



# SHSMS Emergency Response Management Plan

---

## Turn Around Support Centre (TASC)

SHSMS-QE-07-PLN-TASC-034

## Version control

Version	Change from previous	Date	Comment
1.0	Initial Draft	27/10/2021	
2.0	Periodic review completed. Personnel updated and HSE changed to SHS.	08/03/2023	
2.1	Personnel updated, included reference to Spent Puraspec (Spent Mercury Bed Catalyst)	29/05/2023	Review completed for EPL application.

## Authorised

Name	Position	Date
Greg Young	Supply Base Manager	08/03/2023

## TASC SUPPLY CHAIN EMERGENCY RESPONSE PLAN

### Scope and Application

This ERP covers the emergency response procedure to be followed at the Turn Around Support Centre (TASC)

This ERP provides the specific actions to be undertaken by identified personnel onsite. This includes the provision of specific scenario-based emergency response guides for the following identified scenarios:

- General site muster/evacuation
- Medical emergency
- Vehicle incident
- Fire including Bushfire
- Hazardous materials
- Spill to land and/or water
- Security incidents - unauthorised access, bomb threat, suspicious packages and protestors
- Adverse Weather – Storms and cyclone.

This procedure applies to all activities under Qube's control and interfaces with Shell / TASC site in which Qube personnel work. It applies to all Qube employees and contractors, including visitors to Qube workplaces.

## Contents

1.0	Introduction.....	6
1.1	Purpose .....	6
2.0	Turn Around Support Centre – TASC .....	7
2.1	Critical Contact Information .....	7
3.0	Site Information .....	9
3.1	Turn Around Support Centre - TASC .....	9
4.0	Emergency Management Framework .....	11
4.1	Initial Emergency Escalation .....	12
5.0	TASC Emergency Response Team .....	13
5.1	Supply Chain Roles and Responsibilities.....	13
6.0	Support Services .....	20
6.1	Medical Treatment and First Aid .....	20
6.2	Resources .....	20
7.0	Communications.....	21
7.1	Contact with Next of Kin .....	21
7.2	Handovers During an Emergency .....	21
8.0	Raising the Alarm and Mustering .....	22
8.1	Muster and Evacuation Procedure .....	22
9.0	Training and Competency .....	24
9.1	Emergency Response Exercises .....	24
10.0	Document Information .....	25
10.1	Review.....	25
10.2	Definitions.....	25
11.0	Declaration .....	27
Appendix A	Duty Card – On Scene Controller.....	28
Appendix B	Duty Card – Warden.....	30
Appendix C	Duty Card: Muster Warden.....	31
Appendix D	Emergency Response Guidelines .....	32
Appendix E	Site Evacuation.....	33
Appendix F	Medical Emergency .....	34
Appendix G	Vehicle Incident .....	35
Appendix H	Fire and Bushfire .....	36
Appendix I	HAZMAT Incident .....	38
Appendix J	Spills to Land or Water .....	39
Appendix K	Electric Shock.....	40
Appendix L	Security Incident / Bomb Threat .....	41

Appendix M Severe Weather / Lightning (excluding Cyclone, refer to TASC Cyclone Management Plan) 43  
Appendix N TASC Evacuation Diagram..... 45  
Appendix O TASC MANIFEST SITE PLAN ..... 46

## 1.0 Introduction

### 1.1 Purpose

The Qube Emergency Management Standard identifies the need to develop Emergency Response Procedures (ERPs) based on the assessed risks at each Qube / Shell site. The purpose of this Emergency Response Procedure is to:

- Define the Emergency Response responsibilities
- Detail the overarching emergency management framework and escalations that will be applied
- Provide guidance on specific actions in response to potential incidents.

## 2.0 Turn Around Support Centre – TASC

### 2.1 Critical Contact Information

Emergency Contact details, including medical service providers are shown below.

**Table 1: General Emergency Services**

Service	Telephone Number	Response Time
<b>Police</b>	000 or 112 from a mobile phone with no signal	30 mins *Dependent on priority cases
<b>Police non-emergencies</b>	08 8901 0208	
<b>Fire &amp; Rescue Services - Berrimah</b>	000 or 112 from a mobile phone with no signal	15 mins *Dependent on priority cases
<b>Fire &amp; Rescue non-emergencies</b>	08 8946 4105	
<b>St Johns Ambulance</b>	000 or 112 from a mobile phone with no signal	40 mins *dependent on priority cases
<b>St Johns Ambulance non-emergencies</b>	1300 360 455	
<b>Poisons Information</b>	13 11 26	NA
<b>NT – Emergency Services</b>	13 25 00	NA
<b>Jacana Energy Emergency Only</b>	1800 245 090	NA
<b>Sonic Health Plus</b>	08 8981 4233	NA
<b>Royal Darwin Hospital</b>	08 8922 8888	NA
<b>WorkSafe NT</b>	1800 019 115	*dependent on the incident
<b>Pollution Hotline</b>	1800 064 567	NA

**Table 2: Turn Around Support Centre – TASC**

Role	Personnel	Contact Details
Shell - Supply Base Representative	Ivana Velickovska	0400 332 815
Shell Contracts Manager	Teagan Peck	0408 607 461
Broome, Offshore and TASC Manager	Gregory Young	0438 488 906
DOSB Supply Base Manager	Michael De Soza	0436 026 714
Facilities Manager	Brent Turner	0429 590 550
SHS & CI Manager	Weku Kinitavaki	0407 336 143
SHS Supervisor	Shana Murray	0429 566 367
Monadelphous TASC Warehouse Coordinator	Stephanie Reid	0457 054 120
Employee Assistance Program (EAP)	N/A	1800 818 728

**Table 3: External Agencies, Support, and Information**

Role	Personnel	Contact Details
Sonic Health Plus	NA	08 8981 4233
Royal Darwin Hospital	NA	08 8922 8888
WorkSafe NT	NA	1800 019 115
Darwin City Council	CBD	08 8930 0300 1300 286 014 (AH)
Australian Maritime Safety Authority	NA	08 8941 3250
Power and Water Corp	NA	1800 245 092
Northern Territory Environment Protection Authority	NA	(08) 8924 4218
Pollution Hotline	NA	1800 064 567
Department of Environment and Natural Resources	NA	(08) 8999 5511
Bureau of Meteorology	NA	08 8920 3800



## 3.0 Site Information

### 3.1 Turn Around Support Centre - TASC

Details	Site Information
<b>Address</b>	8 Mendis Road, East Arm 0820 NT
<b>Lot Number</b>	LOT 5109
<b>Grid Reference</b>	Latitude 12°28'39.4"S Longitude 130°55'09.5"E
<b>Key Facilities</b>	Administration buildings, warehouse, load/ unloading area
<b>Contact</b>	Greg Young
<b>Emergency Telephone</b>	0438 488 906
<b>Radio Channel</b>	UHF Ch 02 operations
<b>Nearest Town</b>	Palmerston City – 12.6 km (14 minutes) Darwin City – 18.6 km (17 minutes)
<b>Nearest Major Road</b>	Tiger Brennan Drive
<b>Nearest Airport or Landing Strip</b>	Darwin International Airport



