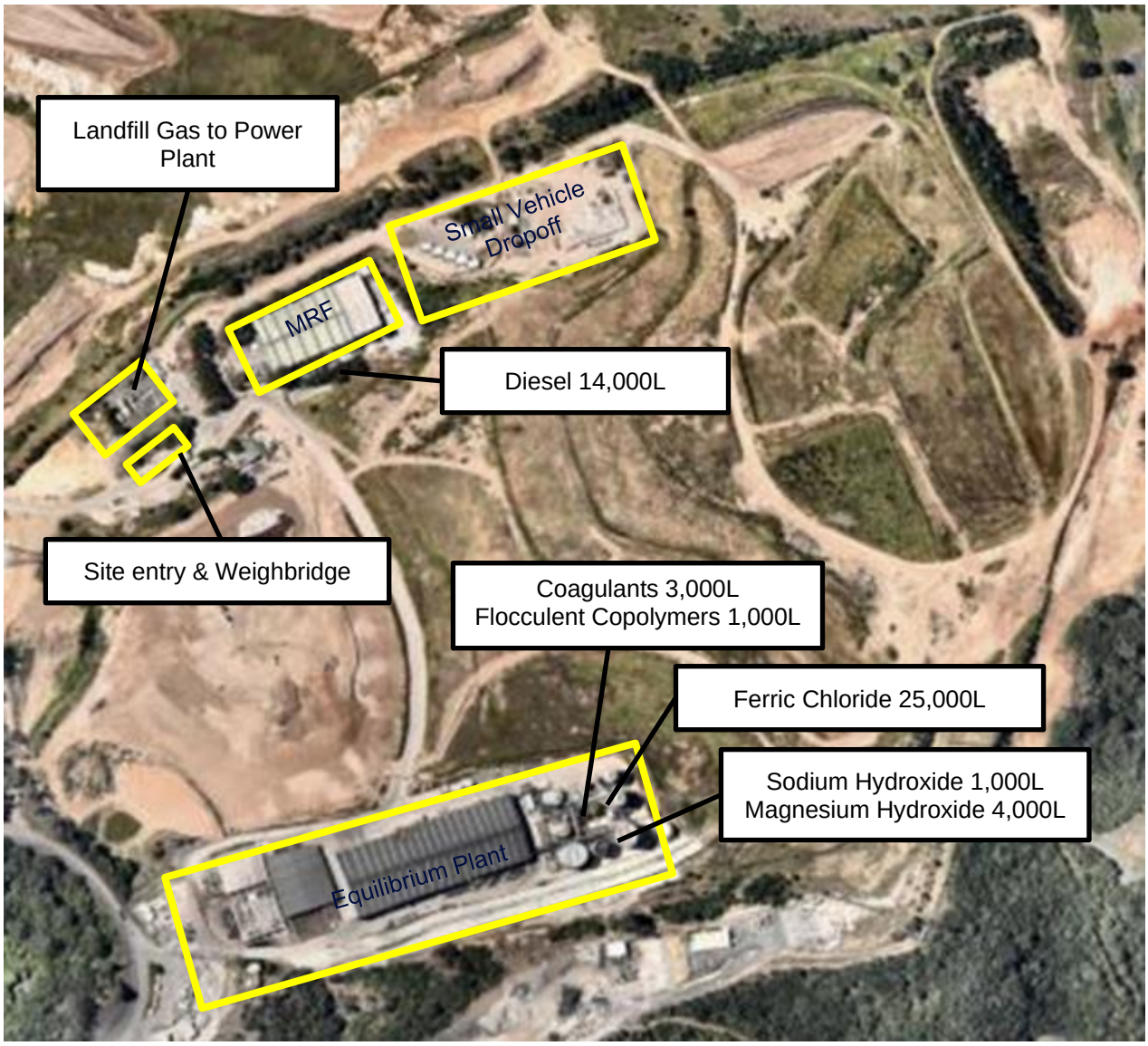
Site locality

Spring Farm Resource Recovery Park covers an approximate area of 36 hectares. The following map shows the approximate area covered by the Spring Farm Resource Recovery Park, as shown by the dashed lines.

Site access is via Liz Kernohan Drive & Barrow Road, SPRING FARM.



The following map shows the approximate locality of licensed facilities and major chemical quantities of Spring Farm Resource Recovery Park.



Notification Procedure for Pollution Incidents

When a pollution incident occurs on site

1. Immediately engage in harm minimisation measures / spill containment as per procedures documented in the site ERP
2. If the incident presents an immediate threat to human health or property contact emergency services on **000** immediately
3. Assess the level of actual or potential pollution and decide whether the incident is a '**notifiable**' incident according to the definition provided on Page 3 of this document.
4. If the incident is considered '**notifiable**' the following agencies must be notified immediately in listed order:
    a) For pollution incidents within normal working hours the worker nominated as 'Notifying the Authorities' as per the table on Page 4 of this document (or the most senior worker on site at the time of the incident) must make all notifications
    b) For pollution incidents which occur outside of normal working hours the most senior worker on site at the time of the incident must make all notifications

Environmental Regulatory Authority:	NSW EPA	Contact:	131 555
Work Health and Safety Regulatory Authority:	Safe Work NSW	Contact:	131 050
Local Council:	Camden Council	Contact:	(02) 4654 7777
Fire and Rescue:	NSW Fire and Rescue	Contact:	1300 729 579
Ministry of Public Health Unit:	Camperdown (Sydney South West Area Health Service)		
Business Hours:	(02) 9515 9420		
After Hours (Royal Prince Alfred Hospital):	(02) 9515 6111		

Hazards and Controls

The types of hazards which may occur on site include:

- Land or water contamination from Leachate
- Land or water contamination from hazardous chemicals stored on site
- Land contamination from sub-surface gas migration to neighbouring community
- Air contamination from waste material odours
- Air contamination from dust pollutants off external maturation pads
- Air contamination from smoke or fumes in the event of a fire
- Air contamination from uncontrolled release of gas

Site specific hazards to human health or the environment identified on the site including the likelihood of their occurrence and the actions taken to eliminate or reduce those hazards are recorded on the site *Risk Register*. The site *Risk Register* contains information relating to the area or process to which the risk applies and the risk scenario. A risk rating/likelihood of the hazard occurring is available for all scenarios and the controls in place to minimse the likelihood of an incident occurring

Pollution Incidents Likelihood

The following list of events may increase the likelihood of a pollution incident occurring on site:

- Natural disaster – Earthquake/Storm/Flood/windstorm
- Chemical Spill
- Chemical/diesel storage tank failure
- Bunding structural failure
- Leachate structural failure
- Liquid tanker failure (Leachate)
- Liquid Tanker Failure (Diesel)
- Fire within waste
- Compost Fire
- Failure of septic system
- Spontaneous combustion – landfill gas / refining product
- Procedure failure
- Gas power plant explosion
- Fixed Plant Failure

Pre-emptive Actions

Pre-emptive actions are actions taken to minimise or prevent any risk of harm to human health or the environment. The following are the pre-emptive actions taken on site:

- Site inductions
- Site Environmental Management Plan
- Site Environmental Monitoring Program
- Provision of training and competency assessment for SUEZ Safe Operating Procedures
- Provision and use of spill containment kits
- Bunding as per requirements of the *Bund Construction and Maintenance SOP* for all chemical storage areas
- Management of landfill gas in accordance with *Landfill Gas Management SOP*
- Where applicable all processes on site are undertaken in accordance with the relevant Australian Standard/s

Inventory of potential Pollutants on Site

Potential Pollutants on site can come in many forms. Chemical pollutants are a considerable risk dependent on the quantity held on site and the storage method used. Hazardous chemicals stored, used or handled on site are recorded on the site Chemical Register. Chemical Registers are kept on site in accordance with the *Hazardous Chemicals (incl. Dangerous Goods) SOP*.

The following table includes all non-chemical potential pollutants identified for the site including the maximum quantity held on site and the storage method.

Potential Pollutant	Maximum quantity held on site	Storage type/Method of storage
Sodium Hydroxide	1,000L	Plastic tank inside concrete bund – ARRT Tank Farm
Diesel	2,500L	Mobile sled tank
	14,000L	Stored on bund in area that drains to collection sump - MRF
Ferric Chloride	25,000L	Plastic tank inside concrete bund – ARRT Tank Farm
CoagulantFlocculent Copolymer	3,000L1,000L	Located undercover in IBC containers at Tank Farm Located undercover in IBC containers at Tank Farm
Landfill Leachate	2 ML (Approx)	Stored in base of cell and plastic storage tanks at Small Vehicle Drop off
Magnesium Hydroxide	4,000L	Plastic tank inside concrete bund – ARRT Tank Farm
Licensed waste streams identified on EPL's 20021, 12588, 5105	Limits as per EPL	Within reception area for identified waste stream

Note: For further storage location information refer to the site plans (PLANS001).

Safety Equipment on site

Safety equipment is any equipment located on site which can be used to minimise the risks of a pollution incident occurring or can be used to assist in containing / controlling a pollution incident.

Available on site as listed below:

Type of Safety Equipment	Description – what used for	Storage Location on site
Asbestos Kit	For safe asbestos storage	Receival Hall, Garden Organics Area ARRT
	For safe asbestos storage	In shed near amenities block - Landfill
	For safe asbestos storage	Office
Spill Kits	For clean up of liquid spills	Separation Hall, Receival Hall, Tank Farm Area, around outside of ARRT facility, Garden Organics Area ARRT, P&E Workshop
	For clean up of liquid spills	At Resource Recovery Centre - Landfill
	For clean up of liquid spills	Inside and outside MRF building
Collection sumps	For temporary catchment of liquid spills	Tank Farm Area - ARRT
	For temporary catchment of liquid spills	Inside MRF building and outside at workshop area
Bunds (moveable)	For storage of liquids	Receival Hall, Garden Organics Area, Tank Farm Area ARRT
	For storage of liquids	At Resource Recovery Area - landfill
	For storage of liquids	Inside MRF building and outside at workshop area and P&E Workshop
Bunds (fixed)	For storage of liquids	Tank Farm Area ARRT
	For storage of liquids	At Resource Recovery Area – Landfill

The site's risk register contains a hierarchy of control pertaining to safety risks on site. The risk register is reviewed periodically, kept on site in both a soft and hard copy, and available to staff.

Note: the Safety Data Sheet for all chemicals on site are kept alongside the chemical risk register in accordance with the Hazardous *Chemicals (incl. Dangerous Goods) SOP*

Harm Minimisations Measures on Site

Harm minimisation measures on site are actions or measures which are taken to minimse the harm to humans or the environment in the event of a pollution incident on site. The following is a list of the harm minimisation measures on site:

- Emergency Response Plans – including evacuation diagrams and emergency evacuation point locations.
- Emergency Response plan training and exercises as per the requirements of the *Emergency Management Procedure*
- Trained and accredited First Aiders and Wardens
- Provision of fire-protection systems including firefighting equipment
- Availability of SUEZ personnel with environmental management knowledge for the purposes of assessing environment impact in the event of a pollution incident.
- Local medical facility contact
- Site warning alarm system
    - Two way radios
- Safety Data Sheet Register

Actions to be taken in the event of an emergency

Immediate actions are those actions which minimise or prevent harm to human health or the environment as a result of a pollution incident. The actions to be taken in the event of a pollution incident are as per the Response Procedures detailed in the site ERP relevant to the type of pollution incident which has occurred.

Actions for responding to Pollution caused by an incident

Following the initial response to a pollution incident occurring on site (as outlined in the site ERP), actions will be taken to combat any harm caused to the environment as a result of the incident. All Action taken will be in collaboration with the relevant authorities and where applicable SUEZ will engage qualified and experienced persons to assist in any required clean-up and mitigation activities.

