

EMERGENCY PLAN FOR:



Enviro Waste Service Group Pty Ltd

14-16 KIORA CRESCENT, YENNORA

GPS Location: Lat: 33°51'47.26" S Long: 150°58'4.8" E

SafeWork Notification: Not Required

Site Contact:

Simon Saba

0467 777 646

Emergency Contact:

Eddie Hawach

0420 511 727

Summary of Dangerous Goods and GHS Categories held on premises

Dangerous Goods Class	GHS Category	Quantity
Class 2.1	GHS Flammable Gas	200 L
Class 8 PGII	GHS Corrosive Category 1	40 L/kg
Class C2	Combustible Liquid	30,000 L/kg
TOTAL		30,240 L/kg

Prepared By: Benbow Environmental

Date: April 2022

EMERGENCY SERVICES INFORMATION PACKAGE

Fire Fighters Summary

Enviro Waste treat liquid waste and undertake out-of-date liquid product destruction. The liquid wastes treated on site include:

- Residues from industrial waste treatment/disposal operations – landfill leachates (N205);
- Liquid waste material in glass, plastic or aluminium containers;
- Surface active agents (surfactants) containing principally organic constituents and which may contain metals and inorganic materials (M250);
- Waste oil/hydrocarbons mixtures/emulsions in water (J120);
- Sewage sludge & residues (K130);
- Grease trap waste (K110);
- Out-of-date, expired or perishable liquid food waste (such as fruit juices, soft drinks, shampoos and soaps).

Grease trap waste is stored within the building at 14 Kiora Crescent in an above ground vertical tank (Tank 10). This is considered Class C2 – Combustible liquid. The treatment of this waste does not involve heating at high temperatures or chemical processing.

Minor quantities of dangerous goods are stored at the site for ancillary purposes.

There are three types of storage areas used for chemicals.

1. Locked cage outside 16 Kiora Cres for LPG Cylinders, a Class 2.1 Flammable gas;
2. Roofed package store on mezzanine level of the Building located at 14 Kiora Cres for Lime, a non-dangerous good;
3. Chemical storage cabinet inside the building at 14 Kiora Cres for packaged sodium hydroxide and caustic soda, Class 8 PGII corrosive substances.

Fire services include:

14 Kiora Crescent:

- 5 Fire Extinguishers
 - 1 Hose Reel
- (no hydrants or sprinklers)

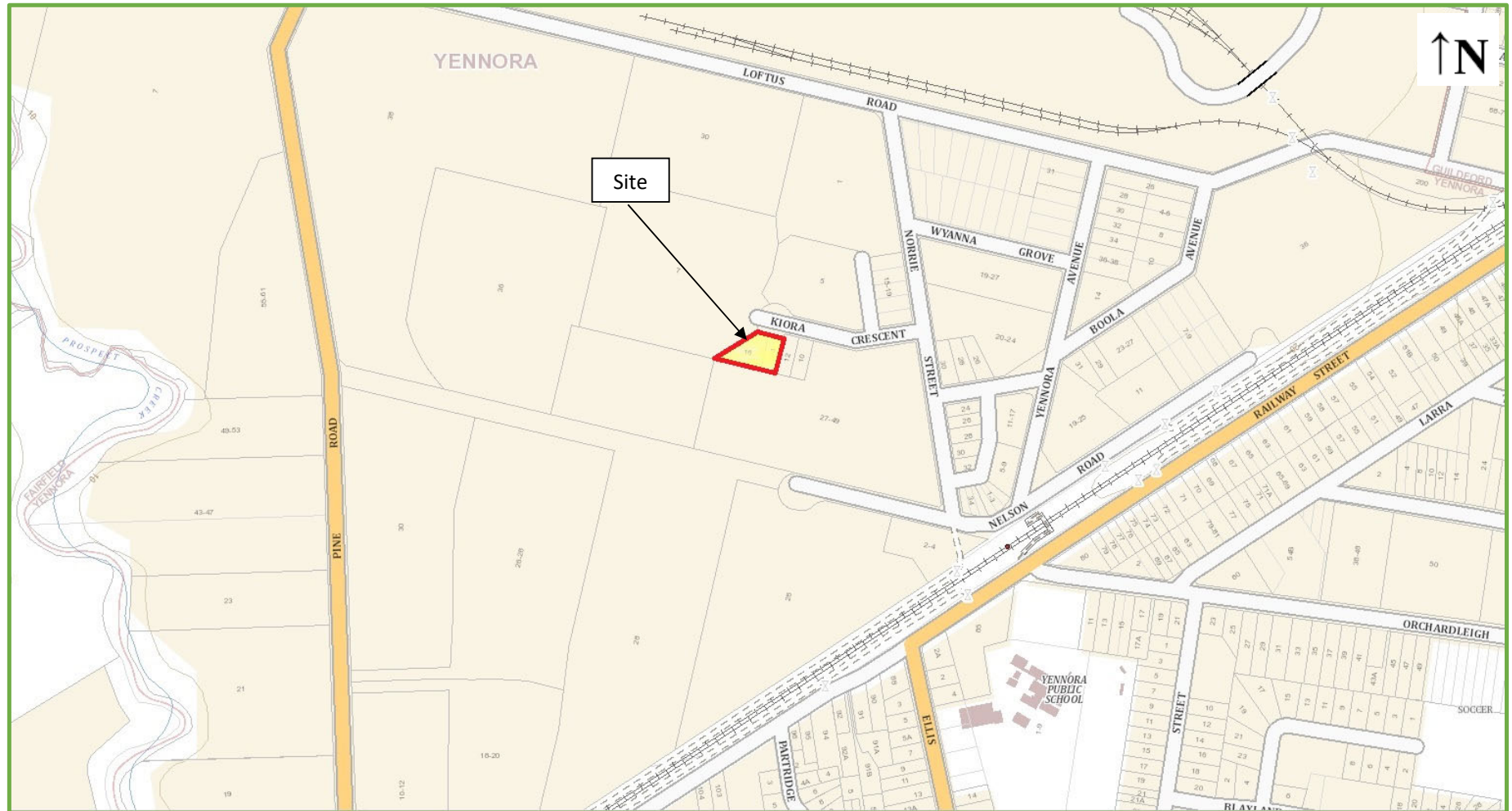
16 Kiora Crescent:

- 2 Fire Extinguishers
- (no hose reels, hydrants or sprinklers)

The site stormwater is isolated, however there is limited detention capacity. Enviro Waste have a fleet of vacuum trucks able to suck up contaminated firefighting water if required.

The tanks and operational areas are bunded. Prospect Creek is located 640 m west of the site. Residences are 330 m to the south east of the site separated by other industrial/commercial premises.

Figure 0-1: Street Directory Map



Source: <https://maps.six.nsw.gov.au/>

Site Address: 14-16 Kiora Crescent, Yennora

Figure 0-2: Aerial View of the Site in a Regional Context



Source: <https://maps.six.nsw.gov.au/>

Site Address: 14-16 Kiora Crescent, Yennora

Figure 0-3: Aerial View in a Local Context



Figure 0-4: Site Manifest

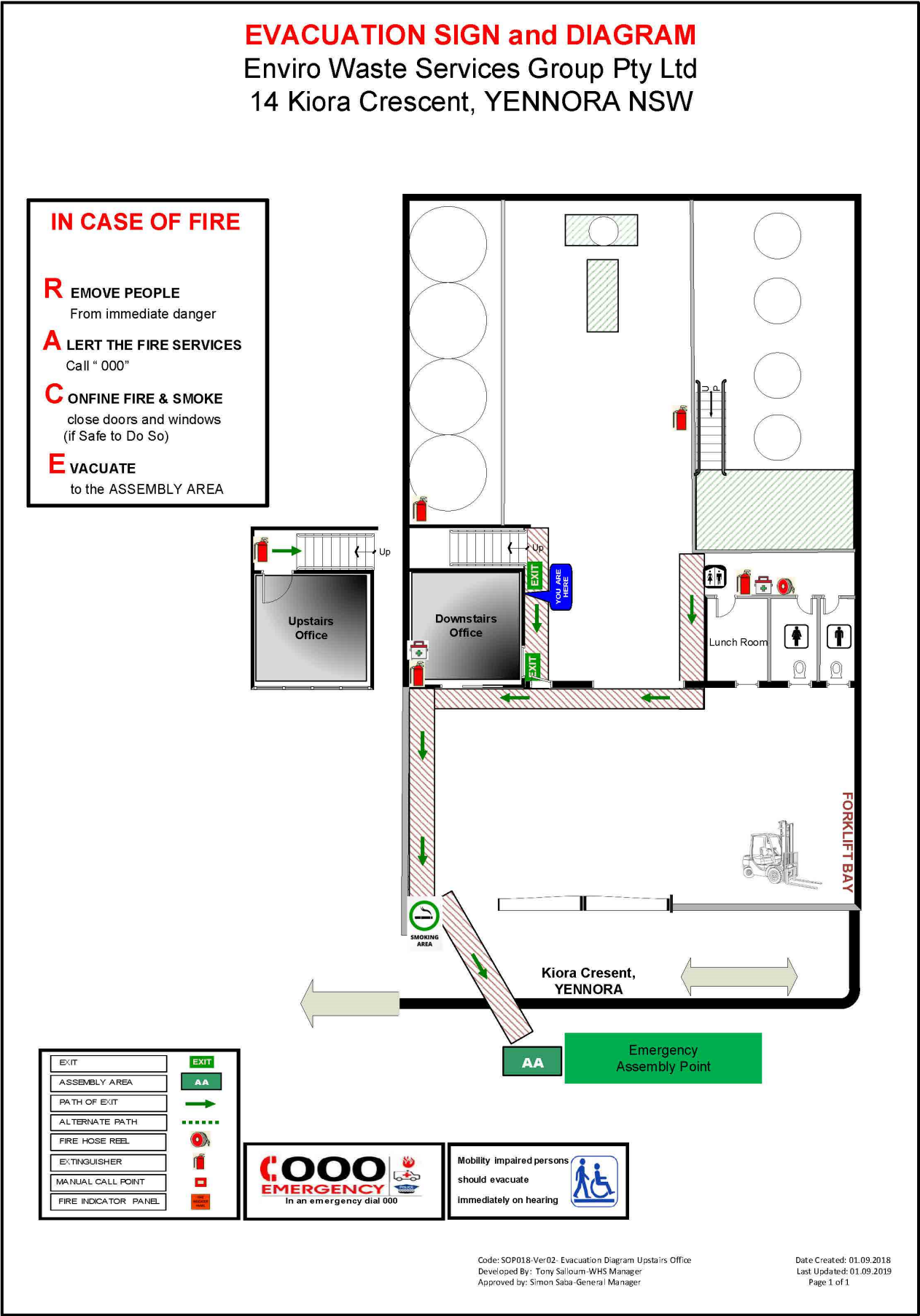


Table 0-1: Dangerous Goods Store Manifest

Identifier No.	Proper Shipping Name	GHS Category	DG Class/ Division	PG Package Stores	UN No.	Max Quantity	Typical Quantity	Storage Type	Bunded
PS1	Sodium hydroxide/Caustic Soda (solid)	Corrosive 1	8	II	1823	40 kg	40 kg	Roofed package store	Solid, no bunding
LPG	Liquid Petroleum Gas	Flammable Gas	2.1	N/A	1075	200 L	200 L	Unroofed package store	No
Tank 10	Grease Trap Waste	N/A	C2	N/A		30,000 L	30,000 L	Above ground Tank	Yes

DOCUMENT CONTROL

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Benbow
ENVIRONMENTAL

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**EMERGENCY PLAN
FOR
ENVIRO WASTE GROUP PTY LTD**

Prepared for: Fire and Rescue NSW
Department of Planning, Industry and Environment
Enviro Waste Group Pty Ltd

Prepared by: Linda Zanutto, Senior Environmental Engineer
R T Benbow, Principal Consultant

Report No: 191251-04_EP_Rev2
April 2022
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Contents	Page
EMERGENCY SERVICES INFORMATION PACKAGE	I
ABBREVIATIONS & GLOSSARY OF TERMS	I
1. INTRODUCTION	1
Definition of an Emergency	2
1.1 Stakeholders	2
1.2 Communication	3
1.3 Interrelation With Other Reports	3
1.4 Using the Emergency Plan	3
1.5 Detail Provided in the Attachments	4
1.6 Termination of an Emergency	5
2. AIMS AND OBJECTIVES OF THE EMERGENCY PLAN	6
2.1 Aim	6
2.2 Objectives	6
3. GENERAL DESCRIPTION OF SITE	7
3.1 Site location	7
3.2 Site Description	9
3.2.1 Hours of Operation	10
3.2.2 Building Storage Details	10
4. ROLES OF AGENCIES, GROUPS, INDUSTRY AND COMMUNITY	16
5. IDENTIFICATION OF FIRE HAZARDS	17
5.1 Hazardous Materials	17
5.1.1 Class 2.1 flammable gasses	17
5.1.2 Class 8 Corrosive substances	17
5.1.3 Class C2 Combustible liquids	17
6. TYPES OF EMERGENCIES	18
6.1 Definitions of an Emergency	18
6.2 Levels of an Emergency	18
6.3 Summary of Hazards	20
6.3.1 Material Related Hazards	21
6.3.2 Process Related Hazards	21
7. ALARM INITIATION	22
7.1 General	22
7.2 Emergency Detection	22
7.2.1 Alarm Response	22
7.2.2 Adjacent Companies	22
7.2.3 Emergency Shutdown Buttons (ESD)	22
7.2.4 Other Power Isolation Equipment	22
7.2.5 Emergency Assembly Area	23
7.3 Site Operational Hours Emergency	23
7.3.1 Any Person Discovering a Fire or Hazardous Situation must:	23