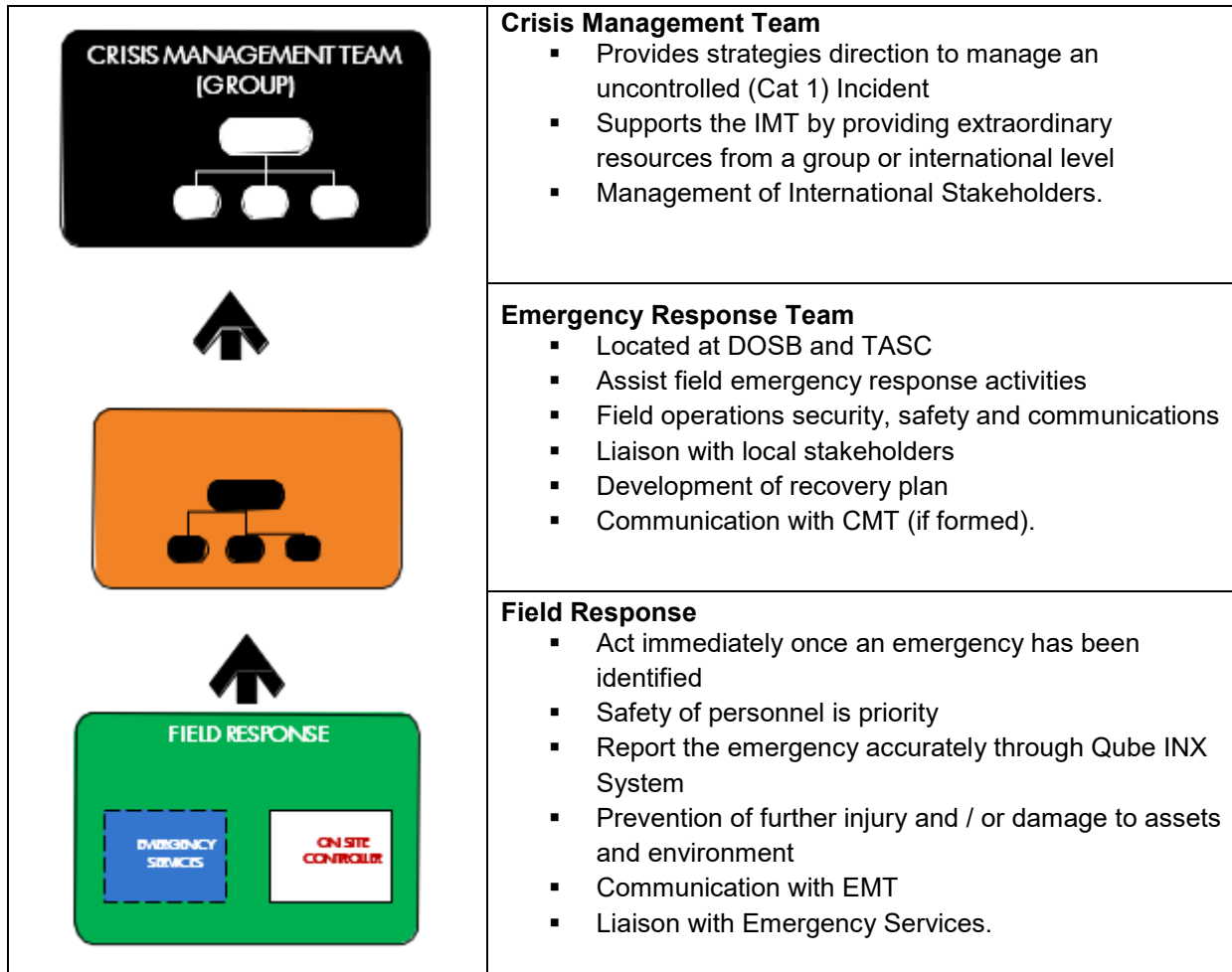
Figure 1: Turn Around Support Centre – TASC Site Map

**Turn Around Support Centre  
8 Mendis Road, East Arm, NT, 0820**

## 4.0 Emergency Management Framework

The Qube Emergency Management System provides the structures available for management of incidents. These two structures are:

1. **Emergency Response Team (ERT):** responsible for the field incident management.
2. **Incident Management Team (IMT):** this is the asset level team that has the ability to manage the asset wide response to any incident involving Qube personnel, equipment, facilities, environment and reputation.



The activation of the ERT must be done through the Chief Fire Warden in consultation with the TASC Supply Base Manager. It is vital that the initial assessment is thorough enough to identify the timely activation of the ERT.

On activation, the ERT will assume responsibility for the site wide response activities including requests for external support from the IMT. Escalation from the First Responder through to the ERT and IMT is demonstrated in the figure below.



**Figure 2: Emergency Response Escalation**

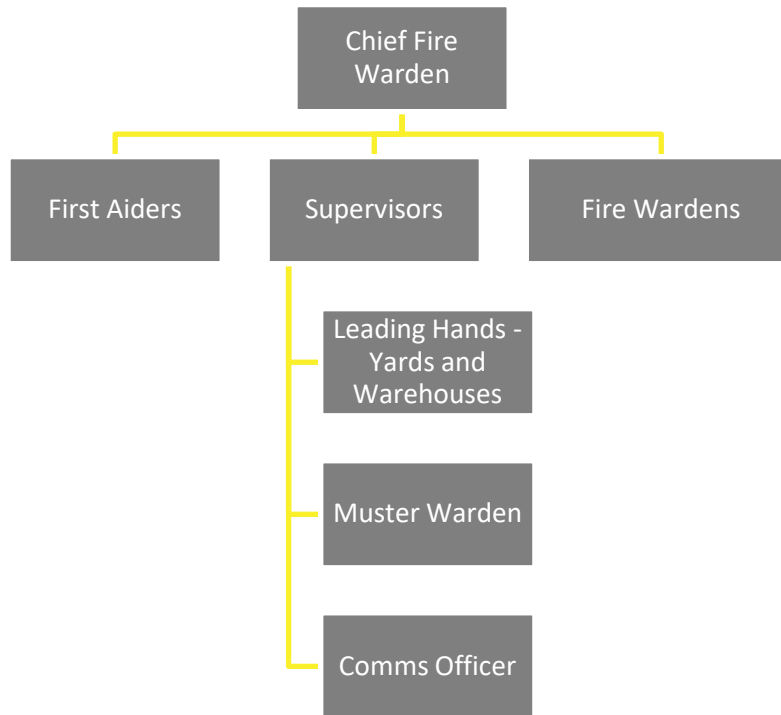
#### 4.1 Initial Emergency Escalation

Once an incident has occurred the following will take place:

- First Responders to make the area safe
- Call Emergency Services - 000 or 112 from a mobile
- Call the Supply Base Manager, in turn the Supply Base Manager will mobilise the following support (if instructed and/or required):
  - Emergency Services – if they have not already been called
  - Fire and Rescue Services (contracted support)
  - Security Services (contracted support)
  - Appoint an On-scene Controller (OSC)
  - Respond in accordance with emergency response guidelines – refer to Appendix A
  - Assist emergency services (as required).

## 5.0 TASC Emergency Response Team

The figure below outlines the Supply Chain Emergency Roles Structure. The Emergency Response personnel resource is dispersed across both sites.



**Figure 3: Emergency Roles Structure**

### 5.1 Supply Chain Roles and Responsibilities

Table 4: Roles and Responsibilities

Role	Responsibility
<p><b>Chief Fire Warden:</b></p> <ul style="list-style-type: none"> <li>• <b>Administration Buildings</b></li> <li>• <b>Yards</b></li> <li>• <b>Warehouses</b></li> </ul>	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>▪ Safety critical role</li> <li>▪ Identified with a <b>(red safety vest)</b></li> <li>▪ Act as the single point of control during and after an emergency event.</li> <li>▪ Transfer and allocate resources and personnel between DOSB and TASC as required.</li> <li>▪ Ensures all areas are cleared of personnel and accounted for in event of an evacuation</li> <li>▪ Initiate First Aid or Spill Response Team as required to an emergency event</li> </ul>

Role	Responsibility
	<ul style="list-style-type: none"> <li>▪ In conjunction with the Supply Base Manager and Supervisors, coordinates the required response</li> <li>▪ Escalate communications to Regional Management Team.</li> <li>▪ Responsible for maintenance of an Emergency Response Plan</li> <li>▪ Documents emergency response exercises, ensuring various scenarios are practiced</li> <li>▪ Monitor completion of Planned Inspections and advise any items to be replenished/replaced.</li> <li>▪ Coordinates data gathering for investigation. Ensures all incidents are appropriately investigated and recommendations actioned to completion.</li> <li>▪ Monitor action completion on INX.</li> </ul> <p><b>Emergency:</b></p> <ul style="list-style-type: none"> <li>▪ On hearing alarm or becoming aware of requirement to evacuate, put on warden PPE and take control, as appropriate.</li> <li>▪ Chief Fire Warden need to delegate authority on their absence from site formally to his acting Chief Fire Warden and/or other Warden on duty</li> <li>▪ Delegate people to carry out roll call for the various areas and report back to Chief Fire Warden on results</li> <li>▪ Chief Fire Warden or nominated delegate to wait at TASC entry gate to meet Emergency Services;</li> <li>▪ Chief Fire Warden or nominated delegate to open gate back of the warehouse should any emergency vehicle require entering the yard from the rear (when required);</li> <li>▪ Ascertain the nature of the emergency and implement appropriate action</li> <li>▪ Ensure the appropriate Emergency Service has been notified</li> <li>▪ Coordinate emergency evacuation and mustering of personnel</li> <li>▪ Proceed to the Muster Point and await updates from Area Wardens</li> <li>▪ Direct First Aid or Spill Response Team to assist with initial emergency response where trained, and it is safe to do so</li> <li>▪ Allocate personnel to either restrict access or direct emergency services into the facility</li> <li>▪ Brief emergency services upon arrival on type, scope and location of emergency and status of evacuation</li> <li>▪ Conduct a sweep of the applicable areas: <ul style="list-style-type: none"> <li>○ Administration Buildings: main office, training rooms, lunchrooms, smoking area, all toilets, parking facilities.</li> <li>○ Laydown yards and any other freight storage areas nearby.</li> </ul> </li> </ul>