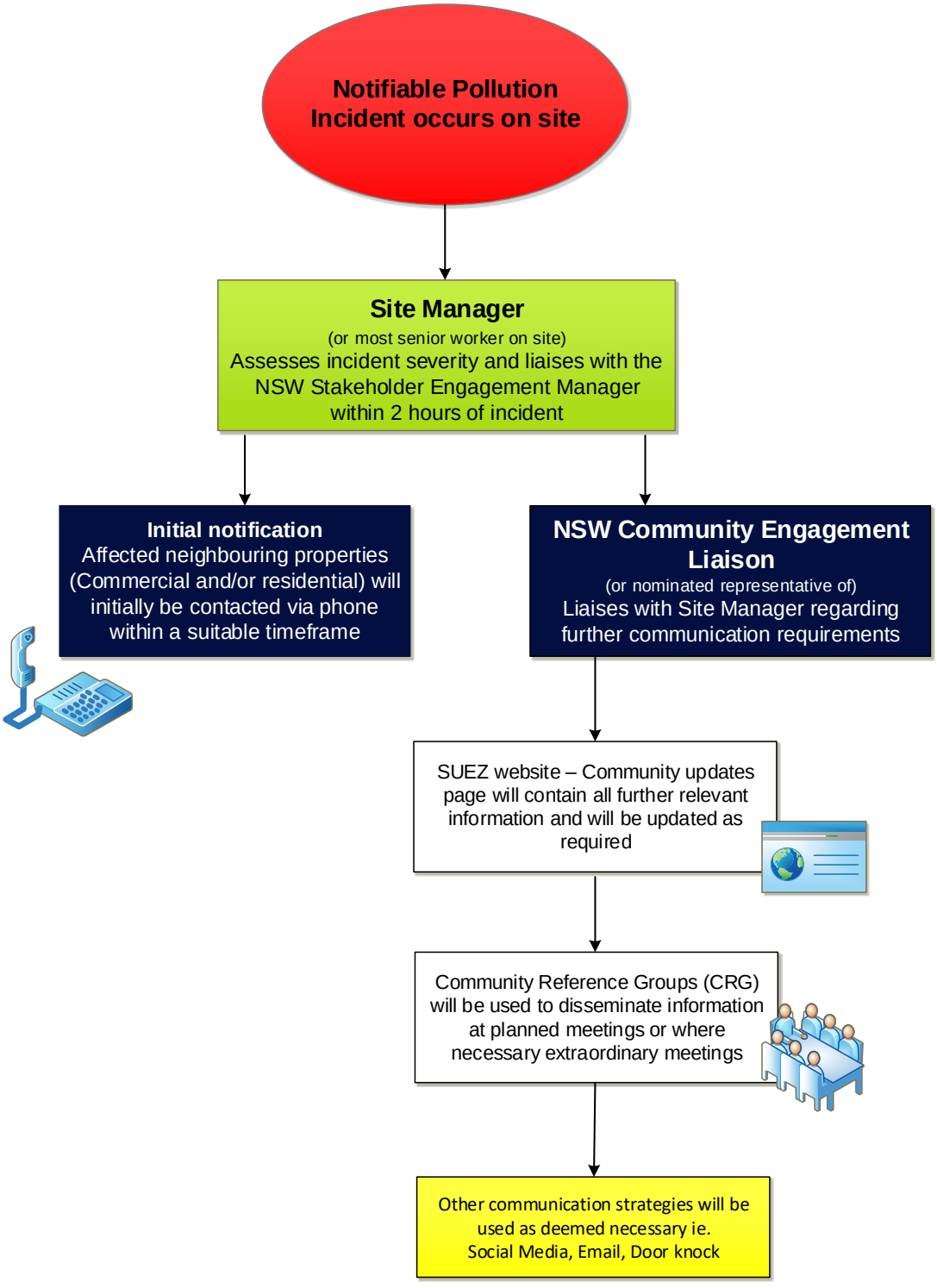
It is the responsibility of the Site Manager in consultation with the site Compliance Personnel (where applicable) and the state EQS team to ensure accurate and timely communication between all parties involved, including but not limited to:

- Relevant authorities,
- Neighbouring properties,
- Any other persons affected by the incident and
- SUEZ management

All pollution incidents must be investigated and corrective actions completed with the aim to prevent further incidents from occurring in the future in line with the *Incident Reporting and Corrective Action Procedure*.

Communicating with Neighbours

The following flowchart illustrates the actions to be taken in the event of a 'notifiable' pollution incident occurring on a SUEZ site:



Communicating with Neighbours – Actions to be taken:

1. Site Manager upon becoming aware of a notifiable pollution incident assesses the severity of the incident with regard to impact on neighbouring properties
    a. Consider the following
        i. Does the pollution incident have the potential to affect one or more neighbouring properties?
        ii. How will it affect them (including long and short term effects)?
        iii. What actions need to be taken by the neighbouring properties to protect them from harm?
    b. Site Manager contacts the NSW Community Engagement Liaison within two hours of the incident occurring and informs of the incident & possible impact on neighbouring properties
2. Site Manager contacts the neighbouring properties deemed necessary and provides them with the following information relevant to the pollution incident:
    a. What has happened?
    b. The Health and Safety implications for them
    c. Corrective Actions which have been activated to minimise the harm/prevent further harm
    d. What to expect?
    e. Information on the SUEZ website ‘community updates’ page for future updates
    f. His/Her contact details for further queries/concerns
3. NSW Community Engagement Liaison liaises with Site Manager and provides updates through the following communication channels as required:
    a. SUEZ website on the ‘Community updates’ page. (Updates controlled by the NSW Community Engagement Liaison).
    b. As needed, other communication strategies will be employed to inform neighbouring properties and the wider community of important information related to SUEZ owned and/or operated sites

The Site Manager must ensure a current listing of neighbouring property addresses and contact numbers are available at all times.

Staff Training

The relevant SUEZ workers for the site as recorded in the site ERP must be trained in accordance with the training requirements outlined in the site ERP. The objective of staff training is to ensure an understanding of the requirements for notification in the event of a pollution incident occurring on a SUEZ site, and the actions to take in the event of an emergency

Records of training must be kept as per the *Induction, Training and Competency Procedure.*

Emergency Exercises

Emergency exercises will be performed in accordance with the requirements of the site ERP (minimum one pollution incident emergency drill performed every 12 months)

Review of the Plan

The plan will be reviewed annually in accordance with the requirements as stated in the site ERP. Incidents and exercises occurring on site will be reviewed by the Site Manager in accordance with the requirements of the *Emergency Management Procedure.*

Site Maps

Site Maps are as provided in the site ERP or as below.

Definitions

Emergency - Any event which arises internally, or from external sources, and which may adversely affect persons or the community generally, and requires an immediate response.

Emergency Response Plan (ERP) - The written documentation of the emergency arrangements for a facility, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

EPA - means the Environment Protection Authority constituted by the *Protection of the Environment Administration Act 1991* .

Evacuation - The orderly movement of people from a place of danger.

Harm – (to the environment) includes any direct or indirect alteration of the environment that has the effect of degrading the environment and, without limiting the generality of the above, includes any act or omission that results in pollution.

Pollution means -

a) Water pollution, or

b) Air pollution, or

c) Noise pollution, or

d) Land pollution.

Pollution incident - means an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.

Related documents

DOCUMENT NAME	REFERENCE NUMBER
Bund Construction and Maintenance	SOP078
Emergency Management Procedure	PROC005
Emergency Response Review	FORM030 (1)
Hazardous Chemicals (incl. Dangerous Goods)	SOP017
Incident Reporting and Corrective Action Procedure	PROC008
Protection of the Environment Legislation Amendment Act 2011 No 63.	
Site Plans	PLANS001

Review and Document Control

VERSION	CHANGE	REVIEWED	AUTHORISED	DATE ISSUED
1	Initial Issue	Team Leader Safety Systems	GM EQS	Aug 2012
2	New section added for 'Responding to Pollution caused by an incident' NSW Fire and Rescue contact number updated Update to terminology (Emergency Exercises)	Team Leader Safety Systems	Team Leader Safety Systems	17/05/13
3	Update to terminology	Safety Coordinator	Team Leader Safety Systems	10/10/13
4	Updated contact details for personnel in the event of an incident	Safety Coordinator	Team Leader Safety Systems	March 2015
5	Updated site contact details	Safety Coordinator	EQS Adviser	October 2015
6	Template/Rebrand (SITA to SUEZ) Update Updated to include requirements of Department of Planning	EQS Advisor	Safety Systems Manager	02/01/16
7	'Stakeholder engagement Liaison', changed to 'Community engagement Liaison'.	Safety Systems Manager	GM EQS	01/03/16
8	Update site contact details	Safety Coordinator	Int Sys Mgr	27/04/16
9	Update site contact details	EQS Adviser	Int Sys Mgr	22/02/17

10	Update of Contact Persons information	M Stojanoski	Nat EQS Mgr	03 May 2018
11	Update of 'Inventory of Potential Pollutants on Site' and map of locality and major chemical quantities.	EQS Admin Officer	Nat EQS Mrg	03 May 2018
12	Update of PIRMP in response to EPA desktop audit	Compliance Manager		31/05/2018
13	Update site address and access details	Compliance Manager	National EQS Adviser	18/10/2018
14	Update Contacts	Environment and Sustainability Manager	National EQS Adviser	10/12/2019

Emergency Response Plan

ERP - Spring Farm Resource Recovery Park

Document #. PLANS003.2.13

Issue date: 18 Oct 18

Version 7

Contents

Important Information

Premises Details	
Site Address:	20 Barrow Road Spring Farm NSW 2570
Nearest Cross Street:	Liz Kernohan Drive & Barrow Street
Phone Number:	(02) 4658 1497
Building Type:	Warehouse (Metal Construction)
Occupancy:	N/A
Hours of Occupancy:	4am to 12am
Unique Site Hazards:	1,000L of Sodium Hydroxide stored at ARRT Tank Farm 25,000L of Ferric Chloride stored at ARRT Tank Farm
Primary Evacuation Assembly Area:	Car park adjacent to Weigh Bridge office. (Landfill & MRF employees)
Secondary Evacuation Assembly Area:	Car park adjacent to ARRT facility (ARRT/Tank Farm Employees)
Emergency Control Point:	N/A
Alternative Emergency Control Point:	As per Primary Evacuation Assembly Areas

Introduction & Overview

The information contained in this Emergency Response Plan (ERP) is designed to:

- Ensure the safety and wellbeing of workers and visitors during an emergency incident.
- Minimise adverse impacts on people, property and the environment during & after the incident.
- To provide a system and resources to deal with emergencies to protect people, property and the environment

All procedures provided in this document have been developed in accordance with Australian Standard AS 3745-2010 “Planning for emergencies in facilities”. The objective of this emergency plan is to equip SUEZ workers with the knowledge and skills to control and coordinate an emergency until the arrival of attending emergency services. In saying this, the focus should be the safe evacuation of all workers and visitors from the affected SUEZ site rather than property protection or disaster mitigation.

Scope:

This ERP sets out guidelines to enable SUEZ to plan for and respond to internal and external emergencies. It applies to the property boundary, which encompasses the office, its grounds and ancillary structures. This includes all on-site waste disposal and resource recovery facilities. This plan has been prepared by RiskLogic Pty Ltd, in close consultation with work members of SUEZ, specifically for reference by these workers in the event of an emergency situation or critical incident occurring at the Spring Farm Resource Recovery Park site. This manual provides immediate general information and advice to persons dealing with emergency situations. This manual is not a substitute for training, experience and sound judgement; but if used properly, it will assist in emergency response and may help prevent an emergency from becoming a disaster.

Supporting information to this document is contained in *Emergency Management Procedure*.

Response Policies:

All SUEZ sites must have

- An Emergency Response Plan
- Appropriate documentation
- Trained workers
- Evacuation Diagrams

General Authority & Indemnity:

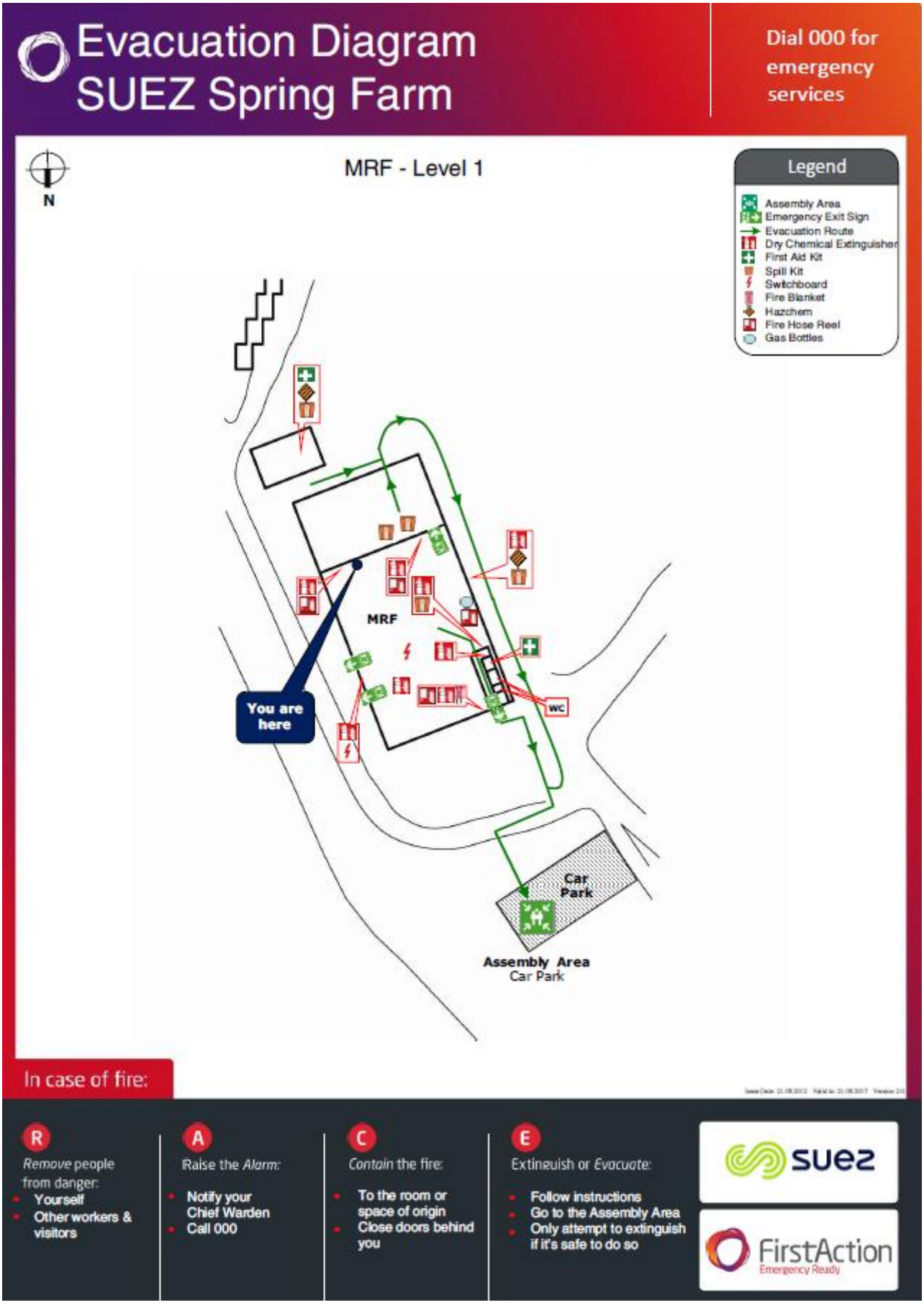
Once an emergency is declared, the powers of the Chief Wardens and Wardens overrule all normal management procedures. Wardens have the authority to marshal all workers and any visitors. The purpose of these powers is to ensure that during an emergency situation, life safety takes precedence over property protection and production matters. These guidelines require consideration to be given to ensure the protection of Wardens, the person or persons refusing to comply, and other personnel in the area when a refusal situation arises. Any work member responding in the event of an emergency is indemnified by SUEZ against civil liability resulting from workplace emergency response assessment, education, training sessions, periodic exercises or evacuation of a SUEZ site where the personnel act in good faith and in the course of their emergency duties.

