

**Transenergy Transport & Hire Pty Ltd, and  
Nagco Trading Pty Ltd trading as**



**EMERGENCY MANAGEMENT PLAN NT  
(Alice Springs and Darwin NT)**

**ADDRESS:** 23 Ghan Rd, Ciccone, Alice Springs NT 08701  
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**TELEPHONE:** Alice Springs (08) 8952 7717  
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**ALICE SPRINGS MANAGER:** Mark Rucioch (0412 761 505)

**DARWIN MANAGER:** Richard Harmer (0406 372 837)

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# ABC TRANSPORT

## EMERGENCY MANAGEMENT PLAN

### Section 1 – Details and Communication

#### Branch Activities: Alice Springs

Activities undertaken at the Branch	<ul style="list-style-type: none"> <li>• Freight management             <ul style="list-style-type: none"> <li>• Receiving</li> <li>• Dispatching</li> </ul> </li> <li>• Workshop (incl pit)</li> <li>• Freezer/Cold Room</li> <li>• Warehousing</li> </ul>
Property Size (approx.)	<ul style="list-style-type: none"> <li>• 7,500 m<sup>2</sup> (Total Area)</li> <li>• 1,100 m<sup>2</sup> (Main Shed, Administration)</li> <li>• 140 m<sup>2</sup> (Maintenance shed)</li> </ul>
Number of personnel	<ul style="list-style-type: none"> <li>• 7 (Permanent Employee Positions)</li> </ul>
Number and description of buildings	<ul style="list-style-type: none"> <li>• (1) Administration Building (within warehouse)</li> <li>• (1) Workshop</li> </ul>

#### Neighbouring Facilities

Neighbouring Facility	Contact Person & Number	Mechanism for raising alarm	Circumstance for raising alarm
TDC Refrigeration	08 8952 1702	Phone	Fire / Explosion
Kleenheat Alice Springs	08 8958 8500	Phone	Fire / Explosion

#### Branch Activities: Darwin

Activities undertaken at the Branch	<ul style="list-style-type: none"> <li>• Freight management             <ul style="list-style-type: none"> <li>• Receiving</li> <li>• Dispatching</li> </ul> </li> <li>• Freezer/Cold Room</li> <li>• Warehousing</li> </ul>
Property Size (approx.)	<ul style="list-style-type: none"> <li>• 14,725 m<sup>2</sup> (Total Area)</li> <li>• 4,380 m<sup>2</sup> (Main Shed includes Administration)</li> </ul>
Number of personnel	<ul style="list-style-type: none"> <li>• 25 (Permanent Employee Positions)</li> </ul>
Number and description of buildings	<ul style="list-style-type: none"> <li>• (1) Administration Building (within warehouse)</li> </ul>

#### Neighbouring Facilities

Neighbouring Facility	Contact Person & Number	Mechanism for raising alarm	Circumstance for raising alarm
Bain Transport Services	08 8932 2120	Phone	Fire / Explosion
Bluescope Distribution	08 8984 2600	Phone	Fire / Explosion



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### Site Emergency Response Team Contact List:

#### Alice Springs

Position	Name	Contact	
		Site	After Hours/Mobile
Depot Manager	Mark Rucioch	Alice Springs	0412 761 505
Emergency Control Warden	Mark Rucioch	Alice Springs	0412 761 505
First Aider	Katrina Kostalas	Alice Springs	08 8952 7717

#### Darwin

Position	Name	Contact	
		Site	After Hours/Mobile
Depot Manager	Richard Harmer	Darwin	0406 372 837
Emergency Control Warden	Richard Harmer	Darwin	0406 372 827
First Aider	TBA	Darwin	08 8984 3447

### External Emergency Contacts

Service Provider	Name	Work Number
WHS Regulatory Authority	NT WorkSafe	1800 019 115
Environmental Regulatory Authority	NT EPA – Darwin Office	(08) 89274218 (General) 1800064567 (Pollution Hotline)
<b>Police / Fire / Ambulance</b>	<b>AUSTRALIA</b>	<b>Telephone 000 Fixed line or 112 Mobile</b>
	<b>NEW ZEALAND</b>	<b>Telephone 111 Fixed line and Mobile telephones</b>
Poisons Information Centre	Australia	13 11 26
	New Zealand	0800 764 766
Electrical Authority	Power and Water	1800 245 092
Water Services Authority	Power and Water	1800 245 092
Gas Services Authority	Origin Kleenheat	132 462 8953 1344
NT Emergency Services	Darwin Alice Springs Katherine	08 8922 3630 08 8951 9300 08 8972 3819
Local Regulatory Council	Alice Springs Town Council	8950 0500
Bureau of Meteorology	<a href="http://www.bom.gov.au/nt/">http://www.bom.gov.au/nt/</a>	
State Emergency Service	Northern Territory Police, Fire and Emergency Services	131 444
Disaster Recovery Centre	Northern Territory Police, Fire and Emergency Services	131 444