7.3.2	A Person Hearing a Fire Alarm must:	23
7.4	After Operational Hours Emergency	24
8.	EMERGENCY CONTROL AND RESPONSE	25
8.1	Principles of Emergency Control and Response	25
8.2	Emergency Control Organisation (ECO)	25
8.3	Criteria for Selecting Emergency Response Personnel	28
8.4	Principle Roles and Responsibilities	28
8.4.1	Damage Control	28
8.4.2	Chief Fire Warden	28
8.4.3	Deputy Chief Fire Warden	30
8.4.4	First Aid Attendant	32
8.4.5	Duties & Responsibilities of Other Enviro Waste Personnel	33
8.4.6	Emergency Operations Centre (EOC)	33
8.4.7	Communications	33
8.4.8	Evacuation	33
8.4.9	Traffic Control	33
8.4.10	Emergency Control Centre	33
8.4.11	Movement of Vehicles	34
8.5	Evacuation	34
8.5.1	Initiation	34
8.5.2	Personnel Accounting System	34
8.5.3	Adjacent Premises	34
8.5.4	Relocation of Evacuees	34
8.6	Statutory Investigation of Incident	35
8.7	Written Report on Emergency and Review of Emergency Plan	35
8.8	Emergency Training	35
8.8.1	General Personnel and Contractors	35
8.8.2	Emergency Control Organisation Personnel Training	35
8.9	Review and Revision of the Plan	36
9.	EVACUATION PLAN	37
9.1	The Site	37
9.2	Definition of Situation Covered	37
9.3	Levels of Emergencies	37
9.4	Principal Objective	37
9.5	Electricity Supply	37
9.6	Security	37
9.7	Fire Protection	37
9.8	Spill Control	37
9.9	Fire – Emergency Alarm	38
9.10	Direct Fire Brigade Alarm System	38
9.11	Extinguisher Training	38
9.12	First Aid	38
9.13	Emergency Equipment	38
9.14	Alarm Initiation And Response	38
9.14.1	Sounding the Alarm	38
9.14.2	Responding to the Alarm	39
9.14.2.1	Fire	39
9.14.2.2	Site Evacuation	39

9.14.2.3	Emergency Call-Out List	40
9.15	Emergency Affecting Others	40
9.15.1	External Notification:	40
9.16	Emergency Steps	40
9.16.1	Spill or Leak	41
9.16.2	Civil Disorder	41
9.16.3	Bomb Threat	41
9.16.3.1	Procedure	41
9.17	Training and Evaluation	42
9.17.1	Practice Emergencies and Revisions	42
9.17.2	Training	42
9.18	Public Relations and Media	42
9.18.1	Formal Media Statement	42
10.	INTERNAL EMERGENCY RESOURCES	43
10.1	Fire Protection Systems	43
10.1.1	Fire Fighting Equipment	43
11.	EMERGENCY TRAINING, DRILLS & EQUIPMENT TESTING	44
11.1	General	44
12.	TERMINATION OF EMERGENCY	45
12.1	General	45
12.2	Restarting facilities	45
12.3	Personnel Release	45
12.4	Head Count	45
12.5	Reorganisation	45
12.5.1	Stand-In Personnel	45
12.5.2	Reconstruction Activities	45
12.5.3	Environmental Management	46
12.5.4	Notification of Appropriate Authorities & Organisations	46
12.5.5	Health Assessment and Surveillance	46
12.5.6	Counselling	46
12.5.7	Statutory Investigation	47
12.5.8	Internal Information	47
13.	REFERENCES	48

Tables	Page
Table 0-1: Dangerous Goods Store Manifest	2
Table 1-1: Project Approval SSD-10407 – Schedule 2, Part B, Condition B31	1
Table 3-1: Building storage Details	10
Table 3-2: Dangerous Goods Store and Hazardous Substances Register	15
Table 6-1: Summary of Emergencies and Response Procedure	20
Table 8-1: Emergency Control Organisation Member Summary	26

Figures

Page

Figure 0-1: Street Directory Map	1
Figure 0-2: Aerial View of the Site in a Regional Context	2
Figure 0-3: Aerial View in a Local Context	1
Figure 0-4: Site Manifest	1
Figure 3-1: Site Location in a Regional Context	8
Figure 3-2: Aerial View in a Local Context	9
Figure 3-3: Site Layout	11
Figure 3-4: Site Layout - Details: 14 Kiora Crescent	12
Figure 3-5: Site Layout – Details: 16 Kiora Crescent	13
Figure 3-5: Process Flow Diagram – 14 Kiora Crescent	14
Figure 8-1: Emergency Control Organisation	27

Attachments

Attachment 1: Emergency Preparedness Checklist
Attachment 2: Emergency Evacuation Checklist
Attachment 3: Emergency Evacuation Debrief Template
Attachment 4: Incident Investigation Report Template
Attachment 5: Emergency and Evacuation Procedure Quiz
Attachment 6: Spills Procedure
Attachment 7: Bomb Threat Checklist
Attachment 8: Fire Services Inoperable



ABBREVIATIONS & GLOSSARY OF TERMS

ADG Code: Australian Code for the Transport of Dangerous Goods by Road and Rail published by the National Transport Commission, Commonwealth of Australia.

ALARP: As low as reasonably practicable.

BCA: Building Code of Australia.

BLEVE: Boiling Liquid Expanding Vapour Explosion refers to the sudden rupture (due to fire impingement) of a vessel/system containing liquefied flammable gas under pressure. The immediate ignition of the expanding fuel-air mixture leads to intense combustion creating a fireball, a blast wave and potential missile damage.

CAS No: Chemical Abstracts Service Number - used to identify specific chemicals.

Chief Fire Warden: Management team member or Delegate.

Combat Agency: means the agency identified in DISPLAN as the agency primarily responsible for controlling the response to a particular emergency.

Community Information Area: an area surrounding the hazardous facility in which people are likely to be affected in the event of an accident.

Competency-Based Training: training which focuses on the competencies gained by the trainee rather than on the training process itself.

Consequence: the expected physical result of an incident (e.g. gas or liquid release, fire, explosion, overpressure in vessel, discharge of contaminant into a waterway), including the characteristic of this physical result that causes harm to people, property and the environment (e.g. heat radiation, explosion overpressure, concentration of toxic gas, contamination of habitat).

Council: Cumberland Council

DAFC: Dissolved Air Flotation Cell

DISPLAN: The NSW State Emergency Response plan for the coordinated response to emergencies by all agencies.

DPIE: NSW Department of Planning, Industry and Environment

Emergency: an incident at a hazardous facility requiring activation of the emergency plan.

Emergency Assembly Area: This is a safe location to which all people are required to assemble in the case of an emergency.

EOCC: Emergency Operations Control Centre

ERP: Emergency Response Plan

Emergency Services Manifest(s): a manifest to inform the NSW Police Force, Fire and Rescue NSW and other emergency services of the types, quantities and locations of stored hazardous substances. Schedule 7 of the NSW *Occupational Health and Safety Regulation 2001* describes the information that should be in the manifest of site holding dangerous goods.

Environmental Receptors: the various components of the surrounding environment including air, water systems, land, flora and fauna which may suffer a deleterious impact from a contaminant.

ERPGs: Emergency Response Planning Guidelines which are guidelines for air contaminants published by the American Industrial Hygiene Association.

Facility Emergency Control Centre (FECC): an area where designated personnel coordinate information, develop strategies for addressing the media and government agencies, handle logistical support for the response team, and perform management functions. A centralised support facility allows emergency managers and staff to contend with incident issues more effectively.

FECC: see facility emergency control centre.

FPP: Further Processed Products

FSS: Fire Safety Study

GHS: Globally Harmonized System of Classification and Labelling of Chemicals

Hazard(s): a situation or an intrinsic property with the potential to cause harm to people, property or the built or natural environment.

Hazard Zone: an area surrounding the hazardous facility where the consequences of a particular incident may impact on people, property and the environment.

Hazardous Facility: a facility which incorporates hazards which may pose a significant risk to the employees in the facility, the surrounding community and environment, and/or the facility itself.

Hazardous Material(s): any material which, because of its chemical, biochemical, microbiological or radiological properties, temperature or state of compression, could in sufficient quantity or concentration, cause harm to people, property or the environment.

HAZCHEM Code: the emergency action code associated with dangerous goods.

HAZOP: Hazard and Operability Study.

Heat Flux: is the heat per unit area, usually expressed in kilowatts per square metres (kW/m²).

IDLH: Immediately Dangerous to Life or Health. An IDLH exposure condition is a condition that poses a threat of exposure to air-borne contaminants when that exposure is likely to cause death or immediate or delayed permanent adverse health effects or prevent escape from such an environment.

Impact: the physical damage to people, property or the environment from the consequences of an incident (e.g. property damage, injury, fatality, fish kill).

Incident(s): a deviation from the intended operating conditions at a hazardous facility that has the potential to result in an emergency (e.g. hole in pipework or vessel, runaway reaction, overfilling of pressure vessel).

Knock-On-Effects: the triggering of secondary events (such as toxic releases) by a primary event (such as an explosion), such that the result is an increase in consequences or in the area of an impact zone.

KPa (g): kilopascals (gauge), units of pressure.

KW/m²: kilowatts per square metre, unit of heat intensity.

LFL: lower flammable limit of a vapour or gas. The lowest concentration (lowest percentage of the substance in the air), that will produce a flash of fire when an ignition source (heat, arc or flame) is present.

Major Accident: An occurrence (including a major emission, loss of containment, fire, explosion or release of energy or projectiles) resulting from uncontrolled developments in the course of the operation of a major hazard facility and leading to serious danger or harm, whether immediate or delayed, to people or the environment.

MSDS: Material Safety Data Sheet – now referred to as **SDS** – Safety Data Sheet.

NFPA: National Fire Protection Association. A US-based organisation promoting fire safety and protection. NFPA Codes of Practice are commonly used in Australia for situations not covered by Australian Standards and Regulations or Codes of Practice.

NSW EPA: NSW Environment Protection Authority

Operator: the person who has overall control of a Major Hazard Facility (MHF). A person in this case may be a natural person or an organisation.

Overpressure: the pressure developed above atmospheric pressure at any stage or location from a blast wave or pressure.

PG: Packing Group used to rank the hazard associated with the transport and handling of a particular dangerous goods (except for Dangerous Goods Class 1, 2 and 7)

PPE: Personal Protective Equipment

Protect-In-Place: the concept of sheltering people when an evacuation would cause or threaten greater harm.

RIB: Remote Impoundment Basin

Risk: the likelihood of harm occurring from a hazard.

Risk Assessment: the evaluation of the likelihood of undesired events and the likelihood of harm or damage being caused, together with the value judgments made concerning the significance of the results.

SCBA: Self-Controlled Breathing Apparatus

Schedule 11: Table of Trigger quantities for Placarding and Notifying GHS Hazardous Chemicals

SDS (Safety Data Sheet): a document that describes the properties and uses of a substance, that is, the identity, chemical and physical properties, health hazard information, precautions for use, and safe handling information (formerly known as MSDS).

Sensitive Environmental Receptors: an environmental receptor which is likely to suffer a deleterious impact from a contaminant.

Sensitive Land Use: land use where there are concentrations of vulnerable people who are not capable of taking protective action for themselves during an emergency. This will include schools, child care centres, nursing homes, aged persons accommodation, hospitals, prisons and special care centres.

SES: State Emergency Services.

Site: 36 Victoria Street, Smithfield.

SMO: Site Medical Officer.

Tabard: a short tunic, open at the sides, with identifying markings.

UN No.: United Nations Number. In relation to dangerous goods, the UN No. means the number assigned to the goods by the UN Committee of Experts on the Transport of Dangerous Goods and published in the UN Recommendations as in force from time to time and are listed in the Australian Dangerous Goods Code.

Unstable Material: a material that will vigorously polymerize, decompose or condense, become self reactive, react violently with water, or otherwise undergo a violent chemical change under conditions of shock, pressure, or temperature.

WH&S Manager: Work Health and Safety Manager

1. INTRODUCTION

This Emergency Plan (EP) is for the operation of a liquid waste treatment facility of Enviro Waste at 14-16 Kiora Crescent, Yennora which, for the purpose of this report, will be known as the 'site' from here onwards.

All personnel and contractors working at the Site are to be made aware of the general contents of this document and accompanying emergency response procedures.

The Emergency Plan is intended to cover all emergencies that may occur at this site.

It is a requirement that all those employees responsible for emergency response activities, as defined by the Emergency Plan, have a copy of this Emergency Plan and receive the appropriate level of training needed to ensure the effective implementation of the respective emergency response procedures provided as part of this Plan.

The EP has been prepared in accordance with Condition B31 of Schedule 2 of the Project Approval SSD-10407 which was obtained in November 2021 for the increase in production capacity to 110,000 tonnes per annum. The condition for the plan is reproduced in Table 1-1:

Table 1-1: Project Approval SSD-10407 – Schedule 2, Part B, Condition B31

Condition	Section of Document Addressing Condition
<p>B31. Prior to commencement of operation of the development, the Applicant must prepare and implement a comprehensive Emergency Plan. The Emergency Plan must:</p> <p>(a) be prepared in accordance with the <i>Department's Hazardous Industry Planning Advisory Paper No. 1, 'Emergency Planning'</i>, including;</p> <ul style="list-style-type: none">(i) on-site and off-site fire events and other emergency incidents or potential hazmat incidents(ii) safety of all people outside of the development who may be at risk from the development;(iii) the measures that would be implemented to mitigate potential risks to the health and safety of firefighters and other first responders;(iv) other risk control measures that may need to be implemented in a fire emergency due to any unique hazards specific to the site; and <p>(b) detail emergency procedures for the development.</p>	

DEFINITION OF AN EMERGENCY

This EP is designed to cover all emergency conditions that could be reasonably anticipated at the Site.

An **emergency situation** can be defined as any abnormal or dangerous *event* that may adversely affect the safety or well-being of nearby persons, communities or the environment. Under these circumstances, the occupants of the said premises are called to immediately respond to the emergency situation in an effort to control, correct and return the dangerous situation to a safe condition.

If there is any doubt, an *event* should be treated as an *emergency* and the procedures stipulated by this EP should be followed. Note that **all** fires are to be treated as emergencies.

The three levels of emergency are defined as:

- **LOCAL ALERT (Alert I):** Any emergency situation that threatens human lives, property or the environment at one location of the Site, but is not likely to spread to other areas of the Site or the property;
- **SITE ALERT (Alert II):** Any emergency situation where its effects may spread to other areas on the Site; and
- **EXTERNAL ALERT (Alert III):** Any emergency situation where its effects may spread and impact on people, property or the environment outside the Site's site boundaries, such as a grass fire.

Each of these three levels of emergency may be further classified as follows:

- **MINOR EMERGENCY:** An emergency situation that can be handled entirely by the Site's emergency response personnel without the assistance of the respective public emergency services; and
- **MAJOR EMERGENCY:** An emergency situation that requires the assistance of the public emergency services i.e. ambulance, fire brigade or police services.

An **EXTERNAL ALERT** is automatically a **MAJOR EMERGENCY**, as action cannot be taken outside the site boundary independently of the public emergency services.

1.1 STAKEHOLDERS

The stakeholders who need to be involved in the emergency planning process are the following:

- All team members of Enviro Waste;
- Fire and Rescue NSW;
- NSW EPA;
- NSW Police Force;
- SafeWork NSW;
- Adjoining property owners;

- Fire Services Contractor; and
- Security Contractor.