Emergency service agencies and state authorities have the power to take control of emergency operations. In the event of the Emergency Services taking control of the site, all SUEZ workers will act in accordance with their instructions until such time as control of the site is handed back to the Chief Warden.

Site Profile & Building Systems

General Features:	Description:	
Property Management	WORMALD	
Facilities on site	ARRT Facility (including Tank Farm)	☒
	Resource Recovery Facility	☒
	Materials Recycling Facility	☒
	Organic Resource Recovery Facility	☒
	Transfer Station	☒
	Landfill	☒
	Education Centre	☐
	Administration building/s	☒
	Workshop	☒
	Service Centre	☐
Fire Suppression Systems	Fire Hose Reels	☒
	Fire Hydrants	☒
	Fire Extinguishers	☒
	Fire Blankets	☐
Fire Detection Systems	Smoke Detectors	☒
	Thermal Detectors	☐
	Sprinklers	☒
	Manual Call Points	☒
	Fire Indicator Panel (FIP)	☒
	Monitoring Company	☒
	EWIS System	☒
	External Bells	☒
	Internal Alarm	☒
Air Handling Systems	Smoke Doors	☐
	Smoke Exhaust Fans	☐
	Stair Pressurisation	☐
	Auto air shutdown	☐
Security Systems	Closed circuit TV	☒
Communication Systems	Public Address (PA) system	☒
	Two-way radio	☒

Evacuation Diagrams (Example)



Emergency Control Organisation

The Emergency Control Organisation (ECO) must initiate and control an appropriate response to emergency situations. Their primary role is to ensure that life safety takes precedence over asset protection.

The ECO consists of pre-determined positions relevant to your site. If the site does not have the quantity of workers to fulfil all positions of the ECO, workers on site must perform all the duties of the ECO to the best of their ability. As a minimum a Chief Warden must be determined for the site. For further information on ECO positions and requirement on site, refer to the *Emergency Management Procedure*.

Identification

The members of the ECO must be identifiable by the use of coloured helmets or caps (as designated by the site).

In the event that a worker undertakes the role of first aider in addition to another role, a first aid sticker must be attached to the appropriate colour helmet

ECO Position	Colour	
Chief Warden	White	
Deputy Chief Warden	White	
Communications Officer	White	
Facility Warden	Yellow	
Warden	Red	
First Aid Officer	Green (white cross on green background)	

ECO Responsibilities

Position	Pre-emergency (all other times)	During an emergency	Post emergency
Chief Warden	• Ensure Site ECO membership is complete at all times • Replace ECO members within 1 month of a position becoming vacant • Confirm that ECO training and site emergency exercises are completed as per the requirements in the *Emergency Management Procedure* • Ensure the site ERP is reviewed in accordance with the *Emergency Management* Procedure • Ensure ECO identification is available at all times	• Respond to incident and take control • Ascertain nature of the emergency • Broadcast the incident colour code • Implement appropriate emergency response procedures for the site • Notify emergency services and brief them on arrival • Brief facility wardens on incident – ensure that all facilities are aware of the situation and their requirements (i.e. evacuation at a facility may not be required but a cease on truck movements on site may be required) • Initiate evacuation as required (partial/full) • Check all persons on site are accounted for (in conjunction with facility wardens) • Ensure neighbouring properties are notified as required • Notify Senior Management	• When appropriate to do so give the all clear to return to facilities • Report the incident in accordance with the *Incident Reporting and Corrective Action Procedure* • Complete the *Emergency Response Review Form* in accordance with the requirements of the *Emergency Management Procedure*
Deputy Chief Warden	• Assume the responsibilities of the Chief Warden when required • Act in accordance with the directions of the Chief Warden		
Communications Officer	• Ensure personal proficiency in operating site communication equipment	• Act in accordance with directions of the Chief Warden • Ensure visitors books are available and accurate as at time of emergency • Ensure access to external parties is restricted until confirmation is received from Chief Warden • Ensure site access is clear for emergency services • Transmit instructions and information as required by the Chief Warden • Record a log of events occurring during the emergency	• Participate in the emergency response review as required

Position	Pre-emergency (all other times)	During an emergency	Post emergency
Traffic Controller		• Act in accordance with directions of the Chief Warden. • ensure no unauthorised access to the site • Do not allow vehicles to enter the property • Ensure Emergency Services can access site as required • Allow vehicles in the process of exiting to leave the site	• Restore access to the property (open and unlock gates) upon direction from the Chief Warden • Participate in the emergency response review as required
Facility wardens	• Ensure sufficient wardens are available for the facility • Have extensive knowledge of the facility including entry/exit points and safety/emergency equipment location • Ensure mobility impaired persons are considered and a PEEP completed in accordance with the *Emergency Management Procedure* • Ensure safety equipment is available and up to date/maintained at all times • Ensure that all workers are trained in the ERP in accordance with the *Emergency Management Procedure* • Attend training in accordance with requirements of the *Emergency Management Procedure* • Complete emergency exercises in accordance with requirements of the *Emergency Management Procedure* and instructions from Chief Warden • Ensure personal ECO identification is available	• Act in accordance with directions of the Chief Warden • Implement and control appropriate emergency response procedure at facility • Be aware of the implications of an emergency in adjoining facilities • Control evacuation of facility as required – ensure orderly flow • Assist persons who cannot self-evacuate • Search the facility to ensure all persons have evacuated – provide an 'all clear' to the Chief Warden on completion of search • Advise Chief warden of situation and actions taken • Ensure that Emergency Services have been notified • Check all persons at facility are accounted for (in conjunction with chief warden)	• Participate in the emergency response review as required • Ensure firefighting equipment is replenished/maintained as required

Position	Pre-emergency (all other times)	During an emergency	Post emergency
Wardens	• Carry out safety practices (clear egress paths, access to first-attack equipment & disposal of rubbish, exit lighting working) • Ensure personal ECO identification is available • Complete emergency exercises in accordance with requirements of the *Emergency Management Procedure* and instructions from Chief Warden/Facility Warden • Attend training as required in accordance with *Emergency Management Procedure*	• Act in accordance with directions of the Chief Warden / Facility Warden at all times • Enact Emergency Response Procedures as required • Direct all persons in an orderly flow to evacuation points as required • Check that all fire/smoke doors are properly closed • Report status of activities to the facility warden upon completion • Search all facility areas to ensure that all persons have evacuated • Step-up to Facility Warden role if required	• Participate in the emergency response review as required
First aid officers	• Ensure first aid kit is fully stocked/replenished as required in accordance with the *First Aid Management* SOP	• Collect first aid kit • Administer first aid as required • Set up and maintain a triage area as required • Maintain communication with Chief Warden regarding injuries sustained • Brief emergency services regarding injuries as required	• Ensure first aid kit is replenished as required • Ensure all injuries are reported in accordance with the requirements of the *Incident Reporting and Corrective Action* Procedure
State EQS Manager / Compliance Personnel		• Liaise with Chief Warden and provide technical information /assistance as required	• Assess environmental impacts and respond/ report as required

Media Management

Refer to *Media and Communications Policy* for detailed instructions.

Authority to Speak to Media

SUEZ employees must not provide comments or information to the media unless the employee has received prior authorization from SUEZ's Corporate Affairs Department.

Accordingly, SUEZ employees should not respond to, or comment on, any media stories regarding the company, our competitors or the industries in which we operate unless they are authorised as required by this policy. For the avoidance of doubt, this policy extends to employees acting in their capacity as a member or representative of an industry association or board.

Handling Media Requests

Requests from the media must immediately be referred to the Corporate Affairs Department:

Primary Contact	*Secondary Contact*
SUEZ Media Officer	**Corporate Affairs Manager**
corporateaffairs@SUEZ.com.au	Phone: +61 (0)2 8775 5520
Phone: +61 (0)2 8775 5527	

Company Announcements and Media Statements

The Corporate Affairs Department is responsible for developing and authorising all official company announcements including media releases. Media releases or announcements mentioning SUEZ issued by third party organisations must also be authorised by the Corporate Affairs Department.

Media Visits to SUEZ Sites

Media is not permitted to enter SUEZ sites without permission from the Corporate Affairs Department. However, media are permitted to film and report from areas outside the SUEZ boundary, for example on public roadways. All personnel associated with SUEZ must be polite and professional if refusing media access to a site and visits to SUEZ sites by the media must be made known to the Corporate Affairs Department.

Training and Response Exercises

Training

During an emergency the smooth implementation of emergency plans can only be achieved if all ECO members and other occupants are thoroughly familiar with what is expected of them.

Training for ECO members on all procedures within the ERP must be conducted in accordance with the requirements of the *Emergency Management Procedure.* Training must be conducted upon appointment to the relevant position.

Re-training must occur when procedures within this Plan are revised.

Fire Fighting Training

Firefighting training for all wardens must be completed at the time of appointment to a role and refresher training must be undertaken every 2 years as a minimum.
Records of training must be kept and maintained in accordance with the *Records Procedure.*

Emergency Response Exercises

An Emergency response exercise is a simulated emergency event occurring on site.

Emergency response exercises serve two purposes on site as follows:

1. They are used to train site occupants on their responsibilities in the event of an emergency occurring on site.
2. They are a means to test this Emergency Response Plan and the procedures therein.

Two emergency response exercises must be performed each year on site (one every 6 months).

- One must be an evacuation drill (a physical evacuation of all persons on site e.g. fire on site scenario),
- The other must be an emergency scenario as per the identified emergency risks for the site (a desktop exercise may be used for this exercise).

The same emergency scenario cannot be used twice in a row i.e. a site cannot perform two fire evacuation drills in the same year.

Upon completion of emergency response exercises the *Emergency Response Review Form* must be completed by the Chief Warden and filed in accordance with the requirements of the *Emergency Management Procedure*.

Risk Assessment

The risk assessment process identifies the probable hazards for the site. In accordance with procedures as outlined in the *Emergency Management Procedure* the potential risks for the site have been identified and specific response and evacuation procedures have been developed to address these risks.

Due to the large number and variety of potential hazards on site, incidents are grouped by type, and then assigned a specific Colour Code as per AS3745.

The Chief Warden will broadcast the Colour Code when reporting an emergency incident, using a two-way radio or verbally. The purpose of this discreet reporting method is to reduce any anxiety or panic that may be experienced with a detailed broadcast message stating the actual emergency incident.

Incident Type	Incident Colour Code
Fire/smoke	Code Red
Medical emergency	Code Blue
Bomb threat	Code Purple
Infrastructure and other internal emergencies	Code Yellow
Personal threat	Code Black
External emergency	Code Brown
Evacuation	Code Orange

Evacuation Measures

Evacuation involves the movement of workers, visitors and other personnel from an area of danger to an area of safety in as rapid and safe a manner as possible. In the event of an emergency incident on-site, the Chief Warden must decide on the requirement to evacuate all or part of the site.

