

Stubbo Solar Farm – Stage 2b Operations Emergency Plan

Version: 06 May 2026



A stylized orange line art illustration of a building with multiple rectangular sections, located in the lower-left quadrant of the page.

ACEN Australia

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1 Introduction

1.1 Background

The Stubbo Solar Farm (the Project) is to the north of Gulgong and is surrounded by farming properties. This Emergency Plan (EP) has been developed to align with the requirements outlined within the following:

- Stubbo Solar Farm - Development Consent (Application Number 10452)
- Stubbo Solar Farm Stage 2a Emergency Plan, prepared by Mendham Consultants
- Stubbo Solar Farm Stage 2a, Bushfire Emergency Management and Operations Plan, prepared by Cool Burn Fire and Ecology
- Hazardous Industry Planning Advisory Paper No. 1 – Emergency Planning
- NSW Rural Fire Service, Planning for Bushfire Protection 2019
- Standards Australia, AS3745 – Planning for emergencies in facilities

This Emergency Plan is considered the same as an Emergency Management Plan as outlined within AS3745.

The EP is a critical component of the suite of documents that identifies, assesses and manages the fire risk associated with this development. This document is informed by the above mentioned documents and is aimed at outlining the plan to respond to emergencies on the site.

This document has been developed based on the available information. Regular reviews will occur at various stages to ensure the EP is relevant and is aligned the method of operations that is occurring at that time.

Table 1 below shows the EP alignment with Section 3.4 of AS3745.

Table 1 – EP alignment with Section 3.4 of AS3745

Section	Requirement	Section of the EP
a)	A clear statement of purpose and scope.	Section 1.1 and 1.2
b)	Information on the structure and purpose of the EPC	Section 5
c)	Identification of the facilities to which it applies.	Section 1.2.2
d)	Description of the emergency features.	Section 3
e)	The organisational arrangements for the facility.	Section 5
f)	Separate sections for the following:	
i)	The emergency identification outcomes.	Section 4
ii)	The emergency response procedures.	Section 7
iii)	The evacuation diagram.	Appendix 1
iv)	Training arrangements.	Section 6.7
v)	Emergency response exercises.	Section 6.8
vi)	Review and routine servicing.	Section 2.2

1.2 Purpose

This EP has been prepared to assist the site operator in responding to any emergencies as they occur, both within and around the site. The EP has been designed for the operations phase of the project; however, it is acknowledged that changes will likely be required on an ongoing basis.

The EP is designed to guide staff and those appointed to positions within the Emergency Control Organisation (ECO) in effectively controlling emergency situations that may arise and assisting in the efficient and safe evacuation of all persons from the site.

This Plan has been developed to be easy to read whilst providing sufficient information to ensure a heightened level of safety for employees and other personnel during an emergency. However, to be effective, it relies on staff undergoing regular training including evacuation exercises and the use of firefighting equipment. The EP is primarily designed to support the

training and development of site-based staff in the using the EP. The EP can be used to support during emergencies however it is believed that staff should be very familiar with its contents and act accordingly.

This EP does not address response to bushfire emergencies. Please refer to the Stubbo Bushfire Emergency Management and Operations Plan (BEMOP).

The contents and detail within this manual should be reviewed annually by the Emergency Control Organisation (ECO) members and when required, changes made.

1.2.1 Compliance with consent conditions

The Development Consent issued for this project in clause 32 outlines the conditions for preparing an EP for the site. Table 2 outlines how this EP meets the Development Consent requirement and if relevant, where in the EP it is referenced.

Additionally, this EP has been prepared with reference to Hazardous Industry Planning Advisory Paper No. 1, Emergency Planning, and Planning for Bushfire Protection 2019.

Consistency with these documents is achieved through the consultation process described in Section 1.2.2, the site specific hazard identification and hazard location information in Section 4, emergency roles and contact arrangements in Sections 2, 3 and 5, the site infrastructure and emergency information shown on Figure 1, the APZ management requirements at Section 3.2, and the bushfire specific measures addressed in the Stage 2b BEMOP."

Table 2 - Addressing the Development Consent conditions

DA Ref	Clause 31 condition	Document reference
a	Be consistent with Department's Hazardous Industry Planning Advisory Paper No. 1, 'Emergency Planning' and RFS's Planning for Bushfire Protection 2019 (or equivalent).	Consistency with HiPAP 1, Emergency Planning, and Planning for Bushfire Protection 2019 is addressed through consultation with NSW RFS documented at Section Error! Reference source not found. , together with the emergency planning measures set out in Sections 3 to 7 of this EP, and the bushfire specific measures set out in the Stage 2b BEMOP
b	Identify the fire risks and hazards and detailed measures for the development to prevent or mitigate fires igniting;	Section 4 and the BEMOP
c	Include procedures that would be implemented if there is a fire on-site or in the vicinity of the site;	Section 7
d	List works that should not be carried out during a total fire ban	Refer to the BEMOP
e	Include availability of fire suppression equipment, access and water;	Section 3
f	Include procedures for the storage and maintenance of any flammable materials;	Refer to the BEMOP

DA Ref	Clause 31 condition	Document reference
g	Notification of the local RFS Fire Control Centre for any works that have the potential to ignite surrounding vegetation proposed to be carried out during a bushfire danger period to ensure whether conditions are appropriate	Refer to the BEMOP
h	Detail access provisions for emergency vehicles and contact details for both a primary and alternative site contact who may be reached 24/7 in the event of an emergency;	Section 3.
i	Include a figure showing site infrastructure, Asset Protection Zone and the on-site water supply tank;	Figure 1 and Section 3.2
j	Include location of hazards (physical, chemical and electrical) that may impact on firefighting operations and procedures to manage identified hazards during firefighting operations	Section 4 and BEMOP (Section 3.5 and Appendix E)
k	Include details of the location, management and maintenance of the Asset Protection Zone and who is responsible for the maintenance and management of the Asset Protection Zone;	Section 3.2 and the BEMOP
l	Include bushfire emergency management planning; and	Refer to the BEMOP
m	Include details of the how RFS would be notified, and procedures that would be implemented, in the event that: - there is a fire on-site or in the vicinity of the site; - there are any activities on site that would have the potential to ignite surrounding vegetation; or - there are any proposed activities to be carried out during a bushfire danger period; and	Section 6.1
n	Include details on how the battery storage facility and subsystems can be safely isolated in an emergency.	Not applicable

1.2.2 Consultation with the NSW Rural Fire Service

NSW RFS was consulted regarding the development of the Stage 2b Operations EP prior to commencing operation to support compliance with Condition 31 and consistency with HiPAP 1 and Planning for Bushfire Protection 2019.

Evidence of consultation with NSW RFS is provided in Appendix 3.

A copy of the current EP will be provided to the local Fire Control Centre whenever updates are made to the EP, and two controlled hard copies of the document will be maintained in a prominent position adjacent to the site entry.

1.3 Overview of the development

The Stubbo Solar Farm (the Project) is a 400 Megawatt (MW) and is located between Blue Springs Road and Barneys Reef Road, approximately 10 km north of Gulgong and 85 km east of Dubbo in New South Wales (NSW).

Key activities for Stage 2b include operation of the Stubbo Solar project and maintenance activities including:

- Daily monitoring of the site operation and power generation
- Inspection and testing of electrical equipment
- Inspection and verification of structural assemblies
- Calibration of sensors
- Replacement of faulty equipment and buildings maintenance
- Equipment cleaning including washing of solar panels
- Inspection of roads, culverts and perimeter fencing
- Vegetation management, and weed and pest management
- Maintenance of erosion and sediment controls
- Site Housekeeping
- HSE inspections
- Security monitoring

The surrounding area of the Stubbo Solar Farm comprises undeveloped land which is primarily utilised for agricultural purposes. The site is accessed via Barneys Reef and Blue Springs Roads with the Blue Springs Road entrance identified as the main entrance. The Stubbo Solar Farm development covers an area of 1,136 ha and comprise of two separated sections. This is a result of commitments to avoid areas of ecological significance. The north and south sections of the development footprint will be connected by two internal access tracks. These access tracks also include the transmission connection that will link the sections into a single generating facility.