The Emergency Plan is to be made available to all stakeholders on request. Fire and Rescue NSW have been forwarded a copy.

The Emergency Plan is kept at the front entry into the site at Reception and also in the red Emergency Box.

1.2 COMMUNICATION

Communication with Fire and Rescue NSW and the Department would occur by submitting the Emergency Plan to them.

Contact with Cumberland Council and the Local Emergency Management committee are recommended if Council requires this.

1.3 INTERRELATION WITH OTHER REPORTS

The Emergency Plan interacts with the Environmental Impact Statement approved by the Planning Secretary. Also of relevance are the following plans:

- Pollution Incident Response Management Plan;
- Operational Environmental Management Plan.

The current revision of the Emergency Plan are based on the chemical storage details obtained from recent site visits. Notification to SafeWork is not required.

1.4 USING THE EMERGENCY PLAN

The Emergency Plan is designed to prevent major accidents through the following methodology.

On-site and off-site impacts of major accidents have been assessed and the adequacy of the existing set of safeguards analysed using a detailed and robust quantitative risk assessment.

Events that could arise as a consequence of operational errors, human failure to follow procedures or events arising as a result of security, natural disasters or equipment failure have been assessed and adequacy of the current safeguards analysed.

The Emergency Plan deals with environmental emergencies. The site has been designed to provide isolation of fire fighting water through blind sump pits. However, these provided a limited holding capacity. Company owned vacuum trucks are available to suck up firefighting water if necessary.

The Emergency Plan provides a detailed analysis of these events and then the potential consequences.

The Emergency Plan provides a detailed description of the activities that are undertaken and the protection measures at the dangerous goods storage areas.

The safeguard measures are detailed and include the following:

Equipment:

Fire services in the site yard area and buildings.

Hose reels in the yard area and building.

Bunding of the DG stores, tanks and operating areas in the building.

Blind stormwater pits provide site isolation.

The grease trap waste tank (Tank 10) is bunded and inside the building.

The site has an Emergency Control Centre in the Administration Office at the front of the site. The communication system used in the Emergency Control Centre is mobile phones.

If the Emergency Control Centre is compromised then the Emergency Assembly Point at the entrance to the site would be used to continue the activation of the Emergency Plan.

The Emergency Plan provides the structure of the Emergency Control Organisation.

The Emergency Plan details the different levels of intensity of the emergencies and explains how the Emergency Plan is activated.

The Emergency Plan details the emergency alarm system that is relied upon to initiate the awareness of an emergency.

The Emergency Plan includes procedures to provide guidance to the users of the Emergency Plan.

The Emergency Plan includes details of stakeholders and emergency contact details for nearest adjoining premises that could be affected. Diagrams showing the locations of sensitive community receptors are provided.

The Emergency Plan provides a discussion on termination of an emergency by the Emergency Control Organisation. This is presented in Section 12.

1.5 DETAIL PROVIDED IN THE ATTACHMENTS

This section of the Emergency Plan discusses the purpose of the Attachments and how these relate to the Emergency Plan.

- **Attachment 1 Emergency Preparedness Checklist**
This Attachment provides a checklist which is to be conducted by Wardens every three months.
- **Attachment 2 Emergency Evacuation Checklist**
This Attachment provides a checklist to be used in the event of an emergency evacuation.

- **Attachment 3 Emergency Evacuation Debrief Template**
This Attachment is to be used after an Emergency Evacuation to assess emergency evacuation procedures.
- **Attachment 4 Incident Investigation Report Template**
This Attachment is to be used to investigate the reasons an incident occurred.
- **Attachment 5 Emergency and Evacuation Procedure Quiz**
This Quiz is to be used at the end of a training session.
- **Attachment 6 Spills Procedure**
This Attachment ensures the containment of all spills on the site and prevents the entry of spilled materials/debris into stormwater systems and public waterways, reducing the risk of environmental pollution and exposure to breaches and penalties, under environmental pollution legislation.
- **Attachment 7 Bomb Threat Checklist**
This Attachment lists questions to be asked and observations to be made on receiving a bomb threat.
- **Attachment 8 Fire Services Inoperable**
This Attachment details the action to take when fire fighting services become inoperable.

1.6 TERMINATION OF AN EMERGENCY

A detailed description on termination of an Emergency is provided in Section 12.

2. AIMS AND OBJECTIVES OF THE EMERGENCY PLAN

2.1 Aim

The aims of this EP are the following:

- Provide a clear understanding of how to handle and react to any emergency situation that may occur at the Site in the form of effective control structures, procedures and directives;
- Prevent or minimise the impact of an emergency on human life, the community and surrounding environment; and
- Facilitate a return to *normal* or *safe* operations as soon as possible.

The procedures contained in this EP have been designed to protect life and where possible prevent or minimise damage to the equipment, Site and installations at the Site and facilitate a return to normal operations by providing effective utilisation of the safety features, systems and equipment installed at the Site.

2.2 OBJECTIVES

This EP applies to all equipment, Site installations, personnel and visitors under the control or management of Enviro Waste, whilst working or visiting the Site.

The objectives of this EP are the following:

- To protect human life and facilitate the rescue or evacuation of personnel affected by an emergency situation.
- To control or limit any effect that an emergency situation may have on the Site or on neighbouring areas.
- To facilitate emergency response and to provide such assistance as is appropriate to the occasion.
- To ensure the quick and effective communication of all vital information to respective authorities.
- To facilitate the organisation and reconstruction activities, so that normal operations can be resumed as soon as possible.
- To provide for emergency response training, so that a high level of preparedness can be maintained at the Facility.
- To provide the structure under which Emergency Procedures are revised and updated.

The EP contains information and instructions that provide a basis for handling various types of emergency situations, such as a fire, explosion, medical emergency, spills, gas-leaks, bomb threats and security threats. These instructions should not be regarded as rigid procedures to be followed, but rather as continually improving guidelines to be adapted to cope with unanticipated situations. This plan will be updated periodically by the release of revised editions that will arise from changes in statutory requirements, technical data, lessons learnt from similar facilities, outcomes of emergency training and communication with stakeholders. The parameters of the Plan are discussed in Section 6.

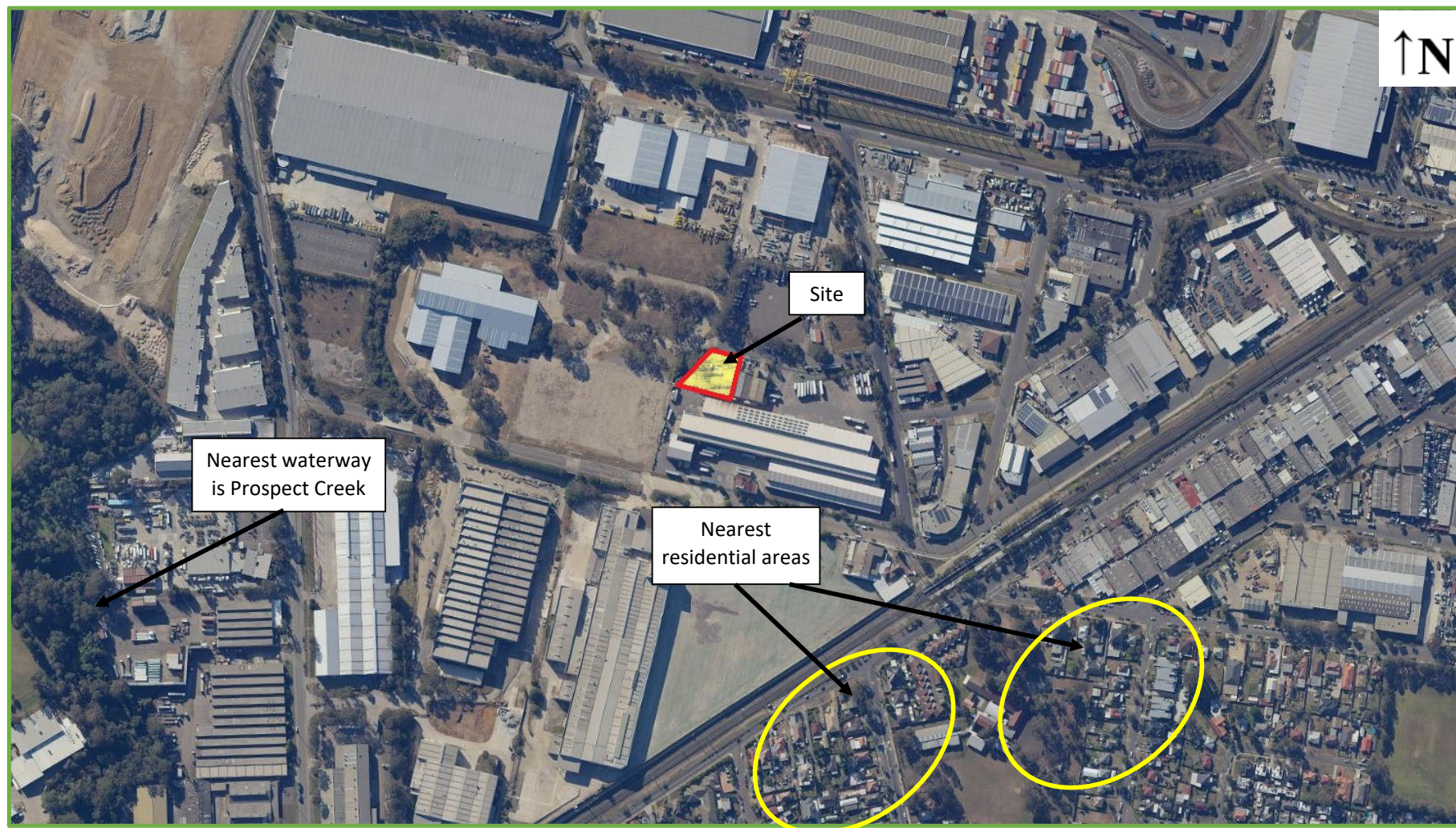
3. GENERAL DESCRIPTION OF SITE

3.1 SITE LOCATION

The Site is located at 14-16 Kiora Crescent, Yennora. The Site is operated by Enviro Waste who use the site to treat liquid waste. The processing areas consist of the following: aboveground tanks (14 Kiora), IBC's storage areas, and a waste processing line (16 Kiora).

Figure 3-1 shows the location map of the site and Figure 3-2an aerial view of the location of the site.

Figure 3-1: Site Location in a Regional Context



Source: <https://maps.six.nsw.gov.au/>
Site Address: 14-16 Kiara Cres, Yennora
Ref: 191251-04_EP_REV2
April 2022

Figure 3-2: Aerial View in a Local Context



3.2 SITE DESCRIPTION

The site at 14 Kiora Crescent operates as a liquid waste treatment facility. The property consists of a tank farm, filtration equipment, processing tanks, bunded areas, sump collection pits, odour control devices, unloading and loading areas, office and amenities.

The site at 16 Kiora Crescent undertakes liquid and food waste product destruction. The site contains a single storey brick warehouse with a processing line, IBC and waste storage areas and office space. The remaining areas of the property are concrete driveways and grassed areas.

Aboveground tanks at 14 Kiora are used for the processing of liquid waste. Grease trap waste is considered as a Class C2 combustible liquid and is stored in Tank 10.

Other dangerous goods and GHS hazardous chemicals include solid sodium hydroxide stored on the mezzanine level of 14 Kiora and small quantities of LPG stored in a caged external area at 16 Kiora.

The following provides the list of activities that occur at 14 Kiora:

- Unloading and loading of liquid waste from tanker trucks;
- Filtration of solid debris;
- Separation of solids;
- Separation of oils and sludge; and
- Separation of oil and water.

At 16 Kiora, the following activities occur:

- Out-of-date, expired or perishable liquid food waste (such as fruit juices, soft drinks, shampoos and soaps) are divided by waste stream (food waste/liquid soaps etc.) and fed into a shredder to separate liquids from packaging.
- Shredded packaging containers (cardboard, plastics, aluminium) are collected and recycled.
- Liquid food wastes are collected into intermediate bulk containers (IBCs) and stored at 16 Kiora Crescent.
- Liquid soap wastes are collected and sent to 14 Kiora Crescent for further processing.
- IBCs containing food waste are transported off site to be used in irrigation practices for agricultural properties/farmlands. The contents of the IBCs would comply with the relevant resource recover exemptions/orders and/or NSW Department of Environment and Conservation "Use of Effluent by Irrigation" (2004) and ANZECC & ARMCANZ "Guidelines for Fresh and Marine Water Quality" Volume 3, Primary Industries — Rationale and Background Information (Irrigation and general water uses, stock drinking water, aquaculture and human consumers of aquatic foods) (2000).

3.2.1 Hours of Operation

The site operates 24 hours seven days a week.

3.2.2 Building Storage Details

Table 3-1: Building storage Details

Area	Storage Details
Building at 14 Kiora	Aboveground tanks for bulk storage and processing of liquid wastes including one tank (Tank 10) containing grease trap waste, a combustible liquid.
Mezzanine area of building at 14 Kiora	Roofed packaged store containing solid sodium hydroxide / caustic soda
Building at 16 Kiora	IBC storage area containing liquid wastes.
External front of building at 16 Kiora	LPG caged store

[illegible]

1 SHREDDER DETAIL
1 : 50

2 TANKS DETAIL
1 : 100

TANKS 1 & 2

TANKS 3 & 4

TANKS 5, 6 & 7

TANKS 8, 9 & 10

TANKS 12 & 13

TANK 1
Liquid & sewer (K130) & stormwater
Sullage N205 landfill leachates M250 surfactants
Liquid J120

Tank 2
Liquid & sewer (K130) & stormwater
Sullage N205 landfill leachates M250 surfactants

Tank 3
Liquid & sewer (K130) & stormwater
Sullage N205 landfill leachates M250 surfactants

Tank 4
Liquid & sewer (K130) & stormwater
Sullage N205 landfill leachates M250 surfactants

Tank 5/6
Liquid J120

Tank 7 (settling)
Liquid J120
Liquid & sewer (K130) & stormwater

Tank 8/9
Liquid J120

Tank 10
Liquid grease trap waste

Tank 11-east
Liquid J120

Tank 11-west
Liquid & sewer (K130) & stormwater
Sullage N205 landfill leachates M250 surfactants

Tank 12
Liquid & sewer (K130) & stormwater
Sullage N205 landfill leachates M250 surfactants
Liquid J120

Tank 13
Liquid & sewer (K130) & stormwater
Sullage N205 landfill leachates M250 surfactants
Liquid J120

REV	DESCRIPTION	DATE	BY

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PROJECT FILE
PROPOSED INDUSTRIAL ALTERATION AND ADDITION
14 - 18 Kara Crescent, Yennora

DRAWING FILE
TANK & SHREDDER DETAIL

PROJECT NUMBER	DRAWING NUMBER	DATE	REVISION
20097	04	09/04/20	

DESIGNED BY: CJA
CHECKED BY: CJB

By drawing, I warrant that the property of said design, larger scale drawing and further elaboration make preferable, do not arise from drawing, all drawings are the reflection of the latest version of work, and the responsibility to be brought to the attention of the owner.

