March 2015

POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

MATERIALS PROCESSING CENTRE (MPC)

WASTE TRANSFER FACILITY
## REVISION HISTORY

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
<th>Reasons for Change</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>Legal</td>
<td>6 November 2012</td>
<td>Initial commission</td>
<td>1</td>
</tr>
<tr>
<td>Legal</td>
<td>December 2012</td>
<td>EPL 13426 (as modified)</td>
<td>2</td>
</tr>
<tr>
<td>Legal</td>
<td>January 2014</td>
<td>Review</td>
<td>3</td>
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<td>March 2015</td>
<td>Review</td>
<td>4</td>
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1. PURPOSE AND SCOPE

This Pollution Incident Response Management Plan has been developed to minimise the health and environmental impacts of a pollution incident arising on the site due to activities carried out for which the site is licensed.


The intent of the Pollution Incident Response Management Plan is to improve the way pollution incidents are reported and managed.

This Pollution Incident Response Management Plan addresses Part 5.7A of the POEO Act.

This Pollution Incident Response Management Plan applies to the Materials Processing Centre (MPC) and recycling premises at the Genesis Facility, for which Environment Protection Licence (EPL) 13426 and 20121 applies.

EPL 13426 (as modified) authorises the following scheduled activities to be carried out on site:

- Waste Disposal (application to land)
- Waste Storage

EPL 20121 authorises the following scheduled activities to be carried out on site:

- Resource Recovery
- Waste Storage

As the holder of EPL 13426 and 20121, the Licensee Dial A Dump (EC) Pty Ltd is required to comply with the POEO Act; as such, this document has been developed to satisfy the Pollution Incident Response Management Plan requirements.

The site and the activities are described in full in the site Environmental Management Strategy.

The current scheduled activities carried out on site in accordance with the EPL are:

- operation of the MPC and segregated waste area within the Resource Recovery Facility (RRF), undertake resource recovery and waste storage activities within the RRF; and
- acceptance and processing of general solid waste (non-putrescible):

As at the date of this Pollution Incident Response Management Plan, no waste is being applied to landfill.
This Pollution Incident Response Management Plan addresses section 153C of the POEO Act, and section 98C of the *Protection of the Environment Operations (General) Regulations 2009* (POEO Regulation) by:

- describing the hazards to human health and the environment associated with the activities occurring on site;
- describing the likelihood of such hazards occurring, including details of any conditions or events that could, or would, increase that likelihood;
- detailing actions to minimize or prevent any risk of harm to human health or the environment arising out of the relevant activities;
- including an inventory of potential pollutants on the premises or used in carrying out the activities;
- including the maximum quantity of any pollutant that is likely to be stored or held at particular locations at or on the premises, including a map outlining the areas on site;
- listing the name, positions and 24-hour contact details of those key individuals who:
  - are responsible for activating the plan;
  - are authorized to notify relevant authorities under section 148 of the POEO Act; and
  - are responsible for managing the response to the pollution incident,
- listing the contact details of each relevant authority referred to in section 148 of the POEO Act;
- details of the mechanisms for providing regular updates and early warnings to other premises in the vicinity of the site;
- describing arrangements for minimizing the risk of harm to any persons who are on the premises or who are present where the scheduled activity is being carried on;
- describing how risk to human health will be reduced by means of early warnings, updates and the action to be taken during or immediately after a pollution incident to reduce that risk;
- outlining the nature and objectives of any staff training program in relation to the plan; and
- outlining the manner in which the plan is to be tested and maintained.
### 2. PROTOCOL FOR INDUSTRY NOTIFICATION OF POLLUTION INCIDENTS

**ORDER FOR NOTIFICATION**

For key personnel to implement immediately upon becoming aware of the incident.

| IF INCIDENT THREATENS HUMAN HEALTH OF PROPERTY | Call 000
Fire and Rescue NSW, NSW Police, and NSW Ambulance Services are the first responders |
| CONTACT APPROPRIATE REGULATORY AUTHORITY (ARA) = EPA (Environment Protection Authority) | 131 555 |
| CONTACT MINISTER OF HEALTH | Public Health Officer (Royal Prince Alfred) 9515 6111
Public Health Officer (Westmead) 9845 5555 |
| CONTACT WORKCOVER AUTHORITY | 131 050 |
| CONTACT COUNCIL (local authority) | Blacktown Council 9839 6000
1300 133 491 |
| CONTACT NSW DEPARTMENT OF PLANNING & INFRASTRUCTURE (Consent authority) | 9228 6111 |
| IF NOT EMERGENCY, CONTACT FIRE AND RESCUE NSW LAST | Call 000 |

Other relevant emergency contacts include:

| Sydney Water | 132 090 | Integral Energy | 131 008 | Poison Information Centre | 131 126 |
| Energy Australia | 131 388 | Telstra Cable Damage | 132 203 | Gas | 131606 |
3. SITE MANAGEMENT

The following summarises the various key personnel responsible for and authorised to active this plan, and manage the response to the pollution incident.

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager</td>
<td>Ronan Dunlea</td>
<td>9519 9999</td>
<td><a href="mailto:ronandunlea@dadi.com.au">ronandunlea@dadi.com.au</a></td>
</tr>
<tr>
<td>Managing Director</td>
<td>Ian Malouf</td>
<td>9519 9999</td>
<td><a href="mailto:ianmalouf@dadi.com.au">ianmalouf@dadi.com.au</a></td>
</tr>
<tr>
<td>General Counsel</td>
<td>Christopher Biggs</td>
<td>9519 9999</td>
<td><a href="mailto:chrisbiggs@dadi.com.au">chrisbiggs@dadi.com.au</a></td>
</tr>
</tbody>
</table>
4. STAKEHOLDER AND COMMUNITY CONTACTS

The following summarises the contact details of the owners and occupiers of nearby premises in the vicinity of the Site.

<table>
<thead>
<tr>
<th>Details</th>
<th>Contact Person</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>NSW Stakeholder Engagement Manager</td>
<td>Gareth Jones</td>
<td>9708 7824</td>
<td><a href="mailto:Gareth.Jones@sita.com.au">Gareth.Jones@sita.com.au</a></td>
</tr>
</tbody>
</table>
5. WHAT IS A POLLUTION INCIDENT?

A ‘pollution incident’ occurs in the course of an activity so that material harm to the environment is caused or threatened: section 148(a) of the POEO Act.

It means an incident or set of circumstances during or as a consequence of which there is or is likely to be:

- a leak
- a spill
- an escape or deposit of a substance
  as a result of which pollution has occurred, is occurring or is likely to occur.

It includes an incident or set of circumstances in which a substance has been placed or disposed of on the premises.

It does not include the emission of odour only, or a circumstance involving only the emission of any noise.

Before a pollution incident needs to be reported, it must threaten to cause, or cause, material harm to the environment.

According to section 147 of the POEO Act, ‘material harm to the environment’ means:

- actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or
- actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding $10,000.

It is still material harm to the environmental if the only harm is caused in the premises where the pollution incident occurs.
6. HAZARDS

A list of potential pollutants at the Site, the quantity of each potential pollutant and its location is shown in Appendix B.

GROUNDWATER
No apparent risks to groundwater quality have been identified as being associated with this Site.

Natural materials and rock formation beneath the Site are of low transmissivity. The shale rocks in the area contain poor groundwater quality with total dissolved solids often in excess of 10,000mg/L.

Groundwater of this salinity is not used for most beneficial applications.

The majority of the activities are preformed on concrete hardstand.

Those areas for mixed waste and greenwaste are bunded to contain any water runoff.

The potential for off-site impacts on down-gradient beneficial uses is therefore minimal. Similarly the risk of significant harm to human health or the environment is considered to be quite low.

SURFACE WATER
At present risk to surface water quality is minimal.

All Site runoff is directed to one of two gross pollutant traps and directed down rock-lined swales to on-site detention basins.

Clean waste areas are separated from dirty water areas by bunding.

Dirty water is directed to the leachate treatment system and disposed of to sewer.

AIRBORNE IMPURITIES AND TOXINS
Dust will be the main airborne emission from the Site. Initial indicators are that dust emission from the site is not expected to be excessive and meet the specifications of Benchmark Technique 34.

The dust emissions are expected to be substantially less than has been generated by quarrying over the previous 40-50 years.

The potential for dust emissions is expected to be low and well below the impact assessment criteria concentrations.

Further, the nearest sensitive receptors are located in excess of 500m from the emission sources at the MPC and dispersive atmospheric mixing processes will ensure that pollutant concentrations this far away from the emission source will be negligible.

FIRE
Burning of residue is strictly forbidden, and will not take place under any circumstances at the Site.

There is a potential for fire to start in the greenwaste and timber area, or amongst stored tyres, or in the MPC.

HAZARDOUS SUBSTANCES
Hazardous wastes and restricted solid wastes, and other unacceptable wastes, may be dumped on or around the site through illegal dumping, or they may be hidden in a load of other rubbish and not disclosed by the waste generator.
7. MINIMISING HAZARDS

GROUNDWATER
The primary objective is to ensure that leachate does not escape and contaminate groundwater.

In order to achieve this, the inward gradient into the quarry pit must be maintained, and a plan to detect anomalies in the groundwater quality must be implemented.

Groundwater will be monitored in accordance with the site Groundwater Monitoring Plan, with infrastructure in that Plan to be built in stages.

SURFACE WATER
The key issues concerning site surface water management comprise:

- Segregation and management of ‘clean’ (water from operational areas) and ‘dirty’ runoff (i.e. leachate, or water that has come into contact with mixed wastes, green and timber wastes and uncovered landfilled wastes);
- Erosion and sediment control;
- Water quality control; and
- Provision of adequate on-site detention.

Surface water generated on-site will fall into two categories:

1. ‘clean’ (not leachate) – available for reuse (following roof water collection into rainwater tanks, or runoff from clean operational areas which may require treatment for sediment only); and

2. ‘dirty’ (leachate) – generated from the greenwaste areas and run off that has come into contact with mixed wastes, green and timber wastes).

The clean and dirty areas are delineated.

Clean runoff from roofs will be collected in rain water tanks for reuse on site.

Runoff from other parts of the clean operational area (roads, hardstand, stockpiles) will also be considered clean runoff and suitable for treatment and reuse on site.

This water will be directed through gross pollutant traps to on site detention basins or stage tanks on site, subject to water quality.

Drainage from the dirty areas is directed to the leachate treatment system and discharged to the sewer.

Water will be monitored in accordance with the site Soil Water & Leachate Management Plan.
DUST
There are a number of dust control techniques employed to reduce dust emissions, such as:

- Automated water sprays linked to an anemometer device which triggers when wind speeds exceed 30km/h and it is not raining
- Sealed or gravel roads
- Fixed and mobile water sprays on unsealed areas
- A water cart available on site for dust suppression
- Load wet-down facility
- Loads entering and leaving the site must be covered
- Vehicles speeds restricted to 15km/h on designated roads
- All outgoing trucks directed through a wheel wash
- Physical barriers and bunds sheltering stockpiles
- Water sprays on any uncovered, unsheltered stockpile
- Wetting down of stockpiles before transfer within or removal from the site
- Wetting down of raw materials before any crushing and screening, and
- Monitoring in accordance with the site Air Quality, Odour and GHG Management Plan

HAZARDOUS SUBSTANCES
Hazardous wastes and restricted solid wastes, and other unacceptable wastes, will be prevented from coming on site through implementation of the site Waste Acceptance and Screening Management Plan.

FIRE
Prevention of fire is as important as the development of efficient means of fighting it.

Litter control
The site management shall:
- Implement suitable measures to prevent the unnecessary proliferation of litter both on and off site, and
- Inspect and clear the site and surrounding area of litter on a daily basis.

Storage of wood waste
Woodwaste may be received at the site and may be stockpiled at the greenwaste / woodwaste area which is concreted and surrounded by concrete walls. It should not be stored elsewhere.

No wood waste is stockpiled for more than 12 months
Wood waste which has been received at the premises is, at periodic intervals, shredded and converted into woodchip or mulch depending on the degree of fineness of the shredding.

Wood waste in each of these forms is progressively removed from the site and sold. A first-in first-out policy will be employed. No wood waste should be stockpiled on site for more than 12 months.
Water supply
Mains supply potable water is available to the site from Sydney Water Corporation.

Water pipes are laid in the southern margin of the road DADI Drive passing from Lot 4 DP 1145808 to Lot 1 DP1145808 to fire hydrant booster arrangements at the location as shown in the Emergency Evacuation Management Plan in Appendix C. The position of the dual stand hydrants and the water supply points are also detailed in the Emergency Evacuation Management Plan.

Maintenance of exits by occupiers of buildings
The occupier of a building must ensure that all exits, paths of travel to exits and any external paths of travel to a road or open space required to be provided are maintained in an efficient condition and kept readily accessible, functional and clear of obstruction so that egress from the building or place is maintained.

Verification of Emergency Evacuation System Elements
The Site Operational Manager must ensure that checks of the emergency evacuation system elements are carried out at the intervals specified as follows:

- **Evacuation routes and paths**
  - Exit signs/lighting – CHECK illumination by activating test button
  - Exit doors – CHECK that exit doors are free from obstruction and can function as required
  - Exit routes – CHECK that exit routes are clearly identified and free from obstructions
  - Fire doors – CHECK that fire doors close correctly

- **Emergency response and firefighting equipment**
  - Fire hose reels – CHECK that fire hose reels are identified, free from obstructions and the nozzle interlock is engaged
  - Fire extinguishers – CHECK that fire extinguishers are fully accessible, mounted, sign-posted and charged and/or sealed
  - ECO identification equipment – CHECK that equipment is available, accessible, correctly colour coded and functional
  - Radios (portable) – CHECK that signals are received and audible
  - Phones (portable and fixed) – CHECK that equipment is accessible, that signals are received and messages are audible

- **Emergency Control Organisation (ECO) and Emergency Procedures**
  - Identification – CHECK ECO member identification is readily available (eg. Helmet, cap, etc)
  - Diagrams – CHECK that evacuation diagrams are per AS 3745-2010 are in place, up to date with current area conditions
- Availability of wardens – CHECK that ECO members are recorded, current, deputies available and aware of roles

- **Housekeeping**
  - Rubbish disposal – CHECK that rubbish has not accumulated in area of responsibility
  - Fire hazards – CHECK that no fire hazards are identifiable in area of responsibility
  - Hazardous materials – CHECK that all hazardous materials are in a safe condition and registered in the area of responsibility

- **Emergency evacuation procedure documentation**
  - Distribution and availability of procedures – CHECK ECO members are supply a copy of the documented procedures for emergency directives
  - Training records – CHECK that all trainees have been recorded and follow up on non-attendees

- **Emergency evacuation procedures training**
  - Evacuation exercises – CHECK that evacuation exercises have been conducted and observer’s actions recorded for future action
  - Scheduled training – CHECK that the scheduled training has been conducted and reported
  - Management of ECO skills – CHECK that directives for education training and exercises have been completed

- **Emergency evacuation procedures monitoring**
  - Exit door release mechanisms – CHECK that the maintenance program has been conducted
  - Essential services maintenance records – CHECK contractors have signed-off the required entries
  - Monitor testing of essential services – CHECK testing (selectively) procedures
  - Monitor fault reporting of essential services – CHECK that faults have been reported
  - Rectification of essential services – CHECK that rectification work has been completed
  - Tactical fire plans – CHECK and test tactical fire plans
  - Passive system – CHECK that any works carried out on passive fire protection systems are rectified according to the facility procedures
  - Emergency lighting – CHECK that tests have been completed
• **Verification of emergency evacuation procedures**
  
  o Reporting to management – CHECK that emergency evacuation procedures are adequate and appropriate for the emergency response risk
  
  o Emergency response compliance – CHECK that all planning, allocation of tasks, training and evacuation exercises, are completed
  
  o Fire safety compliance – CHECK that all relevant Standards and statutory requirements are complied with
  
  o Monitoring hazards and conducting risk analysis – CHECK that hazards and risk analysis recommendations have been implemented.
8. MECHANISMS FOR EARLY WARNINGS AND REGULAR UPDATES

EARLY WARNINGS

Same day telephone notification to landholders whom may be affected by the incident over the subsequent 24 hour period.

REGULAR UPDATES

In order to provide clear and transparent opportunities for consultation with the Community and other stakeholders, to provide the opportunity to receive feedback; and to refine or improve relevant environmental practices, various Community Consultation measures have been developed.

These include:

- The establishment of the Minchinbury Resident’s Committee (comprising of not less than 3 local residents) and the ongoing liaison with Committee;
- The establishment of a website with relevant information; and
- The establishment of a complaints hotline; and

External stakeholders identified in the site’s stakeholder database are kept informed of the operational, environmental and social performance.

Communication with these stakeholders on environmental matters is to be undertaken in accordance with the agreed community engagement protocol.

The Genesis Facility produces a six monthly newsletter, which is distributed to all identified internal and external stakeholders. This newsletter details current operational, environmental and community issues, initiatives and site activities.

The Genesis Waste Facility Website will be maintained to provide the wider community with access to the Genesis Waste Facility monitoring results, details of current activities, policies, environmental management plans and monitoring programs and any other information in relation to the site operation that may be considered of interest to the community.

It is the responsibility of the Genesis Site Operations Manager to maintain the Website.
Information that will be publically available on the Genesis website (www.dadi.com.au/landfills) includes:

- The complaints hotline number: **9832 3333**;
- A copy of all current statutory approvals;
- A copy of the Environmental Management Strategy and associated plans and programs;
- A summary of the monitoring results of the project, which have been reported in accordance with the various plans and programs approved under the conditions of this approval;
- A Complaints Register, which is to be updated on a monthly basis;
- A copy of any Annual Reviews (over the last 5 years);
- A copy of any Independent Environmental Audit, and the Proponent's response to the recommendations in any audit; and
- Any other issues raised by the Resident's Committee.
9. ACTIONS TO BE TAKEN FOLLOWING POLLUTION INCIDENT

SURFACE WATER
In the event of any identified contamination the following steps will be taken:

- The water will be re-sampled and retested as soon as possible
- The flow will be contained (i.e. the discharge point will be closed) until the results of the retesting are received
- If contamination persists, the flow will remain contained
- Relevant authorities will be notified in accordance with the Protocol, and
- A Water Remediation Plan, suited to the particular circumstances, will be put into place to the satisfaction of the EPA and Council.

GROUNDWATER/LEACHATE RESPONSE PLAN
In the event of any identified contamination in groundwater the following steps will be taken:

- EPA will be informed within 24 hours of the exceedance;
- Within 14 days, steps will be taken to re-sample from the locations which showed the exceedance. Results will be forwarded to the EPA;
- Re-sampling results will determined if an adverse trend is developing, or whether the initial exceedances were isolated incidents or spurious readings; and
- If a trend has been established which indicates deteriorating groundwater quality then a suitable groundwater remediation action plan will be developed. Detailed plans cannot be provided until the nature of the problem has been identified. Proposals for voluntary groundwater remediation will be forwarded to the EPA for agreement.

DUST
Non-compliance with the air quality trigger levels would be reported promptly and corrective action taken to mitigate any impacts.

Dust control measures to be implemented will depend on the activities occurring on-site at the time and will involve:

- Increasing the frequency of watering of exposed areas and stockpiles
- Increasing the frequency of watering on paced and unpaved roads
- Modifying site activities such as ceasing all open air processing
- Install perimeter dust fences around the main area of operations to provide a barrier for dust emissions, and
- Immediately clean spills of dusty materials

Results of ongoing monitoring would be reported to key personnel so that dust control and operational procedures can be reviewed and modified, if required.

FIRE AND EMERGENCY MANAGEMENT PLAN
Australian Standard 3745-2010 lists the types of emergencies that could affect this facility. This includes:
• Bomb threat
• Bushfire
• Chemical, biological and radiological
• Civil disorder
• Earthquake
• Fire
• Flood
• Hazardous substances incidents
• Industrial accident
• Medical emergency
• Severe weather/storm damage
• Structural instability
• Transport accident
• Toxic emission

The **Emergency Evacuation Management Plan** in Appendix C outlines actions to be taken in each circumstance, depending on the response colour codes:

<table>
<thead>
<tr>
<th>Type of Emergency</th>
<th>Response Colour Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/Smoke</td>
<td>RED</td>
</tr>
<tr>
<td>Cardiac arrest/medical emergency</td>
<td>BLUE</td>
</tr>
<tr>
<td>Bomb threat</td>
<td>PURPLE</td>
</tr>
<tr>
<td>Internal emergency (<em>failure of or threat to essential services, hazardous materials incident, unarmed confrontation</em>)</td>
<td>YELLOW</td>
</tr>
<tr>
<td>Personal threat (armed hold-up, hostage, or other situation involving high risk or injury)</td>
<td>BLACK</td>
</tr>
<tr>
<td>External emergency</td>
<td>BROWN</td>
</tr>
<tr>
<td>Evacuation</td>
<td>ORANGE</td>
</tr>
</tbody>
</table>
10. TRAINING

Training forms an integral part of environmental and emergency management.

All personnel and contractors at the Genesis Waste Facility Site undergo Environmental Induction Training before being allowed to commence work on site.

The Site Operations Manager must ensure that all employees are advised of the procedures to be followed in the event of an emergency and/or pollution incident within the site. This should include:

- The procedure to be followed in the event of an emergency incident
- The means of escape in the event of an emergency incident
- The location and method of operating firefighting equipment
- The procedure for conducting visitors to an exit in the event of an emergency incident
- If any person is not present at the safe place, reporting the fact to the person in charge of the site at the time.

The Site Operations Manager will oversee the identification of environmental training needs of personnel.

The responsibility for co-ordination of environmental and emergency training for the personnel is vested in the Site Operations Manager and General Manager.

These responsibilities include development of training modules and toolbox talks for operations that may potentially result in significant environmental impacts. Environmental training is incorporated into the broader training program for the site including health, safety and operational training.