The following factors must be considered:

a) the seriousness and relevance of the threat to human safety,
b) the proximity of hazards which may be relevant to the situation,
c) the nature and type of hazards in the involved area, and
d) the characteristics of, and hazards from, external sources.

Note: if a Warden detects a dangerous situation, they are to commence an immediate evacuation of the area and notify the Chief Warden.

In the event of an Evacuation the following measures should be undertaken:

- Fire-isolated stairs, fire escapes and other safe routes must be used.
- In the presence of fire or smoke (or both) the nearest accessible exit should be used.
- All Areas should be searched and cleared (where safe to do so).
- A head count should be conducted once the evacuation is complete making use of the visitor books and work roster.
- Personal Belongings must not be gathered unless it is safe to do so.
- The site (or facility) must be secured to prevent persons from re-entering after an evacuation has been ordered, including control of weighbridge access.

Evacuation Types

The extent of evacuation from this site is dependent on the type of emergency situation and risk of harm to humans. The type of facilities located on-site must be taken into consideration when making this determination.

The evacuation types which may be employed are:

Full Evacuation:
- Used to clear a building or facility of all occupants.
- Would normally be carried out in response to a potentially catastrophic, life-threatening situation or where the building/facility cannot function due to a severe services malfunction.

Partial Evacuation:
- An alternative to a total evacuation.
- Partial evacuation may include:
- Evacuation into or through smoke and fire compartments.
- Be used to evacuate individuals closest to a situation and to prevent congestion in the stairways.
- Be utilised when evacuation of individual facilities on-site or several floors is sufficient to protect occupants while the hazard is being eliminated.

Shelter in Place:
- Allows occupants and visitors to remain inside a facility on the basis that an evacuation to an external-to-building location might reasonably expose evacuated people to a greater level of danger.

First Aid Measures

The provision of trained first aiders and first aid kits on site must be managed as per the procedures outlined in the *First Aid Management SOP*.

Chemical Spills on site

Chemical spills on site must be managed in accordance with the *Spill Response* SOP.

Fire detection and Alarm system testing

The site fire detection systems and emergency alarm must be tested at the following intervals in accordance with the requirements of the *Emergency Management Procedure:*

- Monthly
- Six-Monthly
- Yearly
- Five-yearly

All testing must be conducted by a specialist provider (e.g. Chubb) who is competent to complete this testing.

Records of all testing and results of testing must be kept in accordance with the *Records Procedure* and be available on site.

Issue and Availability of the plan

The site manager is responsible for ensuring that all ECO members are issued with a copy of the ERP. A copy of the ERP must be available at the following locations on site:

- Weighbridge
- Main EQS Notice Boards at each facility

Distribution of ERP extracts

The following extracts from the ERP will be displayed on notice boards around the site

- Emergency Contact Information Sheet (Separate Sheet)
- Evacuation Diagram

Communicating with Neighbouring Properties:

All SUEZ sites must communicate emergency information and warnings to neighbouring properties where deemed appropriate.

- Contact information for neighbouring properties is included in the Contact List
- The Chief Warden must assess the situation and contact all neighbouring properties that may be affected by the emergency situation on site

Evacuation procedures for mobility-impaired persons:

- In the event that there are mobility-impaired persons on-site, the following procedure must be followed:
  - In consultation with the mobility-impaired person, complete a Personal Emergency Evacuation Plan (PEEP) as part of the induction process (A template is located in **Appendix 5**).
  - Mobility-impaired persons are to remain where they are until their area has been evacuated.
  - When the area is clear, affected mobility-impaired persons must be moved into the safest area possible – as far away from the incident as possible and so not causing hazard for others leaving
  - If safe, a member of the ECO must remain with the person until arrival of Emergency Services.
  - On arrival of Emergency Services, notify them of the number and location of mobility-impaired persons.
  - Provide assistance to emergency services if required to assist mobility impaired persons.

After-hours Procedures:

In the event of an incident occurring after-hours when limited workers are on duty, it may not be physically possible to follow the procedures outlined in this manual due to lack of personnel.

Priority must be to:

- Assist persons in danger; and
- Alert attending emergency services as quickly as possible.

After-hours procedures are as follows:

- The most senior worker on-site to assume the role of Chief Warden.
- Investigate the area for signs of danger.
- Immediately evacuate any persons in danger.
- Contact emergency services and report the situation.
- Contact the Site Manager

In the event of an emergency situation arising on-site when operations are closed, where applicable the security personnel, upon becoming aware of the situation must contact the emergency services immediately, followed by the Site Manager. The Site Manager must contact other required personnel and control access to the site accordingly.

The first employee on site shall assume the role of Chief Warden until relieved by a more senior worker.

Emergency Response Action Plans:

The following Action Plans are designed to assist Wardens to respond to any incident with potential to cause injury to persons or damage to property. These procedures take into consideration such factors as the use and characteristics of the facilities on-site as well as other structures and workplaces, appropriateness and adequacy of physical facilities, organisational structures, human resources and communication systems for all envisaged emergencies.

To increase the effectiveness of the evacuation process it is important to be aware of the following potential risks in an emergency:

- Restricted visibility.
- Inaccessible or dangerous passageways.
- Smoke logged stairways.
- Rapid spread of smoke through the building including floors remote from the fire.

On-site Emergency

Immediate Community / Community Reference Group Notification

In the event of an on-site emergency situation which could affect the health and safety of the surrounding immediate community, the Stakeholder Engagement Manager or Stakeholder Engagement Officer are to be contacted and directed to notify all CRG members.

Stakeholder Engagement Unit

Stakeholder Engagement Officer – Kristal Di Lucchio 0425 284 996

The SEU will notify all CRG members of the situation by email. If deemed necessary specific designated members of the CRG are to be contacted directly via phone.

If further directions such as evacuation are to be made, the community will be notified by the relevant emergency services.

Evacuation Box:

The primary evacuation box is located near the weighbridge , upon entry to the site with a secondary evacuation box located adjacent to ARRT car parking area. Contents of the evacuation box are as follows:

Evacuation Box Contents	
1.	Emergency Response Plan
2.	Hazardous Chemical Register
3.	Safety Data Sheets
4.	Facility Evacuation Diagrams

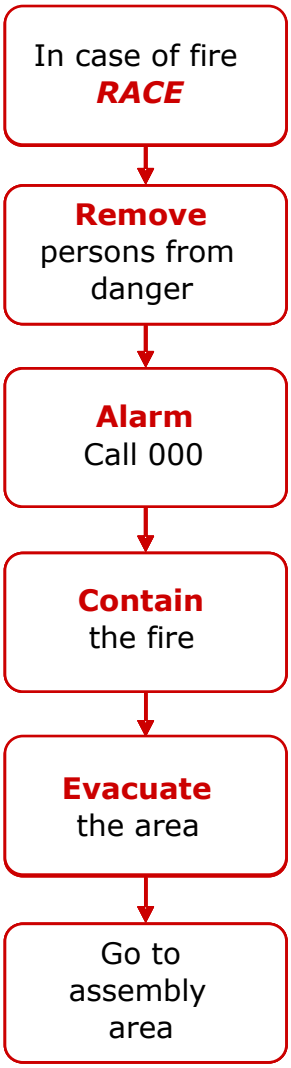
All information sheets held in the evacuation box will be updated annually.

ACTION PLAN - FIRE ON SITE

CODE RED

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Follow the actions below to evacuate workers and visitors in the event of a fire in the premises:



1. **RACE**: **R**emove persons from danger, raise the **A**larm, try to **C**ontain the fire, **E**vacuate.
2. If you see smoke, don't panic and remain calm.
3. Only fight a fire if it is small & you have been trained to use fire fighting equipment.
4. Chief Warden to advise all workers of a 'Code Red' situation via two-way radio, then contact the Fire Brigade on 000.
5. Prepare to evacuate – alert workers and make sure they know where the assembly area is.
6. Check that the evacuation route is clear of fire, smoke and other obstacles.
7. Notify all site occupants/facilities of the emergency.
8. Evacuate persons in an orderly manner. Evacuate those in immediate danger first.
9. If in a building close all doors as you go (after checking that the area is clear of persons). This will help prevent the spread of fire (if safe to do so).
10. After all persons have evacuated, check all rooms and affected areas (if safe to do so).
11. Assist people with disabilities. If they cannot self-evacuate, relocate them to a safe place and notify the Fire Brigade – don't leave them alone.
12. Prevent all persons from re-entering the premises unless it is deemed safe.
13. Ensure all persons are accounted for at the assembly area – where possible.
14. Do not allow people to leave the assembly area if possible.
15. Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure.*

Important Notes:

- Be aware that some workers will ignore the alarms and/or refuse to evacuate unless they see signs of danger – request the worker to leave minimum 3 times, if they still refuse to leave , evacuate and make note of refusal.
- Any person suffering a medical condition such as asthma, must be evacuated as a priority if there are signs of smoke.

ACTION PLAN - FIRE - GREENWASTE/MULCH/COMPOST

CODE RED

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A Greenwaste fire is any fire which occurs within a stockpile of greenwaste/mulch/compost

In the event of a greenwaste or fire follow the actions as set out below:

1. Inform the Chief Warden immediately.
2. Chief Warden to advise all workers of a 'Code Red' situation via two-way radio.
3. If required, the Chief Warden will ensure that emergency services are contacted with accurate details concerning the nature of the emergency, the location of the emergency and the number of persons injured and their location on-site.
4. Chief Warden to determine first-attack fire-fighting response. If it becomes obvious that there are unnecessary risks associated with attempts to control a fire, evacuate the area immediately, taking steps to restrict the spread of fire and smoke if possible.
5. If attempts are to be made to control the fire:
   - Ensure the correct type of fire-fighting equipment is used. Use personal protective clothing or equipment (including respirators).
   - Use a Front-End Loader/ /bulldozer, and where possible Excavator to separate the greenwaste material from other stockpiles that are generating the fire.
   - Make attempts to douse the fire using on-site fire hoses and roll the materials with soils/sand or VENM.
   - Use the operating plant to isolate the material removed from the stockpile and spread out on clear ground.
   - Further douse the waste materials with water.
   - Continue to remove material from the stockpile until no further fire risk is present. Use temperature probes to monitor if any residual heat is remaining within the stockpile(s).
   - Where applicable, hose down other areas of the facility that may be subject to ignition due to the greenwaste fire.
6. Further investigations should take place to determine the location of the fire/hot spot (i.e. near the surface/at a depth, in the centre/near the liner) and its progression/growth.
7. The Chief Warden will brief emergency services on arrival. Emergency services will then control the incident.
8. Upon completion, the Chief Warden must ensure that the area has been made safe.
9. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to *the Incident Reporting and Corrective Action Procedure*.

NOTES:

- Be mindful not to introduce excessive oxygen into the greenwaste pile in any one instance as this may result in a significant flare up.
- Where additional water is required, contact water carter contractor for assistance.
- Should additional assistance or facilities be required, the Emergency Services will arrange for the necessary back up to attend the site.

ACTION PLAN - FIRE UNDERGROUND - LANDFILL

CODE RED

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

An underground fire is any fire which begins/burns below the ground surface e.g. fire in landfill

In the event of an underground fire follow the actions as set out below:

1. Chief Warden to advise all workers of a 'Code Red' situation via two-way radio.
2. If required, the Chief Warden will ensure that emergency services are contacted with accurate details concerning the nature of the emergency, the location of the emergency and the number of persons injured and their location on-site.
3. Chief Warden to determine first-attack fire-fighting response. If it becomes obvious that there are unnecessary risks associated with attempts to control a fire, evacuate the area immediately, taking steps to restrict the spread of fire and smoke if possible.
4. If attempts are to be made to control the fire:
   - Advise Fire Wardens with fire-fighting training of situation and request appropriate response. Note: Only attempt to fight the fire if you are confident, have a clear escape route and it is safe to do so.
   - Ensure the correct type of fire-fighting equipment is used. Use personal protective clothing or equipment (including respirators).
   - Organise water cart and cover material/clay to be brought to area.
5. Create an exclusion zone around the suspected area; if the fire is progressing rapidly the surface ground could suddenly collapse.
6. Further investigations should take place to determine the location of the fire/hot spot (i.e. near the surface/at a depth, in the centre/near the liner) and its progression/growth.
7. Where required the Chief Warden will brief emergency services on arrival. Emergency services will then control the incident.
8. Once immediate fire risk is controlled, the Chief Warden must ensure that the area has been deemed safe by a competent person. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure.*

NOTES:

- Underground fires/hot spots can occur at different rates, depths and degrees.
- Should additional assistance or facilities be required, Emergency Services will arrange for the necessary back up to attend the site.

ACTION PLAN - FIRE IN RECEIVED LOADS

CODE RED

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

Vehicles entering the site can lead to a fire emergency due to the risks associated with 'Hot Loads'.