Role	Responsibility
	<ul style="list-style-type: none"> <li>○ Warehouse Buildings: warehouse racking areas, aprons, any associated yard and container areas.</li> <li>○ Close each door after each room is cleared.</li> <li>▪ Ensure all personnel in the area exit to the nearest muster point.</li> <li>▪ Report “ALL CLEAR” or otherwise to the OSC once the applicable areas have been inspected.</li> <li>▪ Wait at the muster point until given the “all clear”.</li> <li>▪ May act as the Communications Officer to commence the log.</li> </ul> <p><b>Required Training:</b></p> <ul style="list-style-type: none"> <li>▪ PUAWER005B Operate as part of an emergency control organisation</li> <li>▪ PUAWER006B Lead an emergency control organisation</li> <li>▪ PUAWER008B Confine small workplace emergencies</li> </ul>
<p><b>Deputy Chief Fire Warden:</b></p> <ul style="list-style-type: none"> <li>• Administration Buildings</li> <li>• Yards</li> <li>• Warehouses</li> </ul> <p><b>(Note: Position not permanently at TASC)</b></p>	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>▪ Overall responsibility for the logistics planning and yard operations of the site</li> <li>▪ Assumes the position of Deputy Chief Warden</li> <li>▪ Assisting the Chief Warden and replace if absent</li> <li>▪ Ensure all personnel onsite have been inducted</li> </ul> <p><b>Emergency:</b></p> <ul style="list-style-type: none"> <li>▪ On hearing alarm or becoming aware of requirement to evacuate, don warden PPE and commence evacuation</li> <li>▪ Assist Chief Warden in coordination of emergency evacuation and subsequent mustering of personnel</li> <li>▪ Assume the responsibilities carried out by the Chief Warden if the Chief Warden is unavailable</li> <li>▪ Provide status update/ all clear/ missing persons for site to the Chief Warden.</li> <li>▪ PUAWER006B Lead an emergency control organisation</li> </ul> <p><b>Required Training:</b></p> <ul style="list-style-type: none"> <li>▪ PUAWER005B Operate as part of an emergency control organisation</li> <li>▪ PUAWER006B Lead an emergency control organisation</li> <li>▪ PUAWER008B Confine small workplace emergencies</li> </ul>
<p><b>Fire Wardens:</b></p> <ul style="list-style-type: none"> <li>• Administration Buildings</li> <li>• Yards</li> <li>• Warehouses</li> </ul>	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>▪ Trained and appointed personnel that ensure evacuation of work area as directed by the Chief Warden and attend to specific emergency scenarios as trained, competent and it is safe to do so, using emergency response equipment.</li> </ul>

Role	Responsibility
	<ul style="list-style-type: none"> <li>▪ Monitor emergency equipment and report any deficiencies utilising Planned Inspections</li> <li>▪ Monitor work area ensuring clear access paths, access to equipment and high standard of housekeeping maintained</li> <li>▪ Ensure persons who require assistance with evacuation whilst on site</li> </ul> <p><b>Emergency:</b></p> <ul style="list-style-type: none"> <li>▪ On hearing alarm or becoming aware of requirement to evacuate, put on PPE and commence evacuation, direct occupants via a safe path of evacuation to the Muster Point</li> <li>▪ Raise the alarm by notifying the Chief Warden / Deputy Chief Warden if not already aware</li> <li>▪ Area Fire Warden where emergency occurred needs to advise immediately what the emergency is to allow Chief Warden to communicate to stakeholders</li> <li>▪ Search allocated zone including amenities to ensure that all persons are evacuated. Note this is more important than a later physical count of those evacuated.</li> <li>▪ Close doors to the office / amenities to indicate the area is clear of personnel</li> <li>▪ Assist those with disabilities</li> <li>▪ Act as leader and account for personnel in area zone and provide status update / All Clear to the Deputy/ Chief Warden</li> <li>▪ Follow any further direction and assist Chief Warden or Deputy Chief Warden as required.</li> </ul> <p><b>Required Training:</b></p> <ul style="list-style-type: none"> <li>▪ PUAWER005B Operate as part of an emergency control organisation</li> <li>▪ PUAWER008B Confine small workplace emergencies</li> </ul>
<b>First Aiders</b>	<ul style="list-style-type: none"> <li>▪ Collect First Aid Kit from the Operations Administrator (Receptionist at the muster point.</li> <li>▪ Administer First Aid treatment to those that require it.</li> <li>▪ Handover of treatment information to the Ambulance Service emergency response personnel.</li> </ul> <p><b>Required Training:</b></p> <ul style="list-style-type: none"> <li>▪ HLTAID009 Provide cardiopulmonary resuscitation</li> <li>▪ HLTAID010 Provide basic emergency life support</li> <li>▪ HLTAID011 Provide First Aid</li> </ul>



Role	Responsibility
<b>Spill Response Personnel (SRT)</b>	<p><b>General</b></p> <ul style="list-style-type: none"> <li>▪ Trained in the use of spill response equipment (spill kits and drain blockers).</li> <li>▪ Monitor emergency equipment and report any deficiencies utilising Planned Inspections</li> <li>▪ Monitor work area ensuring clear access paths, access to equipment and high standard of housekeeping maintained.</li> </ul> <p><b>Emergency</b></p> <ul style="list-style-type: none"> <li>▪ Initial and/or first response to an emergency or injury as trained and it is safe to do so</li> <li>▪ Refer to appendices for Emergency Response for various scenarios.</li> </ul> <p><b>Required Training:</b></p> <ul style="list-style-type: none"> <li>▪ Environmental Awareness and spill kit induction</li> </ul>
<b>Operations Administrator (Reception)</b>	<ul style="list-style-type: none"> <li>▪ Provide a copy of the following to the muster point. <ul style="list-style-type: none"> <li>○ Visitors Contractors Register to track all visitors and ad hoc contractors</li> <li>○ Daily Pre-Start sign on sheet</li> <li>○ BAC sheets.</li> </ul> </li> <li>▪ Backpack First Aid Kit (reception cupboard)</li> </ul>
<b>Communications Officer:</b> <b>*Role may be filled by a nominated Person</b>	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>▪ Senior person responsible for the management of the site and ensure the implementation of the Site ERP</li> <li>▪ Communicate to AUS National Office, Shell Australia (client) and any relevant parties</li> <li>▪ Liaise with the Emergency Services, Local Authorities, Government Agencies and Specialist Contractors</li> <li>▪ Ensure resources provided to enable the implementation of the ERP</li> <li>▪ Ensure ERO is established, including ERT</li> <li>▪ Keep log of events is maintained to aid investigation.</li> </ul> <p><b>Emergency:</b></p> <ul style="list-style-type: none"> <li>▪ On hearing alarm or becoming aware of requirement to evacuate, put on warden PPE and commence evacuation</li> <li>▪ A copy of this ERP and communication equipment to be taken to the Muster Point</li> <li>▪ Collect first aid kit from the First Aid room</li> <li>▪ Ensure ERO notified and information and instructions are transmitted accurately and timely.</li> </ul>

Role	Responsibility
	<ul style="list-style-type: none"> <li>▪ Log events that occur during emergency and include in investigation and/or emergency debrief</li> <li>▪ Advise Qube Energy GM office of emergency/ evacuation</li> <li>▪ Ensure emergency equipment provided remains serviceable</li> <li>▪ Maintain familiarity with facility communication equipment</li> <li>▪ Liaise with emergency services during an emergency event</li> <li>▪ Ensure all information and instructions are transmitted accurately and timely</li> <li>▪ Maintain a log of event.</li> </ul>
<b>Delegated People doing roll calls</b>	<ul style="list-style-type: none"> <li>▪ On arrival at the Muster Point obtain from reception your assigned work area attendance sheet</li> <li>▪ Call out the names of staff signed on the attendance sheet and only expect visual and verbal acknowledgement from the individual they are present at the muster point. (i.e., do not accept another person saying they have seen them at muster point).</li> </ul>
<b>Supervisors</b>	<ul style="list-style-type: none"> <li>▪ Supervisors are responsible for notifying the Operations Administrator (Reception) if any persons are on leave/off site to ensure that the Site Register remains up to date</li> <li>▪ Dangerous Goods (DG) shipping documentation shall be held in the Operations office and shall be taken to the Muster Point</li> <li>▪ Providing the area daily attendance sheet every morning to Operations Administrator (Reception) <ul style="list-style-type: none"> <li>○ Warehouse</li> <li>○ Office</li> <li>○ Yard</li> </ul> </li> </ul>
<b>Shell Contracts Manager</b>	<ul style="list-style-type: none"> <li>▪ Ensure sufficient personnel available for emergency response requirements.</li> </ul>
<b>SHS team</b>	<ul style="list-style-type: none"> <li>▪ Ensure personnel are trained and maintains training records for various personnel trained in First Aid / Warden / Spill Response techniques.</li> </ul>
<b>Supply Base Personnel</b>	<p><b>General:</b></p> <ul style="list-style-type: none"> <li>▪ Must ensure they are familiar with the work environment and nearby emergency exits, fire, first aid and spill response equipment.</li> <li>▪ Follow directions and instructions of the Wardens in the event of an emergency/evacuation</li> <li>▪ Be aware of unauthorised personnel in the workplace and redirect anyone to reception if not authorised</li> <li>▪ Follow work process and procedures</li> </ul>