DRAFT

Figure 3-5: Site Layout – Details: 16 Kiora Crescent

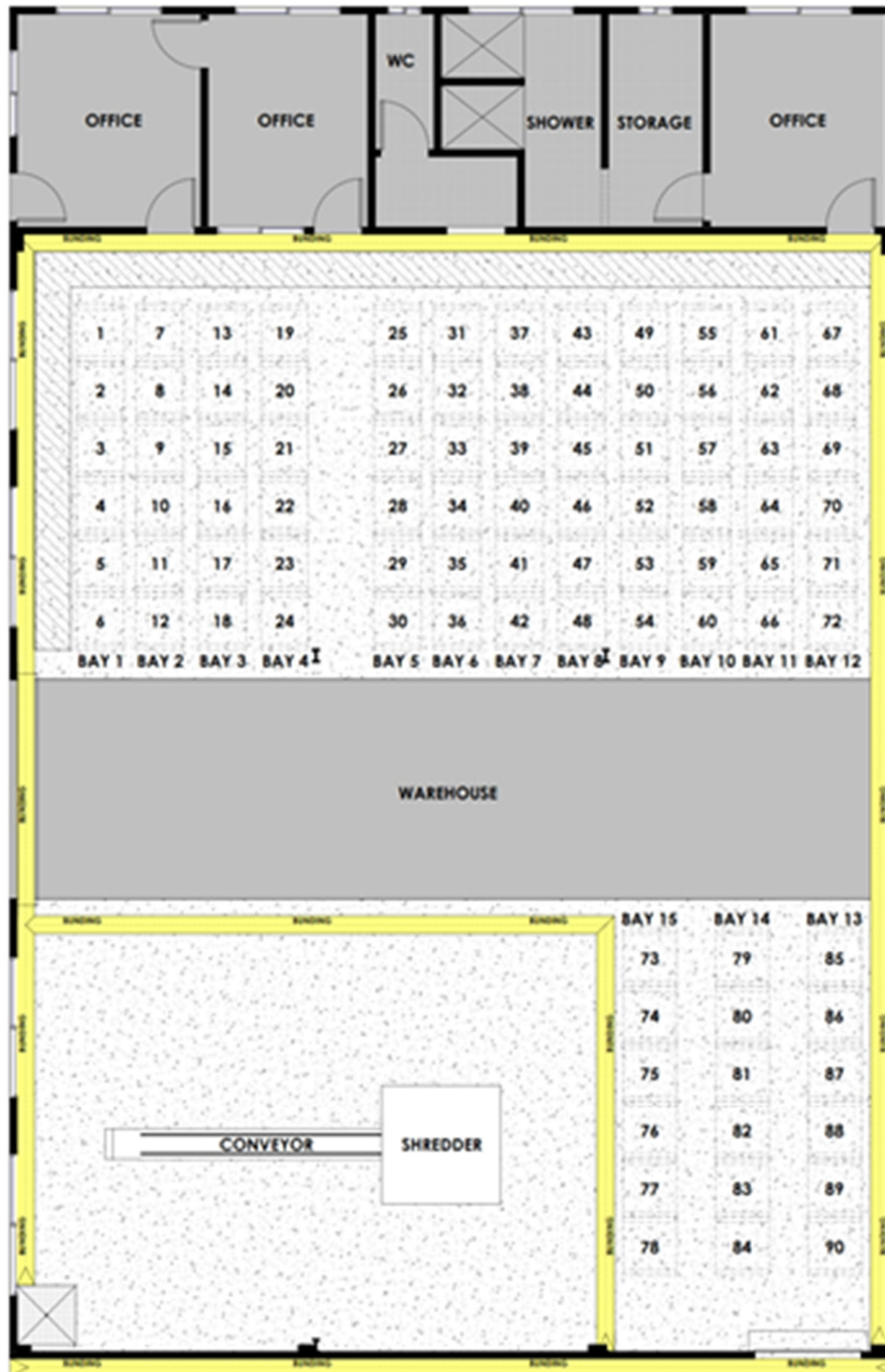


Figure 3-6: Process Flow Diagram – 14 Kiora Crescent

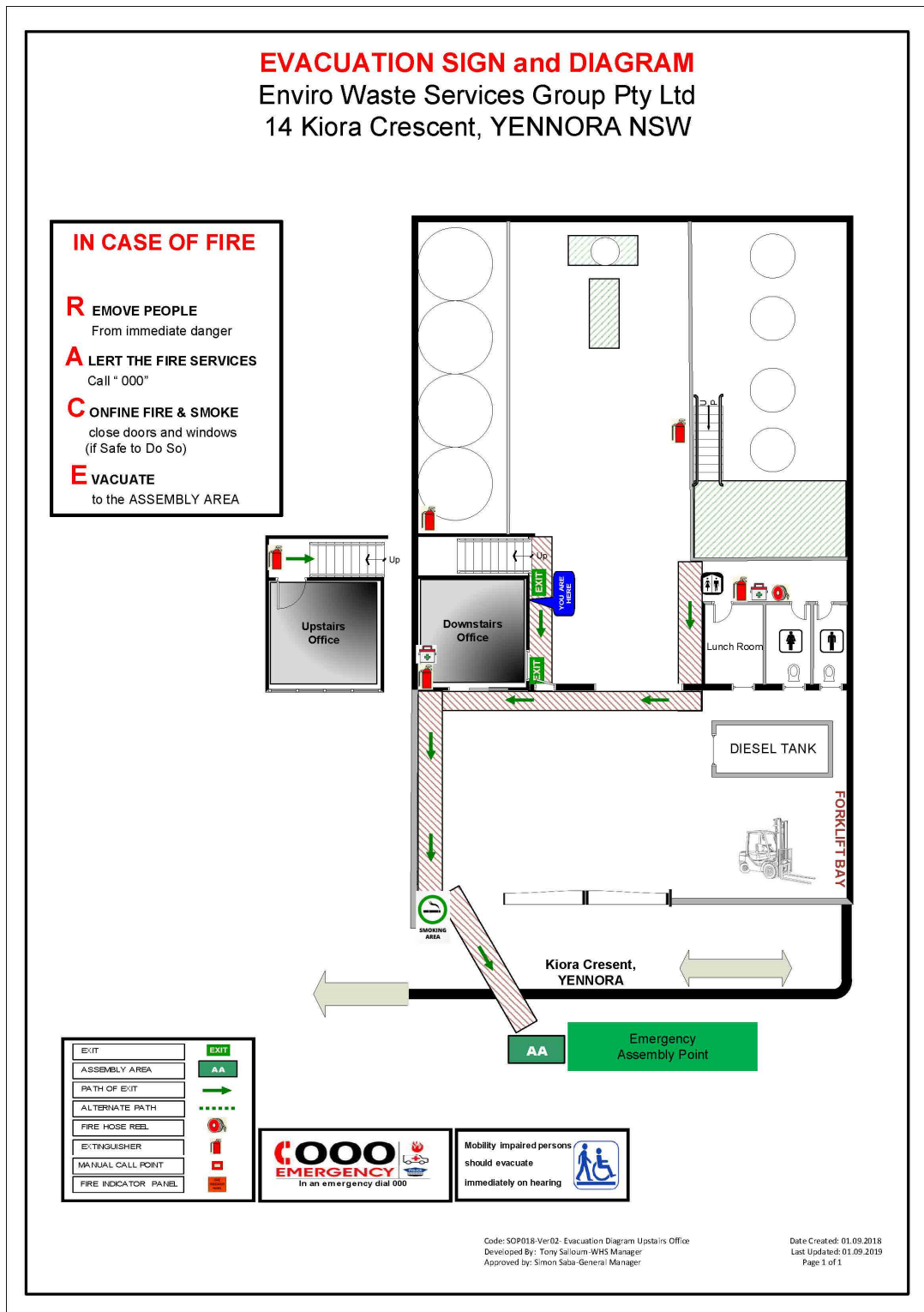


Table 3-2: Dangerous Goods Store and Hazardous Substances Register

Identifier No.	Proper Shipping Name	GHS Category	DG Class/ Division	PG	UN No.	Max Quantity	Typical Quantity	Storage Type	Bunded
Tanks									
Tank 10	Grease Trap Waste	NA	C2	NA	NA	30,000 L	30,000 L	Aboveground tank	Bunded
Package Stores									
PS1	Sodium hydroxide solid	Corrosive 1	8	II	1823	40 kg	40 kg	Roofed package store	No
LPG	Liquid Petroleum Gas	Flammable Gas	2.1	N/A	1075	200 L	200 L	Unroofed package store	No

4. ROLES OF AGENCIES, GROUPS, INDUSTRY AND COMMUNITY

The Agencies who have involvement with the site include the following:

- Fire and Rescue NSW;
- NSW Police Force;
- Department of Planning, Industry and Environment;
- NSW Environment Protection Authority;
- SafeWork NSW; and
- Cumberland Council.

These roles are well defined and the Emergency Plan has been developed to comply with their requirements.

5. IDENTIFICATION OF FIRE HAZARDS

The hazards associated with this proposed operation relate to the nature of the products/wastes stored, transported and/or transferred. The potentially hazardous materials and incidents that could occur on-site are described below.

The hazard identification involves the identification of all theoretically possible hazardous events. This does not in any way imply that the hazard identified, or its theoretically possible impact, will occur in practice. Essentially, it identifies the particular characteristics and nature of hazards to be further evaluated in order to quantify potential risks.

To identify hazards, a survey of operations was carried out to isolate the events which are outside normal operating conditions and which have the potential to impact outside the boundaries of the site. These events do not include occurrences that are a normal part of the operation cycles of the site but rather the atypical and abnormal, such as the occurrence of a significant fire.

5.1 HAZARDOUS MATERIALS

The dangerous goods and hazardous chemicals to be stored on site include Class 2.1 flammable gas in forklift truck cylinders. There are packages of Class 8 corrosive substances. There is one tank of Class C2 combustible liquid. There are no heat generating reactions undertaken. A summary of the properties and potential hazards of some of these substances is given below.

5.1.1 Class 2.1 flammable gasses

Flammable gases are classified as Class 2.1 dangerous goods. These gases produce vapour that can be ignited in air on contact with a suitable ignition source. These are highly flammable, irritating to eyes and skin, harmful if inhaled. All the gases must always be isolated from all sources of heat or ignition, including sparks and naked flames. If combusted, the product may produce carbon monoxide and other organic compounds.

5.1.2 Class 8 Corrosive substances

These are added to the process for pH adjustment. These are not flammable but irritating to eyes. The main risk with these chemicals is personal injury with high risk to eyes and skin, soil contamination from spillages that result from poor work practices, and contaminated fire fighting water during an emergency event.

5.1.3 Class C2 Combustible liquids

This is grease trap waste brought to site for treatment. It is stored in an above ground vertical tank (Tank 10). The treatment of this waste does not involve heating at high temperatures or chemical processing.

These substances are also highly reactive with other classes of dangerous goods such as acids, alkali. Main safeguard is to provide segregation and, for liquids, separate bunding.

6. TYPES OF EMERGENCIES

The chemicals stored at this site which are considered to be hazardous belong to many Classes due to their characteristics.

Combustible liquids provide sources of ignition of a fire and fuel.

6.1 DEFINITIONS OF AN EMERGENCY

At Enviro Waste, an **emergency situation** can be defined as any abnormal or dangerous *event* that may adversely affect the safety or well-being of nearby persons, communities or the environment. Under these circumstances, the occupants of the said premises are called to immediately respond to the emergency situation in an effort to control, correct and return the dangerous situation to a safe condition.

If there is any doubt, an *event* should be treated as an *emergency* and the procedures stipulated by this EP should be followed. Note that **all** fires are to be treated as emergencies.

6.2 LEVELS OF AN EMERGENCY

The three levels of emergency are defined as:

- **LOCAL ALERT I:** Any emergency situation that threatens human lives, property or the environment at one location of the Site, but is not likely to spread to other areas of the Site or the property;
- **SITE ALERT II:** Any emergency situation where its effects may spread to other areas on the Site; and
- **EXTERNAL ALERT III:** Any emergency situation where its effects may spread and impact on people, property or the environment outside the Site's site boundaries, such as a grass fire.

Each of these three levels of emergency may be further classified as follows:

- **MINOR EMERGENCY:** An emergency situation that can be handled entirely by the Site's emergency response personnel without the assistance of the respective public emergency services; and
- **MAJOR EMERGENCY:** An emergency situation that requires the assistance of the public emergency services i.e. ambulance, fire brigade or police services.

An **EXTERNAL ALERT** is automatically a **MAJOR EMERGENCY**, as action cannot be taken outside the site boundary independently of the public emergency services.

The main types of emergencies which may be encountered at this site arise primarily from:

- **FIRES** (including flash fires) which result from product spillages, electrical faults, arson or possibly lightning strikes. This is the most serious emergency situation as a small fire could

escalate into a major disaster if not handled promptly and correctly, or if it occurs when the site is unattended and is not detected until a large fire has resulted.

- **EXPLOSIONS** which may involve packaged goods mixing with combustible liquid.
- **SPILLAGE OR LEAK** (hazardous and non-hazardous materials) which may range from a minor spillage as only packages are stored.
- **TOXIC FUMES** may result from fires engulfing toxic materials; or by the reaction of another substance, such as water with a chemical; or as a by-product of combustion in a fire.
- **NATURAL PHENOMENA** such as wind, electrical storms and earthquake, the secondary events of which may result in product spillages or leaks, fire or explosion.
- **IMPACT** due to road tanker collision or possibly aircraft.
- **BOMB THREATS** - this is a warning received by any means of a threatening intention to detonate an explosive device having been placed to cause risk or damage to the Site.
- **TERRORISM/SABOTAGE** - this may include explosive devices, or other malicious or wanton destruction, which may cause injury to persons and/or damage to property.
- **CIVIL DISTURBANCE** - a civil disturbance will be constituted by a public demonstration, protest, or public assembly at or adjacent to the site. Consideration must be given to the fact that the demonstration may become violent, resulting in injury to employees or damage to property. The NSW Police Force must be called to take any action necessary to control the behaviour of persons gathered for the demonstration.
- **OVERPRESSURE** resulting from multiple explosions of aerosols.
- **SERIOUS PERSONNEL INJURIES** - requiring immediate First Aid by on-site First Aid Attendant(s) and/or external medical assistance.
- **LOSS OF EXTERNAL SERVICES** – i.e. power supply – temporary or permanent loss.
- **CHEMICAL REACTION** – this may include a situation whereby incompatible, i.e. reactive chemicals are mixed. Such cases could occur whereby products are mixed in a spill and water is present.

