



# **EMERGENCY RESPONSE PLAN**

## **DARWIN OPERATIONS**

## 1. Purpose

Planning for foreseen emergency events shall be continued throughout all Sea Swift depots and involve preparing all employees to respond in a way to preserve life, and/or prevent further damage to assets. Where emergencies escalate to crisis events, the Sea Swift [IMS-SWI-015.1](#) Corporate Emergency Response and Recovery Plan (CERRP) shall be used in conjunction with this and other procedures.

## 2. Scope

This procedure applies to employees across the Sea Swift Darwin Depot site.

## 3. Definitions

### 1.1 Emergency

An emergency is a sudden, usually unexpected, occurrence that requires prompt action. Crises fit this definition, as do a great many other events. While demanding serious attention, an emergency does not indicate a major turning point in the organisation's existence.

### 1.2 Crisis

A crisis is potentially a major turning point resulting in permanent, drastic change. It is far more crucial than an issue or emergency. Crises are of great importance, but they are rare.

## 4. Procedure

### 4.1 Responsibilities

4.1.1 Responsibilities of Emergency Warden, Area Warden(s) and First Aid Officers during an emergency scenario are outlined below. Responsibilities of Executive Management, Managers/Masters, Supervisors/Mates, HSEQ, Staff and Crew are outlined in [IMS-SOP-015](#) Emergency Response and Recovery Planning.

#### 4.1.2 Emergency Warden

The Emergency Warden is appointed by the Depot Manager and is responsible for assisting with matters relating to emergency preparedness and has complete control in an emergency situation. This includes directing Area Wardens in the event of an emergency.

The Emergency Warden should be a person of a reliable nature, have an ability to organise others in an emergency and they should be a person who spends most of their time at the Depot.

Responsibilities include:

- Assisting with emergency preparedness at the Depot
- Raising the Alarm if an emergency situation has occurred
- Providing direction and instructions to Area Wardens and all persons on site
- Coordinating the Area Wardens in searching the building
- Evacuation control during an emergency
- Coordinating the Assembly Area
- Ensuring all persons are accounted for at the Assembly Area
- Notifying and being the primary contact point for NT fire and rescue service during emergency scenario on site

#### 4.1.3 Deputy Emergency Warden

The Deputy Emergency Warden is appointed by the Depot Manager and is responsible for assisting the Emergency Warden with matters relating to emergency preparedness and has complete control in an emergency situation in the absence of the Emergency Warden. This includes directing Area Wardens in the event of an emergency.

The Deputy Emergency Warden is responsible for filling the role of Emergency Warden if the Emergency Warden is absent.

The Deputy Emergency Warden should be a person of a reliable nature, have an ability to organise others in an emergency and they should be a person who spends most of their time at the Depot.

Responsibilities include:

- Assisting the Emergency Warden with emergency preparedness and response at the Depot
- Assuming the responsibilities of Emergency Warden (as outlined in 4.1.3) in their absence

#### 4.1.4 Area Warden (*where applicable*)

The following areas will have an Area Warden who, under the control of the Emergency Warden, will be responsible for implementing all operations necessary to safeguard life and property within their area of responsibilities.

- Administration Buildings

- Freight Shed
- Backfreight / Accommodation
- Engineering Workshop

An Area Warden should be a person of a reliable nature, have an ability to organise others in an emergency and they should be a person who spends most of their time in the respective area of responsibility.

Responsibilities include:

- Raising the Alarm if an emergency situation is encountered
- Conducting initial search, if required
- Reporting to the Emergency Warden of status of their area upon evacuation “all clear” etc.
- Assisting any mobility-impaired person
- Assisting with directing people to the Assembly Area and ensure that any crossing of roads or vehicle thoroughfares is controlled in a safe manner
- Ensuring all persons in their area are accounted for at the Assembly Area