Role	Responsibility
	<ul style="list-style-type: none"> <li>▪ Do not place selves or other personnel at risk in the work area</li> <li>▪ Stop the job where there is any risk to their safety and the safety of others in the workplace</li> <li>▪ Ensure work area is maintained e.g., clear access paths, access to equipment and high standard of housekeeping.</li> </ul> <p><b>Emergency:</b></p> <p><b>If safe to do so</b></p> <ul style="list-style-type: none"> <li>▪ Shut down any machinery, vehicle (leave keys in ignition)</li> <li>▪ Shut down any electrical item they are operating and make the area safe</li> </ul> <p><b>In all circumstances</b></p> <ul style="list-style-type: none"> <li>▪ When hosting a visitor/contractor they will escort these people to the muster area via the safest path.</li> <li>▪ Proceed to the Muster Point and ensure you are accounted for at the roll call.</li> <li>▪ Assist injured personnel to the Muster Point.</li> <li>▪ Remain at the Muster Point and await further instruction from the Chief Warden, or Emergency Services</li> <li>▪ Find the people who are doing the roll call for your work</li> </ul>

## 6.0 Support Services

### 6.1 Medical Treatment and First Aid

First Aiders are available at TASC. They can be identified by posters throughout the site.

### 6.2 Resources

TASC have the following resources available for use in the case of an emergency:

- First Aid Kits
- Defibrillator
- Fire Extinguishers
- UHF Radios
- Phone – Landline and mobiles
- Internet and Email
- White boards
- Printers
- Safety Showers and eyewash stations.

## 7.0 Communications

### 7.1 Contact with Next of Kin

Any Fatalities will be notified by the NT Police.

Advice to relatives about the condition of a person or about the incident will be provided by the Shell Contracts Manager in consultation with Human Resources. Counselling for relatives of a deceased or seriously injured person will be arranged through Human Resources.

During an emergency or after an emergency, the Shell Contracts Manager will refer any queries or concerns from relatives to the Human Resources as appropriate.

### 7.2 Handovers During an Emergency

Continued liaison with emergency services is vital to maintaining an appropriate and professional response. If the emergency services are involved in the incident, the regulations empower them to take overall charge of the coordination of the incident from the Chief Fire Warden.

The role of the Chief Fire Warden will be to assist the emergency services with technical advice and resources in dealing with the emergency.

Handover to the emergency services is required to be efficient and effective to ensure the continuity of the emergency control objectives. The Chief Fire Warden is responsible for the handover to Emergency Response personnel involved in the emergency.

Efficient handovers between all personnel will be achieved by:

- Having the appropriate information on hand to brief the incoming emergency services personnel of the current situation
- Avoiding changeovers during critical periods
- Having changeovers in daylight, where possible
- Briefing incoming personnel of the current situation (refer shift change-over checklist)
- Ensuring immediate departure of the person being relieved once the replacement assumes their role

## 8.0 Raising the Alarm and Mustering

To raise the alarm, the following methods can be used:

- In person
- UHF Radio Channel 2
- Landline phone
- Mobile Phone
- Air Horn 5 repetitions of 3 secs
- When the alarm is raised, the following steps shall be followed:
  - Stop all work and make sure the worksite is safe (i.e., isolate cylinders, de-energise equipment, stop truck load-out operations etc.).
  - If a vehicle is to be left/abandoned, pull over and park it in a safe area to ensure that access/egress to any parts of the site is not impeded, switch off the vehicle and leave keys in the ignition.
  - Plan a safe route to the Muster Point and avoid movement through unsafe areas.
  - Ensure all visitors are escorted to the Muster Point.

### 8.1 Muster and Evacuation Procedure

The philosophy for site muster is to:

- Swiftly move personnel to a place of safety.
- Ensure a person is assigned to personnel who need assistance to evacuate
- Systematically ascertain if personnel are missing.
- Enable guidance to be given to the OSC on possible locations of missing personnel.
- Swiftly account for personnel.
- Upon reaching the muster point all personnel will:
  - Identify that they are accounted for.
  - Aid the OSC on request (personnel can only be directed to undertake tasks for which they are trained and competent).
  - Don any required PPE or equipment
  - Carry out any appointed duties.
  - Not make phone calls or use the internet – these resources may be required to manage the response.
  - Remain quiet and listen to instructions as periodic announcements will be made to advise on the situation; and
  - Standby at the Muster Point until stood down or instructed to evacuate the site by the OSC.

#### 8.1.1 Turn Around Support Centre - TASC

At TASC, the primary muster point is the front exit gate on Mendis Road

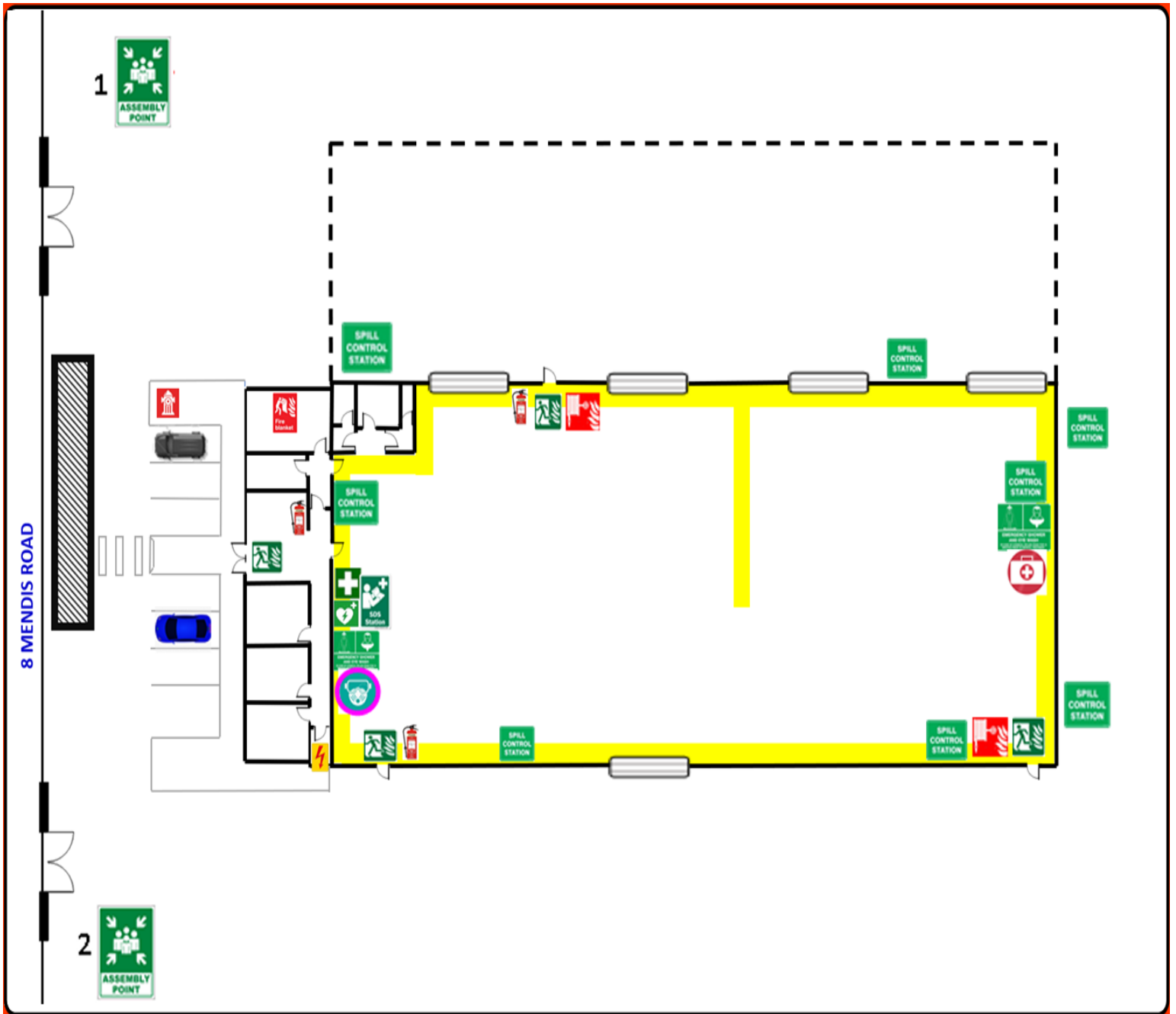


Figure 4: TASC Muster Points at Exit Gate and Entry Gate

## 9.0 Training and Competency

Role	Competency
<b>Chief Fire Warden</b>	PUAWER006B – Lead an Emergency Control Organisation Pre-Requisites - PUAWER005B – Operate as Part of an Emergency Control Organisation
<b>All Supply Base Personnel</b>	Site Induction - Personnel will provided with emergency response awareness such as Muster Point and what to do in an emergency.
<b>Fire Wardens</b>	PUAWER005B – Operate as Part of an Emergency Control Organisation
<b>Fire Equipment</b>	PRMPFES05B - Use portable firefighting equipment
<b>First Aiders</b>	HLTAID003 - Provide first aid HLTAID002 - Provide basic emergency life support HLTAID001 - Provide cardiopulmonary resuscitation (CPR).
<b>Low Voltage Rescue</b>	UETDRRRF06B - Contracted Electricians

