

FLOOD EMERGENCY RESPONSE PLAN (FERP) TRAINING SHEET

FLOOD EMERGENCY CONTACT LIST

In the event of an emergency, the following telephone numbers apply:

Site			
Company Phone	1300 484 448		
General Manager	Mohammad Jommaa		
General Manager Contact	0408 428 428		
Chief Flood Warden	Mohammad Jommaa		
Flood Warden	Adam Ykmour		
Emergency Services			
Fire / Police / Ambulance	000		
Nearest Hospital	Fairfield Hospital, Polding St & Prairie Vale Road, Prairiewood NSW 2176		
Nearest Medical Centre	Medical Centre, 147 Polding St, Fairfield Heights NSW 2165		
Nearest Police Station	Fairfield Police Station, 40 Smart St, Fairfield NSW 2165		
Other			
Electricity	Energy Australia: 13 13 88		Integral Energy: 13 10 03
Gas	13 19 09	Water	13 20 90
Poisons Info Centre	13 11 26	Alcohol & Drug Info Centre	(02) 9361 8000
Telstra	Dial Before You Dig: 1100; Faults: 13 22 03		

Please familiarize yourself with the various emergency signals, evacuation routes, emergency exits, assembly areas, emergency personnel, first aiders, etc. in your area.

To be read in conjunction with the Flood Emergency Response Plan
PART A FLOOD EMERGENCY RESPONSE PLAN (FERP) TRAINING

Training Session Number: Initial 1

Stage	Trigger for Action	Action List	Who is Responsible	Items to Review	Comments
Before a flood	Always	Ensure there are sufficient financial, human and other resources to maintain and implement the FERP	Site Management - Adam Ykmour	N/A	
		Ensure that flood signage is visible and legible	Site Management - Adam Ykmour	Flood signage	
		Review the FERP every 5 years or following a flood	Site Management - Adam Ykmour	Flood Emergency Response Plan	
		Ensure an annual audit is undertaken of the resources necessary to implement the FERP	Site Management - Adam Ykmour	N/A	
		Ensure a Chief Flood Warden and Flood Wardens are appointed from among the staff and are given flood risk management responsibilities and have sufficient training to implement this FERP	Site Management - Adam Ykmour	Flood Emergency Response Plan	
		Site management will support the Chief Flood Warden and Flood Wardens in their duties	Site Management - Adam Ykmour	N/A	
		Ensure that all flood management measures are consistent with this report	Site Management - Adam Ykmour	Flood Emergency Response Plan	
		Ensure all staff are made aware of the FERP	Chief Flood Warden - Mohammad Jomaa	Flood Emergency Response Plan	
		Ensure that all staff understand their responsibilities in the event of a flood	Chief Flood Warden - Mohammad Jomaa	Flood Emergency Response Plan	
		Ensure all staff will be made aware of the possibility of flooding and the procedures to be followed if a flood were to occur. This will be done during staff and contractor inductions	Chief Flood Warden - Mohammad Jomaa	Flood Emergency Response Plan	
		All Flood Wardens will become familiar with this FERP and learn how to monitor rainfall forecasts and external water levels	Flood Wardens	Flood Emergency Response Plan, BoM Weather app, Hazards Near Me app, mobile phones	
		The Chief Flood Warden will subscribe themselves and Flood Wardens to the BoM Weather App and the Hazards Near Me App so that they receive BOM severe weather and flood warnings direct to their mobile phone	Chief Flood Warden - Mohammad Jomaa	BoM Weather app, Hazards Near Me app, mobile phones	

FLOOD EMERGENCY RESPONSE PLAN TRAINING



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Stage	Trigger for Action	Action List	Who is Responsible	What is Needed	Comments
		Supply and maintain all of the equipment necessary to implement the FERP	Chief Flood Warden - Mohammad Jomaa	Flood Emergency Response Plan	
		Ensure the public address system is audible throughout the site, is kept in working order and is tested annually	Site Management - Adam Ykmour	Public Address system	
		Keep a fully charged and functional mobile phone/laptop/tablet with 4G/5G internet access and at least 8 hours of battery charge on site at all times	Chief Flood Warden - Mohammad Jomaa	Mobile phone/laptop/tablet with 4G/5G internet access and at least 8 hours of battery	
		Ensure the following are kept on the upper floor of the new building: ■ A first aid kit, ■ A portable radio with spare batteries for listening to information on local radio stations, ■ Torches with spare batteries, ■ Non-perishable food and water bottles.	Chief Flood Warden - Mohammad Jomaa	First aid kit, portables radio, batteries, torches, non-perishable food, bottles of water	
		All users of the site will follow the advice of site management, the Chief Flood Warden or Flood Wardens	Site users	N/A	
		Staff will report any concerns to the Flood Wardens or site management.	Staff	N/A	
		Maintain a list of emergency contacts which will include emergency services and utility providers. These details and other necessary contact details are provided in Appendix C	Chief Flood Warden - Mohammad Jomaa	Emergency Flood Contact List (Appendix C)	
		Ensure this FERP and the list of contacts details will be kept on site in electronic and hard copy at all times	Chief Flood Warden - Mohammad Jomaa	Flood Emergency Response Plan, Emergency Flood Contact List (Appendix C)	
		Monitor weather forecasts and warnings each morning	Chief Flood Warden - Mohammad Jomaa or delegate	BoM Weather app, Hazards Near Me app, mobile phones/laptop/tablet	
When a flood is possible	NSW SES issues a Watch and Act	Site Management should consider closing the site for the relevant day.	Site Management - Adam Ykmour	N/A	
		If the site remains open:			