Training module documentation and records of all training provided shall be maintained in the Genesis Facility electronic filing system.

The effectiveness of training modules and sessions shall be periodically (at least annually) reviewed and the training modules updated as required.

The staff involved with the management of the facility, will be required to ensure that all operative and managerial staff have adequate training and that the training is updated on a regular basis.

The training elements required (under the contract) include:

- waste categories recognition;
- waste management practices;
- waste management regulations;
- environmental requirements of the operations of the landfill;
- separation of recyclable materials from wastes;
- operation of landfill equipment;
- compaction of waste and application of daily cover;
- operation of MCP;
- dust suppression;
- management of surface and groundwater;
- operation recycling machines (crushing plant);
- the location of evacuation assembly areas
- emergency personnel identification
- communication methods and systems
- fire extinguisher types and their location
- OH&S regulations and practices; and
- first aid.

The Genesis Facility will be required to provide details of the training records of all employees and contractors and 'log books' of all training courses and in-house training meetings held during the operation of the site, and should ensure that:-

- all operators of compaction or earthwork equipment are skilled at undertaking all tasks required of them;
- all staff or personnel monitoring for landfill gas, water sampling or water testing apparatus are familiar with the required testing and sample retention protocols, to a standard approved by the OEH;
- all staff should have training in OH&S, WorkCover Authority requirements and first aid; and
- all those who are to inspect or direct the placement of incoming wastes are capable of accurate data recording, and skilled at identifying wastes that are unacceptable.
11. TESTING, AUDITING AND CORRECTIVE ACTION

The entire Pollution Incident Response Management Plan is reviewed every twelve months through management reviews to ensure continuing suitability and effectiveness. The data and results of the reviews are recorded and maintained.

The periodic management reviews ensure continuing suitability, adequacy and effectiveness of the overall response plan, including assessment of area for improvement, changes in existing policies, and objectives for further improvement.

The agenda of the management review meetings is based on follow-up actions from previous reviews, proposed and planned changes to inculcate further improvement, results from any actual pollution incidents, and the corrective and preventive action taken.

Evacuation practice shall be conducted in accordance with the Emergency Evacuation Management Plan in Appendix C.
12. AVAILABILITY OF THE POLLUTION INCIDENT RESPONSE MANAGEMENT PLAN

The Pollution Incident Response Management Plan shall be kept in written form at the EPL premises and shall be made available to all personnel responsible for implementing the plan, and to an authorised officer (as defined in the POEO Act) upon request.

The Pollution Incident Response Management Plan will be made publicly available within 14 days of finalisation (taken to be authorisation of the Pollution Incident Response Management Plan by the Genesis Site Operations Manager) via the Genesis Facility Website, in a prominent position and on a publicly available page.

No personal information (within the meaning of the Privacy and Personal Information Protection Act 1998) will be made publicly available as part of the Pollution Incident Response Management Plan).
Aerial view of Weighbridge and Workshop Area
Aerial View of Leachate Tanks and Fuel Depot Area
Landfill quarry (fully lined)
## APPENDIX B: INVENTORY OF POTENTIAL POLLUTANTS

<table>
<thead>
<tr>
<th>Name</th>
<th>Unit (kg/L)</th>
<th>Location</th>
</tr>
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<tbody>
<tr>
<td>Diesel Fuel</td>
<td>100,000L</td>
<td>Fuel Depot</td>
</tr>
<tr>
<td>Top Dog Plus 10W/40 Product code 300138</td>
<td>1000L</td>
<td>Workshop</td>
</tr>
<tr>
<td>Gulf Harvester ISO68 Product Code 30072</td>
<td>1400L</td>
<td>Workshop</td>
</tr>
<tr>
<td>Gulf Western Super Blue Grease</td>
<td>258kg</td>
<td>Workshop</td>
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<tr>
<td>All fleet heavy duty diesel coolant 50% premix</td>
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<td>Diesel Fuel</td>
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<td>Leachate</td>
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APPENDIX C: EMERGENCY EVACUATION MANAGEMENT PLAN
EMERGENCY EVACUATION MANAGEMENT PLAN

DIAL A DUMP INDUSTRIES PTY LTD

LIGHT HORSE BUSINESS CENTRE
OLD WALGROVE ROAD
EASTERN CREEK

ISSUED 2ND FEBRUARY 2011

THIS DOCUMENT IS VALID UNTIL 1ST FEBRUARY 2016
**Document Control Schedule**

A revision of this document including all attachments is to be carried out immediately following an incident or whenever a change is made to the contents by a nominated “competent” person. All details of the revision are to be annotated in this schedule.

This document is valid for a period of five (5) years from the date of initial issue. At the end of the period of validity this document must undergo a full review and update prior to reissue.

<table>
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<td>02/02/2011</td>
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</table>

**Emergency Procedures (Nominee Supervisor)**

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Building Services Authority (BSA)
Emergency Procedures (Nominee Supervisor) Licence Number 1191836.

**Scope**

Develop, approve and certify emergency evacuation procedures for the controlled evacuation of buildings, structures and workplaces during a fire emergency.
FOREWORD

This Emergency Evacuation Management Plan has been prepared by First 5 Minutes with a focus on the actions to be taken by the Emergency Control Organisation (ECO) and all occupants up to and once an emergency occurs. Specific response procedures have been inserted following an identification and analysis of potential emergencies likely to impact on the facility. It is designed to provide directions to ensure an appropriate response to an emergency up to the arrival of the attending emergency services.

The Emergency Evacuation Management Plan also provides guidance on training requirements for the Emergency Control Organisation and building occupants.

Once the emergency has been dealt with and all threat to life safety has been removed, the implementation of an incident or disaster recovery plan will usually be required. This document does not provide for any guidance in relation to an incident or disaster recovery situation.

As this is a public document it does not make any reference or include activities of either a confidential or security matter. Those issues are outside the normal ECO role and are considered far too sensitive for public disclosure.

RULES OF INTERPRETATION

THE FOLLOWING RULES OF INTERPRETATION APPLY unless the context requires otherwise:

a. Headings are for convenience only and do not affect interpretation.

b. The singular includes the plural and conversely.

c. A gender includes both genders.

d. Where a word or phrase is defined its other grammatical forms have a corresponding meaning.
FIRST 5 MINUTES PTY LTD

First 5 Minutes Pty Ltd, Australia’s leading fire and evacuation specialist, has been appointed to establish an Emergency Evacuation Management Plan for Dial a Dump Industries Pty Ltd – Light Horse Business Centre Old Walgrove Road, Eastern Creek. Occupiers and Management are reminded of their legal and moral obligations to make time available for Wardens and employees to participate in Emergency Control Organisation meetings and an annual evacuation exercise. This training will assist occupiers and employers in meeting their obligations under the New South Wales Occupational Health and Safety Act.

This Emergency Evacuation Management Plan provided by First 5 Minutes Pty Ltd has been developed to meet the requirements of Australian Standard 3745-2010.

Please direct any queries relating to these procedures to any First 5 Minutes office. Contact details are available at www.first5minutes.com.au.
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1. FACILITY OCCUPANCY DETAILS

The following details are a guide for the Emergency Control Organisation and representatives of a Regulatory Authority.

Site Use

Dial A Dump Industries Pty Ltd is one of the State's leading waste management service providers. It is a vertically integrated group of companies providing environmental solutions for the building and construction needs of households through to the largest construction sites.

Dial A Dump Industries Pty Ltd at Eastern Creek is expected to be licensed by the EPA to transport, store, recycle, reprocess and dispose of wastes. About 90% of the waste received at the facility is expected to be either recovered or recycled into different types of landscaping and construction products.

WASTE - Limits on Input

Dial a Dump Industries Pty Ltd management shall not:

a) landfill more than 700,000 tonnes of non-putrescible (non-degradable) waste per calendar year;

b) receive or landfill putrescible (bio-degradable) waste on site;

c) stockpile more than 50 tonnes of tyres on site at any one time;

d) stockpile more than 20,000 tonnes of green waste on site at any one time.

e) receive waste on site that is contaminated by chemicals and/or pathogens that will not be rendered harmless by the process or that may constitute a health or environmental risk, including clinical and related waste and diseased carcasses; and

f) receive waste on site containing contaminants classified as hazardous waste, restricted waste (other than asbestos) or liquid waste under the POEO Act.

Site Building Characteristics

The Materials Processing Centre is a single storey building with a concrete floor slab, concrete panel walls and corrugated steel roof on a steel frame. The workshop is a two storey building consisting of the same construction.

Site Building Classification

The classification of a building or part of is determined by the purpose for which it is designed, constructed or adapted to be used. The classification for the buildings is Class 8.

Site Hours of Operation

The site is restricted to the following hours of operation:

<table>
<thead>
<tr>
<th>Activity</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction</td>
<td>Monday – Friday, Saturday</td>
<td>7:00am to 6:00pm</td>
</tr>
<tr>
<td></td>
<td>Sunday and Public Holidays</td>
<td>Nil</td>
</tr>
<tr>
<td>Operation</td>
<td>Monday – Friday, Saturday,</td>
<td>7:00am to 6:00pm</td>
</tr>
<tr>
<td></td>
<td>Sunday, Public Holidays</td>
<td>8:00am to 4:00pm</td>
</tr>
</tbody>
</table>
Site Owner Contact Details

The contact details for the building owner are as follows:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Dial a Dump Industries Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td>Ian Malouf/Chris Biggs</td>
</tr>
<tr>
<td>Address</td>
<td>PO Box 1040, Mascot NSW 1460</td>
</tr>
<tr>
<td>Telephone</td>
<td>9519 9999</td>
</tr>
<tr>
<td>Fax</td>
<td>9516 5559</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ianmalouf@dadi.com.au">ianmalouf@dadi.com.au</a>, <a href="mailto:chrisbiggs@dadi.com.au">chrisbiggs@dadi.com.au</a></td>
</tr>
</tbody>
</table>

Managing Entity Contact Details

The contact details for the Managing Entity are as follows:

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Dial a Dump Industries Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
<td>Ian Malouf/Chris Biggs</td>
</tr>
<tr>
<td>Address</td>
<td>PO Box 1040, Mascot NSW 1460</td>
</tr>
<tr>
<td>Telephone</td>
<td>9519 9999</td>
</tr>
<tr>
<td>Fax</td>
<td>9516 5559</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:ianmalouf@dadi.com.au">ianmalouf@dadi.com.au</a>, <a href="mailto:chrisbiggs@dadi.com.au">chrisbiggs@dadi.com.au</a></td>
</tr>
</tbody>
</table>
2. ESSENTIAL SAFETY MEASURES AND ALTERNATE SOLUTIONS

Fire Safety Systems and Equipment

Occupants of a building have an expectation that the building they occupy will be safe during day to day use. This expectation is also applied to their perception that the building’s fire safety systems and equipment will continue to operate in an emergency.

These include:

**Active systems**

- Emergency Warning and Intercommunication Systems;
- emergency lighting;
- exit signs;
- fire hydrant systems;
- fire hose reel systems;
- mechanical smoke-exhaust systems; and
- portable fire extinguishers.

**Passive systems**

- fire-isolated stairways, ramps and passageways;
- fire walls; and other fire-resisting building elements.
Installed Fire Safety Systems and Equipment

The fire safety systems and equipment that are installed on the site is indicated as follows. This list was current at the date of publication of this Emergency Evacuation Management Plan (EEMP) but may be subject to additions/deletions brought about by improvements or upgrades to this facility.

FIRST ATTACK FIREFIGHTING EQUIPMENT

<table>
<thead>
<tr>
<th>FIRE EXTINGUISHERS</th>
<th>Fire extinguishers are installed in accordance with AS 2444 to provide occupants with equipment to attack a fire in its initial stages.</th>
</tr>
</thead>
<tbody>
<tr>
<td>FIRE HOSE REELS</td>
<td>Fire Hose Reels are installed to allow occupants to undertake fire extinguishment in the initial stages of the fire. The fire hose reel system must have fire hose reels provided so that the nozzle end of a fully extended fire hose fitted to the reel and laid to avoid any partitions or other physical barriers will reach every part of the floor of the storey and internally within 4 m of an exit. They are not to be used on fires with an associated electrical hazard.</td>
</tr>
</tbody>
</table>

Alternate Solutions

If construction work for a building on this site involved an alternative solution for a relevant performance requirement that includes a fire safety management procedure as a condition of the occupation and use of the building then the Alternate Solution/s are to be detailed in this section.

First 5 Minutes was not aware of any Alternate Solutions for the waste management facility at the date of issue of this Plan.
3. PREVENTION PROCEDURES

Prevention of fire is as important as the development of efficient means of fighting it. All of the occupants of the waste management facility should be acutely aware of the need to avoid dangerous practices and of the danger to life and property in the event of fire getting out of control.

Litter Control

The site management shall:

a) Implement suitable measures to prevent the unnecessary proliferation of litter both on and off site; and

b) Inspect and clear the site and surrounding area, of litter on a daily basis.

Storage of Wood Waste

Woodwaste may be received at the site and may be stockpiled at the greenwaste/woodwaste area which is concreted and surrounded by concrete walls.

No wood waste is stockpiled for more than 12 months.

Wood waste which has been received at the premises is, at periodic intervals shredded and converted into woodchip or mulch depending on the degree of fineness of the shredding. Usually contractors are engaged for this task and shredding takes place in batches, when a sufficient quantity has been accumulated, to ensure that the batch shredding is economical.

Very fine material may be added to screened soils to provide organic bulk where it is required by the product standard. Medium shredded material may be sold as woodchips for use as a suitable top dressing for garden beds. Coarser material if rated suitable is removed by the shredding contractor for disposal as fuel in NSW power stations. If coarser material does not meet the specification as required by power stations, it is re-shredded to a finer level.

Wood waste in each of these forms is progressively removed from the site and sold in each of these categories. Details of the materials movement off site is reported in the monthly report submitted to the Department of Environment and Conservation.

No subsurface landfill gas (methane) will be able to migrate into the base of the stockpiled wood at a concentration above 10ppm (i.e below the level of detection of a low concentration methane measuring device) by virtue of the concrete slab base of the storage area.

Water Supply

Mains Supply Potable water is available to the site from Sydney Water Corporation.

Water pipes are laid in the southern margin of the road DADI Drive passing from Lot 4 DP1145808 to Lot 1 DP1145808 to fire Hydrant Booster Arrangement at the location as shown on the Hydraulic Site Plan by Jones Nicholson Pty Ltd Consulting Engineers. See Annex I.

The position of Dual Stand Hydrants and water supply points are shown on the “Water Hydrant Locations” diagram in Annex H.
Maintenance of exits by occupiers of buildings

The occupier of a building must ensure that all exits, paths of travel to exits and any external paths of travel to a road or open space required to be provided are maintained in an efficient condition and kept readily accessible, functional and clear of obstruction so that egress from the building or place is maintained.

Verification of Emergency Evacuation System Elements

Australian Standard 1851-2005 at Appendix G gives informative direction to the EPC/ECO for the verification of emergency evacuation system elements.

NOTE: Verification of other emergency evacuation system elements relevant to emergency response will increase the likelihood of a successful evacuation. Verification items set out in the following tables are of an advisory nature and should be carried out as detailed in the Emergency Plan. They may be carried out by the Emergency Planning Committee, Emergency Control Organization (ECO), a consultant, building owner, supervisor or management.

The EPC/Managing Entity must ensure that checks of the emergency evacuation system elements are carried out at the intervals specified in the following tables:

### EVACUATION ROUTES AND PATHS AND RECORDS

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Required</th>
<th>M</th>
<th>6M</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit signs/Emergency Lighting</td>
<td>CHECK illumination by activating test button.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Exit doors</td>
<td>CHECK that exit doors are free from obstructions and can function as required.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Exit routes</td>
<td>CHECK that exit routes are clearly identified and free from obstructions.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Fire doors</td>
<td>CHECK that fire doors close correctly.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### EMERGENCY RESPONSE & FIRE FIGHTING EQUIPMENT AND RECORDS

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Required</th>
<th>M</th>
<th>6M</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire hose reels</td>
<td>CHECK that fire hose reels are identified, free from obstructions and the nozzle interlock is engaged.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Fire extinguishers</td>
<td>CHECK that fire extinguishers are fully accessible, mounted, sign-posted and charged and/or sealed.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>ECO identification equipment</td>
<td>CHECK that equipment is available, accessible, correctly colour coded and functional.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
### ALARMS, COMMUNICATION, DETECTION AND SUPPRESSION SYSTEMS AND RECORDS

**M = Monthly; 6M = Six-monthly; A = Annually**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Required</th>
<th>M</th>
<th>6M</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Radios (portable)</td>
<td>CHECK that signals are received and audible.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Phones (portable &amp; fixed)</td>
<td>CHECK that equipment is accessible, that signals are received and messages are audible.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### ECO AND EMERGENCY PROCEDURES AND RECORDS

**M = Monthly; 6M = Six-monthly; A = Annually**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Required</th>
<th>M</th>
<th>6M</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identification</td>
<td>CHECK ECO member identification is readily available, e.g., helmet, tabard, cap etc.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Diagrams</td>
<td>CHECK that evacuation diagrams as per AS 3745-2010 are in place, up to date with current area conditions.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Availability of wardens</td>
<td>CHECK that ECO members are recorded, current, deputies available and aware of roles.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### HOUSEKEEPING AND RECORDS

**M = Monthly; 6M = Six-monthly; A = Annually**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Required</th>
<th>M</th>
<th>6M</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubbish disposal</td>
<td>CHECK that rubbish has not accumulated in area of responsibility.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Fire hazards</td>
<td>CHECK that no fire hazards are identifiable in area of responsibility.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Hazardous materials</td>
<td>CHECK that all hazardous materials are in a safe condition and registered in the area of responsibility.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>

### EMERGENCY EVACUATION PROCEDURES DOCUMENTATION AND RECORDS

**M = Monthly; 6M = Six-monthly; A = Annually**

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Required</th>
<th>M</th>
<th>6M</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distribution &amp; availability of procedures</td>
<td>CHECK ECO members and supply a copy of the documented procedures for EPC directives.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
<tr>
<td>Training records</td>
<td>CHECK that all trainees have been recorded and follow up on non-attendees.</td>
<td>✓</td>
<td>✓</td>
<td>✓</td>
</tr>
</tbody>
</table>
## EMERGENCY EVACUATION PROCEDURES TRAINING AND RECORDS

**M** = Monthly; **6M** = Six-monthly; **A** = Annually

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Required</th>
<th>M</th>
<th>6M</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evacuation Exercises</td>
<td>CHECK that evacuation exercises have been conducted and observer’s actions recorded for future action with the ECO.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Scheduled training</td>
<td>CHECK that the scheduled training has been conducted and reported to the EPC.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Management of ECO skills</td>
<td>CHECK that EPC directives for education training and exercises have been completed.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>

## EMERGENCY EVACUATION PROCEDURES MONITORING AND RECORDS

**M** = Monthly; **6M** = Six-monthly; **A** = Annually

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Required</th>
<th>M</th>
<th>6M</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exit door release mechanisms</td>
<td>CHECK that the maintenance program has been conducted.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>All maintenance logbooks and records</td>
<td>CHECK all logbooks have the required number of entries.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Essential services maintenance records</td>
<td>CHECK contractors have signed-off the required entries.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monitor testing of essential services</td>
<td>CHECK testing (selectivity) procedures.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Monitor fault reporting of essential services</td>
<td>CHECK that faults have been reported</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Rectification of essentials services</td>
<td>CHECK that rectification work has been completed.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Control of hot works</td>
<td>CHECK compliance with remote system as specified by the EPC.</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Temporary fire safety impediment</td>
<td>CHECK that any impediments have been rectified</td>
<td>✔</td>
<td>✔</td>
<td>✔</td>
</tr>
<tr>
<td>Tactical fire plans</td>
<td>CHECK and test tactical fire plans.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
<tr>
<td>Passive systems</td>
<td>CHECK that any works carried out on passive fire protection systems (e.g., fire doors, fire stopping, collars) are rectified according to the facility procedures.</td>
<td>✔</td>
<td>✔</td>
<td></td>
</tr>
<tr>
<td>Emergency lighting</td>
<td>CHECK that tests have been completed.</td>
<td></td>
<td></td>
<td>✔</td>
</tr>
</tbody>
</table>
VERIFICATION OF EMERGENCY EVACUATION PROCEDURES AND RECORDS

M = Monthly; 6M = Six-monthly; A = Annually

<table>
<thead>
<tr>
<th>Item</th>
<th>Action Required</th>
<th>M</th>
<th>6M</th>
<th>A</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting of ECO to management</td>
<td>CHECK ECO activities comply with AS 3745-2010 and are adequate and appropriate for the emergency response risk.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Appointment of ECO/EPC management structure (including partial occupancy)</td>
<td>CHECK that all tenancies are represented appropriately by both ECO and EPC.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Emergency response budgetary planning</td>
<td>CHECK that all occupancies and tenancies have allocated emergency budgeting allowance.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Emergency response compliance</td>
<td>CHECK that all planning, allocation of tasks, training and evacuation exercises, as required by AS 3745-2010, are completed.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Fire safety compliance</td>
<td>CHECK that all relevant Standards and statutory requirements are complied with.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
<tr>
<td>Monitoring hazards and conducting risk analysis</td>
<td>CHECK that hazards and risk analysis recommendations have been implemented.</td>
<td></td>
<td></td>
<td>✓</td>
</tr>
</tbody>
</table>

Wardens should be encouraged to take note of and bring to the attention of the Chief Warden or person in charge of their floor or area:

(a) Any accumulation of litter which may increase the danger of fire.
(b) Incorrect storage of flammable liquids.
(c) Incorrect storage of Dangerous Goods and/or Hazardous Materials.
(d) Any furniture, equipment or any other item that might restrict the width of the path of travel or impede access to the emergency exits.
(e) Missing, defective or discharged fire extinguishers.
(f) Any fire and smoke doors that are not kept shut (except during use) and any self closing mechanism which is not operational. These doors should close and fully latch automatically and are not to be held open by wedges etc.
(g) Any obstructions in passageways.
(h) The storage of any article in fire hose reel cupboards.