### 9.1 Emergency Response Exercises

Emergency Response Exercises are a vital part of maintaining the sites emergency response capability. TASC site must exercise annually, as a minimum, to practice their emergency response and management skills.

The table below outlines the emergency response exercise scenarios:

Emergency Response Exercise Scenarios
General site muster/evacuation
Medical emergency
Vehicle/ Plant incident
Fire
Accidental release of HAZMAT
Extreme Weather Event
Simulated Incident involving Site and emergency services. (Desktop or actual)



## 10.0 Document Information

### 10.1 Review

This document will be reviewed annually or as part of the after-action review following training or real time incidents. All amendments to this document are to be recorded as per the revision record at the beginning of the document.

#### 10.1.1 Distribution and Intended Audience

This document is intended for the following personnel:

- Shell Contracts Manager
- TASC Supply Base Manager
- Qube TASC Warehouse Supervisors
- SHS and CI Manager Shell Contract
- SHS Supervisor – TASC
- TASC Emergency Response Personal

### 10.2 Definitions

Term	Meaning
<b>Activation</b>	An order to a person or team to prepare to mobilise.
<b>Command</b>	The authority for an organisation or part of an organisation to direct the actions of its own resources (personnel and equipment).
<b>Control</b>	The authority to direct strategic or tactical operations in order to complete assigned functions.
<b>Coordination</b>	The integration of expertise and activities by internal or external stakeholders.
<b>Crisis</b>	A crisis is an incident (situation or an event) that has the potential to impact the wider organisation in terms of safety of life, continuity of business or damage to reputation; where there is a degree of complexity so that it is unclear what action should be taken; and where extraordinary resources are required to bring the incident under control and manage it to a satisfactory outcome.
<b>TASC</b>	Turn Around Support Centre
<b>Emergency</b>	An Incident or situation that results in an abnormal state and requires an immediate response in order to contain it.
<b>Emergency Response</b>	The activity of containing an Emergency, regaining control and recovering to a normal state.
<b>Emergency Response Team (ERT)</b>	The group responsible for managing and controlling the operational response to an event.
<b>Environmental Emergency</b>	For the purposes of emergency planning and initial response, Qube Energy defines an environmental emergency to be an event or situation that is: uncontrolled/uncontained; and that is or is potentially irreversible, of a high environmental impact or widespread or caused to an area of high conservation value or special significance i.e., National Park or Category B ESA; and/or has risk assessed potential equal to or greater than a 4B on Shells Hazard and Effects registers.

Term	Meaning
	<p>Qube Energy has defined the above based upon consideration of the definition of serious environmental harm under the Environmental Protection Act 1994 and an assessment of Qube Energy's activities which pose risk of serious environmental impact using the Shell Risk Assessment Matrix (RAM). The following scenarios could trigger as an environmental emergency:</p> <ol style="list-style-type: none"> <li>1. Uncontrolled/uncontained releases of hazardous substances.</li> <li>2. Uncontained volumes of CSG water release from infrastructure.</li> <li>3. Dam overtopping or wall collapse.</li> </ol> <p>It should be noted that Qube's emergency response framework considers numerous scenarios/situations of which may result in an environmental impact and require a response from environmental perspective. However, many of these events would not trigger an as environmental emergency. To manage the above identified scenarios, specific emergency response guides have been developed and are identified in the back of this emergency response plan.</p>
<b>Incident</b>	An Incident is any unplanned or uncontrolled Incident or sequence of Incidents which has caused harm to people, contamination and/or damage (loss) to asset, environment, company reputation, or third parties; including process safety Incidents.
<b>Incident Command</b>	The function of managing and controlling the operational response to an event.
<b>Incident Management Team (IMT)</b>	<p>Within Shell Australia this term refers to the asset-level incident management team, which will usually be at one level removed from the location of the incident.</p> <p>In this case the IMT responsible for Qube Energy is IMT East.</p>
<b>Mobilisation</b>	An order to a person or team to deploy into action.
<b>Notification</b>	An alert provided to a person or team that an event or situation has occurred.
<b>OSC</b>	NT Government On Scene Commander. Note police will be OSC in the event of a fatality.

## 11.0 Declaration

I have read and understand my responsibilities as outlined in this plan.

Position	Name (print)	Signature	Date
Shell - Supply Base Representative	Amanda Hotham		
Shell Contracts Manager	Teagan Peck		
TASC Supply Base Manager	Gregory Young		
DOSB Supply Base Manager	Michael De Soza		
Facilities Manager	Brent Turner		
SHS & CI Manager	Weku Kinitavaki		
SHS Supervisor	Shana Murray		
Monadelphous TASC Warehouse Coordinator	Stephanie Reid		
Chief Fire Warden	Gregory Young		
Deputy Fire Warden	Graham Norsworthy		
Deputy Fire Warden			
First Aid Attendant	Gregory Young		
First Aid Attendant			
Spill Response Team	Anthony Alley		
Spill Response Team	Graham Norsworthy		
Spill Response Team			

## Appendix A Duty Card – On Scene Controller

### DUTY CARD: CHIEF FIRE WARDEN

The Chief Fire Warden is responsible for coordinating the emergency response actions to contain and control the event, for communicating the appropriate event details to the Management Team.

The Chief Fire Warden acts as the Initial Incident Commander from the point they arrive at the site until they handover command to the relevant ERT/EMT Leader.

#### IMMEDIATE ACTIONS

Once you have acknowledged the request to respond, pause and conduct an appreciation of the following:

- Do I have the required equipment (phone, radio(s), OSC Vest)?
- What route should I take to the incident site?
- What hazards do I need to be conscious off on approach to the incident site?
- Who will I be receiving handover from when I arrive at the scene? Advise them you are on your way.
- Start an Individual Log.
- Proceed to the incident scene.

#### DURING THE INCIDENT

- Observe Communicate Orientate Communicate Decide Communicate Act

#### OBSERVE

- Approach the scene with caution, assess the situation based on what you can see.
- Rendezvous with the Qube person currently in charge of the scene (e.g., First Responder).
- Receive a situation brief.
- If handing over, ask:  
“What do you need from me?”
- If Emergency Services are already on scene, contact the Officer-In-Command and ask:  
“What do you need from me?”

#### ORIENTATE

- Establish yourself where you can safely observe and coordinate activity at the scene, whilst also maintaining communications.
- Assume control of the scene (unless State agencies have primacy) and notify any Qube personnel, contractors, Fire & Rescue Team Leader, etc. Say on the radio:
- “This is the Chief Fire Warden; I am now the Incident Commander”
- Assess the incident severity and communicate this to the Watchkeeper.
- Assess the incident scene for safety to all people including emergency services who may not be familiar with the site.

#### DECIDE

- If required, arrange escorts for response personnel to be safely escorted to the incident scene.
- Ensure site is safe for emergency vehicles to enter.
- Ensure that all relevant details about the event have been recorded and if possible photographed.
- Ensure a witnesses list of the event has been compiled.
- Log the arrival at and departure from site of Qube personnel.
- Coordinate scene safety and security.
- Where casualties or fatalities have occurred, identify individuals involved (if practical) and ensure their details are confirmed before confidentially passing to the Operations Section Chief.
- Log all details of responders and pass to Operations Section Chief for counselling support.
- Secure scene for post-event investigation.
- Follow directions of police and investigators for Scene Security requirements.
- Report when the emergency is over and recovery activity can commence.
- Maintain communications at all times.
- Provide updates to the ERT Leader at a frequency of no less than 30-minute intervals (this will need to be far more frequent early in the response phase).
- Monitor persons working at the emergency site for well-being (e.g., shock, fatigue, dehydration).