The development overview is shown in Figure 1.

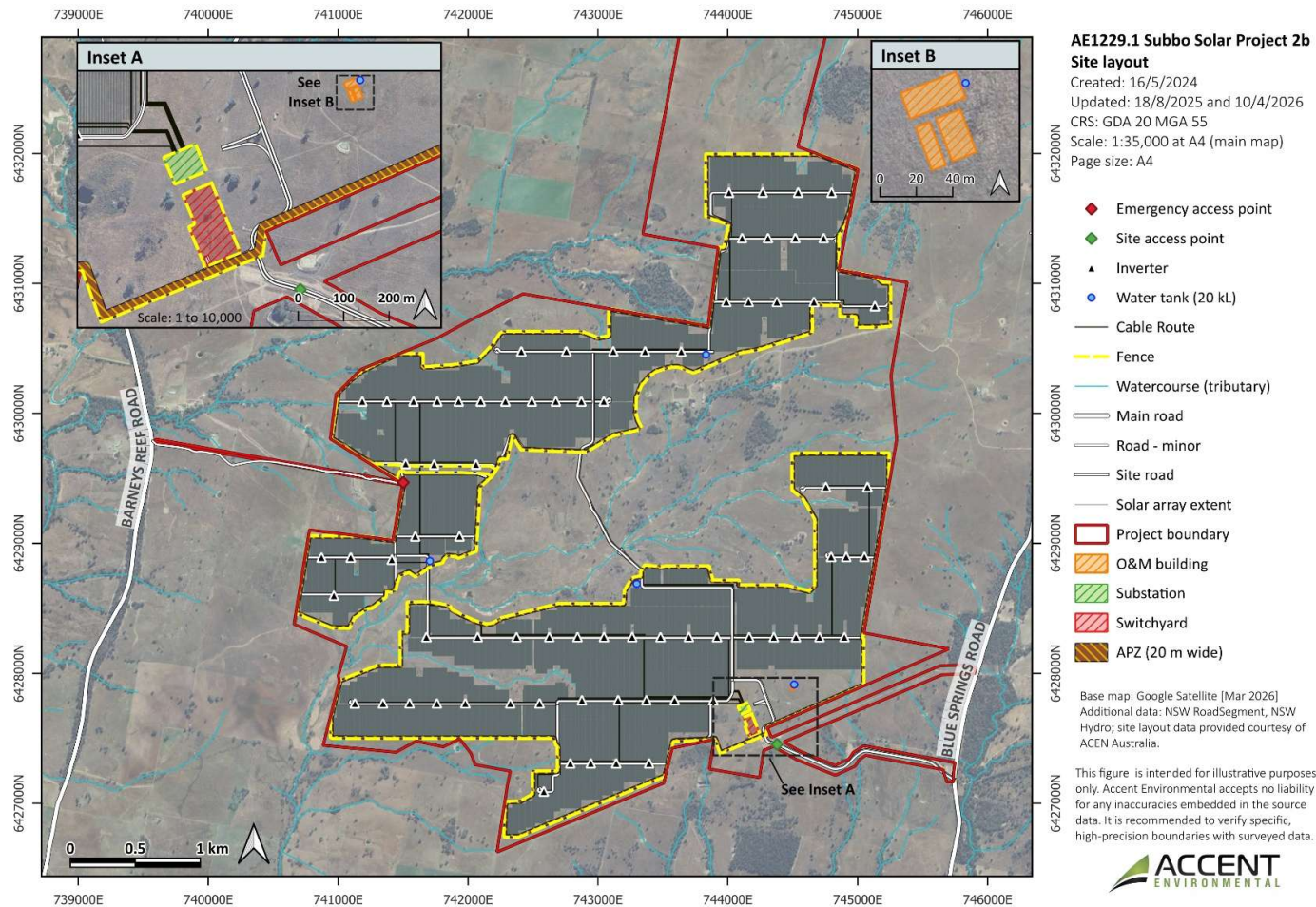


Figure 1 -Site Plan

2 Administration

2.1 Version control

Table 3 - Version control

Version	Prepared by	Endorsed
2026	Mark Potter & Graeme Taylor Fire Risk Consultants Pty Ltd www.fireriskconsultants.com.au	TBA
2027		
2028		

2.2 Plan review

This plan will be reviewed annually and updated as required. The version control table (Table 3) will be completed annually to demonstrate currency. All reviews will be completed by the 1st of July each year.

The review team is the Emergency Planning Committee and will consist of the Emergency Control Organisation representatives. The review process should include the review of any incidents or near misses that may have occurred in the previous 12 months. Learnings should be incorporated into the plan.

2.3 Responsible person

The Responsible Person for the development, maintenance and exercising of this EP is the Site Manager.

The Responsible Person is also accountable for ensuring the Emergency Planning Committee (EPC) meets annually and reviews this plan.

2.4 Important contact details and information

Table 4 – Contact details and information

Emergencies – Ambulance Fire, Police	000
State Emergency Service	132 500
Local Police	(02) 6371 9450
EPA	(02) 6883 5333
NSW Fire and Rescue Service – non emergency	02 6339 8587 (Mudgee)
NSW Rural Fire Service – non emergency	1800 679 737
Poisons Information Line	131 126
Mid Western Regional Council	(02) 6378 2850
SafeWork NSW	13 10 50

Emergencies – Ambulance Fire, Police 000	
Mudgee Hospital	(02) 6371 9700
Local Emergency Management Committee	(02) 6378 2850
Essential Energy	13 20 80

3 Site details

3.1 Site detail summary

Table 5 - Site details and other information

Site name	Stubbo Solar Farm
Site address	Blue Springs Road, Stubbo. Access is also available from Barneys Reef Road.
Description of facility	The Solar Farm is a 400MW facility and is spread over 1,136 hectares.
Key contact person	Joshua Weyland (0493 471 525) / Jeff Stuart (0493 471 582)
After hours contact/s	Solarig Control Centre: +61 8 8246 0689 or +61 8 8246 0679
Number of persons	During the operations phase it is expected for approximately 5-10 people to be on the site during normal working hours. This may increase or decrease depending on the daily needs. Any maintenance activities will likely see an increase in site based personnel.
Neighbouring sites	The Solar Farm is surrounded by farming properties.
Fire safety installations	The site is provided with the following fire safety equipment: • Static water supplies for firefighting use. • Fire extinguishers • Two 2,400L fire trailers, each with a 36m hose.
Relevant site procedures	The site has a range of procedures in place that requires certain activities to occur. The relevant procedures that relate to the EP include • Occupational Health and Safety Policy • Operational Environmental Management Plan • Bushfire Management Plan • Hot works procedure
Emergency control point location	O and M Building
Assembly area locations	Primary – O and M Building Secondary – Northern gate at Barneys Reef Road. Offsite - Billy Dunn Oval located at Nandoura Street, Gulgong

3.2 Defendable Space, APZ and Vegetation Clearance

Bushfire-specific prevention, preparedness, response, and evacuation measures for Stage 2b operations are addressed in the Stubbo Solar Project Stage 2b BEMOP. This Emergency Plan is to be read in conjunction with that document for bushfire-related emergency management requirements.

The BEMOP provides the detailed bushfire management framework for site operations, including:

- monitoring of fire weather conditions, Fire Danger Ratings and NSW RFS bushfire alerts to maintain situational awareness.
- management of defendable space, Asset Protection Zones and vegetation clearance around site infrastructure.
- requirements for primary and alternate site access for emergency response and evacuation.
- provision and maintenance of static water supply, portable extinguishers and first response suppression equipment.
- controls for the storage and handling of hazardous and flammable materials.
- bushfire response training, inductions and workforce awareness measures.
- procedures for assisting NSW RFS and other emergency services during a fire event; and
- evacuation, muster, off-site relocation and shelter in place arrangements for personnel where required.

For detailed bushfire management measures, refer to the Stubbo Solar Project Stage 2b BEMOP, including Section 3 and its appendices.