#### 4.1.5 First Aid Officers

- Ensuring a First Aid kit and Automated External Defibrillator (AED), if installed is fully maintained and accessible at all times
- Maintaining their First Aid qualifications
- Raising the Alarm if an emergency situation is encountered
- Rendering assistance/treatment to any persons prior to, or during, evacuation, if safe to do so
- Transporting a first aid kit to the Assembly Area during an evacuation
- Setting up a First Aid Post at the Assembly Area
- Rendering First Aid treatment to any casualties
- Ensuring that the Emergency Warden or Area Wardens are aware of any injuries requiring treatment
- Alerting the Ambulance Service if persons require medical aid or transport to hospital
- Prioritising of assistance/care (Triage)
- Maintain confidentiality regarding treatment or medical condition(s)

## 4.2 General

4.2.1 This procedure forms part of the Sea Swift integrated management system

procedure [IMS-SOP-015](#) Emergency Response and Recovery Planning, and is linked to [IMS-SWI-015.1](#) CERRP that deals with crisis management across the organisation.

- 4.2.2 All Sea Swift depot employees shall be trained in emergency response and recovery procedures that are applicable to their site. Evidence of employee training and involvement in planned drills shall be recorded, and a copy of all documents forwarded to the HSEQ Department.
- 4.2.3 The Darwin Depots emergency preparedness shall be tested at regular intervals throughout the year, to ensure that all employees are capable of responding to emergency situations. The Darwin Depots will conduct at least two planned emergency drills each year as per the [IMS-FRM-015.16](#) Depot Emergency Drill Schedule, and participate in one corporate desktop drill as directed by Sea Swift management.
- 4.2.4 The Depot Manager shall ensure that all first response emergency equipment held at the site is maintained to the requirements of the Australian Standards and/or manufacturer's guidelines. All deficient or unserviceable emergency response equipment shall be reported through the inspection and audit process, appropriately tagged, and withdrawn from service until repaired or replaced. Priority shall be given for all emergency equipment repairs and replacements, to ensure the depot remains in a fit state to respond to emergencies when required.
- 4.2.5 The Depot Manager shall appoint Emergency and Area Warden(s), to control all emergency situations within their areas of responsibility. Duties of the Emergency and Area Warden(s) are embedded in each of the emergency response procedures detailed within this plan. The Depot Manager shall ensure that all Emergency and Area Warden(s) are given the required training to fulfil their allocated roles and responsibilities.

#### 4.3 Notifications and Contacts

- 4.3.1 Department Managers shall monitor all emergency situations that occur at the site or in their areas of control. The General Manager, NT and/or the HSEQ Manager must be informed either by phone, or in person, of an emergency event that has occurred on or off site. The Emergency Warden or experienced first responder will decide if emergency services are required to be called to assist.
- 4.3.2 A current staff internal extension and mobile telephone list can be located on the Sea Swift intranet page. For emergency services, dialling 000 on a landline will connect with an operator who will direct the call to the right emergency service provider. Give a clear description of the type of emergency that requires responding to, the correct location of the incident and other details as required. Do not hang up until told to do so by the operator.
- 4.3.3 In the case of all level three incidents or threat that emergency events will develop into a crisis situation, then the General Manager, NT or their representative, shall

immediately ring the Sea Swift Emergency number **(1800 056 423)** to commence the notification process.

Local and other contacts are listed below.