#### OBSERVE

- Determine your priorities, develop a simple plan and communicate this plan to everyone who needs to know.  
ACT
- Ensure a site muster is underway and all persons are accounted for.
- Establish a cordon at a safe distance around the incident and manage access. This may include erecting temporary barricades, road closure signage and allocating muster points.
- Establish scene security, parking area, and casualty handling area, muster point and communications control points.

- Monitor the situation at the scene and the effectiveness of your plan. Is your plan working? Is it sustainable? What could cause the situation to escalate? What external factors need to be considered?  
ORIENTATE
- Adjust to the evolving situation. What needs to happen next?  
DECIDE
- Adjust your plan as necessary and communicate to everyone who needs to know.  
ACT
- Execute your adjusted plan.

**POST INCIDENT**

- Secure the scene and provide sentries for the investigation process
- Attend post incident debriefings.
- Contribute to the Post Activity Review process.

## Appendix B Duty Card – Warden

### DUTY CARD: WARDEN

The Warden/s are responsible for coordinating the building evacuation.

#### IMMEDIATE ACTIONS

Once you have acknowledged the request to respond, pause and conduct an appreciation of the following:

- Do I have the required equipment (phone, radio, Warden helmet)?
- What route should I take to the incident site?
- What hazards do I need to be conscious off on approach to the incident site?
- Start an Individual Log.
- Proceed to the incident scene.

#### DURING THE INCIDENT

- On hearing alarm, don the Warden Helmet
- Conduct a sweep of the applicable areas:
  - Administration Buildings: main office, training rooms, lunchrooms, smoking area, all toilets, parking facilities.
  - Laydown yards and any other freight storage areas nearby.
  - Warehouse Buildings: warehouse racking areas, aprons, any associated yard and container areas.
- Close each door after each room is cleared.
- Ensure all personnel in the area exit to the nearest muster point.
- Report “ALL CLEAR” or otherwise to the OSC once the applicable areas have been inspected.
- Wait at the muster point until given the all clear.

#### POST INCIDENT

- Secure the scene and provide sentries for the investigation process
- Attend post incident debriefings.
- Contribute to the Post Activity Review process.

## Appendix C Duty Card: Muster Warden

### DUTY CARD: MUSTER WARDEN

**The Muster Warden is responsible for coordinating the roll call to account for all personnel onsite.**

#### IMMEDIATE ACTIONS

Once you have acknowledged the request to respond, pause and conduct an appreciation of the following:

- Do I have the required equipment (phone, radio, Warden helmet)?
- What route should I take to the incident site?
- What hazards do I need to be conscious off on approach to the incident site?
- Start an Individual Log.

#### DURING THE INCIDENT

- Gather the site personnel information
- Coordinate roll call at the Muster Point and account for where each person is.
- Consolidate roll call information from any Alternate Muster Points (see specifics for MISB below)
- Communicate the result of the roll call to the OSC
- If instructed by OSC, lead an evacuation from the site to a nominated point, considering a safe evacuation route and assembly point.
- Confirm roll call at the evacuation assembly point.
- At the TASC, account for personnel in the following order:
  - Communicate with the Warden at the Main Office
  - Communicate with the Warden at the Warehouse
  - Communicate with the Warden at the Yard

#### POST INCIDENT

- Secure the scene and provide sentries for the investigation process
- Attend post incident debriefings.
- Contribute to the Post Activity Review process.

## Appendix D Emergency Response Guidelines

It is acknowledged that many minor emergencies can be managed by local site personnel.

A timely, professional response will assist in controlling the emergency and prevent its escalation.

The following emergency activity guides act as a guide / prompt only.

Variations to the checklists should be based upon sound emergency response management, engineering judgment and operational experience, and are at the discretion of the response leaders e.g., the ERT/ EMT, Duty Manager and OSC.

The following is a list of the Emergency Response Guides:

#	Hazard	Guide Outline
1	Site Evacuation	Evacuation guidelines for safely evacuating work sites
2	Medical Emergency	Guidance for handling medical emergencies
3	Vehicle Incident	First response actions for those attending vehicle accidents including those on public roads.
4	Fire and Bushfire	First response actions in the case of a fire with considerations included for bushfire.
5	HAZMAT Incident	Hazardous materials incident handling.
6	Spill to land or water	Environmental management of accidental / unauthorised spills to land or water within Qube / Shell tenements.
7	Electric Shock	Guidelines for response in the case of electric shocks.
8	Security Threat	Guidance for handling security incident including bomb / terrorist threats and protestor activity in the field.
9	Severe Weather	Actions to be undertaken locally in the case of severe weather in the form of storms, damaging winds or cyclones.



## Appendix E Site Evacuation

### EMERGENCY RESPONSE GUIDE SITE MUSTER & EVACUATION

Following a local alarm being raised (verbally, sirens, lights, phone, radio or email message) move to the Muster Point.

Contact the Supply Base Manager if escalation or assistance is required, such as emergency services etc.

The Chief Fire Warden will allocate people who will conduct a roll call to account for all personnel and account for any personnel mustered at any Alternate Muster Points.

Ensure all visitors are escorted to the Muster Area

Remain at the Muster Area until instructed further by the nominated Muster Warden or OSC.

If the Primary Muster Area is unsuitable (e.g., due to smoke / wind direction, proximity etc.) relocate to an Alternate Muster Area as nominated by the OSC

Arrange for the safe shutdown of equipment/vehicles in the affected area

Arrange searches for any personnel reported missing (coordinate with OSC, Supply Base Manager/Chief Fire Warden and nominated Warden)

Issue instructions to the nominated Warden (in consultation with the OSC) regarding further proceedings i.e., evacuation from the site or assistance from personnel at the Muster Point.

## Appendix F Medical Emergency

### EMERGENCY RESPONSE GUIDE

#### MEDICAL EMERGENCY

Remove yourself and others from danger (DO NOT place yourself in unnecessary danger)

Report the nature, location and extent of emergency via:

- Call 000 or 112 from mobile if required
- Call “Emergency, Emergency, Emergency” via the site radio channel
- For vehicle related events: Trigger a manual alarm (IVMS Emergency Switch) in vehicles (HV and LV)

UHF Channel 02, state “Emergency, Emergency, Emergency” and provide details to the Supply Base Manager.

Call the Shell Contracts Manager. Provide a SITREP of the situation:

- Description of the incident
- Location
- Number and condition of injured persons.

Mobilise First Aiders and first aid kits if safe to do so.

First Aiders provide treatment (within scope of FA training)

Advise Security team or site personnel to provide access to, and escort emergency services into the site.

First Aiders handover IP to emergency services (QAS) if required.

Ensure all personnel are escorted to hospital.

Medivac arrangements (if required) will be made via the emergency services.

In the event of a serious injury / fatality a REGULATORY NOTIFICATION will be required immediately.

Do not undertake notification of next of kin, other site employees, regulators, media, public, external parties etc.)

Do not disturb the scene after the incident. Establish an exclusion zone for regulatory and investigation purposes.

## Appendix G Vehicle Incident

### EMERGENCY RESPONSE GUIDE VEHICLE INCIDENT

Remove yourself and others from danger (DO NOT place yourself in unnecessary danger)

Consider protecting the scene from oncoming traffic through positioning your vehicle with lights and flashers on

Report the nature, location, and extent of emergency via:

- Call 000 or 112 from mobile if required
- Call “Emergency, Emergency, Emergency” via the site radio channel
- Trigger a manual alarm (IVMS Emergency Switch) in vehicles (HV and LV)

UHF Channel 02, state “Emergency, Emergency, Emergency” and provide details to the Supply Base Manager.

Call the Shell Contracts Manager. Provide a SITREP of the situation:

- Description of the incident
- Location
- Number and condition of injured persons.

If vehicle is in contact with power lines stay clear and tell occupants to stay in vehicle

Provide First Aid to any injured persons if qualified to do so.

Do not try to remove casualties from vehicle unless other dangers are present which may endanger life they were not removed (i.e., fire)

Extinguish any fires or take any actions required to prevent against fires starting.

Make vehicle safe, including.

Switch off vehicle ignition, isolate power

Cover any spilt petrol / diesel with sand / soil or stem leak

Place road traffic markers if available to warn others

Cordon off scene and exclude all non-essential personnel from area as advised by Emergency Services

## Appendix H Fire and Bushfire

### EMERGENCY RESPONSE GUIDE

#### FIRE AND BUSHFIRE

Remove yourself and others from danger (DO NOT place yourself in unnecessary danger) stop all work, extinguish any possible ignition sources and evacuate the area on foot

Report the nature, location and extent of emergency via:

- Call 000 or 112 from mobile if required
- Call “Emergency, Emergency, Emergency” via the site radio channel
- For vehicle related events: Trigger a manual alarm (IVMS Emergency Switch) in vehicles (HV and LV)

UHF Channel 02, state “Emergency, Emergency, Emergency” and provide details to the Supply Base Manager.