In the event of a fire in a received load follow the actions as set out below:

1. Upon noticing a compaction vehicle on or approaching the site with a hot load, the Chief Warden must be notified immediately.
2. Chief Warden to advise all workers of a 'Code Red' situation via two-way radio.
3. If required, the Chief Warden will ensure that emergency services are contacted with accurate details concerning the nature of the emergency, the location of the emergency and the number of persons injured and their location on-site.
4. Where possible, instruction should be given to the vehicle operator to compact the load as much as possible, ensuring all compactor doors are closed.
5. Advise Fire Wardens with fire fighting training of situation and request appropriate response.
6. Any decision to fight the fire needs to be made by the Chief Warden before the load is discharged.
7. All drainage from this area is to be retained on site until assessed for treatment and disposal by the site manager.
8. If practicable, select an appropriate disposal location ensuring the area is clear, accessible and clear of other fire hazards.
9. Instruct the vehicle operator to discharge load from an upwind direction and move the vehicle from danger.
10. **Only attempt to fight the fire if you are confident, have a clear escape route and it is safe to do so.**
11. Ensure the correct type of firefighting equipment is used.
12. If it becomes obvious that there are unnecessary risks associated with attempts to control a fire, evacuate the area immediately, taking steps to restrict the spread of fire and smoke if possible.
13. The Chief Warden will brief emergency services on arrival. Emergency services will then control the incident.
14. Upon completion, the Chief Warden must ensure that the area has been made safe.
15. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

ACTION PLAN - FIRE EQUIPMENT

Portable Fire Extinguisher Guide

T +61 3 9890 1544
F +61 3 9890 1577
E shop@fpaa.com.au
E technical@fpaa.com.au
W www.fpaa.com.au

FPA AUSTRALIA

Type of Fire, Class and Suitability

Pre 1997	Current	Extinguishing Agent		A Wood Paper Plastic	B Flammable & Combustible Liquids	C Flammable Gases	E Electrically Energised Equipment	F Cooking Oils and Fats	Comments	D Metal Fires
		Water		✓	✗	✗	✗	✗	Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires	Use only special purpose extinguishers and seek expert advice.
		Wet Chemical		✓	✗	✗	✗	✓	Dangerous if used on energised electrical equipment	
		Foam[1]		✓	✓	✗	✗	LIMITED	Dangerous if used on energised electrical equipment	
		Powder	(ABE)	✓	✓	✓	✓	✗	Look carefully at the extinguisher to determine if it is a BE or ABE unit as the capability is different	
			(BE)	✗	✓	✓	✓	✓		
		Carbon Dioxide		LIMITED	LIMITED	✗	✓	✗	Not suitable for outdoor use or smouldering deep seated A Class Fires	
		Vaporising Liquid		✓	LIMITED	LIMITED	✓	✗	Check the characteristics of the specific extinguishing agent. 5 Yearly servicing must be done by ODS &SGG licenced persons.	
		Fire Blanket		LIMITED[2]	LIMITED	✗	✗	✓	[2] Fire Blankets may be used as a thermal barrier against radiated heat and to control a fire in clothes being worn by a person.	

LEGEND ✓ = the class or classes in which agent is most effective ✗ = not recommend for these class of fires
LIMITED = indicates that the Extinguishant is not the agent of choice for the class of fire, but it may have a limited extinguishing capability
For more information go to: www.fpaa.com.au
[1] Solvents such as alcohol or acetone mix with water and therefore require special foam

Fire Extinguisher chart provided by the Fire Protection Agency of Australia.

How to use a fire extinguisher

Pull the PIN in the handle and test the extinguisher before you approach the fire.
Aim the extinguisher at the base of the fire.
Squeeze the handle of the extinguisher.
Sweep the extinguisher from side to side across the base of the fire.

- Only attempt to fight a small fire. I.e. waste paper bin.
- Make sure you have a clear escape path.
- Stay upwind of the smoke.
- Never work alone – make sure someone is there to assist you.
- Check that you have the correct extinguisher for the type of fire.
- Make sure that the fire is out. If it reignites, repeat the above process.

Do not attempt to fight a fire unless you have been trained to use firefighting equipment.

FIRE EQUIPMENT (Continued)

Fire Hose Reel:

1. Turn on the stop valve.
2. Run out the length of the hose as required.
3. Turn on the water at the nozzle, direct the stream at the base of fire.
4. Ensure you leave a direct egress path between you and the nearest exit door/egress route.

Fire Blankets:

1. Pull on the tabs to release the fire blanket.
2. Open the fire blanket and hold it in front of you to shield your body hands and face from the fire.
3. Cover the burning material completely, ensuring there are no gaps for oxygen to reach the fire.
4. Shut off any gas or other fuel supply involved in the fire, and contact the Fire Brigade if you have not done so already.
5. Leave the blanket in place for at least 30 minutes to allow the oil or fat to cool.
6. Always read the instructions for your Fire Blanket before use.

Note: Fire Blankets are NOT designed for re-use! Dispose of your Fire Blanket once it has been used

Fire Fighting Equipment:

- Should only be used in an emergency and NEVER removed, operated or tampered with for amusement or malicious purposes.
- First attack firefighting equipment such as extinguishers and fire hose reels should only be operated by persons who are competent in their use, providing it is safe to do so and only for the specific types of fires for which they are designed.
- Extinguishers or any other fire detection, suppression or safety equipment which appears to be faulty, missing or in any other way suspect should be immediately reported to the appropriate facilities person.
- Items must not be stored around or in the fire hose reel cabinets.

ACTION PLAN - DECEASED PERSON

CODE BLUE

Under no circumstances should you put your life at risk in attempting to deal with an emergency

In the event of a death on site follow the actions as set out below:

1. Remain calm.
2. Inform the Chief Warden.
3. Chief Warden to call emergency services on 000.
4. Chief Warden to advise all workers of a 'Code Blue' situation via two-way radio.
5. Isolate the site where the incident has occurred.
6. Ensure danger is not present or has passed.
7. Segregate any witnesses in a private area away from incident scene.
8. Segregate any friends/colleagues of the deceased in a private area away from incident scene.
9. Disperse any spectators.
10. Avoid contact with blood and other body fluids by using protective gloves.
11. If practicable, cover the body and make sure that it cannot be disturbed.
12. Do not interfere with any evidence.
13. Collect accurate information about the incident.
14. If worker is involved, request police to advise when next of kin have been informed.
15. The Chief Warden must ensure that the incident is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

ACTION PLAN - ELECTRIC SHOCK

CODE BLUE

Under no circumstances should you put your life at risk in attempting to deal with an emergency

The following information will help you assist persons that have received an electric shock.

Description/Definition:

Electric shock is the sudden discharge of electricity passing through the body. Injuries can be fatal.

In the event of an electric shock to a person follow the actions as set out below:

1. Avoid direct contact with the affected person while they are in contact with the electric current.
2. Break the contact by switching off the current if possible, or by contacting service provider.
3. **For low voltage only (<1000 volts):** If the above action is not possible, stand on something dry (blanket, rubber mat, newspapers) and break the contact by pushing the affected person free with a wooden pole or board, or pulling with a loop of rope around an arm or a leg.
4. **Do not use any materials that conduct electricity (e.g. metal) or anything moist.**
5. Inform the Chief Warden.
6. Chief Warden to call Emergency Services on 000.
7. Chief Warden to advise all workers of a 'Code Blue' situation via two-way radio.
8. Only permit first aid when the situation is safe, electrical source has been isolated or person removed from the electrical source
9. Affected person must be attended to by a first aider
10. Always seek medical advice after an electric shock.
11. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

ACTION PLAN - MAIL HANDLING

CODE BLUE

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A suspicious package that may include explosive or fire-starting devices, noxious and poisonous material, acids, chemical or biological agents, needles and blades (sharps), body fluids or tissue, samples of soil or animal products.

In the event of delivery of a suspicious package or envelope follow the actions as set out below:

Workers:

1. Do not open the package.
2. Advise your emergency warden and/or supervisor immediately.
3. Move the item to an isolation area or clear flat surface.

Wardens:

1. Investigate the situation. Try to obtain information on the sender and the recipient.
2. Contact emergency services
3. Notify your Chief Warden of the emergency.

Chief Warden:

1. Ensure that emergency services have been notified.
2. Contact management and advise of the situation.
3. Notify neighbours if appropriate.
4. Meet and brief emergency services.
5. Keep records of what you were told, what you saw and the actions you took.
6. After the incident, conduct a debrief with affected workers and wardens.

Do not:

- Wet the item.
- Place the item in a container.
- Invite others to look at the item.
- Use mobile phones or two way radios in the vicinity of the item.

ACTION PLAN - MEDICAL EMERGENCY

CODE BLUE

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A medical emergency is any event which has caused an injury or illness to a person requiring immediate medical attention beyond the skills of a trained first aid Officer

In the event of a medical emergency follow the actions as set out below:

1. Call 000 and request an ambulance – follow the operators instructions.
2. Inform the Chief Warden.
3. Commence first-aid treatment on the casualty as quickly as possible (First Aid must be provided by a trained first aider only).
4. Avoid moving the casualty unless absolutely necessary. If the casualty is conscious, provide reassurance whilst they receive first-aid treatment.
5. Nominate someone to direct emergency services to the building entrance.
6. Make sure there is a clear path for ambulance officers to access the casualty.
7. Provide ambulance officers with a brief update on the casualty's condition. First-aiders should remain with the casualty to assist ambulance officers.
8. Site manager must contact the casualty's 'next of kin' and provide them with details of the incident.
9. The Chief Warden must ensure that the incident is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

ACTION PLAN - SUSPICIOUS OBJECTS OR SUBSTANCES

CODE BLUE

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A suspicious object or substance is anything found within a facility that may cause harm to people or damage to property (i.e. package on the Transfer Station floor).

All suspicious objects or substances must be treated seriously and necessary actions must be implemented to minimise the danger to employees, public, and plant and equipment.

In the event of the discovery of a suspicious object or substance follow the actions as set out below:

1. Inform the Chief Warden.
2. The classification of an object or substance as suspicious will be determined by the Site Manager, Compliance Officer and or the Supervisor and communicated to the Chief Warden. Under no circumstances must anyone else inspect the object or substance.
3. If the object or substance is declared as suspicious the area around the object or substance must be evacuated and secured to ensure no entry of unauthorised personnel occurs.
4. Chief Warden to notify emergency services on 000 if required.
5. If necessary, Chief Warden to advise all workers of a 'Code Blue' situation via two-way radio.
6. An organic vapour respirator and safety glasses must be worn at all times when inspecting suspicious substances. Only emergency authorities will be allowed to inspect an object or substance has been deemed suspicious.
7. Once the immediate area has been evacuated, the Chief Warden in consultation with the Site Manager, the Supervisor or Compliance Officer will then make the determination if it there are any safe areas to resume operations.
8. Workers within other parts of the site including any Administration Offices will be contacted and required to evacuate if the object or substance has potential to affect people in these areas.
9. Once the suspicious object of substance has been removed and the area made safe, the Chief Warden must ensure that the incident is reported and investigated according to the *Incident Reporting and Corrective Action Procedure.*

ACTION PLAN - BOMB THREAT

CODE PURPLE

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A bomb threat is notice received by any means of an explosive or any other hazardous device having been placed to cause risk or damage to the site.

In the event of an Bomb Threat follow the actions as set out below:

1. If a written bomb threat is received or suspicious object is found notify Police on triple zero.
   i. In the event of a suspect letter do not handle the letter more than necessary and if a suspect package don't touch the object unnecessarily.
   ii. Where possible place any letters and envelopes in a plastic pocket.
2. If a telephone bomb threat is received:
   i. Attract the attention of another worker.
   ii. Keep the caller on the line as long as possible. Don't hang up under any circumstances.
   iii. Complete the *Bomb Threat Checklist*, paying particular attention to background noises, accents, speech patterns, etc.
   iv. Call the Police on 000.
   v. Give the *Bomb Threat Checklist* to the Chief Warden/Police immediately.
3. Immediately evacuate the site:
   i. When evacuating check that all exit routes are clear and leave doors open.
   ii. Remove all personal items from common areas as these can be confused with suspicious objects.
   iii. Avoid using mobile phones or portable radios as these may trigger a detonation.
   iv. Ensure that the assembly area is far enough away to be unaffected from a blast.
   v. Do not re-enter the site without approval from Emergency Authorities /Police.

Remain calm & don't panic

↓

Call the Police on 000

↓

Evaluate the threat

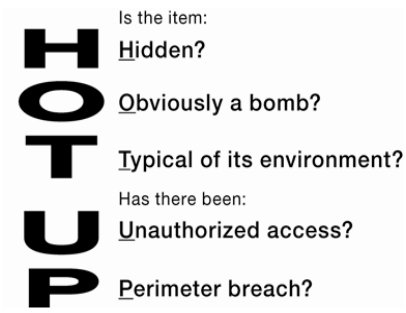
↓

Decide a course of action

↓

If required, evacuate the premises

If a possible bomb/suspicious object is identified on site follow the HOT-UP principle:



Considerations:

- Is the item unidentified?
- Is the item unusual or foreign to its environment?
- Is the item typical for its environment?
- Is the item obviously a bomb?
- Is the item hidden or concealed in any way?
- Has there been any unauthorised access to the area?
- Has there been a perimeter breach?