Flammable liquids should be permitted only in special circumstances and only in minimal quantities.

All occupants should be encouraged to observe the greatest care when using matches, portable heaters, electrical appliances and other possible sources of ignition. Their immediate work area and/or surroundings should be kept neat and tidy.
WORK PERMIT SYSTEMS

The following compliance requirements are to ensure the safety of Contractors, occupants and visitors when Contractors are engaged to perform stipulated tasks on the premises.

- Holders of a current Work Cover Policy of insurance;
- Holders of Public Liability and/or Contract Works and/or Professional Indemnity Insurance;
- Suitably experienced to perform the tasks;
- In possession of all necessary licenses, permits and registrations required to perform the works safely and in compliance with relevant legislation’s and regulations;
- Notified of any potential hazards associated with the location or use of area where the works are to be carried out;
- Made aware of Emergency Procedures;
- Made aware of precautions which should be observed as far as is practicable whenever an inoperative condition is planned;
- Briefed on the necessity to perform all works in a safe manner and where appropriate in accordance with legislation, regulations, codes of practice and Australian standards;
- At all times complying with Occupational Health and Safety Laws, Regulations, Codes of Practice and obligations, and also complying with all requirements of the relevant regulations regarding its employees.
- A Hot Work permit system should be implemented to control cutting, welding and other similar hazardous works. Hot work involving the isolating of a sprinkler system should be very strictly controlled.
4. EVACUATION MANAGEMENT PLAN REQUIREMENTS

Introduction

This Emergency Evacuation Management Plan has been designed for the guidance and information of the occupants of the Dial a Dump Industries Pty Ltd Waste Management Facility at Light Horse Business Centre Old Walgrove Road, Eastern Creek.

During an emergency, all occupants may have to be evacuated from this facility to a safe place of assembly. These procedures have been designed to enable the safe evacuation of the occupants. It is mandatory that these procedures be actively supported and adopted by all occupants.

General requirements

The site management must ensure the Emergency Evacuation Management Plan for the facility:

(a) is kept in written form; and

(b) includes:

(i) the evacuation diagrams of the site’s buildings; and

(ii) if an evacuation diagram has been made for a part of a building - the evacuation diagram of the part of the building.

Operation of the Waste Management Facility Emergency Evacuation Management Plan

In the event of an emergency the smooth execution of the Emergency Evacuation Management Plan can be achieved only if everyone is thoroughly familiar with what is expected of them.

The risk of panic, personal injury and loss of property is significantly reduced by having an efficient Emergency Control Organisation, and in addition all other occupants trained in emergency response procedures.
Australian Standard 3745-2010 lists the types of emergencies that could affect this facility. This can include:

- Bomb threat
- Building invasion/armed intrusion
- Bushfire
- Chemical, biological and radiological
- Civil disorder
- Cyclones, including storm surge
- Earthquake
- Fire
- Flood
- Hazardous substances incidents
- Industrial accident
- Letter bomb
- Medical emergency
- Severe weather/storm damage
- Structural instability
- Terrorism
- Transport accident
- Toxic emission

**Evacuation Assembly Areas**

An evacuation Assembly Area has been established. Refer to the Assembly Area and Evacuation Route Diagrams in the Attachments to this Emergency Management Plan for the location. In some instances it may be considered appropriate to evacuate to approved safe area as nominated by the Chief Warden or the attending Emergency Services.

**Master Emergency Communication Point**

A Master Emergency Communication Point is a designated location within, or in close proximity to the building from where the Chief Warden will direct all emergency control operations during a period where an incident impacts on, or could impact on, the safety and well being of building occupants.

The Master Emergency Communication Point for the site is located adjacent to Weighbridge.

**Raising an Alarm**

When an incident occurs, the alarm can be raised by:

(a) Ringing the Emergency Services, dialling 000.

(b) Someone witnessing the emergency (for example fire, gas leak, civil disorder) and reporting it to the Chief Warden.
Outside Normal Working Hours

If incident occurs outside normal working hours in the immediate area that could impact on occupant safety, persons working in the facility should leave their area and exit the facility via the emergency exits. The occupant should notify others in their area (if it is safe to do so) and notify the relevant Emergency Service on “000”.

Do not re-enter the facility until directed that it is safe to do so by the senior Emergency Services Officer.

Note: If occurs outside normal working hours, a person with a special need who cannot traverse the emergency exits should telephone the Emergency Services on 000 and pass on relevant information including their location within the facility.

Movement of Motor Vehicles during an Emergency

Vehicles may be removed from a car park only after personnel have been evacuated and only with the approval of the senior Emergency Services Officer or Police.

Response Colour Codes

The following colour codes may be used for radio announcements for specific emergencies:

<table>
<thead>
<tr>
<th>Type of Emergency</th>
<th>Response Colour Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire/smoke</td>
<td>Red</td>
</tr>
<tr>
<td>Cardiac arrest/medical emergency</td>
<td>Blue</td>
</tr>
<tr>
<td>Bomb Threat</td>
<td>Purple</td>
</tr>
<tr>
<td>Internal emergency (failure of or threat to essential services, hazardous materials incident, unarmed confrontation eg psychiatric, assault, geriatric, violence, suicidal threat)</td>
<td>Yellow</td>
</tr>
<tr>
<td>Personal threat (armed hold-up, hostage, siege or other situation involving high risk or injury)</td>
<td>Black</td>
</tr>
<tr>
<td>External emergency</td>
<td>Brown</td>
</tr>
<tr>
<td>Evacuation</td>
<td>Orange</td>
</tr>
</tbody>
</table>

For all clear the relevant colour code shall be stated followed by all clear.

Notes:
1. The response to Personal Threat (Code Black) should be developed in consultation with external services and agencies such as State authorities and police.
2. The colour green SHOULD NOT be used to indicate all clear.
3. Alternative forms of emergency identification rather than response colour codes, eg. Paging alert system using a number may be used if desired.

All Clear

On being notified by a person in authority from the relevant Emergency Service that it is safe to return to the facility, the Chief or Deputy Chief Warden should proceed to the Assembly Area to announce the All Clear.
Induction and Annual Training of Employees in Fire Safety

The facility management must ensure that all employees are advised of the procedures to be followed in the event of an emergency within the site. This should include:

(a) The procedure to be followed in the event of an emergency incident.
(b) The means of escape in the event of an emergency incident.
(c) The location and method of operating fire fighting equipment.
(d) The procedure for conducting visitors to an exit in the event of an emergency incident.
(e) If any person is not present at the safe place, reporting the fact to the person in charge of the site at the time.

Employee Workplace Health and Safety Obligations

Employees must ensure that their workplace health and safety obligations are fully discharged to other persons (third parties) at the workplace pursuant to workplace health and safety legislation enacted in each State and Territory. Generally, this legislation requires employees:

(a) to take reasonable and practicable steps to ensure that they do not do anything, or fail to do something that creates a risk or increases an existing risk to the health of the employee or other persons at the workplace;
(b) not to willingly injure himself/herself or other persons at the workplace;
(c) to comply with employer instructions for workplace health and safety and to use appropriate protective equipment where this equipment has been supplied by the employer.

Employees who fail to comply with their workplace health and safety obligations may be prosecuted under relevant State legislation.

Emergency Control Organisation Personnel Training

Emergency Control Organisation (ECO) personnel shall receive instruction relevant to the position to which they are appointed. The ECO training program shall cover issues specific to the facility emergency procedures and should include:

(a) Fire safety features including installed alarms.
(b) The procedures for evacuation of the facility including the possibility of modification to set procedures where circumstances dictate a change is required.
(c) The location of the evacuation assembly areas.
(e) Emergency personnel identification.
(f) Emergency personnel authorities.
(g) The role and authority of each ECO member.
(h) Communication methods and systems.

ECO personnel shall receive skills maintenance instruction at intervals not exceeding six-months. The skills maintenance sessions are to be used to maintain the interest of personnel and improve their knowledge and skills.
Evacuation Practice

Evacuation exercises shall be conducted to ensure that the procedures are satisfactory. Once it has been established that the procedures are satisfactory and workable, a program of evacuation exercises should be established for at least one year ahead. All evacuation exercises should be attended by observers with check lists. All evacuation exercises shall be prefixed by an announcement that indicates it is an evacuation exercise.

Evacuation exercises may be conducted either as partial evacuation exercises or a total exercise covering a facility. In any case, all areas of a facility shall participate in at least one exercise in each twelve-month period.

An Emergency during an Emergency Response Exercise

A pre-determined word or phrase, for example, ‘NO DUFF’ shall be disseminated to all ECO members, for use when an actual emergency incident takes place during an emergency response exercise. The word or phrase shall signify that the emergency response exercise has been terminated and that the ECO are to stand by for further instruction.

NOTE: The word or phrase may be repeated in groups of three to overcome background noise and other distractions.

Fire and Evacuation Instruction Record

The site management must keep a record (a fire and evacuation instruction record), complying with the following paragraph for each occasion fire and evacuation instructions for the building are given to a person.

The fire and evacuation instruction record must state the following:

(a) the name of each person who was given the instructions;
(b) the name of the person who gave the instructions;
(c) the date the instructions were given;
(d) a brief description of the instructions given.

Evacuation Practice Record

The occupier of a building must keep a record (an evacuation practice record), complying with the following paragraph, of each evacuation of the building carried out.

The evacuation practice record must state the following:

(a) the date of the evacuation;
(b) the times when the evacuation started and ended;
(c) any action to be taken as a result of the evacuation, including, for example, carrying out a review of the building’s fire and evacuation plan or giving additional fire and evacuation instructions.
5. FACILITY EMERGENCY MANAGEMENT GROUP

Emergency Planning Committee

The EPC shall consist of not less than two people, and shall represent the stakeholders in a facility. At least one member of the EPC shall be deemed competent in accordance with AS 3745-2010. The EPC shall meet at least annually. A record of the meeting must be made and retained. In most facilities, the EPC would comprise senior management, Chief Warden and site specialists.

The EPC shall determine the number of ECO personnel required consistent with the nature and risk of the facility. The EPC shall also ensure that the personnel are appointed to all positions on the ECO but particularly, the Chief Warden group, and that arrangements are made for the training of ECO personnel, including evacuation exercises.

The EPC shall arrange the immediate replacement of Wardens who are no longer available and nominate suitable persons to cover short term absences.

Indemnity

Employees are appointed to an Emergency Control Organisation to support their employer to discharge an obligation that their employer has under OH&S/WHS Regulations. When an employee is appointed to the Emergency Control Organisation by their employer the role as a Warden should be deemed to be part of their normal employment duties and as such protected under the Vicarious Liability provisions applicable to an employer/employee relationship. All employers are bound by the Vicarious Liability principles applicable to all their employees for all reasonable employee actions during the normal course of their employment.

Emergency Control Organisation

The Emergency Control Organisation (ECO) has been established to deal with all emergency incidents that may affect the safety and wellbeing of building occupants and members of the public who may be in the building or within the precincts. The specific roles for each position are detailed in this section.

Selection of ECO Members

AS 3745-2010 recommends that persons appointed to the ECO should be physically capable of performing their duties, have leadership qualities and command authority, have maturity of judgment, have good decision-making skills and be capable of remaining calm under pressure, be familiar with their future areas of responsibility, be available to undertake their appointed duties, have clear diction and be able to communicate with the majority of occupants and visitors and be willing and able to undertake relevant training.

Number of ECO Members

AS 3745-2010 recommends that the number of ECO members shall be determined in accordance with: the size of the facility, floor or area; the number of occupants and visitors; the installed occupant warning equipment and the fire engineered and life safety features of the facility.
Identification of Emergency Control Organisation Members

During any emergency situation control will be greatly assisted by the quick identification of Wardens by occupants, members of the public and the Emergency Services. The use of either coloured caps, safety helmets, vests or tabards best achieve this identification. The equipment should also be prominently marked with the wearer’s title and location, eg Floor Warden Ground Floor. The appropriate colours are:

- Chief Warden White
- Deputy Chief Wardens White
- Floor or Area Wardens Yellow
- Wardens Red

The Emergency Control Organisation may include trained First Aiders (identified by a white cross on a green background), a Communications Officer and Security Staff.

Objectives of the Emergency Control Organisation

The primary objective in an emergency is to ensure your own survival and safety. With this in mind, your objectives in order of priority should then be to:

a. protect people endangered by the emergency. This could include conducting an orderly evacuation of occupants, including members of the public who may be in the facility at the time, to a safe place of assembly;

b. protect property at risk by the incident;

c. assist the Emergency Services;

d. restore normality to the affected area.

IT SHOULD BE CLEARLY UNDERSTOOD THAT THE PRIMARY DUTY OF WARDENS IS NOT TO COMBAT EMERGENCIES BUT TO ENSURE, AS FAR AS PRACTICABLE, THE SAFETY OF THE OCCUPANTS AND THEIR ORDERLY EVACUATION FROM THE DANGER ZONE.
Maintenance of the Emergency Control Organisation

To maintain the effectiveness and efficiency of the Emergency Control Organisation a determined effort is required by all occupants of the facility, particularly persons in charge of a workplace, to ensure the following is maintained:

(a) The nomination of suitable persons to carry out the duties of Wardens in the facility.

(b) A Warden Register containing the name, telephone number and location of all members of the Emergency Control Organisation is implemented and maintained.

(c) Regular meetings of the Emergency Control Organisation should be convened to provide training for Wardens. Meetings should be held at intervals not greater than six-months.

(d) Evacuation exercises should be held annually for the Emergency Control Organisation and site occupants to practise the emergency procedures. A debriefing of the Emergency Control Organisation to identify any deficiencies in the procedures should follow each exercise. All occupants are encouraged to participate in evacuation exercises to ensure they are familiar with Emergency Procedures. Participation in these exercises will assist Managers in meeting some of their obligations under the New South Wales Occupational Health and Safety Act.

Chief Warden

The Chief Warden during an emergency situation is required to respond immediately to the Master Emergency Communication Point (MECP), determine which emergency response procedures should be implemented and bring the Emergency Control Organisation promptly into operation if necessary.

The Chief Warden’s duty is to assume control of the incident and direct all occupants of the facility from the time that an incident occurs until the arrival of the Fire Service or other Emergency Services.

The Chief Warden shall be provided with an up-to-date list of all Wardens, their telephone numbers and details of their location within the facility.

The Chief Warden should be a person whose duties do not require frequent absences from the site, and whose normal work station should preferably be close to the Master Emergency Communication Point.

The Chief Warden should be aware of the likelihood of contractors or members of the public being in the facility.
Duties of Chief Warden

On becoming aware of an incident, the Chief Warden is to:

(a) Proceed to Master Emergency Communication Point (MECP) and take control.
(b) Establish communications with the affected area and assess the nature and extent of the emergency.
(c) If an evacuation is required initiate evacuation procedures.
(d) Ensure the Emergency Services are notified.
(e) If an unwanted (false) alarm or if the incident has been overcome, notify all areas.

Deputy Chief Warden

The Deputy Chief Warden is the understudy of the Chief Warden and will assume the Chief Warden’s responsibilities whenever the Chief Warden is absent from the site. The Deputy Chief Warden is to assist the Chief Warden during an emergency, including acting as a Communications Officer if required.

It should be a matter of careful arrangement, for which the Chief Warden will be responsible, that either the Chief Warden or the Deputy Chief Warden is present during normal working hours. Switchboard operators should be informed of the location of the person on duty.

Area Wardens

An Area Warden shall be appointed for each specific area of the facility to control the emergency evacuation procedures, generally as directed by the Chief Warden.

However, Area Wardens should commence evacuation if they consider the situation to be life threatening.

Duties of Area Wardens

The Area Wardens should be thoroughly familiar with:

(a) The layout of their area of responsibility.
(b) All exits, safe holding areas and alternative escape routes.
(c) The location of Wardens in their area. If there are changes of the Warden personnel, notify the Chief Warden and request training for the new Wardens.
(d) The existence of store rooms, blind passages, toilets, tea rooms and obscure areas in which persons could be located.
(e) The location of fire fighting equipment.
(f) Any person in their area with a special need who may require assistance during an evacuation of the building.
(g) The likelihood of visitors or members of the public being in their area.
Wardens

Wardens responsible for directing people out of a danger area should, in the first instance, position themselves so that they are:
- clearly visible
- not exposing themselves or any other person to danger
- able to exercise control over persons leaving the area.

Wardens should direct persons towards the exits using:
- a calm but firm voice
- smooth and commanding hand signals.

On becoming aware of an incident Wardens should immediately respond to their designated Warden Communication Point.

Duties of Wardens

Wardens’ duties may include:
(a) Assuming control of the floor in the absence of the nominated Area Warden.
(b) Alerting building occupants.
(c) Stopping occupants from evacuating prematurely.
(d) Operating communications equipment.
(e) When directed, notifying all occupants to assemble at a muster point/s near the emergency exits in preparation for evacuation.
(f) When directed, guiding occupants through the emergency exits to the evacuation Assembly Area.
(g) Assisting any person with a special need who may require assistance during an evacuation.
(h) IF SAFE TO DO SO, operating first attack fire fighting equipment, for example fire extinguishers and hose reels.
(i) Ensuring fire and/or smoke doors are closed properly.
(j) Searching a floor or area to ensure nobody has been left behind.
(k) Searching a floor or area for suspicious articles (Bomb Threat Procedures).
(l) If directed, meeting Emergency Services personnel on their arrival in the Warden’s area.
6. **PERSONS WITH SPECIAL NEEDS**

Note: The procedures in this section, and in particular the information required of occupant’s details, must take into account the requirements of the Commonwealth Privacy Act 1988. This includes maintaining compliance with the Commonwealth Privacy Act 1988, Division 2—Information Privacy Principles:

*Principle 1 - Manner and purpose of collection of personal information*

*Principle 2 - Solicitation of personal information from individual concerned*

*Principle 3 - Solicitation of personal information generally*

*Principle 4 - Storage and security of personal information*

*Principle 5 - Information relating to records kept by record keeper*

*Principle 6 - Access to records containing personal information*

*Principle 7 - Alteration of records containing personal information*

*Principle 8 - Record keeper to check accuracy etc. of personal information before use*

*Principle 9 - Personal information to be used only for relevant purposes*

*Principle 10 - Limits on use of personal information*

*Principle 11 - Limits on disclosure of personal information*


**Introduction**

A person with special needs is defined in Australian Standard 3745-2010 as someone having physical, intellectual, visual or auditory disabilities or impairments, either temporary or permanent. There could be at least one person in any given building whose movement through emergency exits would be restricted in an emergency evacuation which will require special needs procedures being implemented within the workplace. Children may also be classified as a person who requires special assistance during an evacuation.

There is an added factor to be considered by the ECO where a person may hide an existing disability such as a heart condition or epilepsy and the disability does not become evident until an incident has occurred.
Personal Emergency Evacuation Plans

The facility management must identify any person under their control who has an impairment that may restrict their movement in an emergency. Personal Emergency Evacuation Plans (PEEPs) must be compiled for each identified person with a disability. The procedures must also include the details of person/s nominated to be the designated assistant/s.

Information on the PEEP shall be disseminated to all people responsible for its implementation. PEEP should be held by the relevant Warden.

An example of a PEEP, as detailed in Australian Standard 3745-2010-2010, is attached as Annex E to this document.

Categories of Impairments

There are five general categories of impairments:

- Mobility impairment;
- Visual impairment;
- Hearing impairment;
- Speech impairment; and
- Cognitive impairment

Mobility Impairment

If a person cannot physically negotiate, use or operate stairs or door locks or latches in the path of egress then that person has a mobility impairment that would affect his or her ability to evacuate through the emergency exits in an emergency.

Typical problems for people confined to wheelchairs includes manoeuvring through narrow spaces, going up or down steep paths, moving over rough or uneven surfaces, and negotiating steps or changes in level at the entrance/exit point of a building.

Visual Impairment

If a person cannot use or operate some part or feature in the path of egress or access displayed information like signage because that feature or information requires vision in order to be used or understood, then that person has a visual impairment that could affect his or her ability to evacuate in an emergency.

Hearing Impairments

If a person cannot receive some or all of the information generated by an occupant warning system, like an alarm signal or Public Address voice instructions, then that person has a hearing impairment that could affect his or her ability to evacuate in an emergency unless alternatives are provided.

Speech Impairments

Speech impairments prevent a person from using building features that require the ability to speak. Speech impairments can be caused by a wide range of conditions, but all result in some level of loss of the ability to speak or to verbally communicate clearly.
Cognitive Impairments

Cognitive impairments can be caused by a range of conditions, including but not limited to developmental disabilities, alcoholism, Alzheimer’s disease, Parkinson disease, traumatic brain injury, stroke, and some psychiatric conditions, but all result in some decreased or impaired level in the ability to process or understand the information received by the senses.

All standard occupant warning systems require a person to be able to process and understand information in order to safely evacuate a building.

Assistance

Management should as a part of their risk management practices, have nominated personnel to assist any occupant or visitor with special needs. This may be as simple as someone guiding a person with limited eyesight through the emergency exits to the Assembly Area if an evacuation is ordered.

Level of Assistance

Guidance
- Explaining how and where the person needs to go to get to an emergency exit.
- Escorting the person to and or through an emergency exit.

Minor Physical Effort
- Offering an arm to assist the person to or through the egress path.
- Opening the door(s) in the egress path.

Major Physical Effort
- Operating a stairway descent device.

A Person with Special Needs in an Incident-Affected Area

A person with special needs in an incident-affected area should be guided to a Warden Communication Point and the Chief Warden notified. The Chief Warden is to arrange priority evacuation with the Emergency Services. If the person with the special needs is located on a level with direct access to a road or open space then that person should be immediately removed from the building.