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### Section 3: Emergency Preparedness & Response

#### Identify Emergency Type and Risk Rating

On Site	Emergency Type	Likelihood	Consequence	Rating
	Fire/ Explosion	Unlikely	Major	High
	Chemical Exposure / Spills -Medical Emergency	Unlikely	Minor	Low
	Bomb Substance Threat	Unlikely	Minor	Low
Off Site	Fire/ Explosion	Unlikely	Major	High
	Extreme weather event - Flooding	Possible	Moderate	High
	Spill/Release of Hazardous substances	Unlikely	Minor	Low
	Civil Disturbance	Rare	Minor	Low

### Section 4: Training

All personnel shall be provided with general Emergency Awareness Training as part of the induction process and within 6 months of their employment, and will cover at a minimum;

- Location of all emergency equipment and training in its use (if required);
- Provide awareness of the types of emergencies that may occur at this site and appropriate response plans for these.

Personnel who have assigned emergency team responsibilities shall be provided with additional Emergency response training specific to their roles and responsibilities. This must be included in the Training needs analysis and on the training matrix.



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### Section 5: Raising the Alarm

In the event of an emergency at this site the following range of communications systems shall be utilised, as appropriate:

- Word of mouth
- Alert Tone – One (1) short blast, and
- Evacuation Tone – Continuous blast.

### Section 6: Testing and Recording Drills

The implementation of this plan shall be physically tested on an annual basis.

All implementation tests (or drills) shall include, but not be limited to, the following aspects;

- Activation of the emergency alarm/s;
- Evacuation of all areas on site, including timing of evacuation times
- Include a variety of scenarios applicable to this site i.e. spills, threats, explosion etc.

Drills are conducted and then evaluated using **Emergency Drill Debrief Form**. A record shall be kept at site and date and time of Drill recorded in the Vault (Risk Management Module, Emergency Management, Checks and Registers, Facility/Site Evacuation).

## **Appendix 1: Emergency Response Guidance**

### **Fire/ Explosion Response**

**All attempts to respond to an emergency situation should at all times ensure personal safety and only be attempted if within the capabilities of the individual.**

Upon discovering a Fire, the First Responder should:

- Alert and evacuate nearby personnel located in the vicinity of the affected area.
- Immediately notify Emergency Response Team personnel and emergency services (if required).
  - When contacting emergency services, state the following:
    - Your name
    - Company name
    - Type of incident
    - Address of incident and nearest cross street, state and suburb
    - Types of injuries
    - Any other relevant information
- Where safe shutdown plant as per shutdown procedure.
- Where safe isolate power source and ignition sources.
- Stay in communication until told otherwise.
- Attempt to contain, control and extinguish the fire (if safe and you are trained to do so).
- The Emergency Response Team will raise the alarm and proceed with evacuation if necessary.
- Ensure the safety and well-being of personnel and attend to the injured.
- Secure the scene and assist external emergency services.
- Institute a roll-call of personnel, contractors and visitors.

Terminating Emergency:

- After all clear is given from emergency services and Chief Warden.
- Chief Warden in conjunction with site management to debrief staff.
- Controlled / Orderly return to work.
- Damaged and affected areas to be barricaded or locked out until repairs are carried out.
- Ensure preservation of evidence and provide cooperation with statutory investigations.
- Notify local authorities including EPA, Local Council, Health Department, Comcare (where required).

### **Medical Emergency**

**All attempts to respond to an emergency situation should at all times ensure personal safety and only be attempted if within the capabilities of the individual.**

- Check for threatening situation and remove persons from danger if required.
- Remain with the casualty and provide support.
- Immediately call the Emergency Response Team (specifically First Aid Personnel) for assistance.



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- Where required, call emergency services.
- When contacting emergency services, state the following:
  - Your name
  - Company name
  - Type of incident
  - Address of incident and nearest cross street, state and suburb
  - Types of injuries
  - Any other relevant information
- Stay in communication until told otherwise
- If conscious, try to ascertain what condition the affected person is suffering.