The following types of emergencies are covered by this Emergency Plan as summarised below.

Table 6-1: Summary of Emergencies and Response Procedure

Hazardous Event	Incident	Alert Levels*		
		Alert I	Alert II	Alert III
Fire	Any area on site	✓	✓	
Fire Evolution of carbon monoxide	Any area on site involved in a fire.	✓	✓	
Spills	Spills from unloading procedures	✓		
	Damage to bulk tanks and/or tanker vehicles	✓		
Personal injury	Mechanical impact, falling objects	✓		
Natural events	Storm, localised flooding, lightning, earthquake	✓		
Others	Arson results in a fire	✓	✓	
	Sabotage results in a fire	✓	✓	
	Fire on adjoining property encroaches onto site causing external building (Warehouse) damage			✓

* The Alert Levels are described in Section 6.2.

6.3 SUMMARY OF HAZARDS

This section describes the potential occupational and environmental hazards associated with the Site's operations that were identified during the completion of a series of risk analysis studies. A discussion on the safety features that have been incorporated into the Site's operations to control or minimise these hazards has been included in the following section.

The hazards can be sub-divided into the following two categories:

- Material related hazards associated with the storage and handling of quantities of substances that are classified as *Dangerous Goods* in accordance with the Australian Dangerous Goods Code 7th Edition, relevant Australian Standards and Occupational Health and Safety Amendment (Dangerous Goods) Regulation 2005.

The inherent chemical and physical properties of these materials require the implementation of particular storage and handling operating procedures, to minimise the possibility of a serious or dangerous incident from occurring.

- Process related hazards that have the potential to cause severe injury to human life and the surrounding environment if not controlled or managed in an appropriate and effective manner.

6.3.1 Material Related Hazards

The Site shall be storing and handling quantities of dangerous goods as part of its day-to-day operations, which is limited to grease trap waste storage and processing at 14 Kiora Crescent. The remaining chemicals are stored in minor quantities.

An inventory – the register – was provided in Section 3.2.2.

Safety Data Sheets (SDS) for each hazardous substance that is stored at the Site are kept at locations that are accessible to where each chemical is stored. A full set of SDS's are kept in the Main Administration Office in conjunction with the Emergency Plan.

Refer to the Fire Fighters Summary or Figure 0-4 for a further copy of the manifest showing where all of the dangerous goods are stored at the Site.

6.3.2 Process Related Hazards

A fire is the main emergency that has the highest level of risk occurring and would have the highest level of a state of emergency due to these consequences.

Release of toxic fumes that would be dispersed into residential areas. There are residential areas in the vicinity of the site.

The treatment of grease trap waste, a combustible liquid is undertaken at the site. The main processes are filtration and treatment with lime. The most significant hazard would be major failure of the aboveground processing tank. The tank is bunded to protect the environment from a catastrophic failure.

7. ALARM INITIATION

7.1 GENERAL

The site is equipped with a fire alarm.

7.2 EMERGENCY DETECTION

The main system for fire detection will be the staff at the facility as they are able to quickly detect any leaks of liquid wastes, through visual or odour recognition, which may lead to an increased environmental risk. Once such situations are detected, appropriate *first response* action would be taken.

Smoke detectors are fitted in the office only.

7.2.1 Alarm Response

In the event that an alarm is raised by shouting from the person who has detected the emergency, members of site emergency teams will report immediately to the Site Chief Fire Warden for direction.

- After raising an alarm and making sure it is acted upon, phone: **“000”**
- Advise the following:
 - a) Facility: Enviro Waste
 - b) Location: 14-16 Kiora Crescent, Yennora
 - c) Cross Roads: Kiora Crescent
 - d) Type of emergency:
 - e) Casualties:
 - f) Assistance required:
 - g) Hazards (fire, material release, etc.):
 - h) Telephone Contact Number:
 - i) Name:

7.2.2 Adjacent Companies

Each would be contacted in person as occupants change routinely.

Advise neighbours to standby for further instructions by NSW Police Force or Officers of Fire and Rescue NSW.

7.2.3 Emergency Shutdown Buttons (ESD)

All processes would be shut down by turning off the power.

7.2.4 Other Power Isolation Equipment

All power supplied to the site from the Supply Authority, may be isolated at the main distribution

board. Each building has a distribution board to isolate power.

7.2.5 Emergency Assembly Area

The Emergency Assembly Area is located across the road of the building 14 Kiora Crescent.

On the instruction to evacuate, all personnel will assemble at the Safe Assembly Point located across the road of the building at 14 Kiora Crescent and marked EMERGENCY ASSEMBLY POINT.

7.3 SITE OPERATIONAL HOURS EMERGENCY

7.3.1 Any Person Discovering a Fire or Hazardous Situation must:

- a) INITIATE THE FIRE ALARM by pressing the nearest fire alarm button, the locations of which are shown on the site plan. The alarm will sound a “Beep” sound then “Whoop”.

NOTE: The fire alarm system is a direct alarm. It will automatically contact Fire and Rescue NSW.

In the event that a Fire Alarm button is not easily accessible, immediately contact the Operations Manager and give instructions to raise the Fire Alarm and notify the required emergency services (by telephone).

- b) ACTIVATE EMERGENCY STOP SWITCHES as appropriate.
- c) GIVE DETAILS AND LOCATION OF EMERGENCY TO THE OPERATIONS MANAGER (or their nominee) at the Office by two-way radio.
- d) GAIN ASSISTANCE AND CLOSE DOWN OPERATIONS in the threatened area.
- e) EVACUATE IF NECESSARY TO THE NEAREST SAFE EMERGENCY ASSEMBLY AREA ON SITE OR OFF SITE IF APPROPRIATE.

7.3.2 A Person Hearing a Fire Alarm must:

The Site is not fitted with a fully automatic fire system. Smoke detectors are within the offices only. Reliance is on observations by the operators.

Operations Personnel

- a) IMMEDIATELY STOP WORK AND CLOSE DOWN OPERATIONS (use emergency stop buttons if necessary) and only if instructed by the CHIEF FIRE WARDEN, remove any tank trucks from the area.
- b) ASSEMBLE AT THE NEAREST SAFE ACCESSIBLE EMERGENCY ASSEMBLY AREA (car park), unless involved in dealing with the emergency, where a headcount will be made and await further instructions.

Office Staff/Visitors/Delivery Vehicle Drivers

- a) STOP WORK IMMEDIATELY and ASSEMBLE at the nearest safe accessible EMERGENCY ASSEMBLY AREA (across the street) where a headcount will be made and await further instructions.

Contractors

- a) STOP WORK IMMEDIATELY
- b) REMOVE ALL SOURCES OF IGNITION (turn off or isolate all power tools, equipment, machinery, vehicles, etc., in use).
- c) ASSEMBLE at the nearest safe accessible EMERGENCY ASSEMBLY AREA where a headcount will be made and await further instructions.

Vehicle Drivers

- a) STOP WORK IMMEDIATELY AND CLOSE DOWN OPERATIONS and only if instructed by Enviro Waste personnel remove vehicle from the area.
- b) ASSEMBLE at the nearest safe accessible EMERGENCY ASSEMBLY AREA where a headcount will be made and await further instructions.

7.4 AFTER OPERATIONAL HOURS EMERGENCY

During the evenings, on weekends or after normal working hours, the site will be unstaffed. Hence, the Emergency Response structure indicated above will not be able to be implemented immediately. However, the DEPUTY CHIEF FIRE WARDEN will still be the main contact in the event of any incidents.

In the event of an emergency, it is likely Fire and Rescue NSW will arrive at the site before the CHIEF FIRE WARDEN/DEPUTY CHIEF FIRE WARDEN. The local Fire and Rescue NSW have been issued with appropriate instructions / keys to de-activate the electric security fencing and gain access to the Emergency Information Panel (adjacent to the entrance of the Administration Building). In this event, emergency response will, more than likely, be well underway. Hence, the CHIEF FIRE WARDEN/DEPUTY CHIEF FIRE WARDEN will assist the Fire and Rescue NSW where required and call on the services of the Enviro Waste Emergency Control Organisation, as required.

If the situation is assessed by Enviro Waste as requiring further assistance then the following personnel should be contacted:

- The Management Team on their after hours telephone numbers and/or mobile numbers – listed in Table 8-1.

The above personnel will proceed immediately to the site. The Shift Operations Manager or delegate will assume control until relieved by either a more senior person in the Emergency Control Organisation (refer Table 8-1), or by the Emergency Services.

8. EMERGENCY CONTROL AND RESPONSE

The normal hours of operation of the site are currently 24 hours, seven days a week.

8.1 PRINCIPLES OF EMERGENCY CONTROL AND RESPONSE

The principles of emergency response will be based on Prevention, Containment, Rescue and First aid. These have been summarised below:

- Prevention:**
- Inspection of all Site and dangerous goods storage areas and liquid waste storage tanks.
 - Regular emergency response drills to ensure site readiness.
- Containment:**
- Minimise any secondary damage.
 - Immediate isolation of all electrical power to the affected area.
 - Strict co-operation with any instructions provided by the Chief Fire Warden.
- Emergency Equipment:**
- Only trained emergency personnel are to use emergency equipment where an emergency situation requires particular precautions (i.e., Spill Kits, Fire Fighting Equipment) or the use of specialised Personal Protection Equipment (PPE).
 - Approved safety clothing to be worn. All emergency equipment would be located in relative areas of concern.
 - Emergency equipment operations must never endanger the safety of personnel.
- First Aid:**
- First-aid officer to provide assistance.

A copy of the Emergency Flowchart is included as Figure 8-1.

8.2 EMERGENCY CONTROL ORGANISATION (ECO)

The Emergency Control Organisation (ECO) consists of a group of Site personnel that has the responsibility of providing first response action to an emergency in terms of organising the necessary resources, communications, evacuation of personnel and implementing any corrective actions that may be necessary to return the emergency situation back to normal.

All personnel that are part of the Emergency Control Organisation (ECO) shall be trained in accordance with the procedures contained in this ERP and Australian Standard AS 3745–2010 “*Planning for emergencies in facilities*” and be recognised as members of the ECO by all other personnel throughout the Site.

The Chief Fire Warden is in charge of overseeing and controlling **all** emergency response actions at the Site. In the case that the Chief Fire Warden is unavailable at the time of the emergency, control will be delegated to the responsibility of the Deputy Chief fire Warden.

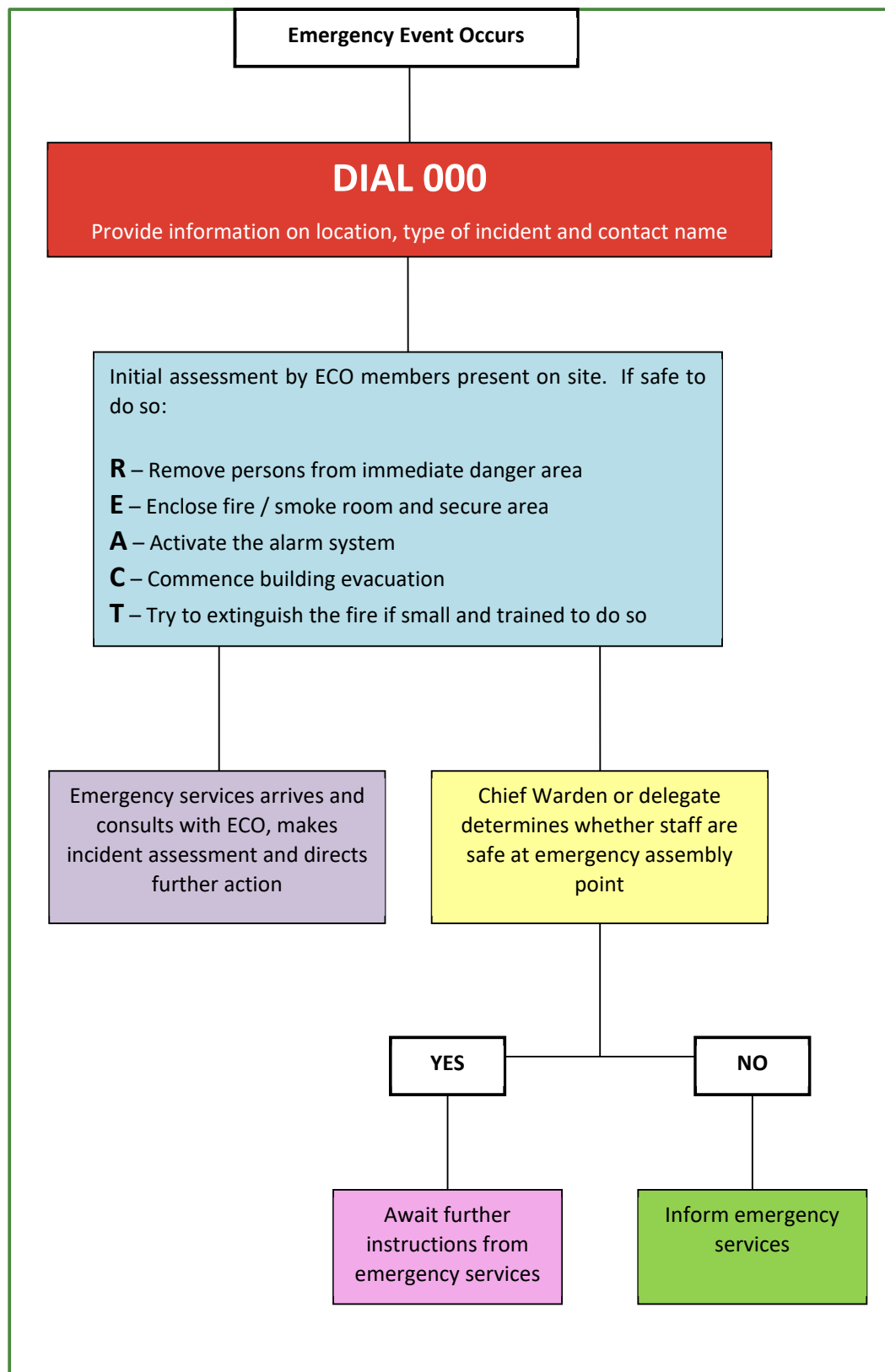
The Emergency Control Organisation (ECO) consists of the following members.