4 Risk assessment (hazard assumptions)

As required by AS3745, the following emergency types have been developed following consideration of the details contained within Table 5 and the guidance provided within AS3745. Refer to Section 7 for the Emergency Response Procedures.

Table 6 - Risk assessment

Emergency type	Potential affected area	Offsite impact potential	Control Measures	Response procedure
Fire – outside the facility <i>Note – this does not include bushfire, this is addressed within the Bushfire Emergency Plan.</i>	Site Offsite	Yes	- Fire extinguishers - Evacuation diagrams - Emergency response plans - Assembly Areas - Emergency Control Organisation (ECO) - Communication systems - Training	Code Red – Fire outside
Fire – inside the facility	Site	Yes	- Fire extinguishers - Evacuation diagrams - Emergency response plans - Assembly Areas - Emergency Control Organisation (ECO) - Communication systems - Training	Code Red – Fire Inside
Flood	Site Offsite	Yes	- Evacuation diagrams - Emergency response plans - Assembly Areas - Emergency Control Organisation (ECO) - Communication systems - Training	Code Yellow – Flood
Storm	Site Offsite	Yes	- Evacuation diagrams - Emergency response plans - Assembly Areas - Emergency Control Organisation (ECO) - Communication systems - Training	Code Yellow – Storm
Vehicle Incident – On Site	Site	No	- Evacuation diagrams - Emergency response plans - Assembly Areas - Emergency Control Organisation (ECO) - Communication systems - Training	Code Yellow – Vehicle Incident

Emergency type	Potential affected area	Offsite impact potential	Control Measures	Response procedure
Medical Incident	Site	No	- Evacuation diagrams - Emergency response plans - Assembly Areas - Emergency Control Organisation (ECO) - Communication systems - Training	Code Blue – Medical Incident
Security threat	Site Offsite	No	- Evacuation diagrams - Emergency response plans - Assembly Areas - Emergency Control Organisation (ECO) - Communication systems - Training - Access controls	Code Black – Violent Threat and Acts Code Black – Suspect Vehicle Code Black – Suspicious Behaviour
Bomb Threats	Site	No	- Evacuation diagrams - Emergency response plans - Assembly Areas - Emergency Control Organisation (ECO) - Communication systems - Training	Code Purple – Telephone Threat Code Purple – Written Threat Code Purple – Suspicious Object
Off Site Incident	Site Offsite	Yes	- Evacuation diagrams - Emergency response plans - Assembly Areas - Emergency Control Organisation (ECO) - Communication systems - Training	Code Brown – Off Site Incident
External Events	Site Offsite	Yes	- Evacuation diagrams - Emergency response plans - Assembly Areas - Emergency Control Organisation (ECO) - Communication systems - Training	Code Brown – External Events

Emergency type	Potential affected area	Offsite impact potential	Control Measures	Response procedure
Evacuation	Site Offsite	Yes	• Evacuation diagrams • Emergency response plans • Assembly Areas • Emergency Control Organisation (ECO) • Communication systems • Training	Code orange – Evacuation

5 Emergency Planning Committee and Emergency Control Organisation

5.1 Introduction

The Emergency Planning Committee (EPC) and Emergency Control Organisation (ECO) structures have been developed based on the likely site occupation at any given time. Due to the type of technology and the remote monitoring systems that are installed, the site can be remotely operated and monitored. Staff and Contractors are only likely to be present during daylight hours between Monday to Friday undertaking maintenance activities. It is likely for the site to be unstaffed for extended periods of time. The site has in place a range of sensors and an alert system along with a CCTV system that provides the operators with real time data and imagery to enable a detailed assessment of any alerts.

It is also acknowledged that the ECO only exists when the site is staffed. It is critical for the site operators to ensure that a system has been introduced to ensure that in the event of an emergency, a Chief Warden is appointed and manages the various functions.

5.2 Emergency Planning Committee (EPC)

An EPC must be established at the site to assist in the strategic emergency management and planning for the site as required by AS 3745 – *Planning for emergencies in facilities*. The EPC consists of the ECO members and the Site Manager. This committee can be integrated with the sites existing committees including management team or OH and S.

The main role and responsibilities of the EPC is to ensure the following:

1. Meet at least once a year as a minimum to discuss the site's emergency management arrangements.
2. Ensure an Emergency Control Organisation (ECO) is established to respond to and manage emergencies on site.
3. Ensure the Emergency Control Organisation (ECO) has received training to execute their roles and responsibilities safely.
4. Ensure that a comprehensive emergency management plan and adequate emergency procedures and evacuation plans have been developed for the site.
5. Ensure that the emergency plan & procedures are regularly tested.
6. Annually review the emergency plan & procedures to ensure the content is still current and relevant to the site.

Minutes of these meeting must be taken and stored in a central area. At the completion of the meeting, any updates required to the EP must be completed within four weeks. The EPC should meet at least yearly.

5.3 Emergency Control Organisation (ECO)

Any emergency requires effective management to ensure the safety of the facility occupants. ECO members have roles before, during and after emergencies and are required to ensure the Chief Warden is informed of the completion or non-completion of each of these tasks.

The determination of a suitable ECO structure considers the following:

- Potential number of attendees.
- Type and size of risk.
- Site layout.

Based on the type of site and the risk present, the following ECO structure has been established.

5.3.1 Roles

The site has approximately 5 – 10 people working on site at a given time. The ECO structure has been constructed and planned to reflect this.

To manage the site response to an emergency and the provision of the direction of staff, the position ECO will include a Chief Warden and Wardens. First aid trained persons will be on the site at all times when it is occupied.

The Chief Warden will provide direction to staff and contractors that are present to implement the procedures outlined within this Plan.

Table 7 - ECO nominated people and contact numbers

ECO Role	Name	Contact Number
Chief Warden	Joshua Weyland	0493 471 525
Warden	Jeff Stuart	0493 471 582

Where more than one person has been identified and trained to perform a role, only one person will perform the role during an emergency. The Emergency Control Organisation structure will be reviewed annually and following emergency exercises.

5.3.2 Pre emergency role

Table 8 - ECO pre emergency roles

Role	Duties
Chief Warden	• Ensure this EP is maintained and reviewed at least annually. • Conduct induction training for new employees so that they are aware of their responsibilities under this plan. • Conduct regular exercises (minimum of annually) that tests elements of this plan. • Ensure all equipment is maintained and ready for use. • Ensure all risk reduction treatments are implemented and maintained on the site. • Ensure the Emergency Information Container is maintained and the documents within the container are up to date. • Ensure staff use the opportunity during toolbox meetings and the OH & S committee meeting to raise fire related issues and develop solutions. • Ensure staff are adequately trained
Wardens & Deputy Wardens	• Support the Chief Warden in ensuring the maintenance of the EP is occurring. • Carry out safety assessments including but not limited to: ○ Removal of excess rubbish and combustible materials to an area away from the facility ○ Ensure smoking occurs in designated areas only. ○ Firefighting equipment is accessible. • Regularly check in with the Chief Warden to gather information on the status of risks relating to the facility. • Participate in exercises as directed by the Chief Warden.

5.3.3 Emergency role

Table 9 - ECO emergency roles

Role	Duties
Chief Warden	- Respond and take control. - Ascertain the nature of the emergency and implement appropriate action. - Ensure that the relevant emergency services are notified. - Ensure that all staff are aware of the emergency. - Determine if the emergency response is to evacuate the site. If yes, ensure all staff and visitors are aware. - Ensure any visitors are kept fully informed and aware of the emergency. - Brief emergency services personnel upon arrival. - Ensure the first responding firefighters are aware of the Emergency Information Container and provide assistance if required to review the information.
Wardens & Deputy Wardens	- Provide support to the Chief Warden as requested. - On notification – put on identification vest/tabard. - Upon being notified of the emergency, immediately report to the Chief Warden in person or via phone to receive direction. - When notified by the Chief Warden, commence implementing the evacuation procedures. - Ensure a check of the area is completed to ensure everyone has evacuated. - When all persons have been confirmed as having evacuated, report this to the Chief Warden. - Upon completion of allocated tasks, inform the Chief Warden. - Maintain control of the relevant area. - Ensure the orderly flow of people whilst evacuating

Table 10 - ECO post emergency roles

Title	Role
Chief Warden	- When the emergency has been declared safe by the emergency services, inform the attendees as required. - Organise a debrief with staff and where appropriate, with emergency service organisation representative/s. - Ensure all equipment has been returned to service and is ready for use.
Wardens & Deputy Wardens	- Seek direction from the Chief Warden. - Ensure fire safety equipment within the area is returned to service. - Participate in any post emergency debrief actions.