<b>Name</b>	<b>Department</b>	<b>Landline</b>	<b>Mobile</b>
Emergencies	Sea Swift Duty Officers	1800 056 423	
Rochelle Macdonald	Sea Swift CEO	07 4035 1235	0448 337 284
Lino Bruno	Sea Swift COO	07 4035 1235	0417 636 780
Mark Hope	Sea Swift CFO	07 4035 1235	0429 529 628
Scott Ezzy	General Manager - NT	08 8935 2417	0472 804 251
Justin Tranter	NT Operations Manager	08 8935 2400	0438 006 133
Todd Pemble	Depot Manager – Darwin	08 8935 2400	0409 328 131
Steven Cumming	OSR/Pallets/Chiller Supervisor	08 8935 2400	0419 744 045
Mereana Joseph	Smalls and Backfreight Supervisor	08 8935 2400	0417 332 395
Keith De Saram	NT Projects / Operations Support	08 8935 2400	0456 857 157
Darren Bott	Marine Manager / DPA	08 8935 2415	0438 030 206
Kevin Plumb	Mobile and Fixed Asset Superintendent	08 8935 2400	0487 511 393
Dianne Hutley	Senior HSEQ Advisor, NT	08 8935 2404	0428 691 490
Helen Poyzer	Risk and Health Manager	07 4035 1231	0448 228 929
John Rogers	Chartering Manager	07 4035 1234	0407 377 743
Port Emergencies	Ports Corporation	08 8922 0660	
<b>Name</b>	<b>Department</b>	<b>Landline</b>	<b>Mobile</b>
Harbour	Darwin Harbour Master	08 8999 3867	
Police	Darwin Police	131444 / 000	
Hospital	Darwin Hospital	08 0922 8888	
Ambulance	All Areas	131444 / 000	
Fire Services	Fire & Rescue	131444 / 000	
Marine	Marine Safety	08 8924 7100	
Safety	NT Worksafe	1800 019 115	
Cyclone	Cyclone Information	1300 659 211	
Environment	Pollution Response	1800 064 567	
Power, Water	Power, Water & Sewerage Services	1800 245 092	
Toll Group	Darren Rowland Commercial Manager darren.rowland@tollgroup.com	+613 8689 3234	+61 434 652 520
Tox Free – Emergency 24/7	Emergency HAZMAT (Waste Spill / Clean Up)	1800 429 628	
	Jason Gornall (AH) Liquid Waste Spills		0419 090 298 (AH)

	Roger Gordge (AH) All other waste streams		0400 358 038 (AH)
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#### 4.4 Recovery

- 4.4.1 After each emergency event, a thorough incident investigation shall be conducted in accordance with [IMS-SOP-014](#) Incident and Non-Conformance Management procedure, with the objective of maintaining business continuity in the process.
- 4.4.2 Where an emergency event has escalated and impacted on the depot's capability to maintain business continuity the [IMS-SWI-015.1 CERRP](#) will be enacted
- 4.4.3 Where regulator intervention has been executed, the General Manager, NT and the HSEQ Manager shall ensure every assistance is made available during the external investigation process.
- 4.4.4 All corrective actions resulting from incidents and near miss events shall be followed through to completion, by those assigned to each action. Lessons learnt from each incident / event will be shared with the department employees, as well as other sites.

#### 4.5 Immediate Response

##### 4.5.1 Medical Emergency

All medical emergencies shall be managed with the objective of preserving life and preventing others from injury or death. This requires employees to provide prompt response to administer first aid support and alerting the emergency service. Where a medical emergency occurs in the workplace, the following actions shall be followed by the first on scene:

- Assess the situation and ensure the area surrounding the injured person is safe to enter.
- Alert others nearby that there has been an injury, call for a first aider if not trained. Emergency Warden should be advised of the situation.
  - **Call 000** – if the injury is life threatening and the person is in need for immediate medical attention
- Emergency Warden is to ensure the First Aider is summoned and is attending to the injured person. First aider to have **First Aid Kit** and **AED** available.

On arrival at the incident scene, the first aider will take control and commence first aid response (DRSABCD):

- Assess the injured person to determine if medical services are required to attend the scene. Responsible person to notify medical services via 000 – do not hang up until told to.
- Reassure the injured person and administer first aid / life support until medical services are on the scene.
- Emergency Warden to assign a person to move to the roadway and guide

medical service personnel to the injured person.

- Only alter or remove items from the scene of the incident if it is required to prevent further injuries or a dangerous situation to arise.
- Once external medical support has arrived and the incident scene is cleared, commence the incident investigation process including witness statements from employees and others at the scene.
- Advise Sea Swift Senior HSEQ Advisor, NT and General Manager, NT of the incident immediately in person or by phone.
- General Manager and Senior HSEQ Advisor, NT will ensure the HSEQ Manager and relevant Executive Management are notified.

#### 4.5.2 Electric Shock Protocol

A person who receives an electric shock may sustain delayed effects to their health (i.e. irregular heartbeat from arrhythmias). Any known or suspected electric shock incidents, regardless of how minor the contact may appear, must therefore be treated as a medical emergency in accordance with this electric shock protocol.

Signs and symptoms of electric shock may include:

- Unconsciousness; Difficulties breathing or no breathing at all; A weak, erratic pulse or no pulse at all; Burns, particularly entrance and exit burns (where the electricity entered and left the body); Sudden onset of cardiac arrest.