Table 8-1: Emergency Control Organisation_Member Summary

Emergency Control Organisation Team Member	Personnel	Mobile
Chief Fire Warden	Eddy Hawach	0420 511 727
Deputy Chief Fire Warden	Simon Saba	0467 777 646
Traffic Control Officer	John Paul Hawach	0405 583 332
First Aid Officer	Tony Salloum	0448 218 214

All Emergency Control Organisation members clearly understand that they provide the first line of attack in an emergency situation, such as a fire. However on the instruction to EVACUATE, they are to implement their responsibilities as a member of the Emergency Control Organisation. The general responsibilities of the Emergency Control Organisation are discussed in the next section.

Figure 8-1: Emergency Control Organisation



8.3 CRITERIA FOR SELECTING EMERGENCY RESPONSE PERSONNEL

Any persons that are appointed to deal with emergencies will in general need to possess the following qualities:

- Be physically capable and willing to carry out their respective duties and tasks;
- Have certain leadership qualities and command authority;
- Have maturity of judgement, good decision making skills and be capable of remaining calm under pressure; and
- Have clear diction and be able to communicate with all personnel under their care or supervision.

8.4 PRINCIPLE ROLES AND RESPONSIBILITIES

8.4.1 Damage Control

The Emergency Control Organisation at the Site shall be a fully functional emergency response unit. All Emergency Control Organisation personnel shall be trained in the use of advanced fire-fighting techniques and equipment, including the use of fire hydrants, water cannons, fire extinguishers and hose reels with the aim of being able to adequately handle most, if not all, Local and Site Alerts involving fires without the need to involve the local Fire and Rescue NSW. In the event of a Major Emergency, the effectiveness of the Emergency Control Organisation will ensure that the damage or danger caused by the emergency situation is controlled or minimised until external aid arrives at the Site.

8.4.2 Chief Fire Warden

This function is to operate at the site of the emergency to co-ordinate and direct Enviro Waste Emergency Teams. They will provide information and assistance to the Emergency Services at the scene of the emergency.

The CHIEF FIRE WARDEN, during operational hours, will be the first available person on the "*List of Authorised Company Personnel for CHIEF FIRE WARDENS & DEPUTY CHIEF FIRE WARDENS*". Outside operational hours the CHIEF FIRE WARDEN will be the first person on the list to arrive on site and will remain CHIEF FIRE WARDEN until relieved by a more senior person on the list.

The CHIEF FIRE WARDEN will make certain at all times that the minimum number of people are used during an emergency and that only those people concerned are at the scene of the emergency.

The four most critical keys for prompt control are:

1. **COMMUNICATION** - internal alarm systems, then "000" for Fire and Rescue NSW, ambulance and NSW Police Force.
2. **PRESERVATION OF LIFE** - evacuate to the assembly area or off-site evacuation. Rescue if risks allow.

3. CONTAINMENT.

4. COOLING/EXTINGUISHING – With water or foam.

Foam is only provided in the mixed class Dangerous Goods Store.

Duties & Responsibilities:

1. Obtain two-way radio, obtain and wear CHIEF FIRE WARDEN's white safety helmet and orange vest for easy recognition. (Note: A set of safety helmets (i.e. CHIEF FIRE WARDEN and DEPUTY CHIEF FIRE WARDEN) are kept at the Main Office (Reception).)
2. Establish as quickly as possible radio contact with the DEPUTY CHIEF FIRE WARDEN and account for all personnel on site.
3. Proceed directly to the site of the emergency and take direct control of the emergency. Take action as required, utilising facilities and personnel.
4. Upon the arrival of the Emergency Services, the CHIEF FIRE WARDEN must brief the Officer-in-charge with the following information:
 - a) Location and type of emergency;
 - b) Details of personnel injured or trapped;
 - c) Action taken to date;
 - d) Location of all personnel on site;
 - e) Details of product involved (e.g. SDS etc); and
 - f) Any other relevant information.

The CHIEF FIRE WARDEN will then hand over the responsibilities of directing the emergency operations to the Officer-in-charge of the relevant Emergency Service and will offer whatever assistance may be required. At this stage, the Police Regional Emergency Plan may be activated at the discretion of the head of a Combat Agency in consultation with the Site's CHIEF FIRE WARDEN.

5. Determine the magnitude of the Emergency and liaise with the DEPUTY CHIEF FIRE WARDEN for assistance, as required.
6. Keep the DEPUTY CHIEF FIRE WARDEN informed of the emergency status.
7. When additional personnel and equipment are available, deploy as necessary.
8. Decide whether to cancel the alarm if conditions warrant a cancellation.
9. Decide on the requirements for evacuation of affected area, the entire site and/or from the Yennora area.
10. Liaise with DEPUTY CHIEF FIRE WARDEN on release of personnel and equipment during the termination stage.
11. Following an emergency, decide, after consultation with the DEPUTY CHIEF FIRE WARDEN, emergency services and authorities as appropriate, how/when/if to resume normal operations.

12. Notify the NSW EPA immediately if there has been pollution of the environment or the potential exists. NSW EPA will need to be advised if the fire is likely to continue past 90 minutes as the fire fighting water isolation and containment system on site could be full. The stormwater pits are isolated, however containment system is only able to keep limited fire fighting water on site. For more information refer to the stormwater plans provided at the front of the Emergency Plan.
13. Arrange supply of 10 road tankers to assist in containing the fire fighting water when the containment system is full.
14. Liaise with the State Emergency Services Commander to decide whether other Authorities need to be informed of the emergency, e.g. DPIE, Sydney Water, Energy Australia, Natural Gas Co, SafeWork NSW, Office of NSW Water and Cumberland Council.
15. Allocate personnel if required to do so by an Authority to assist cleaning or containing waste residue resultant from an emergency. Have fire fighting water evaluated for release or continued road tanker removal by road tanker for offsite treatment.
16. At completion of the emergency, hold debriefing meeting and minute all proceedings.
17. Set up a recovery strategy in line with the Police Regional Emergency Plan.
18. Prepare investigation reports and recommendations for actioning.
19. Revoke all existing Work Permits and re-issue as appropriate.

8.4.3 Deputy Chief Fire Warden

The DEPUTY CHIEF FIRE WARDEN will assist the CHIEF FIRE WARDEN and is responsible for:

- establishing and coordinating the emergency communications in support of the CHIEF FIRE WARDEN and Emergency Services;
- providing technical assistance; and
- providing back-up co-ordination for the emergency.

During an emergency the DEPUTY CHIEF FIRE WARDEN will be stationed at the Main Office with a radio (to maintain contact with Enviro Waste personnel at the actual emergency site).

The magnitude of the emergency may require the setting up of the mobile Fire Brigade Operations Centre or Emergency Operations Centre (EOC) and activating the Police Regional Emergency Plan. The EOC could be located near the front of the site. This action is decided by the Police, Site Controller or head of a Combat Agency. If so, the DEPUTY CHIEF FIRE WARDEN must report to the EOC.

The DEPUTY CHIEF FIRE WARDEN, during operational hours, will be the second available person on the "Authorised List of Company Personnel as CHIEF FIRE WARDEN's & DEPUTY CHIEF FIRE WARDEN's". Outside operational hours, the CHIEF FIRE WARDEN will be the second person on the list to arrive at site, and will remain DEPUTY CHIEF FIRE WARDEN until relieved by a more senior person (if available) on the list.

Duties & Responsibilities:

1. Wear the DEPUTY CHIEF FIRE WARDEN's orange safety helmet and orange vest for easy recognition. (Note: A set of safety helmets (i.e. CHIEF FIRE WARDEN and DEPUTY CHIEF FIRE WARDEN) are kept at the Main Office.
2. Set up emergency control centre in the Main Office.
3. Immediately establish radio contact with the CHIEF FIRE WARDEN and confirm the level of emergency.
4. Meet all requests and obtain all information for the CHIEF FIRE WARDEN.
5. As people become available, advise the CHIEF FIRE WARDEN who may direct them to duties as required.
6. Allocate Enviro Waste personnel as necessary to assist in performing such duties as, e.g. traffic control, telephone system, etc.
7. Arrange:
 - a) Headcount;
 - b) First Aid or Medical help;
 - c) Security;
 - d) Telephone manning;
 - e) Traffic control;
 - f) Manning of evacuation point, if evacuation is ordered; and
 - g) Handover to the appropriate external emergency services.
8. Notify, as required:
 - a) Emergency Services;
 - b) Neighbouring companies;
 - c) Government Departments (i.e. DPIE, NSW EPA, SafeWork NSW, etc.);
 - d) Fairfield Hospital; and
 - e) Utilities providers (i.e. Sydney Water, Energy Australia).
9. Should additional team members be required, the DEPUTY CHIEF FIRE WARDEN will arrange for Management to be called in.
10. Arrange for maintenance aid, as required.
11. Ensure that there is constant observation and control of the operation of the fire pumps in the fire water and foam pump house. The person designated to do this must have a two-way radio.

12. At the conclusion of the emergency, call a meeting of operators and contractor personnel, and as appropriate, Emergency Services and relevant authorities, to discuss the start-up procedure.

8.4.4 First Aid Attendant

The health and safety of personnel, and provision of First Aid to the injured, is of prime importance. All efforts should be directed to caring for the injured.

First Aid Attendant(s) will be designated by the DEPUTY CHIEF FIRE WARDEN. Each must be a Enviro Waste employee having a current First Aid Certificate.

The DEPUTY CHIEF FIRE WARDEN will also designate an Emergency First Aid Area(s) where injured persons shall be treated if practicable. This area may, or may not, be the existing First Aid Centre, depending on the situation.

Duties & Responsibilities:

- 1) The person(s) manning the Emergency First Aid Area(s) will establish and maintain contact with the DEPUTY CHIEF FIRE WARDEN as soon as possible. Radio communication must be used and maintained.
- 2) The CHIEF FIRE WARDEN will arrange for the injured to be sent to the Emergency First Aid Area(s). If it is necessary for the First Aid Attendant to go to the injured person, the DEPUTY CHIEF FIRE WARDEN will arrange for manning of the Emergency First Aid Area(s). The Emergency First Aid Area(s) are not to be left unmanned during an emergency. If extra help is required, the First Aid Attendant should contact the DEPUTY CHIEF FIRE WARDEN.
- 3) The First Aid Attendant will do one of the following, depending on the seriousness of the injury:
 - a) MINOR - render the proper First Aid and, if practical, return the employee to work. If not practical, allow recuperation time at the Emergency First Aid Area.
 - b) CHEMICAL – to render the proper first aid reference to the SDS of the chemical involved may be required.
 - c) OTHER - injuries requiring professional medical treatment. The First Aid Attendant will call the DEPUTY CHIEF FIRE WARDEN to arrange to have the injured person taken to: Fairfield Hospital. When the injury is caused by exposure to a chemical, a copy of the SDS for the chemical involved will be sent to the hospital with the injured person.

The DEPUTY CHIEF FIRE WARDEN will arrange immediate access of the ambulance to the Site, and have it directed to the appropriate location.

Company vehicles may be used in place of an ambulance if the First Aid Attendant judges it to be quicker, and the injury allows transport by car. The DEPUTY CHIEF FIRE WARDEN will arrange transport.

8.4.5 Duties & Responsibilities of Other Enviro Waste Personnel

Under the direction of the CHIEF FIRE WARDEN, provide all assistance necessary to control, reduce or stop the cause of the emergency, and to minimise any secondary damage which may propagate the incident. Where necessary, and if safe to do so, carry out search and rescue operations for persons unaccounted for.

8.4.6 Emergency Operations Centre (EOC)

The magnitude of the emergency may require the setting up of the Fire Brigade Emergency Operations Centre (EOC). The EOC is a mobile unit and can be located anywhere at the front of the site (depending upon wind direction etc.) This action is decided by the Police, Site Controller or head of a Combat Agency. If so, the DEPUTY CHIEF FIRE WARDEN must report to the Emergency Operations Centre.

In this situation the DEPUTY CHIEF FIRE WARDEN would take:

- Mobile telephone;
- Copy of Emergency Procedures Plan; and
- Manifests.

8.4.7 Communications

The Manager will be nominated as the Communications Officer. It will be his/her task to monitor communication and facilitate the effective exchange of information between the Site and the relevant State Emergency Services.

The Chief Fire Warden will be responsible for relaying information to the media and other public bodies. All staff will be instructed to **not** discuss such issues with any external bodies, as this is the role of the Chief Fire Warden.

8.4.8 Evacuation

The Chief Fire Warden will determine and control the evacuation of the Site. The Chief Fire Warden will direct staff to evacuate the Site should the emergency grow beyond manageable proportions.

To aid in the evacuation a team member checklist will be used by Chief Fire Warden to mark names and ensure all team members working in the affected area have been safely evacuated.

8.4.9 Traffic Control

A Traffic Control Officer, nominated by the Chief Fire Warden will be responsible for ensuring the free flow of traffic around the Site. The task may also involve the removal of any vehicle that may obstruct the free flow of emergency vehicles in and out of the Site.

8.4.10 Emergency Control Centre

In the event of an emergency, the Chief Fire Warden will co-ordinate the emergency response activities from the Emergency Control Centre, which is located at the Administration Office (if appropriate to emergency).

8.4.11 Movement of Vehicles

Vehicles shall not be removed from the car park area during an emergency requiring evacuation of the premises, unless authorised by the State Emergency Services Commander. This is to avoid a local traffic jam, and to protect employees in vehicles against possible injury.

8.5 EVACUATION

8.5.1 Initiation

The Chief Fire Warden shall assess the extent and severity of the emergency situation and issue a complete site evacuation order if considered necessary. All team members who are not in the ECO shall be evacuated immediately and if it is considered safe to do so, fire wardens shall remain behind to ensure that the Site is brought to a safe or stable condition before proceeding to the Emergency Assembly Area.

Where a clear danger exists, Site personnel may evacuate on their own initiative to their own Emergency Assembly Areas.

8.5.2 Personnel Accounting System

After evacuating, personnel shall assemble at their designated Emergency Assembly Area. The Chief Fire Warden shall then conduct an attendance roll call to ensure that all persons are accounted for including any visitors and contractors working on-site.

Visitor and Contractor sign-in records need to be brought to the Emergency Assembly Area by a person nominated for this task.

Any missing persons shall be advised immediately to the State Emergency Service upon arrival.

The Chief Fire Warden will assess whether or not the on-site emergency response team has the capability or necessary equipment to safely undertake the search and rescue activity of the missing person or wait until the State Emergency Service personnel arrive on-site.

8.5.3 Adjacent Premises

The occupants of adjacent premises need to be advised if endangered by the emergency. However, evacuation of those areas is the responsibility of the individual companies and the Emergency Services.