In any other case where there is no direct access to a road or open space, once all other occupants have been evacuated, the person with special needs may be placed in a safe holding area, for example in a designated fire and or smoke isolated safe haven or on the landing in the emergency exits with a Warden or responsible person to provide comfort and reassurance.

A Person with Special Needs in a Non-Affected Area

On becoming aware of an incident which could place the safety and well being of occupants at risk, any person with special needs should be notified and prepared for movement either from the building or to a safe area such as the landing within a fire isolated stair, a fire isolated corridor or into a fire and or smoke isolated safe haven.
Outside Normal Hours of Occupancy

Should an incident occur where a person with special needs is outside the normal hours of occupancy, that person should immediately ring 000 and ask for the Fire Service. Once connected they should pass on the following information to the operator:

- their name and the address of the facility and the type of incident that has occurred;
- their degree of assistance required; and
- their location within the facility.

Should their own personal safety be at risk whilst awaiting the arrival of the Fire Service the person should make a second call to 000 and inform the operator they are making their way to the emergency exit.

*Note:* Any person who has hearing or sight impairment should not be alone in the facility after normal working hours.
7. EVACUATION PROCEDURES - CODE ORANGE

Traumatic incidents can overwhelm a person’s ability to cope. Different people have different reactions, and the degree to which they are affected and for how long will depend on many factors. The greater the significance of the incident to a person, the more likely the person is to suffer some effects.

Research indicates that people unfamiliar with specific alarms (such as visitors) will usually react in the following manner:

(a) Ignore the alarm in the hope that it may be an unwanted (false alarm) or the situation will resolve itself.
(b) Complete what they are doing when the alarm occurred, for example people will remain in a check-out queue, continue with a phone call or continue eating a meal.
(c) Locate any family or friends before trying to evacuate.
(d) React in a similar way to others around them.
(e) Most people will not panic. This usually occurs only when a person thinks they have no way out of a dangerous situation and are desperate to escape.
(f) They will usually maintain a passive role, expecting to be told what to do by someone in authority.

It is this last feature that enables members of the Emergency Control Organisation (ECO) to control crowds and implement an appropriate response provided the ECO emergency response procedures are followed.

During an evacuation should the Chief Warden be unable to continue manning the Master Emergency Communication Point (MECP) owing to the nature of the emergency or because of threat of injury, the Chief Warden is to advise all floors, if possible, that they are leaving the MECP.

The Senior Officer from the Fire Service or responding authority, on taking control of the incident, may take over the duties of the Chief Warden. The Chief Warden should remain at the MECP to render assistance as required.

**Evacuation Procedures**

The situation should be assessed before the decision to evacuate is made. Consideration should be given to the following factors:

- the location of the incident,
- the severity and extent of the incident,
- if a fire is involved, the proximity of any flammable material,
- if a fire is involved, whether the first attack appliances are controlling the fire,
- the nature and type of occupants in the vicinity,
- IF IN DOUBT - EVACUATE. It is better to have the trouble of resettling occupants than to risk loss of life.
Authority to Initiate Evacuation

The authority to evacuate an area is vested in the Warden present at the incident. Initiating an evacuation involving multiple areas of or the entire facility is vested in the Chief Warden pending arrival of the Fire Brigade and thereafter on the advice of the Officer in Charge of the Fire Brigade.

Stages of Evacuation

If there are no members of the Emergency Control Organisation present all occupants are to commence immediate evacuation of their area if their safety is threatened.

Initial evacuation should be conducted in three distinct stages depending on the severity of the emergency.

Stage 1 - Removal of Persons from the Immediate Danger Area

Occupants are removed from the affected compartment into the next compartment, for example from a room to the corridor. Doors should be closed to confine smoke and fire in the affected compartment.

Stage 2 - Removal to a Safe Area

If the severity of smoke or heat warrants further evacuation, occupants should be moved through fire and/or smoke control doors to safe areas on the same level.

Stage 3 - Complete Evacuation of a Floor

Should the emergency necessitate evacuation of the affected floor, Wardens are to direct occupants to the assembly area via the emergency exits.

Occupants are divided into three priority groups for evacuation:

PRIORITY 1. Ambulatory persons who require only a Warden to guide or direct them to a place of safety.

PRIORITY 2. Semi-ambulatory persons requiring just a helping hand.

PRIORITY 3. Non-ambulatory persons who have to be physically moved or carried.

Note: If circumstances permit persons in Priority 1 may assist in the evacuation of occupants in Priority 2.

This diagram is for reference ONLY and is not indicative of the layout of any building on this site.
Shelter in Place

Sheltering in place is a defensive action and is an alternative to evacuation where occupants can take to protect themselves against an incident originating outdoors, and for which there is forewarning. A shelter is a pre-determined interior room or area of the building, which, with special provisions, can provide a barrier to protect the occupants from the external environment.

Buildings alone can provide protection to a varying degree, but are limited and effective only under certain conditions.

Irrespective of where you are sheltering in place is similar, and the basic steps remain the same:

(a) Shut and lock all windows and doors.
(b) Turn off all air handling equipment (heating, ventilation, and/or air conditioning, both supply and exhaust) within your ability to do so.
(c) No sheltering rooms have been assigned at this time. Individuals are advised to remain where they are until further instructions become available.
(d) Use the internet or turn on a TV or radio and listen for further instructions.
(e) When the “all clear” is announced, open windows and doors, turn on ventilation systems and go outside until the building’s air has been exchanged with the now clean outdoor air.

Duties of Chief Warden during an Evacuation (Code Orange)

On becoming aware of an incident, the Chief Warden is to:

(a) Proceed to the Master Emergency Communication Point (MECP) and take control.
(b) Establish communications with the affected area and assess the nature and extent of the emergency.
(c) If an evacuation of the site is required initiate evacuation procedures including notifying all staff members by radio or mobile telephone to proceed to their muster point.
(d) Ensure the Emergency Services are notified.
(e) If an unwanted (false) alarm or if the incident has been overcome, notify all areas.

Area Wardens - If an Evacuation is required (Code Orange)

If an evacuation is required, the Area Warden is to:

(a) Direct Wardens to assemble occupants at a muster point/s in preparation for an evacuation.
(b) When all occupants have assembled at the muster point/s, direct Wardens to commence evacuation via the emergency exits to the evacuation Assembly Area. A Warden should be directed to lead the occupants to show the way.
(c) Direct Wardens to conduct a final check of all areas to ensure it is clear of occupants. Instruct Wardens to check toilets, strong rooms and all occupiable spaces in their area. **Note:** This action is more important than a later physical count of the occupants. A minimum of two people is required to conduct the final check.
(d) Advise the Chief Warden that the area has been evacuated. **Note:** The Area Warden or a designated person is to report to the Chief Warden at the MECP and advise the status of the evacuation for their area. The Floor Warden shall also render assistance to the Chief Warden such as controlling all entry to the building.
(e) Proceed to the evacuation Assembly Area and remain in charge of occupants until the All Clear is given.

**Wardens - When an Evacuation is required (Code Orange)**

When an Evacuation is required, Wardens should be prepared to:

(a) Wait until the emergency exits are clear before entering. If the emergency exits are congested, wait for a few moments and check again or use the alternative exit.

(b) A Warden should lead the occupants in single file down any stairs to the Assembly Area. A second Warden should follow the evacuees and ensure they all stay together. Keep calm and avoid running or lagging behind.

(c) Provide assistance to any person who falls or trips.

(d) Ensure the noise level is kept to a minimum.

(e) Allow room for Emergency Services personnel who may also be using the emergency exits.

(f) When directed conduct a final check of all areas to ensure it is clear of occupants. Wardens are to check toilets, strong rooms and all occupiable spaces in their area.

(g) Prevent any person from re-entering the area or building, unless authorised to do so by the Chief Warden or senior Emergency Services Officer.

(h) Prevent substances such as food or drinks which could create a hazard, from being taken into the emergency exits.

(i) Permit only non-bulky personal items, such as purses, wallets or handbags, to be carried into the emergency exits for an evacuation other than a bomb threat or IED incident.

**R.A.C.E**

Whilst each emergency can differ the RACE procedure offers a set of immediate generic responses which are easily memorised and appropriate in most circumstances. They are:

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<tr>
<th>R</th>
<th>REMOVE</th>
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<tbody>
<tr>
<td>If safe to do so, remove or rescue any persons in immediate danger.</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>A</th>
<th>ALERT</th>
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</thead>
<tbody>
<tr>
<td>Alert other occupants. Notify the appropriate Emergency Services. This usually involves calling the Emergency Number and or operating the nearest Manual Call Point (Break Glass).</td>
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<table>
<thead>
<tr>
<th>C</th>
<th>CONTAIN / CONTROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Close doors, and if safe to do so, deal with the threat.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E</th>
<th>EVACUATE / EXTINGUISH</th>
</tr>
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<tbody>
<tr>
<td>Evacuate to the Assembly Area and remain there until advised otherwise by a person in authority. Extinguish the fire only if trained in the use of the equipment and it is safe to do so.</td>
<td></td>
</tr>
</tbody>
</table>
8. MEDICAL EMERGENCY – CODE BLUE

For all MEDICAL/FIRST AID related incidents or emergencies call 000.

IN THE EVENT OF A SUSPECTED CARDIAC ARREST OR IF THERE IS A NEED FOR URGENT MEDICAL ASSISTANCE:

REMAIN CALM: Do not panic.

BASIC LIFE SUPPORT

D - Check for Danger. Hazards / Risks / Safety
R - Responsive? Unconscious? If not call 000.
A - Open Airway. Look for signs of life.
B - Give 2 Initial Breaths if not breathing normally
C - Give 30 chest Compressions (almost 2 compressions / second) followed by 2 breaths
D - Attach Automated External Defibrillator (AED) if available and follow its prompts

Continue Cardio Pulmonary Resuscitation (CPR) until qualified personnel arrive or signs of life return.

Note: Never leave casualty alone. Do not move casualty unless exposed to a life threatening situation. Provide support and appropriate assistance until emergency help arrives.

RAISE ALARM: Call for help – Ring 000 and ask for the Ambulance Service.

Advise your location, patients age/sex, symptoms & signs, any prior medical illnesses, medication (see questions below).

INFORMATION THAT MAY BE REQUIRED FOR THE AMBULANCE SERVICE:

1. YOUR LOCATION:
   • Number Street name and suburb; and
   • Nearest cross street, access point; and
     • Street Directory map number and reference.

2. What is your contact number? (extension or mobile)

3. What is the medical problem?
   • description of complaint (short breath / sweating / where & what type of pain)

4. How old is he / she? (approximate age if not sure)

5. Is he / she conscious? (YES OR NO)

6. Is he / she breathing? (YES OR NO)
9. FIRE EMERGENCY – CODE RED

If fire or the presence of smoke is reported to you, immediately take the following action:

(a) Notify the Fire Service (000), activate an alarm initiating device if installed, and notify the Chief Warden. Commence immediate evacuation of occupants.

(b) Investigate the source of the fire or smoke and if safe to do so, attempt to fight the fire with the correct fire extinguisher or hose reel.

(c) Do not enter smoke-filled spaces as smoke is TOXIC.

Fire Extinguishers

All occupants should be familiar with the types of fire extinguishers and their location in each area.

Classification of Fires

The types of fire are classified as:

**CLASS A**

Ordinary free-burning materials such as paper, clothing, packing materials, wood and textiles.

FOR CLASS ‘A’ FIRES, USE:

- Water (Red)
- Foam (Red with Blue Band)
- Dry Chemical (Red with White Band)
- Vaporising Liquid (Red with Yellow Band)

**CLASS B**

Liquids such as petrol, paint lacquers, thinners, oils, greases and many chemicals in liquid form.

FOR CLASS ‘B’ FIRES, USE:

- Foam (Red with Blue Band)
- Carbon Dioxide (Red with Black Band)
- Dry Chemical (Red with White Band)
- Vaporising Liquid (Red with Yellow Band)

**CLASS C**

Fires involving flammable gases.

FOR CLASS ‘C’ FIRES, USE:

- Dry Chemical (Red with White Band)

**CLASS D**

Fires involving metals, for example potassium, sodium, magnesium. Special extinguishers are required.

**CLASS E**

Fire involving electrical equipment. To fight these fires, use only extinguishers that are non-conductors of electricity.

FOR CLASS ‘E’ FIRES USE:

- Carbon Dioxide (Red with Black Band)
- Dry Chemical (Red with White Band)
- Vaporising Liquid (Red with Yellow Band)

**CLASS F**

Fires involving cooking oils and fats. Where significant potential exists for a fire involving cooking oils and fats, WET CHEMICAL type extinguishers and FIRE BLANKETS should be provided.

FOR CLASS ‘F’ FIRES USE:

- Carbon Dioxide (Red with Black Band)
- Dry Chemical (Red with White Band)
- Wet Chemical (Red with Oatmeal Band)

- IF POSSIBLE, TURN THE POWER OFF FIRST –
- NEVER USE WATER OR FOAM EXTINGUISHERS ON ELECTRICAL FIRES –
Duties of Chief Warden during a Fire Emergency

On becoming aware of a fire within, or which impacts on, the building, the Chief Warden is to:

(a) Proceed to Master Emergency Communication Point (MECP) and take control.
(b) Establish communications with the affected area and assess the nature and extent of the emergency.
(c) If an evacuation of the site is required initiate evacuation procedures including notifying all staff members by radio or mobile telephone to proceed to their muster point.
(d) Ensure the Emergency Services are notified.

Area Wardens - On Becoming Aware of a Fire in Their Area

On becoming aware of a fire in their area, the Area Warden is to:

(a) Ensure the alarm has been raised and that the Fire Service has been notified.
(b) Order the evacuation of the area and notify the Chief Warden of the situation.
(c) Direct Wardens to attempt to extinguish the fire (if safe to do so).
(d) Provide updates to the Chief Warden of conditions in their area.
(e) If the fire cannot be contained, order the Wardens to withdraw and close doors to slow the progress of the fire.

Wardens - On Becoming Aware of a Fire in Their Area

On becoming aware of a fire in their area, the Warden is to:

(a) Remain calm and think. Do not panic.
(b) Warn everybody in the immediate vicinity and alert the Fire Service by ringing “000” and advise the Chief Warden.
(c) Determine type of fire and exact location.
(d) Select right type of extinguisher.
(e) Be sure you know how to use the extinguisher. If in doubt, READ THE INSTRUCTIONS.
(f) Have another person back you up with another extinguisher.
(g) Where possible, keep the doorway or path of escape at your back.
(h) Keep low to avoid smoke.
(i) Do not get too close to the fire.
(j) Direct extinguishing agent at seat of the fire, NOT at the smoke.

**NOTE:** Initial discharge of the extinguisher at the fire is to be from no closer than 2 metres.
Fire Hose Reels

All occupants should know the position and method of operation of any installed fire hose reel/s.

If the decision is made to use a fire hose reel:

(a) Do not panic. Try to remain calm and think.

(b) Warn everybody in the immediate vicinity and alert the Fire Service by ringing “000”.

(c) Advise the Chief Warden.

(d) Do not use on electrical fires – REMEMBER water will conduct electricity.

(e) Whenever possible, two people should be used to unroll a hose reel, that is, one to control the nozzle and one to ensure the hose runs off the reel freely and is not caught around doors or corners.

(f) Remember to turn on the water supply at the reel before running out the hose.

(g) Check the water is capable of being turned on and off at the nozzle.

Kitchens and Food Preparation Areas

Kitchen areas pose high risks as heat or flames used in food preparation can cause fires. Special considerations are necessary:

(a) All areas must be kept clean and grease free.

(b) Oils/spirits/fats must be stored away from a possible ignition source.

(c) All kitchen staff must be aware of the location and method of operation of fixed fire systems, alarms, extinguishers and fire blankets.

Use of Fire Blankets

Fire blankets may be used on fires involving flammable liquids in cooking containers or containers such as deep fat fryers. Method of use:

(a) Do not panic. Try to remain calm and think.

(b) Warn everybody in the immediate vicinity and alert the Fire Service by ringing “000”.

(c) Advise the Chief Warden.

(d) Carefully and slowly cover the burning object with the blanket.

(e) Turn off heat source and leave the blanket in place until cool.

CAUTION: Do not use an A, B, E rated Dry Chemical Powder fire extinguisher, a hose reel or water extinguisher on fat fires.

Note: Dry Chemical Powder fire extinguishers can be of two distinctly different types. The powder in an A, B, E rated extinguisher may react adversely with cooking oils and/or fats.
FIRES OCCURRING WITHIN THE LANDFILL

- At no stage should anyone place themselves in a dangerous situation.
- It is unlikely that an uncontrolled fire will commence in the landfill due to the nature of the materials being landfilled.
- A fire in the landfill is more likely to be of a low intensity smouldering variety and will usually be able to be dealt with by Landfill staff under the supervision of a Warden acting in accordance with established procedures.
- If there are signs of smouldering amongst materials which have been already land filled Notify a Warden.
- Always leave an escape route between the site of the smouldering and the exit road to the landfill.
- Keep alert and work in pairs.
- If any situation appears too difficult to handle with the equipment on hand then leave the area immediately before untenable conditions commence to occur.
- If flames are visible assess the fire from a safe point and contact a Warden who will contact Fire & Rescue NSW by dialling 000.
- Most smouldering fires will be small and in the ground.
- Usually they can be extinguished by exposing them using the Tana Compactor or bulldozer or excavator and applying water until the area has been fully soaked and there is no sign of any smoke.
- When you are satisfied that it is fully extinguished the material may then be reburied and covered over with at least 15cm of compacted approved cover material.
- Water is available within the Landfill area from the Water Tanker which must always be kept full and from the freshwater pond which is equipped with an electric pump and hoses capable of reaching any part of the landfill floor.
- Immediately adjacent to the stormwater pond is Yellow coloured box bearing a sign “FIRE Emergency”
  - Next to the Box is a Yellow coloured hydrant mounted on an upright stand.
  - Inside the yellow box is lay flat hose in 30 metre sections.
  - Each section has a twist coupling which allows the sections to be joined.
  - The hose is permanently connected to an outlet on the stormwater electrically operated pump.
  - Make sure that sufficient sections of hose are connected to reach where it is required.
  - By switching on the pump and slowly opening the valve on the hydrant water will flow.
  - Make sure you have a firm standing posture when holding the hose as the pressure may be unexpected.
  - Turn on Pump No. 2 switch.
  - Apply water to the area of concern until no more smoke is visible.
  - When you are satisfied any fire is totally extinguished turn off Pump No 2 switch and let pressure fall away.
- Shut Hydrant Valve to the Closed Position.
- Uncouple all hoses and lay them flat to accommodate drying
- When dry, roll hoses up and store in yellow hose box
FIRES IN THE SCREENED SOIL OR SAND STOCKPILES

- Fires in the screened soil or sand piles are very unusual as the presence of the sand or soil inhibits combustion.

- Application of water from the Water Tanker should be sufficient for rapid extinguishment and failing this the collapse or covering of the pile will rapidly deprive any fire of oxygen and effectively smother it.

- The risk of fires in this area or spreading from this area is minimal, however, normal precautions must be taken in bushfire season.

- Water supplies are available from the dust suppression system reserve tanks which are located on the Northern berm.

- These Tanks hold 50,000 litres of water and are connected to electrically operated pumps.

- Immediately adjacent to the Tanks is a Yellow coloured box bearing a sign.

  “FIRE Emergency”

- Next to the Box is an upright Yellow coloured hydrant mounted on an upright stand.

- Inside the yellow box is lay flat hose in 30 metre sections.

- Each section has a twist coupling which allows the sections to be joined.

- The Hose is permanently connected to an outlet on dust suppression tanks.

- Ensure that sufficient sections of hose are connected to reach where it is required.

- By switching on the pump and slowly opening the valve on the hydrant water will flow.

- Make sure you have a firm standing posture when holding the hose the pressure may be unexpected.

- Turn on Pump No. 2 switch.

- Apply water to the area of concern until no more smoke is visible.

- When you are satisfied any fire is totally extinguished turn off Pump No 2 switch and let pressure fall away.

- Shut Hydrant Valve to the ‘Closed’ position.

- Uncouple all hoses and lay them flat to accommodate drying.

- When dry, roll hoses up and store in yellow hose box.
**FIRES IN THE GREEN WASTE AND TIMBER STOCKPILES**

- Fires occurring in these areas require more urgent management.
- Green waste and wood waste stockpiles are located on a concrete slab base and surrounded by concrete walls to a height of 2 metres. (See plan)
- If the fire is located in the green waste or wood waste stockpile and it is small, i.e. smouldering but without flames, water from any of the hydrants or outlets location of which is shown on the plan should be sufficient.
- The Hydrant is supplied with mains pressure water.
- Apply water if the stockpile is within range of an overhead heavy duty spray, then activate the Spray from the marked control area and apply water.
- If mains water supply is for any reason interrupted then water may also be applied from the Water Tanker.
- No-one should approach the fire.
- If a fire has commenced and it is impracticable or unsafe to apply water the safer course of action is to apply screened soil or sand so as to deprive the fire of oxygen.
- Screened sand or soil is available from the hard fill materials’ stockpiles located immediately adjacent to the green waste storage area
- This will effectively bring the fire under control.
- Screened sand or soil must be applied using an excavator or loader only.

**Fire in the timber stockpile**

Water sources are located at the areas shown on the plan.
EARTHQUAKES – CODE BROWN

Earthquakes strike without warning.

Generally, the SAFEST PLACE to be is in the OPEN – away from buildings, however, if you are in a building when the earthquake strikes, you should NOT attempt to run from the building. Outside the building you may be met with falling debris and power lines.

It is safer for you to remain in the building.