Call the Shell Contracts Manager. Provide a SITREP of the situation:

- Description of incident
- Location and wind direction
- Number and condition of injured persons.

Consider extinguishing the fire with the correct extinguisher if trained and it is safe to do so

For a vehicle fire, stop the vehicle and if possible, use a handheld dry chemical powder (DCP) extinguisher to extinguish fire (red with white band)

Evacuate the area if fire spreads / escalates (remember your safety is paramount).

Shut down equipment / plant if safe to do so.

Go to the Muster Point and stay until directed by the Muster Warden or OSC

When evacuating from a fire, DO NOT PROCEED DOWNWIND OF THE SOURCE, AS EXPOSURE TO THE SMOKE / FUMES MAY BE LIFE THREATENING

Consider closing doors etc. as you evacuate buildings this may help contain the fire

Consider the following:

Dangerous Goods and Hazardous Materials onsite.

Combustible materials (flammable stores, toxic fumes / gas, vehicles, building etc.)

Structures affected by the fire (heat damage to buildings / steelwork)

Network / Systems

Resources required

#### FIRE INVOLVING PURASPEC (INC SPENT PURASPEC)

When responding to an accidental release, observe and response to the presence of smoke or flames. DO NOT ATTEMPT TO PUT OUT THE FIRE, AS EXPOSURE TO THE FUMES MAY BE LIFE THREATENING.

Untrained personnel shall not undertake firefighting of ignited PURASPEC and should evacuate immediately.

Report the nature, location and extent of emergency via:

- Call 000 or 112 from mobile if required
- Call “Emergency, Emergency, Emergency” via the site radio channel

The location of the HAZMAT information is located at the entry gate and must be communicated to the emergency fire services when they arrive on site.

Muster and consider evacuating all areas that are directly affected by the release / spill or may be indirectly affected e.g., exposure to toxic fumes / vapour cloud, access restrictions

PURASPEC thermal decomposition causes the release of sulphur oxides which is toxic. Wind conditions may affect the suitability of emergency assembly points and must be factored in.

Communicating with neighbouring work sites shall be considered depending on wind direction and size of fire.

PURASPEC thermal decomposition causes the release flammable vapours.

### BUSHFIRE ADDITIONAL CONSIDERATIONS

For any bushfire contact the Supply Base Manager and Fire & Rescue on 000

When 'Extreme' or 'Severe' weather events are forecasted the Site Manager shall monitor conditions for affected areas via the website

Catastrophic and extreme fire ratings - Fire & Rescue advises that people leave the area well in advance of any fire.

Information relating to changes in local conditions can be monitored via Australian Broadcasting Commission (ABC) local Radio on the AM frequency.

Supervisors shall not direct vehicles into fire affected areas.

Consider safety of site and possibility of smoke affecting other services / properties / personnel

Should drivers unexpectedly find themselves caught in fire affected areas or isolated by fire fronts drivers shall immediately contact the fire service and follow directions issued.

Where an emergency warning has been issued the OSC shall evacuate the site as per action recommended by the fire service.

Where a watch and act warning has been issued the OSC shall prepare the site for evacuation. Leaving late can be a deadly option. **If in any doubt, make the decision to LEAVE EARLY.**

If there is any risk of roadways being cut by fire or too dangerous to travel personnel are to remain on site in a clear and open area until the fire front has passed.

## Appendix I HAZMAT Incident

### EMERGENCY RESPONSE GUIDE HAZARDOUS MATERIALS SPILL INCIDENT

Quantities of PURASPEC (inc spent Puraspec) are stored at this site.

Emergency Manifest Information is located at the site entrance gate.

Report the nature, location, and extent of emergency via:

- Call 000 or 112 from mobile if required
- Call “Emergency, Emergency, Emergency” via the site radio channel UHF Channel 02
- Trigger a manual alarm (IVMS Emergency Switch) in vehicles (HV and LV)

UHF Channel 02, state “Emergency, Emergency, Emergency” and provide details to the Supply Base Manager.

Call the Shell Contacts Manager. Provide a SITREP of the situation:

- Description of incident
- Location and wind direction
- Number and condition of injured persons.

If release is from a storage facility, isolate/contain the release by switching off pumps, blocking drains, establishing temporary bunds, use of spill kits.

Arrange for barricading of affected area until response is complete.

Relay all environmental information to the Supply Base Manager and Fire & Rescue. Ensure the following information is relayed:

- Spill characteristics (name and type of material, movement)

Spill volume

## Appendix J Spills to Land or Water

### EMERGENCY RESPONSE GUIDE

#### SPILLS TO LAND OR WATER

Specific spills are reportable to EPA, Fire & Rescue and Maritime Safety Northern Territory. Supply Base Manager will make the determination in consultation with the National QE SHS Manager.

Spills that have caused or could threaten serious or material harm are required to be reported to NT EPA by National QE SHS Manager or their delegate.

You do not need to make a report if the potential pollution or environmental harm is trivial or negligible. If unsure contact NT EPA.

The contact number is 1800 064 567. A Section 14 Incident Report Form should be used to provide written notice when a person becomes aware of an environmental incident. Note if the form is completed within 24 hours the NT EPA cannot use the report as evidence to take legal action

For any Hazardous Materials – Follow the HAZMAT INCIDENT guide on the previous page of this document.

Call the Supply Base Manager. Provide a brief concise summary of the of the situation based on below:

- What happened (the incident)
- What was spilt - i.e., oil, hazardous substance, and UN Number, etc.
- Where the incident occurred, time and date, volume of the spill
- Any environmental conditions – rainfall, wind, ambient temperature
- How potential pollution maybe occurring, or how you think it may occur

Attempt being made to:

- Prevent
- Reduce
- Control
- Rectify or Clean-up

Any additional measures to address any environmental harm

What additional assistance may be required

## Appendix K Electric Shock

### EMERGENCY RESPONSE GUIDE

#### ELECTRIC SHOCK

Remove yourself and others from danger (**DO NOT** place yourself in unnecessary danger). **DO NOT TOUCH** casualty until area has been made safe.

Report the nature, location and extent of emergency via:

- Call 000 or 112 from mobile if required
- Call “Emergency, Emergency, Emergency” via the site radio channel UHF Channel 02
- Trigger a manual alarm (IVMS Emergency Switch) in vehicles (HV and LV)

UHF Channel 02, state “Emergency, Emergency, Emergency” and provide details to the Supply Base Manager.

Call the Shell Contracts Manager. Provide a SITREP of the situation:

- Description of incident
- Location and wind direction
- Number and condition of injured persons.

Consider initiating a site muster to remove non-essential personnel from the area.

Place an exclusion zone around the area and take the following actions:

- Isolate the source of the electricity
- If source cannot be isolated seek advice of a Licensed Electrician or Fire & Rescue.

Arrange for the safe shutdown of equipment/plant in the affected area

Consider the potential for:

- Detrimental effects on building safety systems
- Loss of positive control of equipment
- Loss of amenities (e.g., lighting, mains power supply)

In the event of a serious injury / fatality contact the National QE SHS Manager, as a REGULATORY NOTIFICATION will be required immediately.

**DO NOT** undertake notification of next of kin, other site employees, regulators, media, public, external parties etc.



## Appendix L Security Incident / Bomb Threat

### EMERGENCY RESPONSE GUIDE SECURITY INCIDENT

Remove yourself and others from danger (DO NOT place yourself in unnecessary danger).

If you receive a threat or a suspect object / package report the nature, location and extent of emergency via:

- Call Police via 000 or 112 from mobile if required
- Call the Supply Base Manager IMMEDIATELY
- Call “Emergency, Emergency, Emergency” via the site radio channel UHF Channel 02
- Trigger a manual alarm (IVMS Emergency Switch) in vehicles (HV and LV)

UHF Channel 02, state “Emergency, Emergency, Emergency” and provide details to the Supply Base Manager.

Written threat: Keep all paper, envelopes etc. to preserve evidence.

Email threat: Keep a copy of the email and do not close laptop or computer.

Telephone threat:

- Remain calm. Appearing sympathetic and using a pleasant tone may extend the call
- Listen closely to what the caller says, be observant to sounds, details, take notes
- Write down as much as possible
- When caller “hangs-up” **DO NOT HANG UP YOUR PHONE** (it may be possible to trace the call)
- Call for help as soon as possible **USING ANOTHER PHONE** or by attracting other worker’s attention visually.
- Suspicious object:

Do not tamper with suspect object / package

- Place an exclusion zone around the area and initiate a muster to account for all personnel
- Terminate the emergency under instructions from the QPS ONLY

### PROTESTOR ADDITIONAL CONSIDERATIONS

Remove yourself and others from danger (DO NOT place yourself in unnecessary danger).