8.5.4 Relocation of Evacuees

If the designated Emergency Assembly Area becomes endangered, or if evacuees are to remain outside the premises for some time, they should be relocated to a suitable, safe alternative location nominated by the Chief Fire Warden.

8.6 STATUTORY INVESTIGATION OF INCIDENT

Government authorities such as the NSW Coroner, NSW Police Service, SafeWork NSW or the DEC may request a formal investigation or Coronial Inquiry to be carried out on certain types of emergencies, particularly in the case of fatalities. Full co-operation should be given to such request.

During emergency operations, the Chief Fire Warden should attempt to ensure that the area is only disturbed as much as is necessary to control the incident, until investigations are completed. Actions taken during the emergency and any noteworthy features of the incident should be advised to the investigator. There must be no interference with the scene of the accident or evidence contained therein which may be used in the inquiry.

8.7 WRITTEN REPORT ON EMERGENCY AND REVIEW OF EMERGENCY PLAN

After any emergency, the Manager involved with the emergency in conjunction with the Operations Manager shall prepare a detailed incident report within 28 days of the incident occurring outlining the following information:

- Reason and cause of incident;
- Review of the emergency response performance;
- Recommendations on preventative strategies or additional safety systems that may be considered essential to avoid a recurrence of the incident, and
- Recommendations on methods or ways to improve the emergency response performance so that any future incidents can be dealt with in a more effective manner.

8.8 EMERGENCY TRAINING

A general overview of the respective training requirements for particular personnel is discussed in the following sections.

8.8.1 General Personnel and Contractors

All personnel working at the Site who are not directly involved in the ECO shall be trained in the basic emergency response procedures as part of their annual awareness training.

Any contractors that work at the Site would be subjected to a similar Safety Induction Training Program. Competency would be recorded following the completion of the training program to ensure that the employee has acquired a minimum level of knowledge.

8.8.2 Emergency Control Organisation Personnel Training

All ECO team members shall be trained in the use of advanced fire-fighting techniques and equipment, including the use of fire hydrants, fire extinguishers and hose reels with the aim of being able to adequately handle most, if not all, LOCAL and SITE ALERTS involving fires without need the external assistance of the local Fire and Rescue NSW.

Further training involving the correct emergency procedures to be used when dealing with emergency incidents that include major quantities of dangerous goods, such as those found in the Site, would also

be included as part of the intensive training program that is designed to ensure that the ECO is ready for just about any emergency at the Site.

Team members designated as First-Aid Officers, shall be trained in accordance with the requirements of the Work Health and Safety Regulation 2017. Retraining shall be conducted at the intervals recommended by the relevant authority.

8.9 REVIEW AND REVISION OF THE PLAN

This EP should be reviewed:

- Following any emergency or training exercise that exposes shortcomings;
- Following any significant changes to the layout or operations on site; or
- Once per year.

Whenever the Plan is amended, the initials of the person making the amendment and the date of the amendment shall be entered on the document control page. All copies, including those held by external organisations, shall be similarly amended.

9. EVACUATION PLAN

9.1 THE SITE

These procedures have been developed for the Yennora site to cover the warehouses, dangerous goods store and offices located at 14-16 Kiora Crescent, Yennora NSW.

9.2 DEFINITION OF SITUATION COVERED

An EMERGENCY is any situation which may not be contained or controlled immediately by the people on duty using the available resources and will include:

- Situations where injuries have occurred or could occur.
- Situations where property has been damaged or is placed at risk.
- Situations where there is the potential for serious environmental consequences.

9.3 LEVELS OF EMERGENCIES

- **SITE ALERT** is any situation, which threatens life, property or the environment in or on the site.
- **EXTERNAL ALERT** is any situation where effects may spread beyond the site boundaries, or cannot be contained by the available site resources.

9.4 PRINCIPAL OBJECTIVE

The principal objective of this procedure is to provide an ordered response to an emergency.

9.5 ELECTRICITY SUPPLY

The main power board location is shown on the Manifest, Figure 0-4.

9.6 SECURITY

The site has 24/7 operations and will have personnel onsite most of the time. If required, the buildings and front gates can be locked with a master key.

9.7 FIRE PROTECTION

Fire fighting equipment consists of fire hydrants, hose reels and extinguishers.

The fire extinguishers are to be checked and serviced every six months.

9.8 SPILL CONTROL

The dangerous goods areas are fully bunded.

All spillage equipment consisting of shovels, brooms, storage containers, (HAZCHEM drum) and absorbent material are maintained on the site.

9.9 FIRE – EMERGENCY ALARM

There is no emergency alarm. Reliance is on terminal operators.

9.10 DIRECT FIRE BRIGADE ALARM SYSTEM

The fire alarm system is monitored remotely. In the event of fire alarm activation, the monitored devices pick up the fire alarm signal from the fire alarm indicator panel and simultaneously transmit the data to the local Fire Station via the Monitoring Centre.

9.11 EXTINGUISHER TRAINING

This is conducted by a third party organisation such as CHUBB.

ECO team members are trained fire wardens.

Enviro Waste team members receive awareness training of the types of fire extinguishers only.

9.12 FIRST AID

A first aid room is maintained at the site.

At least one suitably trained first aider will administer first aid. The first aid kit, meeting minimal legislative requirements will be inspected weekly by the first aider and replenished as necessary.

9.13 EMERGENCY EQUIPMENT

The following equipment needs to be maintained at the site in an emergency equipment cupboard:

- Chemical resistant gloves and coats;
- Face shields;
- Full face respirators;
- Safety helmets; and
- Safety boots.

9.14 ALARM INITIATION AND RESPONSE

9.14.1 Sounding the Alarm

Any person discovering an emergency is to contact the Manager on the nearest telephone.

The receptionist is to obtain the following details:

- Type of Emergency.
- Location.
- Are people trapped or injured.

The receptionist pages the emergency team to the area and notifies Police, Ambulance or Fire Brigade if requested by the Chief Fire Warden.

9.14.2 Responding to the Alarm

9.14.2.1 Fire

- The person raising the alarm attempts to extinguish the fire if they believe it is safe to do so.
- Otherwise evacuate by the shortest and safest route to the Assembly area.

One or more of the following persons (depending who is on site), proceeds immediately to the Emergency point:

- General Manager; and
- Operations Manager.

This group is the Emergency Team.

The General Manager assumes the role of Chief Fire Warden, or in their absence, one of the above.

A decision is made by the Chief Fire Warden on whether the emergency can be controlled by site resources or emergency services are to be called.

9.14.2.2 Site Evacuation

If the Evacuation alarm sounds, or the receptionist pages a Site Evacuation, all team members are to go to the Evacuation Assembly area.

Receptionist to divert all calls to Simon Saba – 0467 777 646.

Receptionist is to collect Visitors Book and Emergency Procedure Folder and proceed to the Assembly Area where both are given to the Chief Fire Warden.

The Chief Fire Warden, or in his/her absence, a delegate of the Chief Fire Warden:

- Closes and diverts Stormwater valves.
- Proceeds to the Assembly Area and reports to the Chief Fire Warden.

The Chief Fire Warden nominates one of the Emergency Team to do a headcount.

All personnel are to remain in the Assembly Area. The Emergency Services/ Emergency Team will advise further actions.

NOTE: The Chief Fire Warden will be in control of the emergency until they hand over to the external emergency services.

9.14.2.3 Emergency Call-Out List

This applies only to emergencies occurring when the site is not occupied.

If you receive a call concerning an emergency at Enviro Waste, Yennora:

- Acknowledge the call.
- Before leaving home, ask some responsible person to telephone the next name down the list and transmit the following message. "This is Enviro Waste. There is an emergency at the 14-16 Kiora Crescent, Yennora premises, you are needed there urgently".
- If the person next on the list is not at home, that name is skipped and the next person is called.
- If you are called and have no-one else at home to make the call, ask the person who telephoned you to make that call as well.
- Speed is vital, keep the telephone calls short.

Names in order of call out:		
1.	Eddy Hawach	0420 511 727
2.	Simon Saba	0467 777 646
3.	John Paul Hawach	0405 583 332

9.15 EMERGENCY AFFECTING OTHERS

9.15.1 External Notification:

If the emergency is likely to affect the community i.e., a large toxic or flammable vapour release etc., the personnel most likely to be affected must be notified **IMMEDIATELY**.

Immediate neighbours will be advised using employees as runners, or such other procedure dictated by external emergency service controllers.

This will normally be decided by the Chief Fire Warden with the external emergency service personnel.

In the event of an emergency, notification may be required to the following bodies and personnel for assistance, or to notify of the emergency:

- Emergency Services (via the telephone);
- Hospitals;
- The Leadership Team;
- Utility Operators; or
- Other Government Authorities (DPIE, NSW EPA, SafeWork NSW, Sydney Water etc).

9.16 EMERGENCY STEPS

It is not possible in this procedure to list all the possible emergencies which may arise and provide detailed directions for handling them.

The steps taken in handling an emergency will depend on the particular situation, resource availability, etc.

9.16.1 Spill or Leak

- Stop source of spill if safe to do so.
- Contain liquids with absorbent and broom.
- Shovel spilled material (and the SNOW Universal Absorbent provided) into appropriate drum and seal. Write name of spilt material on drum.
- Notify Water Board if there is danger of contamination of drains.

9.16.2 Civil Disorder

- Notify Police.
- Shut site if disorder should endanger team members.

9.16.3 Bomb Threat

9.16.3.1 Procedure

Attachment 7 sets out Bomb Threat Procedure Guidelines. All Managers and Supervisors should make themselves familiar with these guidelines.

Threats:

They may be in one of the following forms:

- Written Threat – where possible retain all evidence for subsequent investigation.
- Telephone Threat – person receiving the call should use the Bomb Threat checklist to record relevant information – copy attached.
- Suspect Object – Do not touch, tilt or otherwise tamper with the object and promptly evacuate the entire building.

Evaluation:

The Chief Fire Warden categorises threat as specific or non specific, and evaluates it according to one of the following action options:

- Take no further action.
- Search without evacuation.
- Evacuate and search.
- Evacuate without search.

Search:

The aim of the search is to identify any object which is not normally found in an area or location.

If a suspect object is located do not touch, tilt, or otherwise tamper with it. Make quick detailed observations of the object and evacuate the entire building. Time spent near the object must be kept to an absolute minimum.

Observations should include:

- Exact location and proximity to hazards such as chemicals and dangerous goods.
- Size, shape and colour of object.
- Any writings or labels attached to the device.
- Any other peculiarities.

Notification to Police:

Simultaneously, with the commencement of the evaluation process, the Chief Fire Warden should arrange for the Police to be notified. The Police will, upon arrival on site, co-ordinate and control all necessary procedures. The Chief Fire Warden will retain control of Enviro Waste team members and act as instructed by the Police, until the Bomb Threat is removed and the site can then be declared safe.

Telephone Threats:

When a bomb threat is received, details of the caller are to be recorded on the form shown in Attachment 7. Several copies of the form should be kept out at the switchboard.

9.17 TRAINING AND EVALUATION

9.17.1 Practice Emergencies and Revisions

Practice emergency drills are to be conducted on a quarterly basis. At the conclusion of the drill, these emergency procedures are to be reviewed and updated as necessary. A review of each drill will be documented and maintained by the Management team.

9.17.2 Training

All new personnel are to be trained in their roles as part of their induction procedures. On-going training of all personnel is to be conducted. All Training will be listed on the individual's Training Record.

The responsibility for the initiation of both induction and on-going training rests with the team member's Manager/Supervisor.

9.18 PUBLIC RELATIONS AND MEDIA

9.18.1 Formal Media Statement

Only a member of the Management Leadership Team or his/her nominated representative will make any formal statements to the media. These statements are to be confined to the immediate situation on the site.

10. INTERNAL EMERGENCY RESOURCES

10.1 FIRE PROTECTION SYSTEMS

10.1.1 Fire Fighting Equipment

External fire hydrants, hose reels and portable fire extinguishers have been provided for fire fighting purposes in accordance with the requirements of the Building Code of Australia (BCA) and relevant Australian Standards.

Building locations are shown on Figure 3-3. The following fire services are provided:

Building	Sprinklers	Hydrants	Hose Reels	Fire Extinguishers
14 Kiora Cres	-	-	✓	✓
16 Kiora Cres	-	-	-	✓
Offices	-	-	-	✓

Note: The site has limited fire fighting water containment.

The Emergency Control Organisation (ECO) can be quickly contacted via the following communication methods:

- Mobile phone (if the person to be contacted is known to be outside the Site).

11. EMERGENCY TRAINING, DRILLS & EQUIPMENT TESTING

11.1 GENERAL

All team members are required to be initially trained and retrained every 12 months, in the Emergency Procedures Plan, in particular equipment and tasks applicable to their role in an Emergency.

It is the responsibility of the Management team to liaise with customers in order to satisfy their requirements outside of the abovementioned period.

During emergency drills (scenarios), observers are to be appointed to watch and record events during the simulated emergency. After the simulated emergency, a debriefing is to be held by the CHIEF FIRE WARDEN with the DEPUTY CHIEF FIRE WARDEN, observers and other nominated personnel who may have been involved, to review the Emergency Procedures Plan and internal emergency resources (i.e. equipment, personnel, etc.).

A report is to be prepared by the CHIEF FIRE WARDEN (in conjunction with the DEPUTY CHIEF FIRE WARDEN) after the debriefing session, stating emergency actions taken, problems encountered and recommendations to improve emergency planning. The report is to be circulated to appropriate internal persons and Labour Hire management as required. See Attachment 3.

12. TERMINATION OF EMERGENCY

12.1 GENERAL

This section describes the procedures and responsibilities for terminating an emergency.

Following an Internal Alert, the decision to return to normal operations will be made by the CHIEF FIRE WARDEN, in consultation with the DEPUTY CHIEF FIRE WARDEN and/or senior Enviro Waste management.

Following an External Alert, the decision to return to normal operations will be made after discussion between the DEPUTY CHIEF FIRE WARDEN, CHIEF FIRE WARDEN, and the External Emergency Services.

The CHIEF FIRE WARDEN shall carefully consider the overall situation and shall ensure that any additional actions are completed before declaring the emergency complete. The CHIEF FIRE WARDEN shall then facilitate the reorganisation and reconstruction activities so that normal operations may be resumed.

12.2 RESTARTING FACILITIES

Before equipment can be restarted after an emergency, the DEPUTY CHIEF FIRE WARDEN will confirm with the Engineer that all equipment involved in the emergency has been inspected and is in a satisfactory condition to be brought back on line.