Basic guidelines for personal safety in earthquakes are as follows:

(a) Try to remain calm.
(b) Move away from windows and outside walls.
(c) Keep away from mirrors, light fittings, bookcases and other furniture that may fall or slide.
(d) If possible, take cover from falling debris under a desk or move to an internal corner of a Room, sit down and protect your face and head.
(e) Don’t use telephone immediately, unless for serious injury.
(f) Don’t go sightseeing.
(g) Don’t use vehicles unless there are special circumstances that warrant this (for example a serious injury).

If personnel are caught outside the building they should:

(a) Seek refuge under archways and doorways which could offer protection from falling debris.
(b) Keep off roadways, footpaths and do not stand under shop awnings.
(c) Get away from high walls, overhead power lines or dangling electrical wires.
(d) If driving, pull off the road (not under power lines) and stay in their car until they can assess the situation around them.

REMEMBER - DO NOT ATTEMPT TO RUN FROM THE BUILDING

Once the tremor has stopped, look around for injured persons and reassure others on your floor or area. The Chief Warden or a Deputy should call the building's Emergency Control Organisation into action as soon as possible after the earthquake.

IN THE LANDFILL

If you are in the landfill and an earthquake strikes there is a possibility of rock falls.

- Take refuge inside the Cabin of Machines and remain there. There may be aftershocks.
- After the initial quake and only if it is safe to do so, drive the Machine to the central part of the landfill away from the quarry walls) and park and wait.
- It may not be safe to travel up the exit road and the safety of it will need to be assessed.
- Use the two-way radio to contact the Chief Warden.
10. BOMB OR SUBSTANCE THREAT PROCEDURES - CODE PURPLE

Introduction

HOT-UP is a term used to describe a process for making an initial assessment about unattended, doubtful or suspicious items. The ‘HOT-UP’ principle originated in the UK during the 1970s and was used by the British army to address the Irish Republican Army’s bomb threats. It has since been used extensively in Australia for awareness training of police, volunteers and employees during significant events, including the 2000 Olympic Games in Sydney.

The HOT-UP principle relies on responses to the following:

- Is the item: Has there been:
  - Hidden? Unauthorised access?
  - Obviously a bomb? Perimeter breach?
  - Typical of its environment?

HOT-UP is an assessment tool to be used by an Emergency Control Organisation in conjunction with the emergency services to help determine a course of action. Meeting HOT-UP considerations does NOT necessarily mean the item is an IED but it warrants further examination. If the suspect item fails any of the HOT-UP questions it should increase the Emergency Control Organisation’s awareness and ability to make an informed decision ensuring the ongoing safety of occupants.

Remember, a threat is only a threat until something tangible is found.

Threat Overview

Bomb or substance threats are usually a form of communication, written or verbal, delivered by electronic (email, FAX etc), oral (telephone, tape recording), or other medium (letter) which are frequently used to disrupt business or cause alarm. These procedures are designed to help people respond to and deal with a threat in accordance with current directions provided by the Australian Federal Police and Australian Standard 3745-2010.

Because each threat is different, it is almost impossible to have a detailed procedure for each contingency. These procedures are designed to help you assess the level of the threat and, on the information available, decide on a course of action.

The following points provide an overview of the initial actions to take when a threat is received.
Telephone Threat Procedures

Any person receiving a telephone threat should observe the following:

(a) Keep calm. If possible attract the attention of a fellow worker.

(b) Keep the caller on the line as long as possible to gather information.

(c) Use the threat check list provided. The check list can be used as evidence against the perpetrator of the threat in any subsequent legal proceedings.

(d) Obtain as much detail as possible about the bomb or substance and its location.

(e) Listen carefully for any background noises, speech mannerisms, accents or other details that might give a clue to the age, sex, identity and location of the caller.

(f) DO NOT discuss the call with other occupants.

(g) Immediately after the threat, contact your immediate supervisor, the Chief Warden and notify the Police.

(h) Complete the threat report form (reverse of check list) and hand it to the Chief Warden or, in their absence, the Police when they arrive.

Written Threat

Once it has been confirmed that a message is a bomb or substance threat the message and envelope or its container must preferably be placed inside a plastic envelope to preserve fingerprints etc. Any further direct handling of the message must be avoided.

Threat Evaluation

Following the receipt of a threat the Chief Warden must consider the level of threat and decide on the appropriate action, using the threat report, results of searches by the Emergency Control Organisation and information obtained from building occupants and the Police. The threat may be assessed as:

- NON-SPECIFIC THREAT OR LOW RISK. For example a call made by a child and/or with childish laughter in background or where little detail is received.

- SPECIFIC THREAT OF MUCH GREATER RISK. For example a call made in a calm deliberate manner where greater detail regarding timing, location or type of device is given.
To help determine the level of threat from a suspect item found during a search, consideration must be given to:

- whether the item was hidden;
- is it obviously a device;
- is it similar to the original threat description;
- is it typical of all other items in the area;
- has there been a report of unauthorised persons being on site;
- is there evidence of forced entry.

Other factors that may provide assistance are:

- a threat is only that until something obvious is found;
- a perpetrator will infrequently give warning of an attack;
- the consequence for issuing a threat is not as severe as the placement or initiation of a device;

**Person with Special Needs**

On being notified that a threat has been received, Area Wardens should ascertain the location of any person with special needs in their area. If a decision is made to evacuate the building, the Chief Warden should arrange for a person with special needs to be removed from their area.

**Search Procedure**

The Police will often request the building occupants to conduct a search. All Wardens should be instructed in Bomb and Substance Threat Strategy during their routine training. Police will not normally search a building following receipt of a threat because:

- Police are unlikely to know the layout of the premises and the various places in which a device can be concealed
- Police will not know what should be in a particular place and what should not. Staff should know and be able to search more thoroughly.

*Note: Places of public assembly such as Cinemas, Assembly Halls, Auditoriums and places of entertainment cannot be searched while patrons are present.*

Detailed searches take a considerable amount of time. Occupants may not be permitted to return for some hours. Consideration should be given to their welfare, for example in summer or wet weather, relocation to a more comfortable location with shade or shelter or for provision of refreshments.

If a search is decided upon, Wardens should be directed to search their floor and report the location and appearance of any suspicious item.

Wardens should look for anything:

- that should not be there
- that cannot be accounted for
- that is out of place.
If a suspicious object is found:

- No one is to touch it or move it.
- Clear people away from the immediate vicinity.
- Secure the area.
- Inform your supervisor.
- Initiate evacuation.
- Leave a torn paper trail to the object.
- Inform the police.

The evacuation Assembly Areas should be searched by Wardens nominated by the Chief Warden. The Wardens used for this search should be from an area away from the threat.

The designated safe assembly area is to be well away from the building, out of line-of-sight and well clear of windows. For biological threats evacuate upwind and upslope of the building.

**Detailed Room Search**

Divide the room into sections, for example halves or quarters. Search teams should:

(a) Listen for any unusual sounds.

(b) Conduct a passive search only (that is, look without touching).

(c) Operate with one team progressing clockwise and one team anti-clockwise, checking the area as follows:
   - floor to waist level
   - waist level to head level
   - head level to ceiling.

(d) Mark the area as clear, using chalk marks, Post-It labels, etc.

**WARNING:** Hand-held radio transceivers and mobile phones MUST NOT be used during a bomb emergency because, under certain conditions, transmissions can trigger an electrically-detonated or radio-activated bomb.

**Courses of Action – The Decision to Evacuate**

The Police will normally leave the decision to evacuate to the Emergency Control Organisation or building management. The Police may provide advice or make recommendations.

**Option to do Nothing (Disregard Threat)**

It may be tempting, when receiving a threat from an intoxicated person or a child, to adopt this course of action. The Chief Warden must be absolutely sure it is a prank call. If there is the slightest doubt, the Chief Warden must adopt one of the other options.
Option to Search and Evacuate only if a Suspicious Object is Found

This choice means people will be in the building for a longer period if there is a device present. Evacuation will proceed if a suspicious object is found. If nothing is found, and there are no other significant factors, the Chief Warden may then consider that the building can be declared safe. The Chief Warden may consider this option appropriate if the threat level is assessed as low.

Option to Search with Partial Evacuation

When the threat level is considered to be moderate and there is no reason to believe an initiation to be imminent, the Chief Warden might consider partial evacuation, retaining essential staff and search teams.

Evacuate Immediately Without Search

In the event of a call that the Chief Warden considers to be a high risk there may be a case for evacuation as quickly as possible, without conducting a search, especially where there is a possibility of imminent initiation.

When the time of an initiation has been disclosed in a threat, the Chief Warden must ensure search procedures are terminated well before the deadline, even if the device has not been found. All searching must cease no later than 20 minutes before the time given. At the very least, 20 minutes must elapse after the threatened time of initiation before search teams re-enter the building. The building should be searched prior to re-occupation.

Evacuation

If the evacuation of a floor or complete evacuation of a building is ordered, the procedures are similar to an evacuation for a fire. Wardens are to:

(a) Direct occupants to the nearest exit and instruct them to take all personal items with them. Guide them to the nominated Assembly Area using a path of egress away from the suspect item if the location is known. Wardens should ask occupants to visually check their area for any suspicious articles as they leave their floor or area.

Note: In some buildings it may be necessary to direct occupants to another floor or area or to use a specific exit or escape route.

(b) Conduct a final check of all areas including toilets, strong rooms, plant rooms, store rooms and all other occupiable spaces to ensure they are clear of occupants.

(c) Advise the Chief Warden when the floor has been evacuated. Ensure internal doors, except fire doors, are left open if possible, and that occupants do not re-enter the building.

(d) Proceed to the nominated Assembly Area and remain in charge of occupants until directed to return to the building.

Note: Never assemble personnel in front of, or directly below glassed areas.

Threat after Hours

Should a threat be received outside normal working hours, the recipient should report the matter to the Police, alert other persons/tenants occupying the floor, and evacuate the building using the emergency exits. Do not re-enter the building until advised by Police that it is safe to do so.

The Decision to Reoccupy

Once an evacuation has been completed the Chief Warden and/or building management will decide when to reoccupy the building. If a suspicious object has been found, the Police will assume control until the object/building is declared safe. After this, the Chief Warden will then assume control.
Australian Bomb Data Centre “Bombs: Defusing the Threat”

The Australian Bomb Data Centre “Bombs: Defusing the Threat” handbook contains procedures and recommendations derived from the experiences of national and international police, and security and law enforcement agencies. It provides clear guidance on how to develop in-house policy and strategies to counter bomb threats. Further, it aims to:

- examine the threat
- briefly describe different types of IEDs
- introduce liaison with police
- advise how to handle threats if and when they occur.

*Bombs: Defusing the Threat* complements Australian Standard 3745-2010.


*With acknowledgment to the Australian Bomb Data Centre, Australian Federal Police Weston ACT for the use of extracts of material on Bomb Threat Procedures included in this Emergency Evacuation Management Plan and the sample threat check list at Annex B.*
Bomb or Substance Threat Strategy Flow Chart

**THREAT RECEIVED**

Notify Chief Warden (CW)

RING THE POLICE ON "000"

**OPTIONS**

IMMEDIATE EVACUATION*

PARTIAL EVACUATION AND SEARCH

SEARCH AND IF REQUIRED, EVACUATION

DISREGARD THREAT*

WARDENS SEARCH EMERGENCY EXITS

REMEMBER, YOU ARE LOOKING FOR SOMETHING THAT DOES NOT BELONG - IT IS A VISUAL SEARCH ONLY.

IF YOU FIND SOMETHING SUSPICIOUS

DO NOT TOUCH IT. DO NOT MOVE IT.

EVACUATE THE AREA

NOTIFY THE CHIEF WARDEN

CHIEF WARDEN TO DESPATCH WARDEN/S TO SEARCH THE ASSEMBLY AREA

WARDENS REPORT TO THE ASSEMBLY AREA WHEN THEIR AREA IS CLEAR

DO NOT LEAVE THE ASSEMBLY AREA UNTIL THE "ALL CLEAR" IS GIVEN BY THE CHIEF WARDEN OR EMERGENCY SERVICES.

WARDENS TO SEARCH:
1. Exits
2. Common Areas
3. Reception Areas.
4. Toilets
5. Utility Cabinets

*Decisions made by the Chief Warden
11. IMPROVISED EXPLOSIVE DEVICES – CODE PURPLE

An Improvised Explosive Device (IED) is a device fabricated in an ad hoc manner which contains explosive components designed to, or capable of, causing unlawful injury or damage.

Improvised Explosive Devices (IEDs) can be mail bombs; courier delivered bombs; placed bomb or Vehicle Borne Improvised Explosive Device (VBIED) and can be explosive, noxious or incendiary in nature. IEDs are easily disguised and the size and shape can vary greatly. Suspicious objects must be reported to management to determine if the object belongs to anyone. If the ownership cannot be proven, these procedures should be initiated. The Chief Warden and Police are to be notified and the object’s potential threat is to be evaluated.

Incendiary Devices

Incendiary devices or fire bombs are designed to cause a fire. An incendiary device can be quite small in size and carried unnoticed by the perpetrator for long periods before being placed. A small incendiary device poses a high risk in buildings, structures and workplaces in which high numbers of people assemble because they can be placed without bringing attention to the offender.

Mail Bomb

All mail should be checked for suspicious articles. The details of all-suspicious letters and parcels, and records of verbal threats should be retained for future reference.

Mail bombs are normally about envelope size. The maximum size of a device is restricted by Australia Post limitations on the weight and dimensions of an article that can be sent through the Australia Post system. Mail bombs could of course be distributed by means other than Australia Post such as couriers. Irrespective of size, mail bombs have the potential to cause death or serious injury.

Mail bombs normally fall into three categories, HIGH EXPLOSIVE, INCENDIARY and NOXIOUS devices all designed to cause damage, injury or death.

Mail bombs are usually designed to operate ON OPENING or THE REMOVAL of an inner article from an envelope or package. These devices are targeted against an individual such as someone who would open such items under normal conditions. These devices are designed to withstand the heavy handling that would be expected in the postal system and would not normally be on a timing mechanism because of the length of time for delivery.

The detection of mail bombs involves five stages of action and counter action. Stage 1 and 2 are conducted by the recipient and Stages 3 to 5 by the responding Emergency Services.
Stage 1
Stage 1 is carried out on the initial receipt of the article where the recipient will conduct a visual inspection.

The recipient would be looking for:
(a) An envelope that is lopsided or uneven
(b) A package that is excessive in weight for its size
(c) Excessive tape or other securing material
(d) An article from an unknown source
(e) Wires or metallic material protruding from the article
(f) Postage in excess of what would be required to have the article forwarded

The recipient also has the ability to speak to the addressee and have them confirm that they were awaiting delivery of the item.

Stage 2
At Stage 2 a more in depth analysis is applied where the observations from Stage 1 are correlated with our sensing powers such as smell. (These are both “normal daily practices” in mail handling at any time during Stage 1 and 2. Where suspicion is raised, the Emergency Services must be notified and no further action other than notification and evacuation should be carried out by the recipient). Caution must be exercised in the movement of the article at both Stage 1 and Stage 2 if there is any suspicion about the object.

If the item is suspect at Stage 1 or 2 then the recipient would as a matter of course notify the Police.

It is important that a safe isolation area be designated for the placement of any suspect articles. This must never be in an item such as a filing cabinet where the build up in gas pressure would magnify the explosive potential of the device. An area that should be considered is adjacent to a window or open door where the potential of the gas would dissipate thereby lessening the structural damage to the building.

Stage 3 to 5
The 3rd Stage will involve specialist assistance such as the Police or Military Bomb Technicians who are armed with an array of detection equipment. The items they have at their disposal include fluoroscopes, x-ray equipment, explosive vapour detectors and explosive detection dogs. If at Stage 3 the Technician confirms that the article IS NOT an IED then the recipient will normally deliver the article to the addressee.

If it is found to be an IED then at Stage 4 the Technician would render the device safe or neutralise the device for safe handling.

At Stage 5 evidence is collected and Police Investigators usually take control.
Courier Delivered Bomb

In the case of a courier article, Stage 1 and Stage 2 of the mail bomb procedures should be followed upon initial receipt of the item.

A courier delivered bomb differs from a mail bomb in that the perpetrator has the ability to set a timer or trip/motion device when it is delivered. This means that a courier delivered device has the potential to detonate without any further intervention by the perpetrator. Once an item has been identified as suspicious it MUST NOT be touched or moved from that point on.

The degree of warning for a courier delivered bomb will vary. It may not be accompanied by a warning, it could have a written threat or there could be a telephone bomb threat after delivery.

In all cases of a suspected courier delivered bomb immediate evacuation of the area must be carried out. Notify the Chief Warden, your own Management and the Police and under no circumstances must the item be touched or moved. The evacuation route should avoid the area where the suspect item is placed even if this means selecting an alternative safe evacuation pathway that would not normally be used in emergencies.

Placed Bomb

Placed bombs come to attention either as an accidental discovery or after a warning and subsequent search. Placed bombs can take on many shapes from the obvious such as a stick of commercial explosive with a burning fuse to the indistinguishable such as a sealed package.

In all cases of a suspected placed bomb immediate evacuation of the area must be carried out. Notify the Chief Warden, your immediate supervisor and the Police and under no circumstances must the item be touched or moved. The evacuation route should avoid the area where the suspect item is placed even if this means selecting an alternative safe evacuation pathway that would not normally be used in emergencies.

Vehicle Borne Improvised Explosive Device (VBIED)

A Vehicle Borne Improvised Explosive Device (VBIED) may be defined as any vehicle capable of carrying a large amount of explosive. VBIEDs are by far the largest version of IEDs. A VBIED is capable of wide-scale devastation and it is usually used as an indiscriminate act of terrorism.

A VBIED is any means used to deliver a large amount of explosive usually to the external boundary of a building, structure or workplace.

The security of basement and off-street car parks should be increased as the level of perceived or known threat from a VBIED increases. The ability to isolate the likely points where an unauthorised vehicle can be parked, externally or within a building, structure or workplace may decrease the impact.

In a situation where a VBIED is evident, the evacuation of a building’s occupants must be controlled. In some circumstances the evacuation of occupants may not be possible. It may be safer to remain within the building, structure, or workplace provided that people are assembled as far away from the device as possible and provided people are not in the line of sight of the device. IEDs of this size and nature historically detonate within a short period of being placed. However, if sufficient time is available occupants should be directed to a path of egress that is furthest away from the VBIED and, if possible, this means of egress should be protected by walls or other structural supports.
Evacuation

If the evacuation of a building is required for an IED, Wardens are to:

(a) Direct occupants to the nearest exit that is away from the location of the IED and guide them to the nominated assembly area unless informed of an alternative location by the Chief Warden or responding Emergency Services officers. (If time permits, the assembly area and evacuation route must be searched prior to occupants reaching it to ensure that it is safe).

Note: Never assemble personnel in front of, or directly below glassed areas of a building.

(b) If safe to do so, conduct a final check of all areas including toilets, strong rooms, plant rooms, store rooms and all other occupiable spaces to ensure they are clear of occupants.

(c) Advise the Chief Warden when the floor has been evacuated. Ensure internal doors, except fire doors, are left open if possible.

(d) Proceed to the nominated assembly area taking personal items with you and remain in charge of occupants until directed to return to the building.

Vehicle Movement

The removal of vehicles from a car park may be dangerous if the car park (or the passage of vehicles) is close to the reported suspicious object. If there is doubt about the safety of moving vehicles, the Chief Warden should instruct that the car park be closed and vehicle movement halted.

If a Device Detonates

Following the detonation of an explosive device the duties of the Emergency Control Organisation may include:

(a) protecting yourself from falling debris;

(b) assessing damage on the floor. If it is dark use a torch to check for damage. DO NOT use naked flame such as matches to assess damage as there may be gas present;

(c) ensuring First Aid is given to those injured;

(d) notifying the relevant authorities;

(e) isolation of electric power, if it is safe to do so;

(f) initiating controlled evacuation; or

(g) conducting a search of the floor, if safe to do so.

Reducing the Risk

All occupants of a building should be alert and made aware of the importance of advising the relevant authorities, such as the local police, of any concerns or suspicious activities.

A National Security Hotline has been established to further strengthen Australia’s national security arrangements. It complements the activities being undertaken as part of the Commonwealth Government's national security public information campaign.

The Hotline is set up to receive information from members of the community who wish to report any activity which they feel may be relevant to national security and warrant further investigation. It also provides information on a wide range of national security matters.
Because buildings and business organisations differ so much, managers and occupiers should contact their local Police Crime Prevention Officer who will provide specific practical advice. Issues to be considered should include:

- minimising the number of entry points;
- implementing access control such as visitor registration and identification and a procedure for escorting visitors;
- locking cupboards, cabinets and areas that are not regularly occupied;
- initiate security check procedures to be carried out at the close of business;
- maintain a high standard of housekeeping with regular disposal of rubbish;
- installing good quality locks that are checked and serviced regularly to prevent unauthorised access;
- installing intruder alarms that will give early warning of persons attempting to force entry into the building;
- installing closed circuit television monitors;
- conducting a regular audit of security procedures.

With acknowledgment to the Australian Bomb Data Centre, Australian Federal Police Weston ACT for the use of extracts of material on Bomb Threat Procedures included in this Emergency Evacuation Management Plan (EEMP) and the sample threat check list at Annex B.
12. EARTHQUAKES – CODE BROWN

Personal Safety Guidelines

Earthquakes strike without warning. Generally, the SAFEST PLACE to be is in the OPEN – away from buildings. However, if you are in a building when the earthquake strikes, you should NOT attempt to run from the building. Outside the building you may be met with falling debris and power lines. It is safer for you to remain in the building.

Basic guidelines for personal safety in earthquakes are as follows:

(a) Try to remain calm.
(b) Move away from windows and outside walls.
(c) Keep away from mirrors, light fittings, bookcases and other furniture that may fall or slide.
(d) If possible, take cover from falling debris under a desk or move to an internal corner of a room, sit down and protect your face and head.
(e) Don’t use telephone immediately, unless for serious injury.
(f) Don’t go sightseeing.
(g) Don’t use vehicles unless there are special circumstances that warrant this (for example a serious injury).