6 Emergency Planning Information

6.1 Reporting of emergencies/incidents

If an incident occurs, the following is provided as a guide as to when emergency services should be contacted:

- Unable to control the incident.
- Injury or exposure to health risk.
- Damage to property.
- Potential for escalation of incident.
- Potential for environmental damage.
- The site is unstaffed, and the incident is escalating rapidly.

If in doubt, always call 000 for emergency services.

An incident, as defined in the Development Consent, is a set of circumstances that causes or threatens to cause material harm to the environment. Material harm is defined as harm that:

- involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial; or
- results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (such loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment).

6.2 Out of hours emergencies

This plan is primarily developed for use when the site is staffed. However, it is acknowledged that emergencies may occur when this is not staffed and will require a response from staff who are familiar with the site to support emergency services.

It is acknowledged that once the emergency services are onsite, they have the legislative responsibility to manage the emergency and site based staff will provide support. However, as the number of staff increase during the emergency, the ECO will be established to ensure that there is effective communication between the emergency services and the site based staff. This will also ensure that any tasking that is requested by emergency services is undertaken safely and within the skill of the individual.

6.3 Decommissioning plan

Following an emergency, if the solar panels or other infrastructure itself has been destroyed, the following procedures must be followed to ensure that site decommissioning is undertaken safely.

- Disconnect the electrical service to panels / units at the point of interconnection.
- Ensure a qualified person has declared that the infrastructure is safe to

dismantle.

- All equipment is to be disposed of or recycled as required by the local regulations and guidelines including:
 - Switchgear
 - Transformer
 - Inverters
 - Control equipment such as PPCs and communication cabinets
 - Other equipment such as supporting structures, lights and fences.
- Concrete pads, existing conduit, and cables are to be demolished and disposed of as required by the local regulations and guidelines.

6.4 Media and public information

Current social media trends and the accessibility of persons to mobile / smart phone technology will immediately impact this site during an emergency – particularly coping with enquiries from concerned relatives and media outlets.

Formal media statements and interviews should only be conducted by an appointed media person, ideally personnel from senior management trained in handling the media and the delivery of key information.

There should be no other comments or admissions by any other personnel to the public or any other persons other than the appointed media person.

6.5 Reporting, recording and investigations

The reporting and investigation of any emergency incidents must occur swiftly after the event. In addition, incident debriefing and corrective actions should occur as soon after the event as possible. Ensure any investigations occur in accordance with other operator procedures.

The process will also comply with the ACEN Investigation Procedure.

The internal incident investigation must commence immediately, other organisations (such as WorkSafe) and emergency services may conduct their own external investigations of the emergency. Where possible, the organisation should assist and comply with any requests for assistance from these organisations.

Incident notification and reporting will be undertaken as outlined in Appendix 7 of the Development Consent, including submitting written incident notification to the Planning Secretary via the Major Projects website within seven days after becoming aware of an incident.

The person with the responsibility (refer to Section 2.3) and authority for clearly defining the scope and objectives for the investigation will:

- Appoint or engage a person as the principal investigator.
- Provide additional persons and resources to assist in the investigation.
- Conduct a preliminary review of the investigation report and findings to ensure the incident was appropriately and properly investigated and meets

objectives set out before the investigation was conducted.

- Approve and assist in implementing corrective actions.
- Areas that should be considered as part of the investigation should include:
 - Conditions immediately preceding the emergency.
 - Incident Log
 - Chronology of events during the emergency
 - Any observed changes to normal conditions prior to the emergency
 - Supervisory factors
 - Human Factors (health, fatigue, training, experience etc.)
 - Equipment failure or performance
 - Policies, procedures, systems of work etc.
 - Communication
 - Emergency response
 - Emergency planning
 - Safety compliance / adherence
- Any other areas as determined by investigation team.

6.6 Debriefing

A debrief shall occur as quickly after the emergency as possible. All ECO personnel and senior management that were involved in the emergency should participate and attend the debrief. This will likely include the operators who are working remotely from the site.

The debrief is used to assess the emergency, how well the emergency plan and procedures performed, the function and performance of the ECO, what went well and what didn't.

Information obtained during the debrief should be used as an educational tool and corrective actions put in place to improve awareness and knowledge and the requirement for any other resources needed before the next potential emergency.

A template form for conducting debriefs is contained in Appendix 2.

All major emergency events will require senior management to conduct a post incident review and debrief to identify shortcomings and identify improvements and other opportunities. They will look at those actions that worked or failed for the purpose of the improvement of the process overall. The aim being to improve conditions of readiness for future emergencies.

6.7 Training

AS 3745 specifies that training requirements must be met by the Emergency Planning Committee (EPC), Emergency Control Organisation (ECO) and in addition the site occupants.

The training must include:

- Introduction to the emergency planning arrangements
- Chief Warden and Warden specific training including evacuation management and responding to emergencies.
- All staff – basic firefighting and evacuation.
- Regular evacuation exercises.

All training completed must be recorded with records retained onsite. The EPC will authorise the training program and ensure a process is in place to track training attendance.

6.8 Exercising

Exercising provides site management with the ability to test the EP as well as ensuring that all staff have a detailed understanding of the emergency procedures for the property. Feedback from exercising will always provide information to influence changes to the emergency management plan to make it more effective and related to the situation. Feedback must be reviewed and considered by the EPC.

Every employee should participate in an exercise at least annually. These can be either a full site exercise or focussed on specific areas of the property.

At the completion of an exercise, a debrief opportunity must be provided to all participants. It is the responsibility of the ECO to assess the outcomes of the debrief and to determine if any changes are required to the Emergency Plan.

6.9 Evacuation

Evacuation is an important part of emergency planning. It is often the only treatment available to site management that gets their staff and visitors to an area of safety in a very short period of time.

It is important to ensure that a complete check of the site has been undertaken to ensure all people are accounted for. Due to the low numbers of staff on the site at any one time, this will often be through checking with the staff directly to see if anyone is missing.

6.9.1 Types of evacuation

The Chief Warden during an emergency at the site has a range of options to determine the most appropriate method of keeping occupants safe from any potential danger posed by the emergency. This section is aimed at providing advice in relation to the options available to either leave the site or to remain. The Assembly Area options are outlined in Section 3.

Consideration will be given to the following, as appropriate:

6.9.1.1 Full evacuation

This measure will be used to remove all personnel and occupants to an external designated emergency assembly area. The offsite assembly area is located at the Billy Dunn Oval located at Nandoura Street, Gulgong.

6.9.1.2 Shelter in place or lockdown

This measure is an emergency response option that allows the Chief Warden to direct occupants and visitors to remain inside a facility.

This option may be implemented when:

- There is an external threat to the property.
- An unidentified person is on the site and is acting in a threatening manner.

6.9.1.3 Persons refusing to evacuate

In a situation where persons are refusing to evacuate the site and the directions provided by a member of the ECO during an emergency, ECO personnel are advised to:

- Clearly communicate with the person/s that they are required to evacuate the facility due to an emergency situation and that this situation may be a threat to their life and personal safety. (The Chief Warden should provide persons refusing to evacuate with two (2) verbal instructions to do so).
- Immediately notify the Incident Controller of the attending emergency service – who may take additional action to assist in the removal of that person/s.

6.9.2 Visitors and contractors

The facility may often have visitors and contractors commonly accessing the site. They will generally not have familiarity and an understanding of the hazards associated with the site.