### Personal Threat

#### In the event of a civil disturbance:

- Ensure your Chief Warden is notified immediately
- Notify the Police by dialling “000” (112 for mobiles) and request assistance
- Do not say or do anything that may encourage irrational behaviour
- Remove any objects in accessible locations that could be used as weapons or missiles by aggressive trespassers
- Alert other personnel in your vicinity of the threat
- Evacuation should be considered (if safe to do so)

### External Emergency impacting on Premises

**All attempts to respond to an emergency situation should at all times ensure personal safety and only be attempted if within the capabilities of the individual.**

- Make the area safe and contact Emergency Response Team.
- Contact Emergency Services if necessary;
- When contacting Emergency Services, state the following:
  - Your name
  - Company name
  - Type of incident
  - Address of incident and nearest cross street, state and suburb
  - Types of injuries, property damage or environmental harm sustained
  - Any other relevant information
- Stay in communication until told otherwise.
- Implement any other applicable emergency procedure.

#### Terminating Emergency:

- After all clear is given from emergency services and Chief Warden
- Chief Warden in conjunction with site management to debrief staff
- Controlled / Orderly return to work
- Damaged and affected areas to be barricaded or locked out until repairs are carried out
- Ensure preservation of evidence and provide cooperation with statutory investigations.



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### Bomb / Substance Threat

Any person who receives a bomb / substance threat should remain calm and take the following steps:

#### Ask the following questions

- Where did you put the bomb/substance?
- When is the bomb going to explode?
- When did you put it there?
- What does the bomb/substance look like?
- What kind of bomb/substance is it?
- What will make the bomb explode?
- Did you place the bomb/substance?
- Why did you place the bomb/substance?
- Is the substance a liquid, powder or gas?
- What is your name?
- Where are you now?
- What is your address?

Try to record the exact wording of the threat.

Try to keep the caller talking and complete the **Bomb Threat Checklist** (do not hang up because the call may be traced).

### In the event of a Product Spill or Environmental incident

#### 1. Incident Identified

It is the responsibility of each worker to be vigilant in the recognition of potential environmental conditions that may lead to environmental incidents. On identification contact the Emergency Response Team.

#### 2. Can the Incident be contained locally?

In determining whether the incident can be contained locally, employees involved must consider the risks to personal health and safety, protection of plant and property and protection of the environment including blocking drains, covering pits and stopping any product entering the sediment ponds. If there is any doubt as to local containment, the appropriate Emergency Services must be called.

#### 3. Call Emergency Services

In the event of an incident that is beyond local containment capability, notify the emergency services.





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If required by legislation, Management (through relevant HR, Compliance and Risk Manager) will notify the relevant government authorities of the incident, including how the incident occurred, measures that have been undertaken to rectify the situation and any impacts that the incident has had on the environment. Government Authorities to be notified are:

- EPA
- Local Council
- Health Department
- Fire and Rescue
- NT WorkSafe

#### *4. Employ Containment Procedures*

Once an incident has been identified, all efforts must be undertaken to contain and minimise the effect of the incident on the environment. This can be achieved by isolating the cause and erecting suitable barriers to prevent the spread or flow of the particular incident. In most cases there are actions to isolate or eliminate the cause:

- In the case of punctured bin it can be rolled over so that the puncture is on the top
- In the case of fallen bin leaking from the top it can be stood back up
- Move the drum/container to a restricted area to prevent spill entering stormwater

Protect the stormwater system/ sediment ponds wherever possible. Should a product reach the stormwater system, go to the next drain in the sequence and check if the spilt product has reached it. If it has, go to the next drain in the sequence until there is no evidence of the spilt product. Block the outlet of this drain and clean the contaminated stormwater.

#### *5. Notify the Regional Manager*

Every environmental incident must be reported to the Regional Manager as soon as is practically feasible; no matter how insignificant the incident may appear. The Regional Manager is required to contact & liaise with the nominated Environmental Specialist.

#### *6. Instigate Clean-up and Rehabilitation*

The Regional Manager has the responsibility of co-ordinating the clean-up and rehabilitation of the affected site to an acceptable standard. All waste shall be segregated where possible and stored and disposed as per the Waste Management Plan.

#### *7. Incident reporting*

For all incidents use ABCSA1708 Incident Report Form and forward to HR, Compliance and Risk Manager within 24 hours of incident.