If personnel are caught outside the building they should:

(a) Seek refuge under archways and doorways which could offer protection from falling debris
(b) Keep off roadways, footpaths and do not stand under shop awnings
(c) Get away from high walls, overhead power lines or dangling electrical wires
(d) If driving, pull off the road (not under power lines) and stay in their car until they can assess the situation around them

REMEMBER – DO NOT ATTEMPT TO RUN FROM THE BUILDING

Once the tremor has stopped, look around for injured persons and reassure others on your floor or area.

The Chief Warden or a Deputy should call the building’s Emergency Control Organisation into action as soon as possible after the earthquake.
Duties of the Emergency Control Organisation

Chief Warden. The Chief Warden shall:

(a) Stand by to record reports from each Floor Warden.

(b) Direct security staff, where available, to inspect all public areas and report back any structural damage, hazard or injured personnel.

(c) As a precaution against possible broken or fractured lines it may also be necessary to isolate electrical and plumbing services.

(d) Unless conditions otherwise dictate Floor Wardens should be advised to direct their personnel to remain where they are until the immediate danger is over. Conditions outside could be worse than inside.

Area Wardens. When the earthquake stops Wardens should direct all personnel to remain in their present safe refuge points until they have carried out a safety check. Wardens should then inspect their floor area and report to their Floor Warden, who will then report to the Chief Warden, on the following:

(a) Any injuries; their nature, severity and who is giving first aid.

(b) Any hazards such as fallen or exposed electrical wires, precariously balanced material such as hanging ceilings, beams, etc.

(c) Any unfamiliar odours.

(d) The condition of the fire stairwell as far as they can see from their floor level.

(e) If considered safe to do so, Floor Wardens will direct personnel to assemble in safe areas, as close as possible to the Emergency Exits and await further instructions.
13. CIVIL DISORDER - CODE BROWN

Causes

Industrial unrest, emotional international situations or unpopular political decisions may lead to public demonstrations that could threaten the security of a building.

Responsibility

The Person in Charge of the facility and the Emergency Control Organisation should coordinate the response to an incident until the arrival of the Police, to whom they should provide as much assistance as required.

Action

As soon as the Chief Warden or Person in Charge of the Workplace is aware of civil disorder occurring inside or in the vicinity of the site, the following action should be taken:

(a) Notify the Police and request assistance (dial 000 and ask for the Police Operator).

(b) Notify supervisors.

(c) Restrict entry to the building.

(d) Confine the presence of demonstrators to the ground floor.

(e) Restrict contact between demonstrators and building occupants.

(f) Alert other members of the ECO.

Offices should be locked. Cash, valuables and files should be secured. Windows, blinds and curtains should be closed and staff directed not to agitate the demonstrators.

The Person in Charge of the Workplace should promote an air of confidence and calm.
14. WORKPLACE CONFRONTATION – CODE BLACK

This section refers to armed confrontation, hostage seizure, siege or other situation involving high risk of injury.

**General Procedures**

If you are confronted by an armed or unarmed intruder:

(a) Obey the intruder’s instructions, do what you are told and nothing more, and do not volunteer any information.

(b) Stay out of danger if not directly involved, leave the building if it is safe to do so then raise the alarm. Call the Police and notify Management.

(c) Be deliberate in one’s actions if ordered to carry out an action by the offender. The action should be carried out with due consideration to one’s safety.

(d) Phone the Police emergency number if able to do so without danger and to keep the phone line open. Alternatively, ask some other responsible member of the staff, by way of pre-determined gesture/s or key word/s, to phone the Police if it is safe to do so.

(e) Carefully observe any vehicle used by the offender/s, taking particular note of its registration number, type, colour, and number of occupants and their appearances.

(f) Immediately after the offender/s have/has left, mark off any areas where they stood or touched. Do not allow anybody in these areas until the Police have checked for fingerprints and other clues.

(g) Observe the offender/s as much as possible. In particular, take note of the speech, mannerisms, clothing, scars, tattoos or any other distinguishing features, and record these observations in writing as quickly as possible after the incident, as the Police will want your individual impressions of what happened before your memory is influenced by discussion with others.

*Note:* For this purpose some suggestions for describing an offender are set out at the end of this section.

(h) Ask all witnesses to remain until the Police arrive, and explain to the witnesses that their view of what happened, however fleeting, could provide vital information when placed together with other evidence.

(i) Exclude all members of the media from the area and allow only the person in charge of the area, the Chief Executive Officer or authorised person to make statements.
During an Armed Incident Procedures

During an incident:
(a) Tell yourself to stay calm. Do not attempt to be a hero – accept the situation and be prepared to wait.
(b) Do not speak unless spoken to and only if necessary.
(c) Do exactly what the offender tells you.
(d) Do not be argumentative with either the offender or other staff.
(e) Do not make suggestions to the offender. If your suggestion is wrong the person may think you planned it that way.
(f) If safety permits, operate any installed “duress” alarm.
(g) Try to be observant.
(h) Notice the offender’s mannerisms, clothing, speech and so on.
(i) Try not to involve other staff in the incident.

Precautions

There are steps you can follow for your safety
(a) Be aware of people loitering for extended periods that appear agitated and may be holding bulky items.
(b) Advise your Manager if you see anyone acting strangely or suspiciously.
(c) Keep rear and side doors locked from external access at all times. Minimise the points of entry to lessen the chance of unauthorised persons gaining access to the premises.
(d) If your company holds cash on the premises keep cash in any till drawer to a minimum. Never discuss cash transactions or procedures involving the holding or movement of cash with any person other than staff who have a direct need to know.
(e) Till drawers should be locked when not in use and the key must be in your control at all times.
(f) Do not discuss security procedures with anyone other than staff members who have a direct need to know.
(g) Record the telephone numbers of your Security Company and the Police near the telephone.
(h) Keep offender and weapon description forms and learn how to complete them correctly.
(i) Be knowledgeable about the location and operation of all security and duress alarms.
After an Incident

After an incident as the offender leaves:

(a) Gauge height using markers on door, if provided.

(b) Lock yourself in.

(c) If safe, observe which direction offender goes, the type of car, its colour and its registration number.

(d) Do not touch any areas the offender touched.

(e) Cordon area off.

(f) Keep witnesses there until Police arrive.

(g) Post sign on front door Closed Due to Robbery/Security Incident.

Describing the Offender

Armed intruders are not commonly apprehended while committing the crime, so Police rely heavily on factual information supplied to them by eyewitnesses. Working to a system is always effective and staff should develop a systemised approach to observing the offender.

Here are some prompts to help you with your descriptions:

BUILD Thin, fat, normal, stocky, pot-bellied, solid, lean, angular.

AGE Lines around eyes, wrinkled forehead, age spots or lines on hands, lines on neck.

NAME Offenders might use nick-names or a name that can be associated with one of the offenders.

HAIR Think about the style as well as the colour. Was hair short, long, straight, curly, in a pony-tail, wavy, receding, afro, woolly, thick, crew-cut?

EYES Colour and shape. Wide, close together, narrow, sleepy, squinting, deep-set, protruding, blood-shot, slit, closed.

COMPLEXION Skin tone and colour can indicate the offender’s ethnicity. Descriptive terms could include fair, dark, olive-skinned, tanned, pimply, acne-scarred, Latin, Anglo-Saxon or Aboriginal.

MANNERISMS Think about the posture. Descriptive terms could include slouched, round-shouldered, erect or relaxed.

FACE Bushy eyebrows, big nose, thin lips, pouting lips or dimpled cheeks. Look for a beard, moustache, moles, broken or missing teeth, capped or bad teeth, pimples, freckles, scars, etc.
CLOTHING What was on the upper body? Lower body and feet? Any rings? Wearing gloves, sunglasses (what type), spectacles, ear-ring/s, or a watch? What disguise was worn? Ski mask, balaclava, stocking, overalls, raincoat, etc.

HANDS Tattoos, rings, missing digits, colouration, scars, staining.

Describing the Weapon

It is difficult for those who are not familiar with firearms to give an accurate description of a weapon. To help you more accurately describe the weapon, you may find the following of value:

TYPE Shotgun, rifle, revolver, pistol, air rifle, machine gun.

ACTION Bolt, lever, pump, semi-automatic, automatic.

BARREL Sawn off, single, double, side by side, over and under.

STOCK Cut down, wood, metal, normal, plastic, coloured.

Most guns have a brand or logo prominently displayed on the handle or barrel. If circumstances permit, check for that identification. Look for distinguishing marks or scratches on the weapon.

Never assume that the gun is a fake! Many of the more unusual brands of guns look like toys and most fake guns look more real than the original.

If you are a victim of crime, it is important to remember that help is at hand. The most common effect of crime is for the victims to blame themselves for its occurrence. Generally, we have a perception of being invulnerable. When our vulnerability is revealed by a violent crime, it is easy to believe that we were somehow the cause and deserve the blame.

Statements such as “I should have done this” or “I could have done that” certainly empower and give back to us our sense of invulnerability. They do not, however, put the responsibility where it belongs – with the person who committed the offence! Remember: you are a victim, not the criminal.

One of the first responses from a victim is a feeling of being totally alone and not understood. Often struggling with the acceptance of what has happened, victims allow bureaucratic systems such as a Police investigation to take over their lives. These procedures, whilst necessary, often leave the victim feeling helpless, confused and resentful of others doing things to and for them.

It is normal to be scared and it is imperative for you to remember that you are not on your own.

If you prefer to handle the problem independently the Victims of Crime Association will provide further advice.
Summary

**PERSONAL THREAT**

For all workplace incidents/emergencies relating to a **PERSONAL THREAT, ARMED OFFENDER** etc call "000" immediately.

**PERSONAL THREAT INCLUDE ASSAULT, ARMED HOLD-UPS, ROBBERY, PERSONS AT RISK (Suicide etc)**

| **REMAIN CALM** | DO NOT panic or raise your voice.  
|                 | Avoid direct eye contact.  
|                 | DO NOT make any sudden movements. |
| **DO NOT TAKE RISKS** | Hand over whatever is requested.  
|                 | Do not do anything which may antagonise the offender. |
| **DO ONLY WHAT YOU ARE TOLD** | DO NOT volunteer any additional information. |
| **NOTE OFFENDER’S CHARACTERISTICS** | Sex, height, voice, clothing, tattoos, jewellery, any distinctive clothing and note areas the offender has touched (after the offender has left, ensure other persons do not contaminate areas that the offender has touched).  
|                 | Note type of vehicle used for escape, registration number if possible and last known direction. |
| **ALERT** | If safe to do so without endangering yourself alert other staff members.  
| **ISOLATE** | Remain in a secure area such as locking your office door. Stay away from windows and if possible close blinds.  
| **TELEPHONE** | **REMAIN CALM.** Ring "000" immediately and follow the instructions given by the operator including giving your name and location and details of the incident.  
| **RECORD** | Record the offender’s description and details such as serial numbers of any items taken or any other details you feel may be relevant to the Police.  

Listen out for instructions from either the Floor/Area Warden or responding emergency services personnel.
15. CHEMICAL, BIOLOGICAL OR RADIOLOGICAL INCIDENTS – CODE YELLOW

Introduction

Incidents that may be encountered may include chemical, biological or radiological (CBR) agents. These agents often have a legitimate purpose in buildings, structures and workplaces. They can range from fumes from paints to gas leaks to the most potent of chemical, biological and radiological properties. In all cases, there must be sound and conforming practices and training to facilitate the housing of such goods and these issues are outside the scope of this document.

This section of the Emergency Evacuation Management Plan deals with the actions required when CBR contaminates are introduced either through accidental or purposeful actions by first providing an overview and then direct emergency response procedures which are focused on personal and general actions.

Accidental Dissemination

This type of dissemination will usually be caused by some form of industrial accident, poor housing method or an unplanned process. All have the potential to spread an airborne contaminant into the building, structure or workplace. Air conditioning units and other ventilation system have the capacity to spread the contaminant quickly. One of the more common airborne contaminates that is accidentally introduced is Legionella.

From the point of view of biological contaminants there are a number of systems, which prevent the spread of bacteria and viral-bacteria (such as Legionella), from being distributed to occupied areas.

In a water-cooled air-conditioner the water tower is dosed with strong antibacterial chemicals, which neutralises bacteria prior to entering the air intake system. Later in the cycle the same air is dehumidified and reheated further neutralising most harmful bacteria.

In refrigerated air-conditioners the temperature is reduced initially to a level which kills many varieties of airborne bacteria after which the same air is dehumidified and reheated once again further neutralising most harmful bacteria.

The response to any accidental introduction of any airborne contaminants is detailed further on in this section.

Purposeful Introduction

Any act to purposefully introduce chemical, biological or radiological contaminants would usually be an act of terrorism. This is a wilful act designed to cause damage and harm. The response to purposeful introduction of airborne contaminants is detailed further on in this section.
Chemical Agents

Chemical agents may be a solid, liquid or gas and in some cases the agent may be odourless, colourless and tasteless. Chemical agents may be inhaled, ingested or absorbed through the skin and can have immediate or delayed effect.

A chemical agent can be disseminated by a spraying device, leaking package or a container either bursting or exploding. A chemical agent may cause incapacitation, serious injury or death.

The following are examples of more sinister chemical agents:

- Sarin gas
- Ricin toxin

Self protection is important and if an individual believes they have been exposed to a chemical agent the following should apply:

- Hold your breath and move quickly away covering your face with a handkerchief or cloth.
- If indoors, move outside and upwind to a level above the point of release.
- If outdoors, move upwind to a level above the point of release.
- If chemical droplets contaminate clothing, remove outer garments and wash exposed skin with cold water.
- If any of the following affects are evident seek medical assistance immediately.
  - Dizziness
  - Choking
  - Dimming of vision
  - Muscular twitching
  - Nausea/Vomiting
  - Tearing/Irritation of eyes
The emergency response summary is:
- Call “000” and advise the emergency services of a chemical incident including:
  - The exact location of the incident.
  - The wind direction to enable the emergency services to attend from an upwind approach.
  - The estimated number of victims.
  - The victims’ symptoms.
- Shut down the air handling system. This includes all types of fans or air circulation equipment.
- Isolate the incident area and if inside move people outside. If outside move all people upwind and at all times to a level above the point of release.
- Follow the instruction of the attending emergency services.

**Biological Agents**

Biological agents are typically non-volatile and are imperceptible to the naked eye. Biological agents will usually be imbedded in a delivery medium such as a powder or liquid. They can be disseminated by a dispersion device such as an aerosol sprayer. Biological agents are normally ingested or inhaled and while they are not absorbed through the skin these agents can penetrate through an open wound.

The following provides some examples of biological agents:
- Plague bacteria
- Smallpox virus
- Anthrax bacteria

Self protection is important if exposure to a biological agent is suspected. The following should apply:
- Put the package down and try not to disturb it any further.
- If possible, cover it/seal it.
- Cover your hands but do not put your hands near your mouth.
- Hold your breath until you are able to move away.
- Preferable stay in your office along with your colleagues who were present at the time the suspect exposure occurred.
- Seal the room so that others are prevented from entering.
- Ideally, move to a second secure area where you are safe from further exposure to the material and at which you are less likely to contaminate persons who have not been exposed.
Unlike chemical agents where symptoms are quickly apparent it is unlikely that any person will know of their exposure to a biological agent because there is a greater lead time before the symptoms are apparent.

The emergency response summary is:
- If indoors isolate the area and move those who have not been exposed outdoors and upwind of the point of release.
- Prevent others from entering the area.
- Call “000” and advise the emergency services of the suspected biological incident including:
  ▪ The description of the potential contaminant and the package/device.
  ▪ The action taken to isolate the area.
  ▪ Visible signs of distress.
- Follow the instructions of the attending emergency services.

**Radiological Agents**

Radiological agents are likely to be material such as medical or industrial isotopes. However it is important to note that these agents can be combined with an improvised explosive device to form a “dirty bomb”.

Authorised radiological materials should carry appropriate markings and great care must be taken when handling packages which carry the radioactive markings. In all cases, there must be sound and conforming practices and training to facilitate the housing and use of such goods but these issues are outside the scope of this document.

The types of radiation are:
- Alpha rays (the alpha rays will only travel centimetres and generally will not penetrate the skin)
- Beta rays (beta rays are more penetrating than alpha rays and it may cause burns to skin. This agent travels only a few metres)
- Gamma rays (gamma rays are very penetrating. It will travel hundreds of metres, depending upon the material’s strength)

The effects of radiological agents will depend upon the dose and length of exposure. The medium term effects may include:
- Vomiting
- Fatigue
- Skin burns
- Bleeding
- Increased risk of infection
- Hair loss
It is unlikely that exposure will be known to any individual as radiological agents are undetectable by the human senses.

Self protection is important if any individual suspects any type of exposure to radiological agents, the following should apply:

- Reduce your exposure time to radiological agents to a minimum.
- Keep away from the suspected source. The further you keep away from the source the better.
- Use the cover of heavy or thick material to shield yourself from radiation.
- After getting clear of the incident area, consider removing your outer garments if you think there may have been airborne radioactive particles.
- If inside move outside but keep well away from others. If outside move upwind again keeping away from others to prevent cross-contamination.
- Wash exposed skin and hair area.
- Seek immediate medical advice.

The emergency response summary is:

- Call “000” and advise the emergency services of the incident including:
  - The potential exposure to radioactive material.
  - The exact location of the incident and the suspect material.
  - The wind direction to enable an upwind approach.
  - The state of the radioactive material particularly if exposed to fire.
  - The approximate number of people exposed.
- If it is safe to do so, cover the suspect material with a heavy or thick material. If this course of action is taken be absolutely sure to minimise your personal exposure to the suspect material.
- If the suspect material is inside prevent others from exposure by sealing off the area and isolating access to the material.
- If the suspect material is outside move upwind and isolate access to the material.
- Follow the instruction of the attending emergency services.
Summary

It is difficult to define what may be a suspicious item. Only you will know if any specific item is suspicious or out of the ordinary.

Product identification and gathering of information starts from the moment that the incident has been noticed. Some of the characteristics could be

- How did casualties react (initial symptoms may be gradual and non-specific) – developed a cough, felt fatigued, had chest pain (pulmonary), became disorientated, collapsed after prolonged exposure, immediately collapsed.
- What did the material look like - solid, liquid, gas?
- Are there any hazardous materials stored in this area?

Pass on all information to the Senior Officer from the responding Emergency Service.

The following is a list of precautions for guidance:

- All occupants need to be aware of the need for security in the facility.
- Do not leave unsecured areas of your tenancy unattended.
- Question any strangers in your area.
- Check for unattended or unusual packages.
- Know your building’s emergency procedures.
- Know the emergency contact telephone numbers including your Chief Warden.
- People handling mail must remain vigilant and cautious but remember that most reports of suspicious packages are unwanted (false) alarms.
- All personnel who handle mail must be aware of emergency procedures.
- Where possible the sorting and handling of mail should be done in an area that can be easily contained.
- If a suspicious letter or package has been received but has not been opened place the item in a plastic bag and seal it. Place all items in a second plastic bag and seal it also.
- Stay in the immediate work area. This applies to co-workers in the same room. Prevent others from entering the area and becoming contaminated. Wait for help to arrive.
- Call for help from your immediate supervisor or ring “000” to ask for the Fire Service Hazardous Materials (HAZMAT) Unit. Advise them of the exact location (street address, building, and floor number), the number of potentially exposed people, a description of the package/device, action taken (eg item covered with a black coat).
- If there has been any handling of suspicious mail all persons who may have been exposed are to be aware that they must keep their hands away from their face to avoid contamination of the eyes, nose and mouth.
- If possible, and without leaving your work area, wash your hands.
If it is thought that the suspicious item may contain an explosive device, follow normal mail bomb emergency procedures and evacuate the area.

Persons in charge of a workplace should ensure that a list of all emergency contacts is maintained. This list must contain, but not be confined to, the Emergency Services number – “000”, individual local area Emergency Services (station) contact numbers, local authority (council), Environmental Protection Agency, electrical authority, private electrical contractor, gas supplier/authority and plumber.
Annex A  Definitions

For the purpose of this document, the definitions from AS 3745-2010, the Building Code of Australia (BCA), Occupational Health and Safety legislation (OH&S), Australian Federal Police Bomb Data Centre and those below apply.

First 5 Minutes Pty Ltd acknowledges the origination of the definitions and that it has no copyright interest with those used from the above nominated published sources.

Alternative Solution

A performance based approach to the fire safety issues as recognised by the Building Code of Australia, 1996 (BCA). This approach allows the fire safety provisions within the building to be designed in the most flexible, cost-effective and practical manner to best suit the specific building and its occupancy.

Area

A floor, zone or place within a building, structure or workplace that may be occupied by people.

Bomb

Can be of any size or shape, can look obvious or be camouflaged, may vary in its sophistication, may explode or may not necessarily explode (i.e., incendiary, chemical, radiological, sharps, animals/reptiles).

Bomb threat

A threat, written or verbal, delivered by electronic, oral or other medium, threatening to place or use an improvised explosive, chemical, biological, or radiological device at a time or date or place or against any specific person or organization.

Improvised Explosive Device (IED)

A device fabricated in an ad hoc manner, which contains explosive components designed to, or capable of, causing unlawful injury or damage.

Courier-delivered bomb

An improvised explosive device (IED) delivered by a courier.

Mail bomb

An improvised explosive device (IED) sent through the postal system.

Placed bomb

An improvised explosive device (IED) hand-delivered or purposefully placed.

Vehicle bomb

Vehicle Borne Improvised Explosive Device (VBIED). An incident in which a vehicle is used as the means of delivery of a large IED.

Building, Structure and Workplace

A building, structure or workplace that is occupied by people, i.e. offices, warehouses, factories, public buildings, shopping complexes, apartment buildings, or a place that may be occupied by people.
Chief Warden

The person selected to head the Emergency Control Organisation. The Chief Warden shall have a good knowledge of the building, structure and workplace.