First on scene:

- Assess the situation, check for danger to yourself and bystanders.
- Switch off power before trying to help or approach the affected person.
- Alert others nearby that there has been an injury, call for a first aider if not trained. Notify the Emergency Warden of the situation who is to ensure the first aider is summoned. First aider to have **First Aid Kit** and **AED** available.

On arrival at the incident scene, the first aider will take control and commence first aid response (DRSABCD):

- **Call 000** to arrange immediate medical review including ECG to assess for potential cardiac arrhythmias – do not hang up until told to.
  - Note: a copy of ECG must be provided to HSEQ prior to returning to work.
- Once **000** has been called continue management as per relevant next steps outlined in **Section 4.5.1**.

#### 4.5.3 Fire



All employees are to remain vigilant of what can cause a fire event and/or explosion within the depot environment. The immediate response to all fires discovered is as follows.

#### Building Fire

- All small fires should be attempted to be extinguished immediately using the correct type fire extinguisher. Only those trained in fire extinguisher use should attempt to extinguish a fire.
- Where a large uncontrolled fire is discovered, raise the alarm by shouting fire-fire-fire and sounding the emergency horn/alarm:
  - At Darwin Depot – three short blasts.
  - At Darwin OSR – sound evacuation tone (*whoop whoop whoop*)

Notify emergency services immediately via calling **000**.

- The Emergency Warden will notify designated Area Wardens to ensure the safe evacuation of all persons.
- When instructed to evacuate the building by the Area Warden, all employees and any contractors or visitors are to proceed to the Emergency Assembly Point via the designated evacuation route as shown on the Emergency Evacuation Plan. Evacuation plans are posted at all building exits.
- The office receptionist shall ensure that the contractors and visitors sign in books are collected and taken to the Emergency Assembly Point.
- The responsible Area Warden shall move through each section to ensure all employees, contractors and visitors have followed the evacuation procedure, and that nobody is left in the building. For a whole of site evacuation, all customers and their vehicles are to be directed off site and parked up a safe distance from the site.
- The Emergency Warden shall appoint a person to be at the roadway to direct the emergency personnel to the fire scene.
- The Emergency Warden shall account for all persons at the Emergency Assembly Point and report all present to the Depot Manager.
- There is to be no movement back into any building or depot area on site until advised it is safe to do so by the responsible Emergency Warden or emergency service personnel.

#### 4.5.4 Environmental Spill

All environmental spill response shall be carried out in accordance with the identified substance Safety Data Sheet (SDS) located on site and available in ChemWatch. All employees who participate in spill response shall wear the required Personal Protective Equipment (PPE), as directed by the identified SDS.

The primary objective in all spill response is to stop the product leaking at the source, and to contain the spill substance to prevent it from spreading. These two actions should be carried out with the correct knowledge of the product and PPE. Where a wet or dry hazardous substance has been released uncontrolled, the following actions should take place:

- Make sure product knowledge and handling requirements are known before attempting to contain the spill (check the SDS). Warn others and notify the Emergency Warden of the spill.
- Identify the spill/leak source and attempt to stop the spill flow if possible (e.g. turn valves off, plug holes or cracks, upright fallen containers etc.).
- Obtain spill kit or other items to stop the flow of the spill including but not limited to:
  - Using spill absorption pads or sand mounds at the peak of the flow.
  - Using 'Kitty Litter' / sand to absorb the liquids.
  - Dry material can be covered or wet down to prevent dust being generated (check on SDS for wetting dry material).
  - Ventilate fumes and/or gases by opening doors / windows or supply forced ventilation (extraction fans, blowers etc.).
- Remove the damaged spill container to a bunded / designated area and apply a defect label onto the container.
- Continue to apply absorbent material to the spill area, ensuring containment is maintained (barricade the area if left unattended).
- Remove all material from the spill area, and place contaminated absorbent and residue material into appropriate regulated waste transport containers.
- Dispose of all spill residues and waste in accordance with local council and NT EPA requirements.

The Depot Manager / Emergency Warden shall ensure that environmental spills resulting in substance or material entering offsite marine or land areas are reported immediately to relevant parties as per [IMS-SOP-014](#) Incident and Non-Conformance Management.