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### Natural Events

#### In the event of a flood, severe storm, earthquake, bushfire:

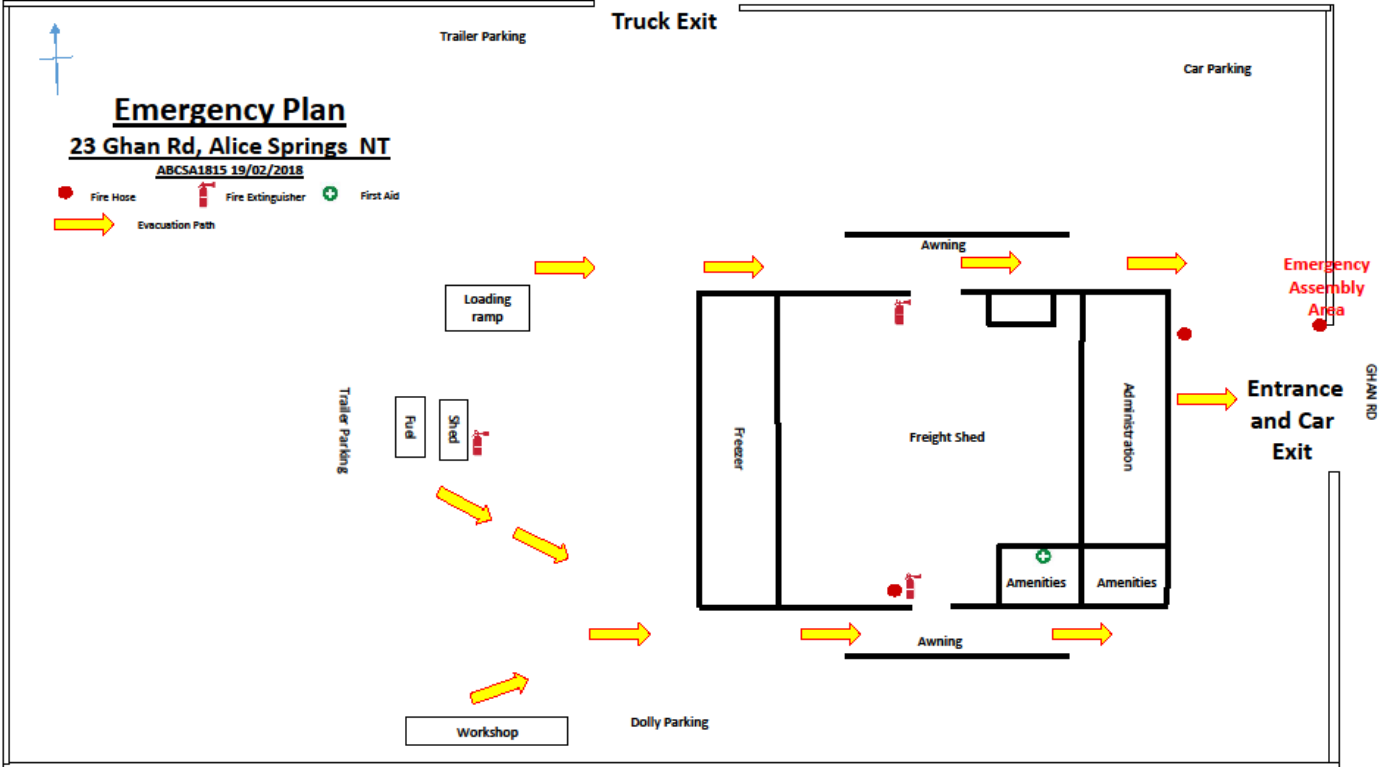
- If safe to do so shut down plant as per shutdown procedure and isolate any other power, gas, water sources.
- Contact Emergency Response Team.
- Contact Emergency Services if necessary;
- When contacting Emergency Services, state the following:
  - Your name
  - Company name
  - Type of incident
  - Address of incident and nearest cross street, state and suburb
  - Types of injuries, property damage or environmental harm sustained
  - Any other relevant information
- Stay in communication until told otherwise.
- Implement any other applicable emergency procedure.
- When the natural event occur outside hours, where safe to do so the Chief Warden or their representative should visit the site to isolate any power, gas and water sources and provide access to emergency services where required

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### Section 7: Evacuation Plan – Alice Springs

The site evacuation plan details all buildings, plant, utilities mains, exit points, evacuation assembly area(s), first aid facilities, emergency alarm locations and fire extinguisher equipment location.



### Evacuation Plan – Darwin