Visitors and contractors should be managed through registers, site inductions and where possible escorted around the site by staff.

During an emergency staff and ECO personnel should look out for and guide visitors and contractors. During an evacuation have ECO personnel and staff proceed with identified visitors and contractors to nominated assembly areas.

6.9.3 Mobility impaired or special needs persons

The EPC will ensure that plans individual plans are developed for person who are considered mobility impaired or special needs. This may include staff, contractors or visitors who have a disability that may require assistance to evacuate during an emergency event.

6.9.4 All clear – termination of emergency

The Chief Warden or Incident Controller (Emergency Services) shall when the site / buildings are ready for return to normal proceedings, or whether only some areas are fit for return, provide an all clear message.

The all clear will be given when:

- Instructed by the Incident Controller (Emergency Services)
- The Chief Warden is satisfied that personnel safety will not be compromised by a return to normal duties.

Consideration of the following conditions will be investigated and satisfied before re-entry to the site/buildings is authorised.

- All electrical hazards have been isolated
- Associated plant and equipment is safe and has been isolated
- Any fires have been fully extinguished

To announce either a full or partial return to the facility / site the Chief Warden shall announce or broadcast a 'Stand Down' message using available communication methods.

7 Emergency Response Procedures

To address the hazards identified at the Site, the following Emergency Response Procedures have been developed to guide the ECO when responding to an emergency. Each of these relates to a specific type of emergency and are provided to be utilised during training, exercises and if required, during an emergency.

7.1 Fire – outside the facility



Actions and Considerations

- Remain calm.
- Call 000 and report the fire.
- If substantial fire or smoke present in area, consider evacuating to another location away from the fire and smoke.
- If safe to do so:
 - Turn off electrical equipment

Communications

- Call 000 immediately to report the fire and provide the requested information, do not assume that someone else may have.
- The Chief Warden is to immediately notify staff who are not present of the fire and the impact this may have on their ability to return to the facility.
- The Chief Warden is to ensure neighbouring properties are aware of the fire.
- The primary communication method is using mobile phones.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an external fire is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain on the site or leave the area.
- In the event of a fire external to the site, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Remove any persons in immediate danger – keep others away if safe to do so.
- If significant fire or smoke present – leave the area.
- Inform the Chief Warden of the emergency.
- Follow Chief Warden's instructions.

Chief Warden:

- As soon as possible – proceed to Emergency Control Point.
- Assess situation or information provided by staff to determine course of action.
- Communicate to all staff the emergency and to await further instructions.
- Consider evacuation options if the site is under threat.
- Coordinate site evacuation – as appropriate.
- Confirm emergency services are attending site – Dial 000.
- Confirm all persons on site accounted for – advise emergency services of any unaccounted persons.
- Handover control to emergency services on their arrival - assist emergency services as directed.
- Advise any neighbours affected by emergency – as appropriate or directed.
- Communicate incident safe upon advice of Incident Controller (Emergency Services).

- Reinstate all facilities and any equipment used to operational readiness.
- Organise and participate in a debrief.

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the 'all clear' to leave.

7.2 Fire – inside the facility



Actions and Considerations

- Remain calm.
- Call 000 and report the fire.
- If substantial fire or smoke present in area, ensure you leave early.
- If safe to do so:
 - Turn off electrical equipment.
 - Close cabinets and activate isolation equipment if safe to do so.
- If safe to do so, notify other personnel at the property of the fire.

Communications

- Call 000 immediately to report the fire and provide the requested information, do not assume that someone else may have.
- The Chief Warden is to immediately notify staff who are not present of the fire and the impact this may have on their ability to return to the facility.
- The primary communication method is through the use of mobile phones.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an internal fire is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain in the facility or leave the area.
- In the event of a fire external to the site, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Remove any persons in immediate danger – keep others away if safe to do so.
- If safe to do so and have been trained, attempt to extinguish the fire
- If significant fire or smoke present – leave the area.
- Inform the Chief Warden of the emergency.
- Follow Chief Warden's instructions.

Chief Warden:

- As soon as possible – proceed to Emergency Control Point.
- Assess situation or information provided by staff to determine course of action.
- Communicate to all staff the emergency and to await further instructions.
- Consider evacuation options.
- Coordinate site evacuation as appropriate.
- Confirm emergency services are attending site – Dial 000.
- If smoke or fire is impacting on adjoining landowners, ensure attempts are made to notify them.
- Confirm all persons on site accounted for – advise emergency services of any unaccounted persons.
- Handover control to emergency services on their arrival - assist emergency services as directed.

- Advise any neighbours affected by emergency – as appropriate or directed.
- Communicate incident safe upon advice of Incident Controller (Emergency Services).
- Reinstate all facilities and any equipment used to operational readiness.
- Organise and participate in a debrief.

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the 'all clear' to leave.

7.3 Flood

Actions and Considerations

- Remain calm.
- Keep all non-essential persons away from area.
- The flood incident may cut off access between the northern and southern section.
- Ensure all personnel relocate to the main gate area to enable evacuation if required.
- It is likely warning will be provided that a flood is a possibility and will enable site based personnel to prepare for the event.
- It is unlikely for emergency services to attend or need to attend the site.
- Never drive vehicles through flood waters.

Communications

- Call 000 immediately to report the flood incident and convey the number of injured and their injuries.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the facility.
- The Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones/site based radio system.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain on site or leave the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders (if present) to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Remove any persons in immediate danger – keep others away if safe to do so.
- Inform the Chief Warden of the emergency.
- Follow Chief Warden's instructions.

Chief Warden:

- As soon as possible – proceed to Emergency Control Point.
- Ensure clear instruction is provided to all personnel to not drive through flood waters.
- Assess situation or information provided by staff to determine course of action.
- Communicate to all staff the emergency and to await further instructions.
- Consider evacuation options.
- Coordinate site evacuation as appropriate.
- If requested, confirm emergency services are attending site – Dial 000.
- If the incident is impacting on adjoining landowners, ensure attempts are made to notify them.

- Confirm all persons on site accounted for – advise emergency services of any unaccounted persons.
- Handover control to emergency services on their arrival - assist emergency services as directed.
- Advise any neighbours affected by the emergency – as appropriate or directed.
- Communicate incident safe upon advice of Incident Controller (Emergency Services).
- Reinstate all facilities and any equipment used to operational readiness.
- Organise and participate in a debrief.

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

7.4 Storm



Actions and Considerations

- Remain calm.
- Keep all non-essential persons away from area.
- If a storm warning is issued or a storm occurs, ensure all staff are advised to return to the main gate area.
- Ensure all staff take cover in a building.
- Do not take cover or park vehicles under trees or powerlines.

Communications

- If emergency services are required, ensure as much information is provided.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the facility.
- The Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is using mobile phones.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate area.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain on site or leave the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Remove any persons in immediate danger – keep others away if safe to do so.
- Inform the Chief Warden of the emergency.
- Follow Chief Warden's instructions.
- Do not park vehicles under trees or powerlines.
- Travel to a building and remain inside until the storm passes.

Chief Warden:

- As soon as possible – proceed to Emergency Control Point.
- Assess situation or information provided by staff to determine course of action.
- Communicate to all staff the emergency and to await further instructions.
- Consider evacuation options.
- Coordinate site evacuation as appropriate.
- Confirm emergency services are attending site – Dial 000.
- If the incident is impacting on adjoining landowners, ensure attempts are made to notify them.
- Confirm all persons on site accounted for – advise emergency services of any unaccounted persons.

- Handover control to emergency services on their arrival - assist emergency services as directed.
- Advise any neighbours affected by the emergency – as appropriate or directed.
- Communicate incident safe upon advice of Incident Controller (Emergency Services).
- Reinstate all facilities and any equipment used to operational readiness.
- Organise and participate in a debrief.

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

7.5 Vehicle incident – on site



Actions and Considerations

- Remain calm.
- Keep all non-essential persons away from area.
- The likely incident will be low impact due to the low speeds on site.
- Obtain nearest first aid kit.
- If immediate medical assistance is required – seek a first aider.