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	warning applicable to the site OR BoM Weather App indicates a greater than 25% chance of 34 mm or more of rain falling in a 3- hour window within the next 2 days OR Intense rainfall is observed on site	The Chief Flood Warden will notify staff that flooding is possible.	Chief Flood Warden - Mohammad Jomaa	Mobile phone/laptop/tablet with 4G/5G internet access and at least 8 hours of battery	
		The south-eastern part of the site should be closed to vehicles and vehicles should only be parked in the northern and western parts of the site.	Chief Flood Warden - Mohammad Jomaa or delegate	Sign or traffic cones	
		While the site is open, every 1 hour the site manager or delegate will visually monitor floodwaters in Loftus Road in front of the site	Chief Flood Warden - Mohammad Jomaa or delegate	N/A	
During a flood	Floodwaters are observed on site or in Loftus Road in front of the site.	If there is no flooding yet on site, any vehicles located at the rear of the site should be moved to the northern and western parts of the site.	Chief Flood Warden - Mohammad Jomaa or delegate	N/A	
		The Chief Flood Warden or delegate will announce over the PA system that anyone on site is to make their way to the upper floor of the office building.	Chief Flood Warden - Mohammad Jomaa / Flood Wardens	N/A	
		The Chief Flood Warden or delegate will message all staff to inform them that the site will be closed until further notice and that due to flooding of local roads it is not safe for staff to attend the site.	Mohammad Jomaa or delegate	Mobile phone/laptop/tablet with 4G/5G internet access and at least 8 hours of battery	
		The Chief Flood Warden or delegate will contact all incoming waste deliveries to inform them that the site will be closed until further notice and that due to flooding of local roads it is not safe for them to attend the site.	Chief Flood Warden - Mohammad Jomaa or delegate	Mobile phone/laptop/tablet with 4G/5G internet access and at least 8 hours of battery	
		All site occupants are to remain on the upper floor of the office building until emergency services issue the all-clear.	Site occupants	N/A	
After a flood	Emergency Services give the all-clear	The Chief Flood Warden or delegate will notify staff and off-site staff that the flood threat has passed but that local roads may be still affected by flooding or debris and they must not drive or walk through floodwaters.	Chief Flood Warden - Mohammad Jomaa or delegate	N/A	

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		A hazard assessment will be undertaken by site management for the clean-up. Safe work methods statements will be prepared and personal protective equipment supplied consistent with the known hazards which can be associated with floods: ■ Slips, trips and falls, ■ Sharp debris, ■ Venomous animals, ■ Contaminated water and sediments.	Site Management - Adam Ykmour	N/A	
		Following the re-commencement of site activities, a de-brief will be held with key management staff and may involve NSW SES flood personnel/volunteers. The flood event and response, including the use of this FERP and any emergency procedures will be reviewed	Site Management - Adam Ykmour	Flood Emergency Response Plan	
		Changes may be made to this FERP and the requirements for future emergency response should the review identify any improvements which may be made	Site Management - Adam Ykmour	Flood Emergency Response Plan	
		Plumbing and gas to be checked by licensed plumber and defects rectified	Site Management - Adam Ykmour	Emergency Flood Contact List (Appendix C)	
		Electrical to be checked by licensed electrician and defects rectified	Site Management - Adam Ykmour	Emergency Flood Contact List (Appendix C)	
		If the flood was large enough to inundate the ground floors of the buildings or if there is any concern regarding the structural integrity of the buildings they should be assessed for structural damage by an engineer before staff are permitted to return to the site.	Site Management - Adam Ykmour	Emergency Flood Contact List (Appendix C)	

PART B FLOOD EMERGENCY ITEMS PROVIDED

Item	Location	Date Checked/ Comments
Fully charged mobile phone, tablet or laptop with 4G/5G internet access capabilities and at least 8 hours of independent power supply (battery capacity or portable power bank)		
Soft copies of up-to-date staff and delivery contact lists		
Flood Emergency Kit - a plastic container clearly marked including: ■ Printed copy of the latest version of this FERP ■ Battery operated torches with in-date batteries in each and a set of in- date spare batteries for each ■ A battery-operated portable radio to listen to ABC radio (702 AM) for flood and other warning broadcasts. This must have in-date batteries and a set of in-date spare batteries ■ First aid kit		
Non-perishable food and water bottles		

Flood Emergency Response Plan Training



Site Address:					
Date:		Time commenced:		Time concluded:	
Recorded by:				Role/Position:	

All items in appendix A have been corresponded and trained to the following attendees.
They have attended the Flood Emergency Response Training Session:

Name	Signature

Comments:

Training Supervisor Name: _____

Training Supervisor Signature: _____