12.3 PERSONNEL RELEASE

The order of release of personnel involved at the emergency front will be decided following discussion between the DEPUTY CHIEF FIRE WARDEN, CHIEF FIRE WARDEN and the Officers in charge of the Fire Brigade, Police and Ambulance.

12.4 HEAD COUNT

It is the responsibility of the CHIEF FIRE WARDEN to account for all personnel, which includes team members involved in and not involved in dealing with the emergency before resuming normal operations.

12.5 REORGANISATION

12.5.1 Stand-In Personnel

It is the responsibility of the CHIEF FIRE WARDEN to evaluate the need for stand-in personnel.

12.5.2 Reconstruction Activities

Depending upon the situation, immediate reconstruction activities may be required to allow normal operations (full or partial) to resume.

12.5.3 Environmental Management

An Operational Environmental Management Plan has been developed and implemented to ensure effective clean-up and to minimise or prevent environmental harm. The Plan addresses long term requirements.

All contaminated material (including customer product, fire fighting water, etc.) collected after clean up is to be safely stored and disposed of in accordance with Statutory Requirements.

12.5.4 Notification of Appropriate Authorities & Organisations

The DEPUTY CHIEF FIRE WARDEN, or his/her nominee, shall be responsible for notifying appropriate Authorities, Organisations and Personnel, e.g. EPA, Sydney Water, SafeWork NSW, Company Personnel, Neighbouring Properties, etc., who may not have been notified during the emergency.

12.5.5 Health Assessment and Surveillance

Depending upon the nature of the emergency, products released, combustion products, environmental conditions at the time (i.e. wind direction, etc.), contaminated material, etc.; an evaluation should be made and documented Enviro Waste Management in consultation with Emergency Services, the Company Medical Doctor and other Medical Specialists, to determine if an initial health assessment and ongoing surveillance is required for persons who may have been at risk during the emergency, e.g.:

- Enviro Waste personnel;
- Enviro Waste contractors, visitors, truck drivers;
- Emergency Services personnel;
- Neighbouring sites personnel; or
- Community.

12.5.6 Counselling

Immediately following the termination of the emergency the need for counselling of persons should be assessed, documented and actioned by ENVIRO WASTE Management in consultation with the Emergency Services, Converge International Employee Assistance Program, Free call 1800 337 068 and other appropriate advisers so as to minimise the effects or trauma of the emergency.

Persons requiring counselling may include:

- Enviro Waste personnel
- Enviro Waste contractors, visitors, truck drivers
- Emergency Services personnel
- Neighbouring sites personnel
- Community

12.5.7 Statutory Investigation

Depending on the nature and effects of the emergency, there may be a statutory investigation.

A coronial enquiry may be held in the case of fire and will be held in the case of fatalities.

Relevant Government Authorities may also require investigations, e.g. SafeWork NSW, DPIE, EPA.

All Company personnel must co-operate in these investigations and, in particular, evidence must be preserved.

It is the responsibility of the CHIEF FIRE WARDEN to ensure that there is no interference with evidence, and that any cleaning up, movement of bodies, repairs, etc., apart from that necessary to bring the emergency under control, does not occur without approval of investigation officers (both internal and external).

The Emergency Service Commander will ensure that a senior police officer is delegated to take charge of all aspects of the emergency which may later be subject to a coronial inquiry. The Senior Criminal Investigation Officer in attendance should be consulted and delegated with this responsibility. It will be their responsibility to select a suitable team of police for this purpose. Preservation of evidence will be one of the main concerns of this team. There must be no interference with the scene or evidence which may be used in the enquiry.

12.5.8 Internal Information

The CHIEF FIRE WARDEN is responsible for consolidating information on the emergency for a final report.

13. REFERENCES

Department of Infrastructure, Planning and Natural Resources

Major Industrial Hazards Advisory Papers (MIHAPs):

No. 1 - Safety Assurance

No. 2 - Notification, Classification and Prioritisation

No. 3 - Hazard Identification, Risk Assessment and Risk Control

No. 4 - Safety Management Systems

No. 5 - Safety Reporting

No. 6 - Training and Education

No. 7 - Emergency Planning

No. 8 - Land Use Safety

No. 9 - Accident Reporting and Investigation

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NSW Legislation *Protection of the Environment Operations Act* 1997.

NSW Legislation *Protection of the Environment Operations (General) Regulation* 1998.

NSW Legislation *Work Health and Safety Act* 2011.

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Australian/New Zealand Standard AS/NZS 4681:2000 *The storage and handling of Class 9 (miscellaneous) dangerous goods and articles*.

Australian Standard AS 4332–2004 *The storage and handling of gases in cylinders*.

Australian Standard AS 3745–2010 *Planning for emergencies in facilities*.

Australian Standard AS 3780–2008 *The storage and handling of corrosive substances*.

Australian Standard AS 4326–2008 *The storage and handling of oxidising agents*.

Australian/New Zealand Standard AS/NZS 4452:1997 *The storage and handling of toxic substances*.

SAA/SNZ HB76–2010 *Dangerous Goods – Initial Emergency Response Guide* Standards Australia.

Australian Standard AS 2293–2005 *Emergency evacuation lighting (Set)*.

NFPA 15 – Standard for water spray fixed systems for fire protection 1996.

NFPA 25 – *Inspection, testing and maintenance of water based fire protection's systems* 1998.

ATTACHMENTS

Attachment 1: Emergency Preparedness Checklist

Emergency Preparedness Checklist

(To be conducted by Wardens every four months)

Date of last inspection: ____ / ____ / ____

Date of this inspection: ____ / ____ / ____

Inspected By: _____

Item		Yes	No	N/A
1	Items blocking passageways and exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Items blocking access to fire equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Emergency Manual amended and up to date (documented annual review)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Emergency Manual in prominent position for Team Member reference (with Wardens)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	New Team members introduced to procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	All Team Members aware of immediate actions in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Contractor procedures being adhered to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Evacuation checklist with Warden	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Gas cylinders and fittings in safe working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Empty gas cylinders removed and replaced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	All emergency signs visible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Fire extinguishers on wall brackets, signposted and checked up to date	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Electrical appliances in safe working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14	All electrical appliances switched off when not in use and is in safe condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15	All emergency equipment in safe working condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16	All areas free of rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Any other specified hazards to report:

Items requiring attention from last report:

Signature of Warden: _____

Date: ____ / ____ / ____

Attachment 2: Emergency Evacuation Checklist

Emergency Evacuation Checklist

Date: ____/____/____

Start Time: _____

Finish Time: _____

Chief Warden: _____

Deputy Chief Warden: _____

Location of Incident: _____

Description of Emergency: _____

	Action Taken		Time
	Yes	No	
Emergency Services Called?			
Evacuation Ordered?			
Walkway entry restricted?			
Main gate entry manned?			
First Aid Kit collected?			
Roll Call Completed?			
Support Office Advised?			

	Zones Cleared		Time
	Yes	No	
Warehouse:			
Rear of site:			
Lunch Room:			
Admin Offices:			
Platform above the blending:			
Tanks:			
Zone 7:			
Zone 8:			
Zone 9:			
Zone 10:			

Note any other relevant information:



Emergency Response Enviro Waste – Evacuation

The following brief has been produced to highlight points of concern raised during a debrief conducted on an Emergency Evacuation drill, which occurred on the Xth of XXXXX at X:XXXm at the Enviro Waste Site.

The aim of this brief is to relay practical information to team members of Enviro Waste, with the intent of raising and revising awareness of the roles and responsibilities inherent to an emergency evacuation.

Short description of event: XXXXXX

Date: XX/XX/XXXX

Time: X:XXXm

Emergency Services in attendance: Yes/No

Evacuation Time: X minutes XX seconds

Wardens on site:

Name of Warden	Name of Warden
Name of Warden	Name of Warden
Name of Warden	Name of Warden

Absent - Name of Warden - Annual Leave

Action Items: Below are example details

Operations team:

- The roster accounting for the Operations team was not obtained upon evacuation.
- The main gate at the entry to the complex was not manned by a team member.

Team Members:

- The Emergency Control Organisation noticeboard, which indicates whether Emergency team members and First Aid Officers are on or off site, did not display the correct status of its members.
- A number of team members continued to work and operate machinery, whilst the alert tone was sounding.
- Team members commenced evacuating the building on hearing the Alert tone, as opposed to the “whoop whoop” tone, prior to instruction over loud speaker to evacuate.
- Not all fire wardens reported to the fire panel during the evacuation.
- No First Aid Officers reported to the fire panel during the evacuation.
- A portable first aid kit was not taken to the Evacuation Assembly Area.
The register located inside of the Gate House, accounting for team members at Support Office or off-site, was not obtained upon evacuation.

Positives:

1. All areas were checked for team members by three minutes into the evacuation.
2. Area roll calls commenced three minutes and twenty seconds into the evacuation.

Incident Investigation Report:

Type of Incident		Brand / Department Name	
Date		Time of incident	
Name of person/s involved		Team Member / Contractor or Visitor	
Injury Classification		Injury Severity (Med/Low)	
Name and position of those people involved in the investigation (including Line Management)			

1. A brief account of the incident

2. Outcome

3. Investigation Findings

1. *IMMEDIATE CAUSES*

-

2. *SYSTEM CAUSES*

-

3. *OUTCOME AND LESSONS LEARNED*

-

4. Corrective Actions

Corrective Action Required	Person Responsible (Name and Role)	Completed (Sign & Date)	Date for review of effectiveness of control and person(s) responsible *
1.			
2.			
3.			
4.			
5.			

* Please note – person(s) allocated responsibility for reviewing effectiveness of control must be different from the person responsible for implementing control.

5. Review of effectiveness of Controls

Corrective Action Number	Has control been effective in reducing risks? Provide details.	Singed off as complete(Names of all involved in review and date)
1.		
2.		

Attachment 5: Emergency and Evacuation Procedure Quiz

Emergency and Evacuation Procedure Quiz

Name: Payroll Number:

Please answer the following questions. Once you have finished, please return the Quiz Sheet to your Trainer/Assessor.

1. Identify the first two steps you need to take when you hear the alert tone “beep, beep, beep”?

☐

Turn off all equipment and remain where you are

☐

Wait for further instructions

☐

Evacuate immediately

2. Name at least two types of emergency:

.....

.....

.....

.....

3. Where is your emergency evacuation assembly area?

.....

.....

.....

.....

4. Team members are not required to sign in and out of the Site when they leave the premises temporarily:

☐

True

☐

False

I acknowledge and agree that I:

- Have attended the Emergency and Evacuation Procedures training session
- Understand, accept and will comply with all aspects of this Procedure
- Agree to undertake any further training as directed by my supervisor or team leader



	<u>Team Member</u>	<u>Trainer/Assessor</u>
<u>Print Name:</u>
<u>Signature:</u>
<u>Date:</u>




PURPOSE

This is a guide for team members working with and in the vicinity of hazardous chemicals or bulk liquids. Team members may be required to clean up a spill, unsupervised and therefore require instruction on all steps to be taken in the event.

PROCESSES

- Ensure that all appropriate personal protective equipment (PPE) is used throughout the task;
- Ensure that all appropriate tools and equipment required to perform the task are available and used correctly.

Step	Action	Additional Information
1	Evacuate the immediate area around the spill. Use safety cones to isolate team members from fumes and slip hazards.	
2	Assess the type of liquid that has spilled. If a Hazardous Chemical has spilt, inform a Management team member.	Inform the Management team member of the size of the spill, to assess if Emergency Service's assistance will be required.
3	Obtain the Safety Data Sheet from the Management team member.	This will detail the appropriate PPE to be worn and actions required to manage the chemical.
4	Locate and wear the recommended PPE, prior to contact with the chemical.	

5	Contain the spill by surrounding the spill with a barrier of absorbent material.	
6	Use site specific absorbent material to absorb the spill. Work from the outside of the spill towards the centre, using a shovel, broom and dustpan and brush.	
7	If the absorbent material is a single use product, dispose of the contaminated absorbent into hazardous material bags and dispose through the site specific Hazardous Chemicals Waste facilitator.	
8	Contaminated PPE and Equipment, that can be reused, is to be cleaned and dried.	PPE that cannot be cleaned is to be disposed with the absorbent material.
9	Restock the PPE Spill kits	
END		

Bomb Threat Checklist

- **Questions to ask**

When is the bomb going to explode? _____

What will make the bomb explode? _____

Did you place the bomb? _____

Why did you place the bomb? _____

What is your name? _____

What is your address? _____

- **Exact wording of the threat**

- **Action**

Report immediately to: _____

Telephone number: _____

- **Callers voice**

Accent (specify) _____

Voice (loud, soft, etc.) _____

Diction (clear, muffled) _____

Did you recognise the voice? _____

If so, who do you think it was? _____

Any speech impediment? Specific _____

Speech (fast, slow, etc.) _____

Manner (calm, emotional, etc.) _____

Was the caller familiar with the area? _____

- **Threat Language**

Well spoken: _____

Irrational _____

Message read by caller _____

Incoherent _____

Taped _____

Abusive _____

- **Background Noises**

Street noises _____

Aircraft _____

Local call _____

Machinery _____

House noises _____

Long distance _____

Voices _____

Other _____

- **Other**

Gender of caller _____

Estimated age _____

- **Call taken**

Date _____

Duration of call _____

Timer _____

Telephone number called _____

- **Recipient**

Name (print) _____

Signature _____

Telephone number _____

Do not hang up! Police may be able to trace the call

Attachment 8: Fire Services Inoperable

FIRE SERVICES INOPERABLE

There may be circumstances when fire fighting services become inoperable.

This procedure establishes the action to take under these circumstances.

Event causing fire services to become inoperable.

1. Planned Maintenance – offsite

Offsite planned maintenance causes the mains water to be isolated to the site.

As the site has limited fire fighting water storage, this will cause the fire services to be inoperable. Such an event will require different causes of action depending on the length of time the site is without water.

Prior advice from Sydney Water or their contractors is provided and will require the site operations manage to notify by telephone and email / fax to the FRNSW.

The cause of action to be taken on site will be to reduce any activity associated with recurring or transferring or pumping out flammable liquids.

2. Emergency Maintenance – offsite

Failure of the mains unit apply will trigger the same need to release the scale of the operation onsite in volume bulk flammable liquids. Contact to the NSWFB will need to be by telephone and email/fax within 30 minutes of the failure being known.

3. Onsite disruption of fire mains

Such an event will require the same action as 1 and 2 above.

If the disruption is planned, prior contact with FRNSW shall be made 5 days before the services become inoperable.

If the disruption is immediate, the FRNSW shall be contacted within 30 minutes of the disruption being known