Communications

- Call 000 immediately to report the incident and convey the number of injured and their injuries.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the facility.
- The Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain on site or leave the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Remove any persons in immediate danger – keep others away if safe to do so.
- If safe to do so and have been trained, attempt to provide first aid to the injured people.
- Inform the Chief Warden of the emergency.
- Follow Chief Warden's instructions.

Chief Warden:

- As soon as possible – proceed to Emergency Control Point.
- Assess situation or information provided by staff to determine course of action.
- Communicate to all staff the emergency and to await further instructions.
- Consider evacuation options.
- Coordinate site evacuation as appropriate.
- Confirm emergency services are attending site – Dial 000.
- If the incident is impacting on adjoining landowners, ensure attempts are made to notify them.
- Confirm all persons on site accounted for – advise emergency services of any unaccounted persons.

- Handover control to emergency services on their arrival - assist emergency services as directed.
- Advise any neighbours affected by the emergency – as appropriate or directed.
- Communicate incident safe upon advice of Incident Controller (Emergency Services).
- Reinstate all facilities and any equipment used to operational readiness.
- Organise and participate in a debrief.

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

7.6 Medical incident

D	Check for DANGER
R	Check for RESPONSE
S	SEND for help 000
A	Open and maintain AIRWAY
B	Check for BREATHING
C	Start CPR
D	Attach DEFIBRILLATOR



Actions and Considerations

- Remain calm.
- Keep all non-essential persons away from area.
- Obtain nearest first aid kit.
- If immediate medical assistance is required – seek a first aider.

Communications

- Call 000 immediately to report the incident and convey the number of injured and their injuries.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the site.
- If required, the Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain in the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Do not approach the injured person unless it is safe to do. Keep others away if safe to do so.
- If safe to do so and have been trained, attempt to provide first aid to the injured people.
- Inform the Chief Warden of the emergency.
- Follow Chief Warden's instructions.

Chief Warden:

- As soon as possible – proceed to Emergency Control Point.
- Assess situation or information provided by staff to determine course of action.
- Communicate to all staff the emergency and to await further instructions.
- Consider evacuation options.
- Coordinate site evacuation as appropriate.
- Confirm emergency services are attending site – Dial 000.
- If the incident is impacting on adjoining landowners, ensure attempts are made to notify them.
- Confirm all persons on site accounted for – advise emergency services of any unaccounted persons.
- Handover control to emergency services on their arrival - assist emergency services as directed.

- Advise any neighbours affected by emergency – as appropriate or directed.
- Communicate incident safe upon advice of Incident Controller (Emergency Services).
- Reinstate all facilities and any equipment used to operational readiness.
- Organise and participate in a debrief.

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

Code Black – violent threats & acts/illegal entry



Actions and Considerations

- Remain calm
- Observe and record any details or description of offender (height, weight, sex, age, appearance, speech, accent etc.)
- If any doubt – contact POLICE immediately – Dial 000
- POLICE will want to know if anyone is unaccounted for or injured
- Do not do anything that may provoke the offender
- Follow all instructions and advice from POLICE

Communications

- Call 000 immediately to report the incident and convey the scenario.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the site.
- If required, the Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones.
- Advise all staff to not approach the person/s.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain in the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Do not approach or antagonise offender
- Withdraw to a safe distance - remove any persons in immediate danger – keep others away if safe to do so
- Act on Warden's instructions

Chief Warden:

- As soon as possible – proceed to Emergency Control Point (if safe to do so) to ascertain and determine what is happening – lockdown site.
- Communicate “CODE BLACK” emergency code and consider ‘Lockdown/Shelter in Place’ or other evacuation options – partial floor or zone evacuation / full evacuation – if required
- Confirm POLICE have been contacted and are attending site – Dial 000
- Assess situation or information provided by ECO personnel to determine course of action
- Nominate and communicate preferred Assembly Area/s for evacuation
- Coordinate site evacuation or shelter in place – as appropriate

- Assist in collecting information about the offender to pass onto POLICE
- Where possible – have Wardens report in – ensure Communications Officer appointed
- Handover control to POLICE on their arrival - assist emergency services – as directed
- Communicate 'CODE BLACK – STAND DOWN' upon advice of Incident Controller (Emergency Services)
- Organise and participate in Debrief

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

Code Black – suspect vehicle



Actions and Considerations

- Remain calm
- Do not move or touch any suspicious objects
- Contact POLICE immediately – Dial 000
- Clear immediate area – minimum 25m – turn off mobile phones or other electronic devices
- Follow all instructions and advice from POLICE

Communications

- Call 000 immediately to report the incident and convey the scenario.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the site.
- If required, the Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones.
- Advise all staff to not approach the vehicle.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain in eave the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Do not approach or antagonise offender
- Withdraw to a safe distance - remove any persons in immediate danger – keep others away if safe to do so
- Act on Warden's instructions

Chief Warden:

- As soon as possible – proceed to Emergency Control Point (if safe to do so) to ascertain and determine what is happening – immediately lockdown site – if required
- Communicate “CODE BLACK” emergency code and consider ‘Lockdown/Shelter in Place’ or other evacuation options – partial floor or zone evacuation / full evacuation – if required
- Confirm POLICE have been contacted and are attending site – Dial 000
- Assess situation or information provided to determine course of action
- Nominate and communicate preferred Assembly Area/s for evacuation
- Coordinate site evacuation or ‘Shelter in Place’ – as appropriate
- Assist in collecting information about the reported threat to pass onto POLICE
- Where possible – have Wardens report in – ensure Communications Officer appointed
- Handover control to POLICE on their arrival - assist emergency services – as directed

- Communicate 'CODE BLACK – STAND DOWN' upon advice of Incident Controller (Emergency Services)
- Organise and participate in Debrief

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

Code Black – suspicious behaviour



Actions and Considerations

- Remain calm
- Observe and record any details or description of offender (height, Weight, sex, age, appearance, speech, accent etc.)
- If any doubt – contact POLICE immediately – Dial 000
- POLICE will want to know if anyone is unaccounted for or injured
- Do not do anything that may provoke the offender
- Follow all instructions and advice from POLICE

Communications

- Call 000 immediately to report the incident and convey the scenario.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the site.
- If required, the Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones.
- Advise all staff to not approach the person/s.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain in the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Do not approach or antagonise offender
- Withdraw to a safe distance - remove any persons in immediate danger – keep others away if safe to do so
- Act on Chief Warden's instructions

Chief Warden:

- As soon as possible – proceed to Emergency Control Point (if safe to do so) to ascertain and determine what is happening – immediately lockdown site – if required
- Communicate "CODE BLACK" emergency code and consider 'Lockdown/Shelter in Place' or other evacuation options – partial floor or zone evacuation / full evacuation – if required
- Confirm POLICE have been contacted and are attending site – Dial 000
- Assess situation or information provided to determine course of action
- Nominate and communicate preferred Assembly Area/s for evacuation
- Coordinate site evacuation or 'Shelter in Place' – as appropriate
- Assist in collecting information about the reported threat to pass onto POLICE

- Handover control to POLICE on their arrival - assist emergency services – as directed
- Communicate 'CODE BLACK – STAND DOWN' upon advice of Incident Controller (Emergency Services)
- Organise and participate in Debrief

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

7.10 Code Purple – telephone threat



Actions and Considerations

- Remain calm
- Treat threat as genuine
- Do not move or touch any suspicious object
- Record any information that may be required by police. E.g. male/female, approximate age, any other noises that can be heard, etc.
- Do not hang up – await Police advice if possible.
- Complete Phone Bomb Threat Checklist.
- If any doubt – contact POLICE immediately – Dial 000
- Follow all instructions and advice from POLICE

Communications

- Call 000 immediately to report the incident and convey the scenario.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the site.
- If required, the Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain in the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Withdraw to a safe distance - remove any persons in immediate danger – keep others away if safe to do so
- Act on Chief Warden's instructions

Chief Warden:

- As soon as possible – proceed to Emergency Control Point (if safe to do so) to ascertain and determine what is happening – immediately lockdown site – if required
- Communicate “CODE PURPLE” emergency code and consider ‘Shelter in Place’ or other evacuation options – partial floor or zone evacuation / full evacuation – if required
- Confirm POLICE have been contacted and are attending site – Dial 000
- Assess situation or information provided to determine course of action
- Nominate and communicate preferred Assembly Area/s for evacuation
- Coordinate site evacuation or shelter in place – as appropriate
- Assist in collecting information about the reported threat to pass onto POLICE

- Handover control to POLICE on their arrival - assist emergency services – as directed
- Communicate 'CODE PURPLE – STAND DOWN' upon advice of Incident Controller (Emergency Services)
- Organise and participate in Debrief

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

Phone Bomb Threat Checklist


AFP
AUSTRALIAN FEDERAL POLICE
AUSTRALIAN BOMB DATA CENTRE

PHONE BOMB-THREAT CHECKLIST
 Remember to keep calm

Important questions to ask

Where did you put it?