Bomb Threat Checklist

Refer to Emergency Response Plan (PLAN003) for more information.

Remember to keep calm

WHO RECEIVED THE CALL
Name (print): .....
Telephone number: .....
Date call received: ..... Time received: .....
Signature: .....

IMPORTANT QUESTIONS TO ASK
Where did you put it? .....
When is the bomb going to explode? .....
What does it look like? .....

EXACT WORDING OF THE THREAT
Threat: .....
.....

GENERAL QUESTIONS TO ASK
How will the bomb explode? ..... or
How will the substance be released? .....
Did you put it there? .....
Why did you put it there? .....

BOMB THREAT QUESTIONS
What type of bomb is it? .....
What is in the bomb? .....
What will make the bomb explode? .....

CHEMICAL/BIOLOGICAL THREAT QUESTIONS
What kind of substance is in it? .....
How much of the substance is there? .....
How will the substance be released? .....
Is the substance a liquid, powder or gas? .....

OTHER QUESTIONS TO ASK
What is your name? .....
Where are you? .....
What is your address? .....

CALLERS VOICE	THREAT LANGUAGE
☐ Accent (specify):	☐ Well spoken:
☐ Any impediment (specify):	☐ Incoherent:
☐ Voice (loud, soft, etc):	☐ Irrational:
☐ Speech (fast, slow, etc):	☐ Taped:
☐ Diction (clear, muffled):	☐ Message read by caller:
☐ Manner (calm, emotional, etc):	☐ Abusive:
☐ Did you recognize the caller?	☐ Other:
☐ If so who do you think it was?	
☐ Was the caller familiar with the area?	

BACKGROUND NOISES		OTHER / CALL TAKEN	
☐ Street noises:	☐ House Noises:	Sex of the caller:	Estimated age:
☐ Aircraft:	☐ Voices:		
☐ Music:	☐ Machinery:	Duration of call:	Number called:
Other:	☐ Local call:		
	☐ STD:		

PHONE CALL REPORTED IMMEDIATELY TO:	

Document title : Personal Emergency Evacuation Plan
Document # : Refer to PLAN003
This document is uncontrolled once printed

Issue date : 30 Sep 15
Version no. : 1

page 1 of 1

Word copy of this document can be found with PLANS003 on the EQSMS database

ACTION PLAN - EXPLOSION

CODE YELLOW

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A violent shattering or blowing apart of something

In the event of an explosion onsite:

1. Inform Chief Warden and Emergency services immediately.
2. Chief Warden to advise all workers of a 'Code Yellow' situation via two-way radio.
3. Evacuate all non-injured persons from the area.
4. Treat seriously injured persons at the scene.
5. Persons suffering minor injuries should be evacuated and treated at the Assembly Area.
6. Those that are obviously deceased must not be moved.
7. Coordinate fire-fighting efforts, if safe to do so.
8. Chief Warden to coordinate:
    - Isolation or shut down of equipment which could be hazardous to rescue operations.
    - A survey of the site for any signs of structural damage and if suspect - place off-limits.
9. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

ACTION PLAN - LEACHATE OR MAJOR CHEMICAL SPILL	CODE YELLOW

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

Any leak or spill of leachate, Sodium Hydroxide or Ferric Chloride out of prescribed catchment areas.

In the event of a Leachate Spill follow the actions as set out below:

1. Notify Facility Warden and/or Chief Warden immediately.
2. Chief Warden to advise all workers of a 'Code Yellow' situation via two-way radio.
3. If required, the Chief Warden must advise emergency services (Fire Brigade) on 000.
4. If required advise the EPA in accordance with procedures as documented in appendix 5.
5. If safe to do so, restrict the spread of the spill (erect bund or dam, restrict pipe flow, isolate the source of release). Control spill with available equipment and PPE.
6. If the spill spreads further or area becomes affected by fumes or mist, leave the area immediately.
7. The Chief Warden must brief emergency services on arrival. Emergency services will take control of the incident if required.
8. The Chief Warden must ensure the area has been made safe and appropriate isolation and tag-out of machinery/piping occurs.
9. Ensure that there are no ignition sources in the affected area.
10. If the amount of Leachate or chemical spill is considered major, consider evacuating all, or part of the facility.
11. The Chief Warden must ensure that the incident is reported and investigated according to the *Incident Reporting and Corrective Action Procedure.*

NOTES:

- Ferric Chloride specific requirements:
  - Soak up spilled product using non-combustible absorbent materials (e.g. sand, soil), avoid use of sawdust or cellulose.
  - Once saturated collect material and transfer to a suitable and labelled corrosive resistant container for safe disposal.
  - Wash with plenty of water, neutralize washings with soda ash or lime.

- Sodium Hydroxide specific requirements:
- CAUTION: Heat may be generated upon contact with water
  - Soak up spilled product using non-combustible absorbent materials (e.g. sand, soil), avoid use of sawdust or cellulose.
  - Once saturate collect and seal into properly labelled containers for disposal.

ACTION PLAN - STRUCTURAL DAMAGE TO BUILDING	CODE YELLOW

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

Any damage to a building which could impact on the structural integrity of the building e.g. cracks in walls, water damage, leaning walls, buckling of beams, partial collapse of walls/structure.

In the event of structural damage to a building follow the actions as set out below:

Where there is the possibility of a total or partial structural failure or collapse of the building:

1. Evacuate persons immediately and/or keep away from the area until it has been professionally inspected to determine structural integrity.
2. Inform Chief Warden.
3. Isolate the area with consideration to falling debris.
4. Isolate gas and electrical supply to affected area from external point, if appropriate.
5. Advise all people on site of the situation and the “out of bound” area.

Where there is no risk of structural collapse, but there is the possibility of objects falling from the structure (e.g. window failure):

1. Immediately isolate the area below the structure.
2. Inform the Chief Warden.
3. Advise all people on site of the situation and the “out of bound” area.
4. Maintain isolation until repair is completed.
5. Report incident in accordance with regulatory legislation.
6. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

ACTION PLAN - TOXIC AIR EMISSIONS	CODE YELLOW

Under no circumstances should you put your life at risk in attempting to deal with an emergency

CAUTION - CONFIRM IF AREA SAFE TO APPROACH

If emissions are suspected or discovered to be of a toxic or hazardous nature all personnel must cease work and evacuate the area immediately.

Description/Definition:

Is defined as pollutants that cause or may cause cancer or other serious health effects such as reproductive effects or birth defects or adverse environmental or ecological effects

In the event of toxic or hazardous emissions follow the actions as set out below:

1. Inform the Chief Warden.
2. If required the Chief Warden will contact emergency services and the EPA in accordance with requirements in **Appendix 3**.
3. Prevent unauthorised access to area – If safe to do so, isolate and barricade the area allowing for wind speed and direction.
4. No person is to enter the isolated area to mitigate emissions without wearing the appropriate PPE and having the express permission of the Chief Warden.
5. Monitoring and sampling of emissions is to be carried out by suitably qualified persons to determine suitable isolation and appropriate action to mitigate emissions.
6. The Chief Warden must liaise with emergency services to determine the extent of site and community evacuation if required.
7. The Chief Warden is to ensure that the area has been made safe and cordoned off to prevent entry to affected area.
8. The Chief Warden must ensure that air monitoring continues to determine safe distance from the emission source until mitigation is completed.
9. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

ACTION PLAN - UTILITY DAMAGE	CODE YELLOW

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

Any damage to a site utility (water, electricity, gas, telephone)

In the event of damage to a utility follow the actions as set out below:

1. Notify the Chief Warden.
2. Contact utility supplier to inform of situation and request assistance.
3. Chief Warden to advise all workers of 'Code Yellow' by two-way radio.
4. Check to see if neighbours are experiencing the same issue.
5. Investigate the cause of the damage if safe to do so.
6. If possible shut off any supply that is affected, shut off other utilities that may cause additional danger.
7. If the cause of the disruption/damage is found, secure the area to prevent access.
8. Contact emergency services if there is any risk of harm to people or damage to property.
9. If major damage, it may become necessary to evacuate all, or a substantial part of the site.
10. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure*.

ACTION PLAN - ODOUR SCRUBBER FAILURE	CODE YELLOW

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

During quarantine treatment, the Odour Scrubber unit must be operated at all times.

Procedure:

In the event of an Odour Scrubber failure, the following steps must be taken:

1. Shutdown the entire quarantine system/process.
2. Notify plant manager immediately
3. Contact Integra contractors for further advice.
4. Do not recommence the quarantine process until Integra contractors approve.

Reference Documents

- **LDN90** – Mobile Boiler & Liquid Treatment Operation

ACTION PLAN - GAS LEAK	CODE YELLOW

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A gas leak is a non-expected release of gas that can create a potentially dangerous situation.

In the event of a Gas Leak follow the actions as set out below:

1. **WARNING: CONFIRM AREA IS SAFE TO APPROACH –** If you detect a gas leak or can smell gas 'Do Not Enter'
2. Do not enter any confined area where there is the slightest risk of being overcome by gas.
3. Where applicable, evacuate persons from the affected area and assemble in a well-ventilated area where they are not exposed to further risks.
4. If safe to do so, isolate gas supply.
5. Notify Facility Warden and/or Chief Warden immediately.
6. If required, Chief Warden to advise all workers of a 'Code Yellow' situation via two-way radio, and notify emergency services.
7. Ensure there are no ignition sources in the affected area.
8. If possible, ventilate the affected area.
9. If a major leak, consider evacuating all, or part of the building.
10. If gas supply cannot be isolated or there is risk of fire/explosion, the Chief Warden must advise emergency services.
11. If required, advise the EPA in accordance with procedures as documented in **Appendix 3**.
12. Notify gas supplier.
13. The Chief Warden must ensure that the incident causing the emergency is reported and investigated according to the *Incident Reporting and Corrective Action Procedure.*

ACTION PLAN - ARMED HOLDUP

CODE BLACK

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

An armed hold-up occurs when an intruder gains unlawful access to a premises and/or holds people against their will whilst committing a robbery.

In the event of an Armed Hold up follow the actions as set out below:

1. **Cooperate** with the intruder's instructions at all times.
2. **Remain calm**, control emotions.
3. **Avoid eye contact** with the intruder wherever possible.
4. **Do not** make sudden movements.
5. If you need to move to cooperate with the intruders instructions, keep your hands where they can see them and tell them what you are going to do.
6. **Do not attack** the intruder.
7. Stay out of the danger area - **do not investigate** out of curiosity or bravado.
8. Note as much information about the intruder as you can, given the situation.
9. **Do not challenge** the intruder.
10. **Do not attempt to chase** the intruder.
11. **Stay where you are.**

Immediately after the robbery:

1. **CALL THE POLICE** - When it is safe the Site Manager (or most senior worker on site) must call the police on triple zero. Make a full report to the police before discussing the hold-up with other workers.
2. **SEAL OFF THE HOLD-UP AREA** - Evidence must not be touched. Any interference may destroy vital evidence.
3. **ASK WITNESSES TO REMAIN** - Ask all witnesses to remain until the police arrive.

ACTION PLAN - CIVIL DISORDER

CODE BLACK

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A civil disturbance is any public demonstration, protest or public assembly, at or adjacent to, the site which negatively impacts on the ability to undertake normal activities.

In the event of Civil Disorder follow the actions as set out below:

1. Immediately contact Police on triple zero and notify Senior Management.
2. Attempt to monitor demonstrator/s from a safe distance.

If there is a risk to occupant safety or of unlawful building entry, then direct workers as follows:

1. Chief Warden to advise all workers of a 'Code Black' situation via two-way radio.
2. Take steps to restrict access to site by the demonstrator/s.
3. Secure critical records, equipment and valuable items.
4. Remove any objects in accessible locations which could be used as weapons or missiles by aggressive trespassers.
5. Be mindful of possible diversionary tactics by demonstrators to mask criminal activity.
6. The Chief Warden should ensure that any group of demonstrators is kept under continuous discreet surveillance and attempt to ascertain size of group, composition, leader's identity, motives, intentions, mood and location.
7. Do not attempt to forcefully remove demonstrators.

Crowd-Unruly Behaviour:

Continuous monitoring of crowd behaviour by workers provides the best opportunity for early detection of possible troublemakers and prominent placement of uniformed workers/security can serve to deter such individuals from unruly behaviour.

In the event of an incident involving unruly behaviour, the rapid intervention by Security or Police and removal of persons involved is essential to minimise the risk to patron safety in the immediate vicinity. It is therefore important for workers observing indications of trouble to promptly report their observations to Security/Police.