Designated Building Entry Points (DBEPs)

In compliance with AS1670.1 each building with an Automatic Fire Alarm that is required to be connected to a Fire Brigade or independent monitoring centre must have a Designated Building Entry point (DBEP). The DBEP will normally be the main entrance to the building. The regulatory authority may require large buildings to be equipped with multiple DBEPs.

Emergency Control Organisation (ECO)

A competent person or persons who implement the emergency procedures.

Emergency/Incident

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

Emergency Evacuation Management Plan

The written documentation of the emergency event arrangements for a facility generally made during the planning process. It consists of the preparedness, response and recovery activities and includes the agreed emergency management roles, responsibilities, strategies, systems and arrangements.

Emergency Planning Committee (EPC)

Persons responsible for the documentation and maintenance of an emergency management plan.

Emergency Prevention

The measures taken, including the regulatory and physical measures, to ensure that emergencies are prevented or their effects mitigated. The goal of emergency prevention is to eliminate or reduce the incidence or severity of emergencies.

**NOTE:** Examples of emergency prevention are: good house-keeping measures including reduction removal of excessive fuels loads; and policies/procedures and training in the safe use of installed equipment.

Emergency Procedures

A documented scheme of assigned responsibilities, actions and procedures within a designated section of the emergency management plan, to respond to and manage emergencies as identified in the hazard assessment.

Emergency Alarm Initiating Device

An Emergency Alarm Initiating Device (EAID) is similar in construction to a Manual Call Point (MCP) but is white in colour. They are installed for use by occupants to actuate the EWS within the structure ONLY and will not advise the Fire Service. They can also be used as an emergency door release device.
Emergency Warning and Intercommunication System (EWIS)
A combined emergency warning and intercommunication system that facilitates both way communications and control during an emergency.

Emergency Warning Systems (EWS)
A system to provide a distinctive audible signal, verbal address, and visible signals as required, for emergency alarm purposes.

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

Evacuation diagram
A graphical representation of a floor or area of a facility.

Evacuation Route
1. An evacuation route, in relation to a building, means:
   a. a path of travel from any place in the building, through a final exit of the building, to a place of safety outside the building; or
   b. otherwise, a path of travel from a common area of the building, through a final exit of the building, to a place of safety outside the building.
2. An evacuation route includes the space above a path of travel.

Evacuation time
Evacuation time means the time calculated from when the emergency starts for the occupants of the building to evacuate to a safe place appropriate to:
   a. the number, mobility and other characteristics of the occupants; and
   b. the function or use of the building; and
   c. the travel distance and other characteristics of the building; and
   d. the fire load; and
   e. the potential fire intensity; and
   f. the fire hazard; and
   g. the fire hazard properties; and
   h. any active fire safety systems installed in the building; and
   i. fire brigade intervention.

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

NOTE: See relevant Commonwealth, State and Territory occupational health and safety statutes for the definition of ‘workplace’.
Fire Safety System
Fire safety system means one or any combination of the methods used in a building to:
(a) warn people of an emergency; or
(b) provide for safe evacuation; or
(c) restrict the spread of fire; or
(d) extinguish a fire,
and includes both active and passive systems.

Fire Service
This term only refers to statutory authorities established under an Act of Parliament having as one of its functions the protection of life and property from fire and other emergencies. It may be a professional brigade with full-time fire-fighters, or a volunteer brigade. Many companies employ their own private fire services. The standard of these private fire services varies greatly. They are excluded from the definition of a fire service.

Fire and Evacuation Instructions
Fire and evacuation instructions for a building, means general evacuation instructions, first-response evacuation instructions or evacuation coordination instructions for the building.

Managing Entity (Occupier)
The managing entity, of a multi-occupancy building, means the entity that is the occupier of, or in control of, the general access areas of the facility.

Examples of entities that may be managing entities of buildings include a body corporate or the owner of a building.

Manual Call Point
Operation of a Manual Call Point (MCP) shall require the breaking, or appear to require the breaking, of the frangible element to manually raise the alarm. The frangible element which is capable of being broken or appearing to be broken forms part of the front cover of an MCP.

The body of a Manual Call Point shall be red in colour.

Master Emergency Communications Point (MECP)
The location within the building from where a warning system can be activated and from where instructions can be relayed to the Warden Intercom Points.

Occupant
People at a facility, whether inside or outside it, whether permanent or temporary.

Occupier
The entity that is the occupier of, or in control of, the general access areas of the facility.
Persons with Special Needs

A person who is unable to effectively, or who requires assistance to respond to an emergency in, or participate in an evacuation from a facility.

Safe place

(a) a place of safety within a building:
   (i) which is not under threat from a fire; and
   (ii) from which people must be able to safely disperse after escaping the effects of an emergency to a road or open space; or

(b) a road or open space.

Warden Intercom Point (WIP)

The location on a floor or evacuation zone, where equipment is provided through which instructions can be received from the controlling emergency control panel via the emergency intercommunication system.

Workplace

Any place where work is, or is to be, performed by:

(a) a worker who does work whether the person engaged works for gain or reward or on a voluntary basis; or

(b) a person conducting a business or undertaking.

NOTE: This definition includes places commonly recognized as workplaces, such as offices, shops, factories, construction sites and hospitals. It also includes many other types of less obvious workplaces, such as mines, underground tunnels, railway stations, care facilities, goals, etc.

(See relevant Commonwealth, State and Territory Occupational Health and Safety statutes.)
Annex B  Emergency Calls

Persons in charge of a workplace should ensure that a list of all emergency contacts is maintained. This list must contain, but not be confined to, the Emergency Services number – “000”, individual local area Emergency Services (station) contact numbers, local authority (council), Environmental Protection Agency, electrical authority, private electrical contractor, gas supplier/authority and plumber.

000

“000” is Australia's primary emergency service number and should be used to access emergency assistance in the first instance.

Telstra, as the designated universal emergency call service provider, currently operates the “000” emergency call service from two centralised emergency call centres in New South Wales and Victoria. Telstra's role in operating the “000” service is to connect callers to the nearest and most appropriate emergency service organisation as quickly as possible. The local emergency service organisation (police, fire or ambulance) is then responsible for sending help to the correct location.

Callers can be connected to police, fire or ambulance by dialling “000” from any fixed or mobile phone (where there is coverage) in Australia. As the location of callers using mobile phones cannot be identified automatically however, mobile phone callers need to give as much information as possible about their location when speaking to the operator.

112*

The “112” number cannot be dialled from the fixed network.

If you have a GSM digital mobile phone you can be connected to the emergency call service by dialling “000” as with other phones. However, because GSM is an international standard, GSM mobile phone users can also be connected to emergency services by dialling the international emergency call number “112”.

When dialling “112” on GSM mobile phones, access is provided regardless of the presence or validity of the SIM card within the phone, or whether the keypad is locked.

* “112” can be dialled anywhere in the world with GSM coverage and callers will be automatically translated to that country's particular emergency number.

* A caller is able to connect to the emergency services answering point if GSM mobile coverage is available from any carrier's network at the location of the call.

106 (Text-based emergency call service)

People with a hearing or speech impairment can call police, ambulance or fire services by dialling '106' from a phone line connected to a Teletypewriter (TTY) or from a computer with a modem (but not mobile text messaging). This text-based emergency call service is supplied through the National Relay Service which is provided by the Australian Communications Exchange.

For more information about the ‘106' text-based emergency call service, visit the Australian Communications Exchange website.
Emergency Alerts

Alerts are issued by emergency services authorities such as fire, emergency services, and police in each State or Territory. Each State and Territory has people trained in using the system and they will decide if a telephone alert needs to be issued to a community. It is for use in a range of emergency situations, including bushfires and other extreme weather events.

Emergency Alerts are sent by emergency services to landline telephones based on the location of the handset, and to mobile phones, based on the billing address. In the case of an emergency, you may receive a voice message on your landline or a text message on your mobile phone. If you receive an Emergency Alert and want more information, follow the instructions in the message or find your local emergency service at http://www.emergencyalert.gov.au/.

Who sends these alerts? Alerts are issued by emergency services authorities such as fire, emergency services, and police in each State or Territory. Each State and Territory has people trained in using the system and they will decide if a telephone alert needs to be issued to a community.

When warnings are issued you need to understand the level of warning. There are three levels, each increasing in importance:

1. Advice – a bushfires or other extreme weather event has started – general information to keep you up-to-date with developments.
2. Watch and Act – a bushfires or other extreme weather event is approaching you, conditions are changing; you need to start taking action now to protect your life and your family.
3. Emergency Warning – you are in imminent danger and need to take action immediately. You will be impacted by the bushfires or other extreme weather event.

While the emergency services will do their best to provide official warnings, you should not wait to receive a warning to leave. Incidents such as bushfires can be threatening lives and homes within minutes of starting. Just because you don’t receive a warning, does not mean there isn’t a threat; and do not expect a fire truck.

You need to remain alert, monitor the outside environment for signs of the event and actively seek information. Tune into your emergency broadcasters: ABC and commercial radio stations, and SKY News TV, for fire updates and warnings during the fire season.

Fire Danger Rating (FDR)

<table>
<thead>
<tr>
<th>Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>CATASTROPHIC</td>
</tr>
<tr>
<td>EXTREME</td>
</tr>
<tr>
<td>SEVERE</td>
</tr>
<tr>
<td>VERY HIGH</td>
</tr>
<tr>
<td>HIGH</td>
</tr>
<tr>
<td>LOW to MODERATE</td>
</tr>
</tbody>
</table>
Points to remember:

- Emergency Alert is operated and activated by authorised personnel from emergency services organisations. It allows for localised, community based warnings to be issued by area or geographic region.

- In the case of an emergency, you may receive a voice message on your landline or a text message on your mobile phone. It is for use in a range of emergency situations, including bushfires and other extreme weather events.

- It is important that you do not rely on receiving an alert: you and your community must still prepare yourselves and have an action plan in case of an emergency.

- The alert you receive will direct you to either seek further information from a website or, radio station or it may give you advice on what you should do.

- If you provide your children with mobile phones, it is important to explain to them what to do if they receive an alert. If your child receives an alert when they are at school, they must follow the emergency management arrangements currently in place at their school.

- Alerts do not replace existing workplace emergency arrangements. You must follow current emergency management arrangements in place at your workplace.

- You will receive the alert regardless of who provides your telephone service.

**WEB SITES:**

<table>
<thead>
<tr>
<th>BUREAU OF METEOROLOGY (BOM)</th>
<th>QUEENSLAND</th>
<th>VICTORIA</th>
<th>WESTERN AUSTRALIA</th>
<th>SOUTH AUSTRALIA</th>
<th>TASMANIA</th>
<th>NEW SOUTH WALES</th>
</tr>
</thead>
</table>
**Annex C  Sample Threat Check List**

**THREAT REPORT**

**CALLERS VOICE**

- Accent (specify): __________
- Any impediments (specify): __________
- Voice (loud, soft, etc.): __________
- Speech (fast, slow, etc.): __________
- Diction (clear, muffled): __________
- Manner (calm, emotional, etc.): __________
- Did you recognize the voice? __________
- If so, who do you think it was? __________
- Was the caller familiar with the area? __________

**THREAT LANGUAGE**

- Well spoken: YES  NO
- Incoherent: YES  NO
- Irrational: YES  NO
- Tape: YES  NO
- Message read by caller: YES  NO
- Abusive: YES  NO
- Other: __________

**GENERAL QUESTIONS TO ASK**

1. What is the threat? [ ] BOMB  [ ] CHEMICAL  [ ] BIOLOGICAL  [ ] RADIOLOGICAL
2. When is the bomb going to explode? __________
   or When will the substance be released? __________
3. What kind of bomb is it? __________
   or What kind of substance is it? __________
   Is the substance LIQUID  POWDER  GAS? __________
4. How large is the bomb? __________
   or How much of the substance is there? __________
5. Where did you put it? __________
6. What does it look like? __________
7. When did you put it there? __________
8. How will the bomb explode? __________
   or How will the substance be released? __________
9. Did you put it there? __________
10. Why did you put it there? __________
11. What is your name? __________
12. Where are you? __________
13. What is your address? __________

**BACKGROUND NOISES**

- Street noises: YES  NO
- House noises: YES  NO
- Aircraft: YES  NO
- Voice: YES  NO
- Long distance: YES  NO
- Music: YES  NO
- STD call: YES  NO
- Other: __________

**OTHER CHARACTERISTICS**

- Sex of caller: MALE  FEMALE
- Estimated age: __________

**CALL TAKEN**

- Date: __  /  __  /  __
- Time: __________
- Duration of call: __________
- Number called: __________

**PERSON WHO RECEIVED CALL**

- Name (Print): __________
- Telephone Number: __________
- Signature: __________

*Hand completed card to Chief Warden or Police*
WARDEN EMERGENCY PROCEDURES

INCIDENT OCCURS

If incident has originated from your area.

Carry out a check of your area.

If a fire is detected, contact the Emergency Services and notify the Chief Warden.

Move unessential personnel from the incident area.

If safe to do so extinguish the fire.

Report result to the Chief Warden.

If incident has originated from another area.

Remain on alert and await instructions from the Chief Warden.

EVACUATION REQUIRED

Assemble occupants at the emergency exit.

When ready commence evacuation.

Conduct final check of the area if it is safe to do so and report the status to the Chief Warden.

ALL CLEAR

Return to normal activities.

NOTE:
All messages to the Chief Warden must be brief and to the point.
Status reported could include ‘ALL CLEAR’ or ‘PERSONS WITH SPECIAL NEEDS’.
### Annex E  Example of a “Personal Emergency Evacuation Plan”

**PERSONAL EMERGENCY EVACUATION PLAN**

<table>
<thead>
<tr>
<th>Question</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Occupant’s Name:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Location:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Building/Facility</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Room Number</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Is an Assistance Animal involved?</td>
<td>YES</td>
<td>NO</td>
</tr>
<tr>
<td>Are you trained in the emergency response procedures (including the evacuation procedures)?</td>
<td>YES</td>
<td>NO</td>
</tr>
</tbody>
</table>

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

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

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

Equipment required for evacuation: (Please list.)

Egress procedure: (Give step by step details.)

1.  
2. 
3.

Designated assistants and contact details: (Please list name, phone, mobile, email.)

________________________________________________________________________
________________________________________________________________________

The designated assistants have been trained in the emergency response procedures:
(including the evacuation procedures)

YES ☐ NO ☐

The designated assistants have been trained in the evacuation equipment:

YES ☐ NO ☐

The following diagram details the preferred route for assisted evacuation.

(INSERT DIAGRAM)

Date of Issue: ___________________________ Review Date: ___________________________

Occupant approved: ___________________________ Date: ___________________________

(signature)
Annex F  Bush Fires

Introduction

When preparing for bushfires and what to do in the event of a bushfire the following must be considered:

- you must prepare, and decide, well before a fire occurs, whether to leave early or stay and defend your home or business; and
- adhere to the following principles:
  - the safest option is always to leave early rather than to stay and defend,
  - not all buildings are defendable in all circumstances and you are advised to undertake an individual assessment of defendability,
  - unless a building is defendable the advice is to leave early,
  - the impact of topography, fire weather and fire intensity on defendability should be factored into building assessments,
  - the risks of staying to defend includes the risk of physical injury and death,
  - contingencies are needed as the best-made plans may fail,
  - even if a plan is to stay, preparations to enable leaving should also be made, including the preparation of a ‘relocation’ kit specifying the location of designated community fire refuges,
  - there could be psychological impacts of staying to defend a property,
  - it is inadvisable for children to be present during the defence of properties,
  - families with young children, older people, and disabled people are advised to plan for early relocation,

Emergency Alerts

Alerts are issued by emergency services authorities such as fire, emergency services, and police in each State or Territory. Each State and Territory has people trained in using the system and they will decide if a telephone alert needs to be issued to a community. It is for use in a range of emergency situations, including bushfires and other extreme weather events.

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Who sends these alerts? Alerts are issued by emergency services authorities such as fire, emergency services, and police in each State or Territory. Each State and Territory has people trained in using the system and they will decide if a telephone alert needs to be issued to a community.
When warnings are issued you need to understand the level of warning. There are three levels, each increasing in importance:

1. Advice – a fire has started – general information to keep you up-to-date with developments.
2. Watch and Act – a fire is approaching you, conditions are changing; you need to start taking action now to protect your life and your family.
3. Emergency Warning – you are in imminent danger and need to take action immediately. You will be impacted by fire.

While the fire service will do its best to provide official warnings, you should not wait to receive a warning to leave. Bushfires can be threatening lives and properties within minutes of starting. Just because you don’t receive a warning, does not mean there isn’t a threat; and do not expect a fire truck.

You need to remain alert, monitor the outside environment for signs of fire and actively seek information. Tune into your emergency broadcasters: ABC and commercial radio stations, and SKY News TV, for fire updates and warnings during the fire season.

**Leave Early or Stay and Defend**

With proper preparation, most buildings can be successfully defended from bushfire. People need to prepare their properties so that they can be defended when bushfire threatens. They need to plan to leave early, or plan to stay and defend them.

**NB:** It must be recognised that in certain instances, some buildings, due to their construction methods, construction materials, the site they are located on or their proximity to high and unmanageable fuel loads, cannot for all practical purposes be defended against high intensity bushfires. In these circumstances, householders should be encouraged to relocate early if the intensity of an approaching bushfire is likely to make conditions unsafe. IF YOU ARE UNSURE CONSULT WITH YOUR LOCAL FIRE SERVICE AS PART OF YOUR PREPLANNING.
## Bushfire Alert Levels

<table>
<thead>
<tr>
<th>Alert Level</th>
<th>Fire Behaviour</th>
<th>Impact Potential</th>
<th>What Should I Do?</th>
</tr>
</thead>
<tbody>
<tr>
<td>CODE RED</td>
<td>Fires may be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops. Thousands of embers will be blown around. Spot fires will start, move quickly and come from many directions, 20km or more ahead of the fire.</td>
<td>People may die or be injured. Thousands of properties and businesses may be destroyed. Well prepared, well constructed and well defended buildings may not be safe during the fire.</td>
<td>If you live in a bushfire prone area the safest option is to leave the night before, or early in the morning. Leaving is the safest option for your survival if you live in a bushfire prone area – finalise your options for relocation. Activate your Bushfire Survival Plan – Now. Prepare to leave – check your Fire Ready Kit. Monitor the weather and fire situation in any way you can: through fire service website, ABC or local radio, TV and newspapers.</td>
</tr>
<tr>
<td>EXTREME</td>
<td>Fires may be uncontrollable, unpredictable and fast moving – flames will be higher than roof tops. Thousands of embers will be blown around. Spot fires will start, will move quickly and come from many directions, up to 6km ahead of the fire.</td>
<td>People may die and be injured. Hundreds of properties and businesses may be destroyed. Only well prepared, well constructed and actively defended buildings are likely to offer safety during a fire.</td>
<td>The safest option is to leave early in the day if you live in a bushfire prone area and your Bushfire Survival Plan is to leave. Only stay if your property is well prepared, well constructed and you can actively defend it. Activate your Bushfire Survival Plan – Now. Prepare for the emotional, mental and physical impact of defending your property – if in doubt, leave. Monitor the weather and fire situation in any way you can: through fire service website, ABC or local radio, TV and newspapers.</td>
</tr>
<tr>
<td>SEVERE</td>
<td>Fires may be uncontrollable and move quickly – flames may be higher than roof tops. Expect embers to be blown around. Spot fires may occur up to 4km ahead of the fire.</td>
<td>There is a chance people may die and be injured. Some properties and businesses may be destroyed. Well prepared and actively defended buildings can offer safety during a fire.</td>
<td>The safest option is to leave early in the day if you live in a bushfire prone area and your Bushfire Survival Plan is to leave. Only stay if your property is well prepared and you can actively defend it.</td>
</tr>
<tr>
<td>VERY HIGH</td>
<td>Fires can be difficult to control – flames may burn into the tree tops. Embers may be blown ahead of the fire. Spot fires may occur up to 2km ahead of the fire.</td>
<td>There is a low chance people may die or be injured. Some properties and businesses may be damaged or destroyed. Well prepared and actively defended buildings can offer safety during a fire.</td>
<td>If you live in a bushfire prone area and your Bushfire Survival Plan is to leave, the safest option is to leave at the beginning of the day. If you live in a bushfire prone area and you plan to leave; finalise your options and leave early on the day. Only stay if your property is well prepared and you can actively defend it. Check your Bushfire Survival Plan – Now. Monitor the weather and fire situation in any way you can: through fire service website, ABC or local radio, TV and newspapers.</td>
</tr>
<tr>
<td>HIGH</td>
<td>Fires can be controlled. Embers may be blown ahead of the fire. Spot fires can occur close to the main fire.</td>
<td>Loss of life is highly unlikely and damage to property will be limited. Well prepared and actively defended buildings can offer safety during a fire.</td>
<td>Check your Bushfire Survival Plan. Make sure your family and property are well prepared for the risk of bushfire. Review and practise your bushfire plan for different scenarios (e.g. kids at school/home, visitors). Know where to get more information – fire service website.</td>
</tr>
<tr>
<td>LOW–MODERATE</td>
<td>Fires can be easily controlled.</td>
<td>There is little to no risk to life and property.</td>
<td>Check your Bushfire Survival Plan. Make sure your family and property are well prepared for the risk of bushfire. Review and practise your bushfire plan for different scenarios (e.g. kids at school/home, visitors). Know where to get more information – fire service website.</td>
</tr>
</tbody>
</table>

---

**Dial a Dump Industries Pty Ltd – Light Horse Business Centre Old Walgrove Road, Eastern Creek**

**okwal_V1.00 DATED 2 February 2011 © Copyright First 5 Minutes Pty Ltd**

---

**What Should I Do?**

- **First 5 Minutes:** Know where to get more information – fire service website. School/home, Visitors. Know where to get more information – fire service website. Check your Bushfire Survival Plan.