When is the bomb going to explode?

What does it look like?

Exact wording of threat

Threat:

General questions to ask

How will the bomb explode?

or

How will the substance be released?

Did you put it there?

Why did you put it there?

Bomb threat questions

What type of bomb is it?

What is in the bomb?

What will make the bomb explode?

Chemical/biological threat questions

What kind of substance is in it?

How much of the substance is there?

How will the substance be released?

Is the substance a liquid, powder or gas?

For immediate or emergency advice please contact your local police service.

PHONE BOMB-THREAT CHECKLIST

Remember to keep calm

Other questions to ask

What is your name? _____
 Where are you? _____
 What is your address? _____

Notes for after the call

CALLER'S VOICE

Accent (specify): _____
 Any impediment (specify): _____
 Voice (loud, soft, etc): _____
 Speech (fast, slow, etc): _____
 Dictation (clear, muffled): _____
 Manner (calm, emotional, etc): _____
 Did you recognise the caller? _____
 If so, who do you think it was? _____
 Was the caller familiar with the area? _____

THREAT LANGUAGE

Well spoken: _____
 Incoherent: _____
 Irrational: _____
 Taped: _____
 Message read by caller: _____
 Abusive: _____
 Other: _____

BACKGROUND NOISES

Street noises: _____
 House noises: _____
 Aircraft: _____
 Voices: _____
 Music: _____
 Machinery: _____
 Local call noise: _____
 STD: _____

OTHER

Sex of the caller: _____ Estimated age: _____

CALL TAKEN

Duration of call: _____ Number called: _____

ACTION (Obtain details from supervisor)

Report call immediately to: _____
 Phone number: _____

Who received the call

Name (print): _____
 Telephone number: _____
 Date call received: _____
 Time received: _____
 Signature: _____

7.11 Code Purple – written threat/suspicious object



Actions and Considerations

- Remain calm
- Treat threat as genuine
- Do not move or touch any suspicious object
- If any doubt – contact POLICE immediately – Dial 000
- Clear immediate area – minimum 25m – turn off mobile phones or other electronic devices
- Follow all instructions and advice from POLICE

Communications

- Call 000 immediately to report the incident and convey the scenario.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the site.
- If required, the Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain in leave the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Withdraw to a safe distance - remove any persons in immediate danger – keep others away if safe to do so
- Act on Chief Warden's instructions

Chief Warden:

- As soon as possible – proceed to Emergency Control Point (if safe to do so) to ascertain and determine what is happening – immediately lockdown site – if required
- Communicate "CODE PURPLE" emergency code and consider 'Shelter in Place' or other evacuation options – partial floor or zone evacuation / full evacuation – if required
- Confirm POLICE have been contacted and are attending site – Dial 000
- Assess situation or information provided to determine course of action
- Nominate and communicate preferred Assembly Area/s for evacuation
- Coordinate site evacuation or shelter in place – as appropriate

- Assist in collecting information about the reported threat to pass onto POLICE
- Handover control to POLICE on their arrival - assist emergency services – as directed
- Communicate 'CODE PURPLE – STAND DOWN' upon advice of Incident Controller (Emergency Services)
- Organise and participate in Debrief

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

7.12 Code Brown – off site incident



Actions and Considerations

- Incident may be a transport chemical spill, gas main leak, aircraft or vehicle accident etc.
- Remain calm - assist any casualties – if safe to do so
- For large chemical spills or gas main leaks – evacuate upwind for at least 100m
- Keep persons away from incident
- Maybe more appropriate to 'shelter in place' than evacuate

Communications

- In the event that damage is caused, and this is impacting on the health and safety of persons, call 000 immediately to report the incident.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the facility.
- The Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain on the site or leave the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Remove any persons in immediate danger – keep others away if safe to do so.
- If safe to do so and have been trained, attempt to make the situation safe.
- Inform the Chief Warden of the emergency.
- Follow Chief Warden's instructions.

Chief Warden:

- As soon as possible – proceed to Emergency Control Point.
- Assess situation or information provided by staff to determine course of action.
- Communicate to all staff the emergency and to await further instructions.
- If notified early enough, consider sending staff and visitors away from the area prior to the storm or severe weather arriving.
- Consider evacuation options.
- Coordinate site evacuation as appropriate.
- Confirm emergency services are attending the site – Dial 000.
- If the incident is impacting on adjoining landowners, ensure attempts are made to notify them.

- Confirm all persons on site accounted for – advise emergency services of any unaccounted persons.
- Advise any neighbours affected by emergency – as appropriate or directed.
- Communicate incident safe upon advice of Incident Controller (Emergency Services).
- Reinstate all facilities and any equipment used to operational readiness.
- Organise and participate in a debrief.

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

7.13 Code Brown – earthquake



Actions and Considerations

- Remain calm.
- In the event damage is caused, keep all non-essential persons away from area.
- Hazards include facility damage and falling debris.
- Upon hearing the alert, ensure someone is listening to ABC radio for further information and watching the Bureau of Meteorology website for up-to-date information.

Communications

- In the event that damage is caused, and this is impacting on the health and safety of the occupants, consider calling 000 immediately to report the incident.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the facility.
- The Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain at the site or leave the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Raise the alarm – use a phone to contact 000.
- Remove any persons in immediate danger – keep others away if safe to do so.
- If safe to do so, secure all equipment and other objects to prevent further damage to life or property.
- Consider taking cover under a table and staying away from windows.
- If safe to do so and have been trained, attempt to make the situation safe.
- Inform the Chief Warden of the emergency.
- Follow Chief Warden's instructions.

Chief Warden:

- As soon as possible – proceed to Emergency Control Point.
- Assess situation or information provided by staff to determine course of action.
- Communicate to all staff the emergency and to await further instructions.
- If notified early enough, consider sending staff and visitors away from the area.
- Consider evacuation options.
- Coordinate site evacuation as appropriate.
- Confirm emergency services are attending the site – Dial 000.
- If the incident is impacting on adjoining landowners, ensure attempts are made to notify them.

- Confirm all persons on site accounted for – advise emergency services of any unaccounted persons.
- Handover control to emergency services on their arrival - assist emergency services as directed.
- Advise any neighbours affected by emergency – as appropriate or directed.
- Communicate incident safe upon advice of Incident Controller (Emergency Services).
- Reinstate all facilities and any equipment used to operational readiness.
- Organise and participate in a debrief.

Evacuation

If the need to evacuate arises either due to a dangerous situation or you are directed to by the Chief Warden or emergency services:

- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

7.14 Code Orange – evacuation



Actions and Considerations

The Chief Warden needs to assess the following aspects in regard to the evacuation of staff and visitors to the site:

- The safety of the occupants evacuating
- Where the occupants are to be evacuated to?
- Assessment of the unfolding emergency

Communications

- In the event that damage is caused, and this is impacting on the health and safety of the occupants, consider calling 000 immediately to report the incident.
- Ensure as much information is provided to the emergency services.
- The Chief Warden is to immediately notify staff who are not present of the incident and the impact this may have on their ability to return to the facility.
- The Chief Warden is to ensure neighbouring properties are aware of the incident.
- The primary communication method is through the use of mobile phones.
- The Chief Warden is to authorise the evacuation message to all staff.