Workers in the area of the incident should be mindful of the impact it can have on unaffected persons in the vicinity, and where necessary, as a precaution, workers may need to temporarily move those not directly involved away from the scene to create a safety buffer.

ACTION PLAN - EARTHQUAKE

CODE BROWN

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A sudden violent shaking of the ground, typically causing great destruction as a result of movement within the earth's crust or volcanic action.

In the event of an Earthquake follow the actions as set out below:

During an earthquake:

1. If indoors:
    i. Keep clear of windows, chimneys and any overhead fittings.
    ii. Shelter under and hold onto a door frame, strong table or bench.
2. If outside:
    i. Keep well clear of buildings, overhead structures, walls, bridges, power lines, trees etc.
3. In a vehicle:
    i. Stop in an open area until shaking stops.
    ii. Beware of downed power lines and road damage, including overpasses and bridges.
    iii. Listen to the radio for warnings before moving.

After an earthquake:

1. Do not move until you are sure it is safe to do so.
2. Chief Warden to contact emergency services if required.
3. Chief Warden to advise all workers of a 'Code Brown' situation via two-way radio.
4. Turn off electricity, gas and water.
5. Do not light matches/cigarette lighters or other ignition sources until checks have been completed for gas and fuel leaks.
6. Check for broken water, sewerage or electrical mains.
7. Check for injuries and apply first aid. Do not move seriously injured people unless they are in immediate danger.
8. Do not use the telephone immediately (to avoid congestion) unless there is a life threatening situation.
9. Evacuate the building if it is badly damaged and be prepared for after-shocks.
10. Do not waste food and water as supplies may be interrupted.
11. Listen to the local radio station and heed warnings and advice on damage and service disruptions.
12. Try to avoid driving unless for an emergency (to keep the streets free for emergency services).
13. Do not enter damaged buildings.
14. Try to stay calm and help others if possible.

ACTION PLAN - FLOOD

CODE BROWN

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

Is an overflow of a large amount of water beyond it's normal limits, especially over what would be normally dry land.

In the event of a Flood follow the actions as set out below:

Before the flood (Alert Phase):

1. On notification of impending severe storm, Chief Warden to advise all workers of the 'Code Brown' situation (by two-way radio or other device) and give instructions on actions to take.
2. Monitor information sources:
   - Regional and local radio stations.
   - Relevant websites.
   - Bureau of Meteorology.
   - SES Reports.
3. Liaise with local emergency services (e.g. SES).
4. Remove or relocate equipment expected to be impacted by the flood.
5. Determine need for sandbagging as required by expected flood heights.

During the flood (Response Phase):

1. Move all workers indoors. If outdoors, workers must take extra precaution to avoid hazards such as flooded roads, downed electrical power lines, utility poles and trees.
2. **DO NOT** drive over flooded roads, causeways or bridges unless depth, washout, debris and flow rate can be determined as safe.
3. **DO NOT** walk into flood water, if there is any doubt regarding the depth of the water, **do not enter the water**.
4. **DO NOT** attempt to wade across or swim through flood waters of any kind.
5. Liaise with Police and SES regarding road conditions and safe routes.
6. Be aware of possible contaminated water.
7. Be aware of animals, insects and parasites in or around flood waters.

After the flood (Recovery Phase):

8. Assess site for any potential contamination issues.
9. Inspect equipment for damage.

IMPORTANT: Never Enter any water above gumboot height!
(E.g. Flood water, rising water, stagnant ponded or dammed water)

ACTION PLAN - LIGHTNING STORM / STRIKE

CODE BROWN

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A lightning storm is any storm where lightning is evident.

The 30/30 rule

When thunder is heard within 30 seconds of a lightning flash, take shelter inside and wait for 30 minutes after the last thunder is heard to resume any activities on-site.

If you're unable to take shelter inside, find the safest accessible location and stay there until the storm has passed (refer steps below).

In the event of a Lightning Storm follow the actions as set out below:

General precautions:

1. Do not use or remain in mobile plant when outside.
2. Stay inside buildings at all times, avoid small structures or fabric tents and keep clear of windows.
3. Stay away from metal poles, fences, clothes lines etc.
4. If driving, slow down or park away from trees, power lines or other objects that may be damaged by storm activity.
5. Stay inside vehicles but do not touch any metal sections.
6. Discard all metal objects.

If shelter is not available:

1. Crouch/squat (feet together), preferably in a hollow. Make yourself a small target.
   - Keep hands off the ground
   - Spread groups of workers out (do not touch)
2. Remove metal objects from head/body.
3. Do not lie down (the more of you that is in contact with the ground, the more 'attractive' you are to lightening).
4. If your hair stands on end or you hear buzzing on nearby rocks, fences etc, move immediately. (At night, a blue glow may show if an object is about to be struck).
5. Stay away from high and low points (hilltops, ridges & gullies), rock overhangs and shallow caves.
6. Keep out of, and well away from, water bodies or watercourses.
7. Never shelter under tree/s.

First aid:

1. Apply immediate CPR to lightning victims until medical help arrives. (You won't receive a shock from the victim).

ACTION PLAN - SEVERE STORM

CODE BROWN

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

A severe storm is any of the following events:

- heavy rain (causing flash flooding),
- hail,
- severe thunder storm.
- strong wind gusts.
- cyclone

In the event of a Severe Storm follow the actions as set out below:

1. Move workers indoors. If outdoors, workers must take extra precaution to avoid hazards such as flooded roads, downed electrical power lines, utility poles and trees.
2. Chief Warden to advise all workers of a 'Code Brown' situation via two-way radio and provide actions to take.
3. Avoid driving during severe storms wherever possible.
4. Close all windows, curtains, blinds and external doors.
5. Remain inside a building during the storm, keeping away from exposed windows.
6. Move computers and valuables away from windows or items that may fall.
7. Turn off electrical appliances and unplug them from wall sockets where possible.
8. Be aware that lightning strikes may cause power failure which will affect services such as lighting, lifts, heating or air conditioning, ventilation and building fire systems.
9. In the event of damage to the building, seek shelter under tables or desks and away from items such as machinery and other objects that may fall or slide. In multi-story buildings, the central core is usually the safest place to seek refuge.
10. Refrain from using the telephone during thunder storms.
11. Chief Warden to announce when the storm has passed and the plan for the remainder of the day.

ACTION PLAN - EMERGENCY ON ADJACENT / NEIGHBOURING PROPERTY

CODE BROWN

Under no circumstances should you put your life at risk in attempting to deal with an emergency

Description/Definition:

An Emergency on an adjacent or Neighbouring property is any incident which could impact on the health and safety or persons or the environment on a SUEZ site such as:

- Fire
- Chemical spill/leak
- Gas (LPG) Explosion
- Release of Vapours, Gases or Toxic Fumes

In the event of an emergency on an adjacent / neighbouring property follow the actions as set out below:

1. Notify the Chief Warden Immediately
2. Chief Warden to advise all workers of a 'Code Brown' situation via two-way radio and provide actions to take.
3. Chief Warden to consult with Adjacent / neighbouring property and Emergency services and determine the need for evacuation

Definitions

Armed Person - A person who is in possession of an offensive weapon, or instrument. Note: where it is strongly suspected that a person is carrying a weapon or instrument, he or she should be treated as an armed person.

Assembly area(s) - The designated place or places where people assemble during the course of an evacuation.

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 also be referred to as an improvised explosive device (IED).

Bomb threat - A threat, written or verbal, 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 any specific person or organisation.

Chief Warden - The person who is in overall charge of emergency management, planning and operations.
This may or may not be the person in charge of the facility, depending upon local circumstances and timing.

Competent Person - A person who has acquired through training, education, qualification, experience, or a combination of these, the knowledge and skill enabling him/her to correctly perform the required task.

Confrontation - A situation involving high risk of injury to personnel by a person (or persons) who may or may not be armed.

Emergency - Any event which arises internally, or from external sources, and which may adversely affect persons or the community generally, and requires an immediate response.

Emergency Control Organisation (ECO) - A person or persons appointed by the Site Manager to direct and control the implementation of the site's emergency response procedures.

Emergency Coordination Centre (ECC) - The coordination centre during an emergency.

Emergency Response Plan (ERP) - The written documentation of the emergency arrangements for a site generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

Emergency Response Procedures - A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency response plan, to respond to and manage emergencies.

Emergency Response Team (ERT) - Specialist personnel, appointed 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, comprising a pictorial representation of a floor or area and other relevant emergency response information.

External Emergency - An event that arises externally to the site and may necessitate allocation of resources to an external site or preparation for reception of a significant number of victims (or both).

Facility - A building, structure or workplace that is, or may be, occupied by people (occupants).

Internal Emergency - A sudden event which arises internally and which may be caused by an internal or external source, and may adversely affect the safety of persons in the site, requiring an immediate response by the occupants.

Medical Emergency - Any event in which trained personnel are required to respond effectively to a medical crisis within or beyond the accepted routine of the site or facility.

Mobility Impaired Person - A person with physical, mental or sensory impairment, either temporary or permanent, who requires assistance during emergency evacuation.

Must - Indicates that a statement is mandatory.

Occupant - A person attending a facility on a permanent or temporary basis, such as an employee, contractor, student or resident, but not a visitor.

Occupant/visitor with a disability - A person who requires:

- More time or difference 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 with a disability who may need assistance during an emergency.

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.

Safe place -

- A place of safety within a building, structure or workplace which is not under threat from an emergency; and from which people are able to disperse after escaping the effect of an emergency to a road or open space.
- A roadside or open space.

Training exercise - An activity simulating an emergency event through activation of alarms and deployment of personnel, in order to:

- Review/test the planning process and procedures;
- Identify needs and planning inadequacies;
- Demonstrate capabilities and communication; and
- Foster working together as a team.

Visitor - A person who is within a facility who is temporarily visiting the facility and is not:

- Employed at or for the facility, either on a permanent casual, temporary, contracting basis;
- A resident; or
- Studying at the facility
- Visitors include customers and clients.

Warden - A person available on-site, with clearly defined responsibilities in relation to the facility's emergency plans.

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.

Worker - Includes employees, contractors and their employees or subcontractors, owner-drivers, agency staff, apprentices, trainees, outworkers, work experience students and volunteers.

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 relevant Commonwealth, State and Territory occupational health and safety statues for the definition of ‘workplace’.

Related Documents

DOCUMENT NAME	REFERENCE NUMBER
Emergency Management	PROC005
Incident Reporting and Corrective Action Procedure	PROC008
Emergency Response Review	FORM030
First Aid Management	SOP160
Records Procedure	PROC009
Spill Response	SOP007
Media and Communications Policy	COM-POL-005

Review and Document Control

VERSION	CHANGE	REVIEWED	AUTHORISED	DATE ISSUED
1	Initial Issue	EQS Manager	GM EQS	23/08/13
2	Updated the Flood Action plan to ensure no access to flood waters deeper than gumboot height at any time	Team Leader Safety Systems	GM EQS	02/05/14
3	Update Media Policy Flood Action plan update – Important note highlighting water above gumboot height must not be entered	Team Leader Safety Systems	GM EQS	07/09/14
4	Template/Rebrand Update Update incorporating NSW Department of Planning Hazardous Industry Advisory Paper No. 1	Safety Systems Manager & EQS Advisor	GM EQS	02/01/16
5	Updated the fire action plan to incorporate landfill surface fires	EQS Co-ordinator	Int System Manager	14/06/16
6	Removal of reference to landfill surface fire. Landfill closed 13/05/2016	EQS Adviser	Int System Manager	18/04/17
7	Update contents and address	Compliance Manager	National EQS Adviser	18/10/18

Appendix 1 – List of Abbreviations

AS	Australian Standard
ECO	Emergency Control Organisation
ECP	Emergency Control Point
EWIS	Emergency Warning and Intercommunication System
FIP	Fire Indicator Panel
IED	Improvised Explosive Device
PEEP	Personal Emergency Evacuation Plan
WIP	Warden Intercommunication Point

Appendix 2 - Notifiable Incidents to SafeWork (NSW)

SafeWork NSW requires notification of serious injuries immediately. Only EQS Managers and Site Managers are permitted to contact SafeWork NSW. Other Senior Managers may be authorised to respond, as appropriate.

WHICH INJURIES ARE NOTIFIABLE?

1. **Serious workplace injuries**
    - Death
    - Medical treatments within 48 hours of exposure to a substance
    - Immediate treatment as an in-patient in a hospital
    - Immediate medical treatment for:
        - Amputation
        - Serious head injury
        - Serious eye injury
        - Separation of skin from underlying tissue (e.g. de-gloving, scalping)
        - Electric shock
        - Spinal injury
        - Loss of body function (including loss of consciousness)
        - Serious laceration

2. **Incidents involving certain equipment**
    - Collapse, overturning, failure or malfunction of, or damage to certain items of plant
    - Collapse or failure of an excavation or the shoring support of an excavation

3. **Other incidents that seriously endanger the health and safety of people in the immediate vicinity**
    - Collapse or partial collapse of a building or structure
    - Implosion, explosion or fire
    - Escape, spillage or leakage of substances (under the Dangerous Goods Act 1985)
    - Objects of substance falling from a height

HOW DO I NOTIFY SafeWork NSW?