- **Later:** Make sure your family and property are well prepared for the risk of bushfire. Review and practise your bushfire plan for different scenarios (e.g. kids at school/home, visitors). Know where to get more information – fire service website.
**Bushfire Survival Plan**

Once the plan is completed, it is important that you practise and review your plan regularly. This will mean that if you need to activate your plan in a real bushfire, you will have already gone through the process and be able to respond appropriately. You MUST have pre-planned where you will go in the event that you decide to leave early (it must be a safe place such as a designated community fire refuge – consult with your local Fire Service if you are unsure of what would be a safe location).

With proper preparation, most buildings can be successfully defended from bushfire. People need to prepare their properties so that they can be defended when bushfire threatens. They need to plan to leave early, or plan to stay and defend them.

*NB: It must be recognised that in certain instances, some buildings, due to their construction methods, construction materials, the site they are located on or their proximity to high and unmanageable fuel loads, cannot for all practical purposes be defended against high intensity bushfires. In these circumstances, householders should be encouraged to relocate early if the intensity of an approaching bushfire is likely to make conditions unsafe. IF YOU ARE UNSURE CONSULT WITH YOUR LOCAL FIRE SERVICE AS PART OF YOUR PREPLANNING.*

The ‘stay and defend’ option draws on three principal conclusions from research:

- buildings are ‘more likely to survive’ if someone is there to protect them (noting that fire agencies cannot attend every property)
- most buildings lost in bushfires ignite from small fires caused by sparks and embers and, by extinguishing those ignitions, adequately skilled and equipped people can save a building that would otherwise be lost in a fire
- the most important aspect of preparation is the creation and maintenance of a ‘defendable space’ within which a property can be defended against embers and radiant heat.

**FOLLOW THESE STEPS**

<table>
<thead>
<tr>
<th>Identify the Fire Danger Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>Identify and use the Fire Danger Rating for the day to guide which plan to activate.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Activate your Bushfire Survival Plan</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate your plan that is relevant to the Fire Danger Rating. Someone must take charge and lead the family through the process by communicating clearly what needs to be done. Make sure you know who is doing what and when.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepare yourselves</th>
</tr>
</thead>
<tbody>
<tr>
<td>Retrieve your survival kit and put on personal protective clothing.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prepare to leave early</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pack your relocation box into the car and relocate to a safer place. Make sure you have plenty of time to leave and do not return until it is safe to do so.</td>
</tr>
</tbody>
</table>

OR

<table>
<thead>
<tr>
<th>Prepare to stay and defend</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ensure you have the necessary equipment ready and are mentally prepared to actively defend.</td>
</tr>
</tbody>
</table>
Bushfires – Knowledge of the risk in your environment

Most Australians will face some level of bushfire risk each summer. You don’t have to live in a rural area to be at risk of bushfire. Suburban businesses’ and properties can also be destroyed by bushfires.

Bushfires occur in many areas of Australia. This includes where urban areas meet the bush, in urban areas where buildings have grassland or bush around them and in rural and remote areas. Understanding the environment in which you live, and the associated risk level, is the first step in minimising your risk from a bushfire.

Take a look around your local area and to determine what the types of plants and foliage surround you. This will determine if you’re likely to be affected by bushfire.

The amount and type of vegetation around your area, along with local terrain including hills and valleys, may affect the intensity of a bushfire.

The type of vegetation around you will influence bushfire behaviour. A bushfire in a forest will be very hot yet may not move quickly, while a fire in grassland may be less intense but will burn very quickly. Bushfires in coastal scrub burn very hot yet do not move as fast as a grass fire.

While all these bushfires may burn differently, they all have the potential to claim lives and destroy property.

Weather conditions such as extreme heat, gusting winds and low rainfall dramatically increase the level of bushfire risk. Prolonged drought dries vegetation making it easier to burn. The combination of drought with hot, dry and windy days means bushfires can quickly become uncontrollable, placing life at risk.

As well as vegetation, population density and vehicle access contribute to your level of risk.

If you live in a suburb or town that is densely populated it may be more difficult to leave the area once alerted to a bushfire. Poor road access, such as narrow streets, may make it difficult for firefighting vehicles to manoeuvre through the streets. It may also make it difficult for people to leave an area safely once they know there is a bushfire in the area.

Many businesses’ and properties on the outskirts of metropolitan and regional cities are surrounded by paddocks, grassland, bush or forest. In most instances, these fringe urban areas are a combination of urban and semi-rural or bushland environments. These areas can be heavily, moderately or sparsely vegetated with scrub, forest and grass, which create the risk of an extremely dangerous bushfire.

There is substantial risk of ember attack, which is burning bits of twigs, leaves and debris landing around buildings and starting fires. If buildings are close together there is the added potential for structure-to-structure fire spread. Buildings are at risk from ember attack even if a forest is several kilometres away.
Bushfire Knowledge Summary

Understand the environment in which you live. If you live near bush, grassland or the coast you may be at risk from bushfire.

Remember you don’t need to live in the bush to be at risk of bushfire. Suburban areas are at risk as well. Several factors influence the risk of bushfire in your area including vegetation, weather, population and vehicle access. The type of vegetation around you will affect your bushfire risk.

Bushfires in grass will burn and spread quickly, however will be less intense. Bushfires in a forest will burn slower than in grass however they will be more intense.

The drier and taller the grass is the higher the bushfire risk. The denser the undergrowth in a forest and more difficult it is to see through the more intense a bushfire will be.

Consider the environment in which you live and the vegetation that surrounds you.

How bushfires spread

A bushfire spreads in three ways:

- **Burning embers** – when embers land on fine fuels they can start small fires. If left unchecked, these fires smoulder, grow and spread. Sometimes this creates many smaller fires ahead of the main fire.

- **Radiant heat** – sufficient radiant heat can heat fuels in front of the fire until they ignite and then continue to burn.

- **Direct flame contact** – flames move forward and continue to ignite dry fuels ahead of the fire.

Ember attack is one of the main ways buildings are set alight during bushfires. Ember attack occurs when small burning twigs and leaves carried by the wind land on a building. It can happen during all stages of a bushfire: before, during and after the fire front passes. Places where debris accumulates, such as in gutters, are a good indicator of where embers may land and start fires. If left unchecked, the fires can destroy buildings.

The heat that radiates from a bushfire is very intense. Radiant heat can ignite exposed surfaces without direct flame or even ember contact. Radiant heat can crack or break windows, allowing embers to enter a building.

Plastics used as wall cladding can be distorted badly or melted to expose timber framing.

Radiant heat is extremely dangerous to people if they are unprotected by a building or shelter.

The distance between the fire and a building will determine how much direct flame contact and or radiant heat the building is subjected to. If the distance from the fire is doubled, the radiant heat load on the building can be reduced up to four times.

The chance of direct flame contacting a building is increased when winds bend the flames closer toward the ground. The length of time that direct flame contact and or radiant heat lasts depends on how much fuel there is to burn and how quickly this burns. You can greatly reduce radiant heat and direct flame contact to your building by carefully managing the vegetation around your building.
By managing the vegetation around your property you can create some space around your building that will reduce bushfire intensity. This is known as defendable space. Creating such a space limits the ability of a moving fire to spread directly to your building through flame contact or radiant heat.

As a general rule you may need much more defendable space if there is dense forest all around you. However, if you are surrounded by grass or manicured gardens you will need less.

This needs to be considered for up to 100 metres around your building/s. However, there is a critical 10 metre space around your building/s. This is known as the inner zone.

**General Guidance:**

Create a space around your building by having a 10 metre area (inner zone) with:

- Grass no higher than 10 centimetres
- No plant-based mulch or leaf litter more than one centimetre deep.
- No shrubs next to or below windows. In many bushfires, burning shrubs that are up against a building have cracked windows and allowed embers to enter the building
- No shrubs over one metre
- No overhanging tree branches

Further out from the 10 metres to your property boundary, or where possible, manage the vegetation up to 100 metres so that only half the area has shrub coverage and grass is kept short. Severe fires are less likely to occur without fine fuels, ladder fuels and shrubs underneath them and there are breaks between clumps of vegetation. This makes it more difficult for the fire to move from one area to another and reduces the fire intensity.

**Some government bodies give residents who own their property the right to:**

- Remove, destroy or lop any vegetation within 10 metres of a building used for accommodation
- Remove, destroy or lop any vegetation, except for trees (ie. ground fuel), within 30 metres of a building used for accommodation
- Remove, destroy or lop any vegetation for a combined maximum width of four metres either side of boundary fences. You need to have prior written permission from the landowner.
During the bushfire season there is maintenance activities that will help keep you fire ready:

- Clean leaves out of gutters
- Clear accumulated leaf litter and other fine fuels from around the building. On days of strong winds you will notice where leaf litter accumulates around the building/s. This is where embers will land during a bushfire
- Remove flammable items from around the building/s, such as paper, boxes and crates
- LPG cylinders have a vent pipe that should be faced away from the building
- Move woodpiles away from the building
- Store fuel supplies and chemicals away from the building.

**REMEMBER**

It must be recognised that in certain instances, some buildings, due to their construction methods, construction materials, the site they are located on or their proximity to high and unmanageable fuel loads, cannot for all practical purposes be defended against high intensity bushfires. In these circumstances, householders should be encouraged to relocate early if the intensity of an approaching bushfire is likely to make conditions unsafe. IF YOU ARE UNSURE CONSULT WITH YOUR LOCAL FIRE SERVICE AS PART OF YOUR PREPLANNING.

**WEB SITES:**

<table>
<thead>
<tr>
<th><strong>BUREAU OF METEOROLOGY (BOM)</strong></th>
<th><strong>QUEENSLAND</strong></th>
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<th><strong>NEW SOUTH WALES</strong></th>
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Annex G Hazardous Materials

Introduction

Hazardous material (HAZMAT) can be defined as a substance or material in a quantity or form that may pose an unreasonable risk to health, safety or property when stored, transported and used in commerce.

The most common hazardous substances are chemicals. We use chemical products almost every day of our lives. It may be aspirin for a headache, antiseptic for a cut, paint for the walls or a cleaning powder for the bathroom or toilet.

They may seem harmless, but even these ordinary things can make you very sick if they are used incorrectly.

Breathing in the dust of substances such as asbestos and lead, can be a health hazard, especially over a long period of time.

RISK ASSESSMENT

A risk assessment of all areas where dangerous goods are stored must be conducted and an action plan formulated for the most likely incidents that could be envisaged to occur. This would include

- small spillage action;
- large spillage action;
- small fire action;
- large fire action;
- location of hydrants or other equipment;
- clean up and disposal equipment; and
- Personal Protection Equipment (PPE) for each material.

The action plans would be practiced on a regular basis to prepare the ECO and ERT for a possible incident at all storage areas.
MATERIAL SAFETY DATA SHEETS (MSDS)

All material that may have an adverse effect on personnel will have a Material Safety Data Sheet (MSDS) which will detail the physical characteristics of the hazardous material. This includes:

- Product name;
- UN number;
- Hazards;
- Characteristics;
- Storage and handling;
- Action for spills or leaks;
- First aid;
- Firefighting procedure; and
- Emergency contacts.

All MSDS are to be maintained on site with a copy readily available for the responding Emergency Service held at the main entrance to the site.

HEALTH AND SAFETY

Any hazardous material can affect personnel by:

- Inhalation;
- Absorption;
- Ingestion.

It is extremely important that any personnel who have been handling or exposed to any hazardous material:

- Wash thoroughly after use;
- Wash thoroughly before eating;
- Wash protective equipment;
- Keep gloves away from eyes; and
- Change filters on respirators at regular periods.

The safety of personnel requires that all employees who handle or may come into contact with hazardous materials have an adequate knowledge of Dangerous Goods and how to safely respond to incidents. This can be enhanced by familiarisation of the areas where the material is stored, conducting risk assessments, putting in place action plans and practicing the plans.
General Group Classification System for Dangerous Goods.

In order to understand the dangers associated with hazardous materials, you need to have a basic knowledge of:

- General Group Classification for Dangerous Goods;
- The HAZCHEM Code;

Dangerous goods by their nature or their quantity constitute a hazard from explosion, fire, poisoning or from their corrosive effect.

Class labels for dangerous goods

Australian Standard 1216-2006 sets out details of the design and selection of labels appropriate to the classes, divisions and subsidiary risks of dangerous goods as designated in the Australian Dangerous Goods Code (ADG Code). An illustration of each Class label, the Elevated Temperature label and of the Class 7 placard is provided. The information in this Standard is essentially the same as that which may be found in the seventh edition of the ADG Code, which is to be published on the Commonwealth Department of Transport's website in 2006.

**NOTE:** Further information on the classification of dangerous goods and the transportation requirements for such goods is provided in the ADG Code.

The main subdivisions for dangerous goods are:

**Class 1** - explosives:

**Class 2** - gasses: compressed, liquefied or dissolved under pressure, e.g., acetylene, compressed nitrogen and liquid oxygen.

**Class 3** - flammable liquids. Note that the term flammable has now replaced the more confusing but equivalent term inflammable.

**Class 4** - flammable solids of substances. This group includes such materials as flammable solids, substances liable to spontaneous combustion, and substances that liberate flammable gases on contact with water. Examples are: calcium carbide, sodium, naphthalene.

**Class 5** - oxidising substances. This group contains material that liberates oxygen or cause oxidative processes which may stimulate the combustion of other materials. Organic peroxides form the most hazardous group in Class 5 and are flammable, act as strong oxidisers and are liable to explode. Examples are: chromium trioxide, potassium permanganate, and Methyl Ethyl Ketone Peroxide (MEKP).

**Class 6** - poisonous (toxic) and infectious substances. These include materials which may cause death or serious injury to human health if swallowed, inhaled or by skin contact; and disease producing organisms.

**Class 7** - radioactive substances.

**Class 8** - Corrosives - includes solids or liquids which possess in their original state, the common property, or being capable of damaging tissue. In addition, the substance may cause damage to other goods or the means of transport or storage if leakage occurs from its container, e.g., sulphuric acid, sodium hydroxide.

**Class 9** - miscellaneous dangerous substances, not included in the above groups.
SIGNS

At any workplace where the aggregate quantity exceeds the allowed quantity the occupier shall display warning notices. These signs are to be located:

– at the entrance to the site;
– outside the storage building/area;
– outside the room in which the material is stored;
– on storage tanks.

The sign usually has details of the material such as the name and UN number. It will also have a HAZCHEM Code. The HAZCHEM emergency action code provides the responding emergency service or on site team with information on the correct initial action to be taken to prevent the escalation of an incident. It is used in Australia and New Zealand for the bulk transport and storage of Dangerous Goods.

HAZCHEM CODE

The HAZCHEM Code advises on:

– Firefighting media;
– Personal protection requirements;
– Risk of violent reaction;
– Spillage handling;
– Evacuation consideration.

NUMERALS

The numerals in the code denote the firefighting media:

– 1. Jets
– 2. Fog
– 3. Foam
– 4. Dry Agent

If the code has the numeral “1” then all other agents can be safely used. “2” use fog, foam or dry agent. “3” use foam or dry agent. “4” use dry agent only.

As we can see we can come down the list but agents above cannot be used.
LETTERS

The letters ranging from “P” to “Z” denote the action and level of protection for the personnel responding to the incident.

If the letters P, R, S, T are used the material can be diluted with spillage washed into drains with large quantities of water. Due care must be taken to avoid unnecessary pollution of watercourses.

If the letters W, X, Y, Z are used the material must be contained. You must prevent by any means available, spillage from entering drains and watercourses.

The letter V means that the material can be violently or explosively reactive.

The letter E means you should consider evacuation if there is any doubt on the ability to contain the situation.

Full means the use of full body protection and CABA and BA means the use of breathing apparatus and gloves.

HAZCHEM Code

The HAZCHEM emergency action code (see Figure 1) provides emergency services personnel with information on the correct initial action to be taken to prevent the escalation of an incident. It is used in New Zealand for the transport of bulk dangerous goods and is also often used on dangerous goods stores. It is shown on Emergency Information Panels and may also be found on the labels of chemical products.

• Firefighting media.
• Personal protection requirements.
• Risk of violent reaction.
• Spillage handling.
• Evacuation consideration.
### HAZCHEM Emergency Action Code

**FOR FIRE OR SPILLAGE**

<table>
<thead>
<tr>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
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<tbody>
<tr>
<td><strong>COARSE SPRAY</strong></td>
<td><strong>FINE SPRAY</strong></td>
<td><strong>FOAM</strong></td>
<td><strong>DRY AGENT</strong></td>
<td><strong>ALCOHOL RESISTANT FOAM</strong></td>
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</tbody>
</table>

**Additional Information**

**DRY AGENT**

Water must not be allowed to come into contact with the substance at risk.

**ALCOHOL RESISTANT FOAM • 2 OR • 3**

Alcohol resistant foam is the preferred medium. If not available:

- If • 2 – use Fine Spray or Water Fog
- If • 3 – use Normal Protein Foam

**V**

Substance can be violently or even explosively reactive, including combustion.

**LTS**

Liquid-Tight Chemical Protective Suit with BA. Full FIRE KIT should also be worn for thermal protection if the substance is:

- Liquid Oxygen
- Liquefied Toxic Gas (Division 2.3)
- Toxic Gas with sub-risk 2.1 or 5.1
- Class or sub-risk 3
- Division 5.1 PG1 with sub-risk 6.1 or 8
- carried at temperature > 100°C

**DILUTE**

May be washed to drain with large quantities of water.

**CONTAIN**

Prevent, by any means available, spillage from entering drains or water course.

**E**

People should be warned to stay indoors with all doors and windows closed, but evacuation may need to be considered. Consult Control, Police, and product expert.
EMERGENCY NUMBERS AND INFORMATION

IN AN EMERGENCY, CALL 000 FOR EMERGENCY SERVICES (FIRE BRIGADE, AMBULANCE, POLICE)

HELP THEM TO HELP YOU BY GIVING THE FOLLOWING INFORMATION:

Identification:

Your Name/Organization
Call Back No./Location

Event:

Product(s) Involved
Quantity
Type of vehicle/Container
Deaths/Injuries
Time/Exact Location
Help: on site/to be called

Other Helpful Information:

Consignor/Origin
Carrier
CConsigee/Destination
Car/Truck/Trailer/Flight No.
Bill of Lading/Waybill No.

IN CASE OF POISONING, CALL POISONS INFORMATION CENTRE 131 126
HAZARDOUS SUBSTANCES ON SITE

Listed below are hazardous substances on site in quantities requiring warning signs:

<table>
<thead>
<tr>
<th>SUBSTANCE</th>
<th>CLASS</th>
<th>HAZCHEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>LPG</td>
<td>2</td>
<td>2WE</td>
</tr>
<tr>
<td>UN 1075</td>
<td>GAS</td>
<td></td>
</tr>
<tr>
<td>Fuel Oil</td>
<td>3</td>
<td>3Y</td>
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<tr>
<td>UN 1268</td>
<td>Flammable Liquid</td>
<td></td>
</tr>
<tr>
<td>Leaded/Unlead Petrol</td>
<td>3</td>
<td>3YE</td>
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<tr>
<td>UN 1270</td>
<td>Flammable Liquid</td>
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<tr>
<td>Dieseline</td>
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<td>3YE</td>
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<tr>
<td>UN 1268</td>
<td>Flammable Liquid</td>
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<tr>
<td>Oxygen</td>
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<td>2S</td>
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<tr>
<td>UN 1072</td>
<td>Gas</td>
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<tr>
<td>Acetylene</td>
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<td>2SE</td>
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<tr>
<td>UN 1001</td>
<td>Gas</td>
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</tbody>
</table>
Experience makes all the difference.

Issued: 17 February 2011

(first 5 minutes
Experience makes a difference.
Issued: 17 February 2011
Valid for a period of 5 years)
PROPOSED WATER SERVICE
LIGHT HORSE BUSINESS CENTRE - EASTERN CREEK

WATER SERVICES

HYDRAULIC CONTRACT REQUIREMENTS

1. The contactor is the manufacturer, works, testing, supply and recovery of water, pumping, distribution, and monitoring the efficiency of the water services in accordance with the hydraulic principles as set out in this document.

2. The hydraulic calculations shall be made by the contactor and shall be in accordance with the requirements of all relevant statutory authorities. All calculations shall be made by the contactor and shall be in accordance with the requirements of all relevant statutory authorities.

3. All hydraulic calculations shall be made by the contactor and shall be in accordance with the requirements of all relevant statutory authorities.

4. The contactor shall be responsible for all hydraulic calculations, including the design and installation of all hydraulic components.

5. The contactor shall be responsible for all hydraulic calculations, including the design and installation of all hydraulic components.

6. The contactor shall be responsible for all hydraulic calculations, including the design and installation of all hydraulic components.

7. The contactor shall be responsible for all hydraulic calculations, including the design and installation of all hydraulic components.

8. The contactor shall be responsible for all hydraulic calculations, including the design and installation of all hydraulic components.

9. The contactor shall be responsible for all hydraulic calculations, including the design and installation of all hydraulic components.

10. The contactor shall be responsible for all hydraulic calculations, including the design and installation of all hydraulic components.

LEGEND

EXISTING

PROPOSED

FIRE HYDRANT Service
COLD WATER RETICULATION
WATER MAIN
EXISTING SERVICE TO BE
DEPRESSURISED OR ABANDONED
SERVICE RISER
SERVICE DROPPER
FUTURE CONNECTION POINT
STRUCTURE VALVE

ABBREVIATIONS

PMH
VVR
VCM
FP
AP
CM
WM
FH

WATER METER
VERTICAL REER.
COLD WATER
FOOD POINT.
ALTERING PIPES
WATER
WATER MAN
FIRE HYDRANT

DRAWING LIST

WS01 COVER SHEET & LEGEND - WATER SERVICES
WS02 SITE PLAN - WATER SERVICES
0573 WS01 3 9/15