Control and coordination

- The Emergency Control Point for the Chief Warden to respond to in the event of an incident is the main gate.
- Prior to the arrival of emergency responders, decide if staff and visitors should remain in the area.
- In the event of an incident, the Chief Warden will liaise with emergency responders to determine a suitable action.

Response procedures

All staff:

- Upon hearing the alert to evacuate, immediately move towards the assembly area.
- As you are travelling to the assembly area, provide assistance or notify others who may not have received the evacuation message.
- Always treat an evacuation message as critical and follow all instructions quickly.
- Remove any persons in immediate danger – keep others away if safe to do so.
- Secure all equipment that may be blown away or cause damage to life or property.
- Close all doors and windows.
- Inform the Chief Warden of the emergency.
- Follow Chief Warden's instructions.
- If self-evacuating, ensure you notify the Chief Warden of your decision to evacuate.
- Move safely to the Assembly Area or other area specified by the Chief Warden or emergency services.
- Notify the Chief Warden once you have arrived at the Assembly Area.
- Assist other people if required and safe to do so.
- Remain at the assembly area until the Chief Warden provides the all clear to leave.

Chief Warden:

- As soon as possible – proceed to Emergency Control Point.
- Assess situation or information provided by staff to determine course of action.
- Communicate to all staff the emergency and to await further instructions.
- If notified early enough, consider sending staff and visitors away from the area
- Consider evacuation options.
- Coordinate site evacuation as appropriate.
- Confirm emergency services are attending the site – Dial 000.
- If the incident is impacting on adjoining landowners, ensure attempts are made to notify them.
- Confirm all persons on site accounted for – advise emergency services of any unaccounted persons.
- Handover control to emergency services on their arrival - assist emergency services as directed.
- Advise any neighbours affected by emergency – as appropriate or directed.
- Communicate incident safe upon advice of Incident Controller (Emergency Services).
- Reinstate all facilities and any equipment used to operational readiness.
- Organise and participate in a debrief.

Appendix 1 - Site Plan / Evacuation Plan

EMERGENCY EVACUATION PLAN - OFFSITE



Appendix 2 - Checklists

Evacuation Exercise Checklist

EVACUATION EXERCISE Observers Checklist

Building

No. Staff No. Clients

	Yes	No
Did the person discovering the emergency alert the other occupants?	☐	☐
Was the alarm activated?	☐	☐
Was the emergency service notified promptly?	☐	☐
Did Wardens direct persons from the building as per evacuation procedures?	☐	☐
Were isolated areas searched?	☐	☐
Was the evacuation logical and methodical?	☐	☐
Did someone take charge?	☐	☐
Did occupants act as per instructions?	☐	☐
Was a role call conducted?	☐	☐
Was someone appointed to liaise with the emergency service(s)?	☐	☐
Was the emergency service(s) given the correct information?	☐	☐
Did anyone re-enter the building before the 'all clear' was given?	☐	☐
Did anyone refuse to leave the building?	☐	☐

	Time	
	Hours	Minutes
Alarm sounded		
Floor / Area Warden responds		
Wardens check floor / area		
Evacuation commenced		
Warden reports floor / area clear		
Arrive at assembly point		
Warden checks personnel present		
Evacuation completed		
Exercise completed		

Problems encountered

Issues to be raised

Date

Observers Name

Incident Debrief Template

1 INCIDENT DETAILS

Details:
Address: Melways Ref:

2 VENUE

Date: ____ / ____ / ____	Time:	Venue Details:
--------------------------	-------	----------------

3 WHO WAS PRESENT AT DEBRIEF

Name	Position

4 SUMMARY OF THE FACTS

5 WHAT WAS DONE WELL

6 WHAT COULD HAVE BEEN DONE BETTER

7 WHAT ACTIONS WILL BE IMPLEMENTED

8 DEBRIEF COMPLETED BY

Name: _____ Date: ____ / ____ / ____ Time: ____ / ____

Position: _____

Signature: _____

Medical Incident Report Form

Date: _____ Start Time of Treatment: _____

Casualty Name: _____ Sex: Male ☐ Female ☐

Home Address: _____

Telephone: _____ Date of Birth: _____

Employer/Next of kin: _____ Occupation/Area: _____

Witness Name: _____ Witness Phone: _____

History of Accident Incident: _____

TIME	SKIN COLOUR		PULSE	RESPIRATION	PUPILS		CONSCIOUS STATE
	TEMPERATURE				R	L	

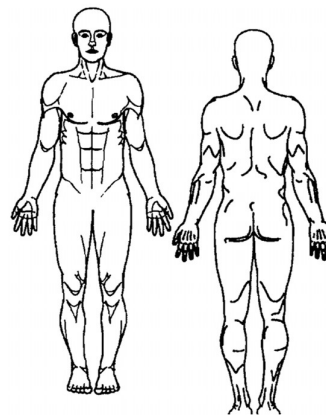
Previous allergies/sensitivities and known medical conditions:

Signs and Symptoms of Problem:

First Aid Management

KEY TO CODING

A - Abrasion
 B - Burn
 C - Contusion
 D - Discolouration
 E - Fracture
 H - Haemorrhage
 L - Laceration
 N - Sprain/Strain
 P - Pain
 R - Rigidity
 S - Swelling
 T - Tenderness



Casualty Referred to: Ambulance ☐ Hospital ☐ Doctor ☐

TICK RELEVANT BOX

Other _____

Specify place and address where patient was referred: _____

First Aider: _____

PRINT NAME

Casualty Signature: _____ Finish Time of Treatment: _____

Appendix 3 – RFS Consultation

Pratima Koirala

From: Mark Potter <mark@fireriskconsultants.com.au>
Sent: Monday, 4 May 2026 4:28 PM
To: CudgegongFCC@rfs.nsw.gov.au
Cc: Pratima Koirala; Graeme Taylor
Subject: Stubbo Solar Farm - Emergency Management Plan
Attachments: ACEN_Report_Emergency Management Plan - Stage 2b V5_10 April 2026.pdf; Stubbo 2b_Operational BUSHFIRE_V2_10April2026.pdf

Attention – Superintendent Troy Porter

Good afternoon,

As per the Development Consent for the Stubbo Solar Farm project, we are required to submit the attached documents to NSW RFS. In particular, we are required to provide a copy of plan to the local Fire Control Centre.

Can you please confirm that you have received this email and the attachments. We are also able to meet with NSW RFS and discuss the content if requested.

Kind regards

Mark



Mark Potter
Risk and Emergency Planning Lead
Fire Risk Consultants Pty Ltd
ABN: 38 620 191 826

PO Box 12, Glengarry Vic 3854

📞 0439 289 234

✉ mark@fireriskconsultants.com.au

🌐 www.fireriskconsultants.com.au



Strength Through Preparation

Pratima Koirala

From: Mark Potter <mark@fireriskconsultants.com.au>
Sent: Monday, 4 May 2026 4:31 PM
To: Pratima Koirala
Subject: FW: Stubbo Solar Farm - Emergency Management Plan

Hey,

For the file.

mp

From: Cudgegong FCC <CudgegongFCC@rfs.nsw.gov.au>
Sent: Monday, 4 May 2026 4:29 PM
To: Mark Potter <mark@fireriskconsultants.com.au>
Subject: Automatic reply: Stubbo Solar Farm - Emergency Management Plan

Thank you for emailing the NSW RFS Cudgegong District.

Your email has been received and will be forwarded to the appropriate Officer for action as soon as possible.

This email account is monitored during business hours only - Monday to Friday 8:00am to 4:30pm.

If you need to report an emergency, please contact Triple Zero (000) immediately.

For general business enquiries, please phone the Cudgegong Fire Control Centre on our new phone number 02 6370 9800.

PLEASE NOTE: The Cudgegong District Fire Control Centre has relocated to 6 Goodger Place, Eurunderee NSW 2850 as of Monday 27 November 2023.