Call Police via 000 or 112 from mobile if required

Notify the Supply Base Manager if protestors are sighted in the area:

Ignore the protestor/s and secure the site. Ensure all entrances/gates are secure.

Seek haven inside the site buildings.

If travelling - continue to your destination or, at the very least, distance yourself from the protestor/s whilst avoiding isolated areas.

If you can, stop work and leave the site/area immediately and consider the use of a haven such as a police or fire station or building manned by private security.

Ensure that all equipment is secured overnight

Be aware that radios may be monitored and react accordingly

#### PROTESTORS BLOCKING VEHICLES

Stop the vehicle prior to entering the blockade. Ask politely to be let through

Reverse away from the blockade (if safe to do so). Seek an alternate path or method of entry

Ignore taunts, criticism, and abuse

If the protestors become aggressive leave the area immediately (if possible).

**MEDIA PRESENCE**

Be aware of the reach of long camera lenses

Ensure compliance always with all HSSE and other work requirements

Notify Shell Contracts Manager if media are spotted in the area:

## Appendix M Severe Weather / Lightning (excluding Cyclone, refer to TASC Cyclone Management Plan)

### EMERGENCY RESPONSE GUIDE

#### SEVERE WEATHER

##### WEATHER IMMINENT – PREPARATION ACTIVITIES:

Clear the site of all loose material and rubbish.

Tie down any equipment that may become a projectile or damaging object in strong winds.

Store any loose and portable items securely or inside the warehouse

Disconnect all electrical appliances

Close shutters or board-up or heavily tape all windows and doors

Close and secure all doors

Confirm location of available emergency supplies – first aid kit, torch (and batteries), portable radio (and batteries), drinking water containers etc.

Manager will advise for all non – shift personnel to remain at their residences/shelter areas

##### ACTIONS ON SEVERE WEATHER:

Shutdown equipment / plant if necessary

If driving:

STOP – but well away from trees, power lines and watercourses.

Park your vehicle in a sheltered area, engage park or reverse and apply hand brake. Stay in the vehicle.

Avoid being caught in an unprotected area

Beware of fallen power lines, damaged bridges, buildings, and trees.

##### DO NOT ENTER FLOOD WATERS

Heed all warnings and do not go sight-seeing

Listen to local radio for official warnings and advice

Do not use electric appliances if wet

Do not use phones unnecessarily. Keep the lines clear.

Stay in communication with your Supervisor.

Report dangerous situations to the relevant authorities and internally to:

Call 000 or 112 from mobile if required

Contact the Supply Base Manager

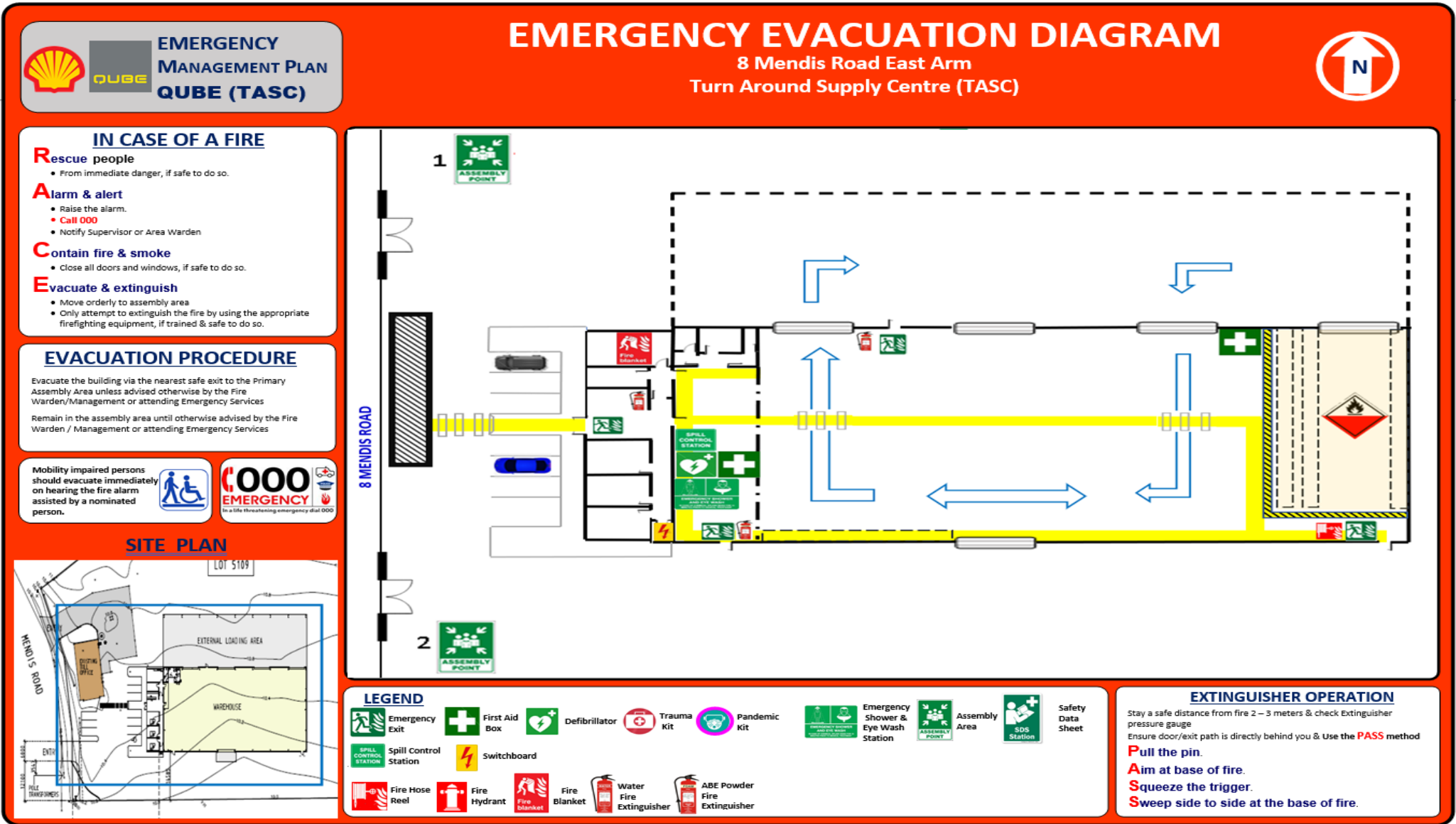
**Lightning Management Protocols**

Operations Supervisor accesses the Weather Zone site when storm activity is in the area. Operations are monitored when there are yellow and red warnings for proximity of lightening to ensure a stoppage of all outside work and that all site personnel have taken cover when the system is red for lightening in the area. Note a motor vehicle or forklift would be considered to have sufficient protection from lightning if touching metal structure of vehicle can be avoided.

When the Weather Zone site is not available in the event of storm activity in proximity to DOSB or TASC, the following basic protocols are to be taken to mitigate the risk associated with lightning activity.

<i>Alerts</i>	<i>Response</i>
<p>Where the delay between observing lightning flash and hearing thunder is greater than 30 seconds                      Note: sound travels at 344 meters per second.                      Therefore in 30 seconds it has travelled about 10 km.</p>	<p>Task supervisor or delegate is to risk assess current operations in relation to lightning impacts giving specific consideration to:</p> <ul style="list-style-type: none"> <li>• Possible suspension of crane operations and booms lowered where the crane design allows.</li> <li>• Possible suspension of EWP and scissor lift activities.</li> <li>• Possible suspension of bulk liquid and dangerous goods operations; and</li> <li>• Possible suspension of hazardous activities (re-fuelling, electrical works, water-based activities) and relocation of personnel to suitable shelter.</li> </ul> <p>Familiarise yourself with the requirements of future lightning alert stages.                      Prepare to take further action.</p>
<p>Where the delay between seeing a lightning flash and hearing the thunder is 30 seconds or fewer</p>	<p>All personnel immediately seek suitable shelter.                      Remove yourself from hazardous areas and cease hazardous activities.                      Task supervisor or their delegate to monitor lightning activity.</p>
<p>Where the delay between observing lightning flash and hearing thunder is greater than 45 second, or lightning storm visibly dissipated (confirmed by task supervisor or their delegate)                      Sound travels about 15 km in 45 seconds</p>	<p>Return to outdoor activities with caution.</p>

# Appendix N TASC Evacuation Diagram



# Appendix O TASC MANIFEST SITE PLAN