1. Incidents involving injury or illness to WORKERS

SERIOUS INCIDENT: Fatalities, serious injury or illness	→	Notify SafeWork NSW IMMEDIATELY at **13 10 50** and notify your Workers Compensation insurer within 48 hours
INCIDENT: Injury/illness where Workers Compensation is required	→	Notify your Workers Compensation insurer within 48 hours

2. Incidents involving injury or illness to NON-WORKERS (e.g. visitors)

SERIOUS INCIDENT: Fatalities, serious injury or illness	→	Notify SafeWork NSW IMMEDIATELY at **13 10 50**
INCIDENT: Injury/illness resulting in the non-worker being off work or unable to perform their normal duties for 7 or more days	→	Notify SafeWork NSW within 7 days by calling **13 10 50**

3. Other incidents that seriously endanger the health and safety of people in the immediate vicinity

SERIOUS INCIDENT: Life threatening incidents that do not result in injury or illness (e.g. collapse of plant)	→	Notify SafeWork NSW IMMEDIATELY at **13 10 50**

NOTE: Always ensure the incident scene is not disturbed until an inspector arrives. Sites can only be disturbed to protect a person's health or safety, help someone who is injured or to make the site safe.

Appendix 3 - Notification to EPA (NSW) - Pollution Incidents

Licensed Premises:

In the event an incident has caused or threatened material or serious environmental harm, refer to the site specific 'Pollution Incident Response Management Plan' (PIRMP) Located on the Environment, Quality and Safety System (EQS-System) for detailed instructions.

Non-Licensed Premises:

In the event of an incident the site must, within 24 hours, notify the EPA of the incident to ensure that the EPA is aware of any potential negative environmental impacts and can respond appropriately. Failure to notify the EPA of such an occurrence is an offence and penalties may apply.

Firstly, call 000 if the incident presents an immediate threat to human health or property. Fire and Rescue NSW, the NSW Police and the NSW Ambulance Service are the first responders, as they are responsible for controlling and containing incidents.

If the incident does not require an initial combat agency, or once the 000 call has been made, notify the EPA immediately.

HOW DO I NOTIFY THE EPA?

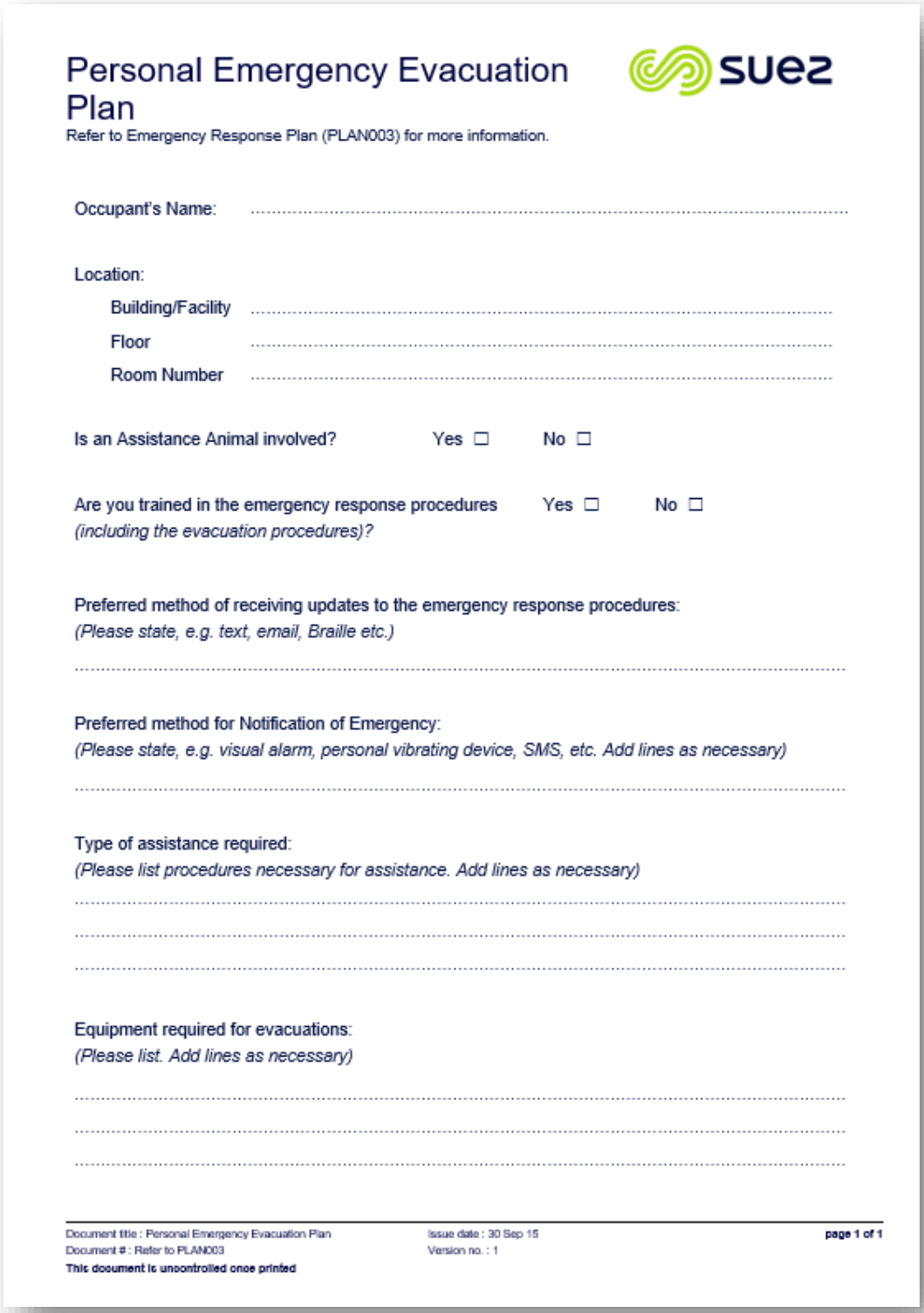
Verbal Report
Environmental incident notifications must be made using the Environment hotline:
131 555

WHAT TO INCLUDE IN THE NOTIFICATION:

The initial notification must include the following details:

- name and telephone number of an appropriate contact person on site
- location of the incident
- time and date of the incident
- nature of the incident
- action taken by the site to minimise any harmful effect to the environment

Appendix 5 – Personal Emergency Evacuation Plan (PEEP)



Personal Emergency Evacuation Plan

Refer to Emergency Response Plan (PLAN003) for more information.

Occupant's Name: .....

Location:

Building/Facility .....

Floor .....

Room Number .....

Is an Assistance Animal involved? Yes ☐ No ☐

Are you trained in the emergency response procedures *(including the evacuation procedures)?* Yes ☐ No ☐

Preferred method of receiving updates to the emergency response procedures:
(Please state, e.g. text, email, Braille etc.)

.....

Preferred method for Notification of Emergency:
(Please state, e.g. visual alarm, personal vibrating device, SMS, etc. Add lines as necessary)

.....

Type of assistance required:
(Please list procedures necessary for assistance. Add lines as necessary)

.....

.....

.....

Equipment required for evacuations:
(Please list. Add lines as necessary)

.....

.....

.....

Document title : Personal Emergency Evacuation Plan
Document # : Refer to PLAN003
This document is uncontrolled once printed

Issue date : 30 Sep 15
Version no. : 1

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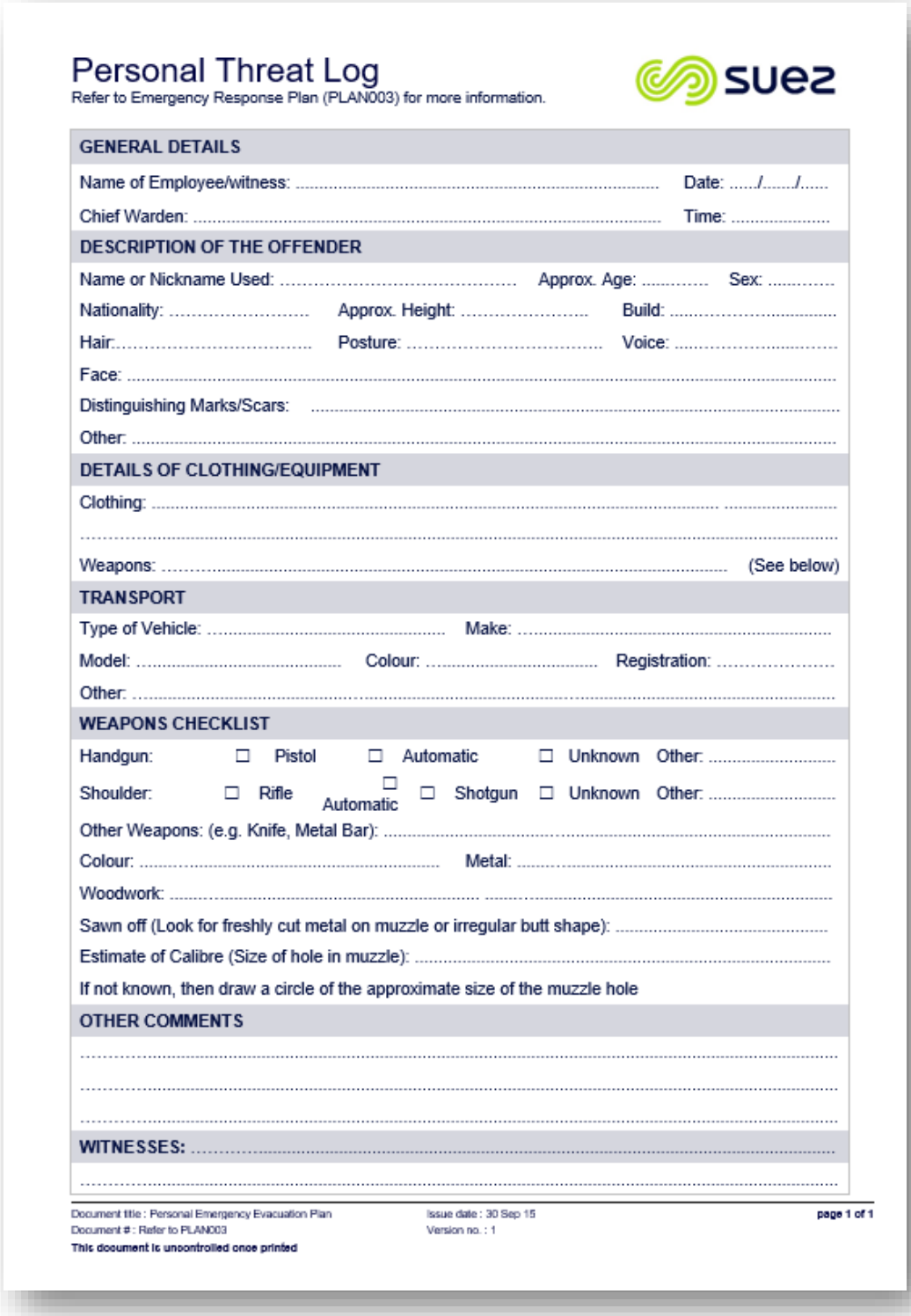
Word copy of this document can be found with PLANS003 on the EQSMS database

Appendix 6 – Personal Threat Log



Personal Threat Log

Refer to Emergency Response Plan (PLAN003) for more information.

GENERAL DETAILS

Name of Employee/witness: ..... Date: ...../...../.....

Chief Warden: ..... Time: .....

DESCRIPTION OF THE OFFENDER

Name or Nickname Used: ..... Approx. Age: ..... Sex: .....

Nationality: ..... Approx. Height: ..... Build: .....

Hair:..... Posture: ..... Voice: .....

Face: .....

Distinguishing Marks/Scars: .....

Other: .....

DETAILS OF CLOTHING/EQUIPMENT

Clothing: .....

.....

Weapons: ..... (See below)

TRANSPORT

Type of Vehicle: ..... Make: .....

Model: ..... Colour: ..... Registration: .....

Other: .....

WEAPONS CHECKLIST

Handgun: ☐ Pistol ☐ Automatic ☐ Unknown Other: .....

Shoulder: ☐ Rifle ☐ Automatic ☐ Shotgun ☐ Unknown Other: .....

Other Weapons: (e.g. Knife, Metal Bar): .....

Colour: ..... Metal: .....

Woodwork: .....

Sawn off (Look for freshly cut metal on muzzle or irregular butt shape): .....

Estimate of Calibre (Size of hole in muzzle): .....

If not known, then draw a circle of the approximate size of the muzzle hole

OTHER COMMENTS

.....

.....

.....

WITNESSES: .....

.....

Document title : Personal Emergency Evacuation Plan
Document # : Refer to PLAN003
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