Further notification to the applicable regulators shall take place immediately, including requests for larger spill containment or replacement equipment if required.

Any regulator representatives who attend site will be coordinated in accordance with [IMS-SOP-014](#).

#### 4.5.5 Bomb Threat

All bomb threats are to be treated seriously, and all relevant information shall be

passed onto local police authorities. A Bomb Threat form is located in Attachment A of this plan and shall be completed by the Sea Swift employee who received or witnessed the threat.

Where a bomb or other malicious threat has been directed towards a Darwin depot, the following actions shall be taken.

- Keep Calm.
- Keep the caller on the line as long as possible - **Do not hang up.**
- Use Bomb Threat Card provided in Appendix 1
- Obtain as much detail as possible about the bomb and its location.
- Listen carefully for any background noise, speech mannerisms, accents etc. that might give a clue as to the age, sex and location of the caller.
- Do not discuss the call with the other occupants of your area.
- Immediately after the threat, contact the Emergency Warden; the Depot Manager and notify the Police via 000.
- Complete the Bomb Threat Card and hand it to the Police on their arrival.

Report any suspicious object or package immediately to the Emergency Warden / Depot Manager and immediately evacuate personnel from that area.

#### 4.5.6 Threats to Staff

Direct verbal threats from any member of the public should be managed carefully. Where there is a sign of physical violence, employees should not put themselves in danger and take the following actions:

- Threats by phone shall be recorded using the Bomb Threat Card as detailed in Section 4.5.4 and shown in Appendix 1.
- Where a member of the public on site is showing a high level of aggression, do not argue with them but lead them to speak with the Depot Manager or delegate. Attempt to have other employees nearby to assist if required
- Where the person continues to be aggressive, walk away from them and report the matter immediately to the Depot Manager.
- The Depot Manager shall decide whether further internal / external notification of the threat is required, and shall follow the Sea Swift incident management process outlined in [IMS-SOP-014](#) to investigate and record the threat.

#### 4.5.7 Cyclones

Prior to the cyclone season (generally November – April), the Depot Manager

shall ensure a site assessment is carried out to identify actions necessary for preparation of such an event.

Items of plant, equipment and structures that are at risk of being damaged during a cyclone event shall be:

- Moved to a safer place within the depot or off site.
- Lashed to prevent being blown off site.
- Permanently fixed to the ground (bolted onto footings).
- Repaired to prevent sheeting or other structure coverings from becoming a projectile in the wind.

For all vessels in port the IMS-SWI-20.10 Cyclone / Severe Weather Procedures and related procedures are to be followed.

### Cyclone Warning Actions

Cyclone warnings will be issued by the Bureau of Meteorology over local radio and television stations indicating location and proximity and a numerical classification to indicate estimated severity.

Warnings and information is also available from:

- Bureau of Meteorology – [Northern Territory Weather and Warnings Summary](http://www.bom.gov.au/nt/) website and select local area ([www.bom.gov.au/nt/](http://www.bom.gov.au/nt/))
- Bureau of Meteorology – [Tropical Cyclone Warnings and Information](http://www.bom.gov.au/cyclone/) website ([www.bom.gov.au/cyclone/](http://www.bom.gov.au/cyclone/))
- Bureau of Meteorology – ‘Automated Telephone Messages’ on **1300 659 212**
- Bureau of Meteorology ‘Weather by Fax’ on **1902 935 377**

### Cyclone Categories

The risks associated with cyclone events are not all the same. Each cyclone threat should be assessed according to its category and risk of damage and appropriate preparations made. This will occur as part of the first cyclone meeting held at the Depot with the General Manager, NT and relevant personnel.

- **Category 1.** Up to 125km/hr winds – slight damage
- **Category 2.** 126 – 169km/hr winds – significant damage – minor structural damage to buildings
- **Category 3.** 170 – 224km/hr winds – structural damage to buildings – roofs off
- **Category 4.** 225 – 279km/hr winds – significant roof and structural damage to buildings

- **Category 5.** 280km/hr and above – almost total destruction buildings flattened

## Cyclone Response Procedures

Sea Swift has adopted the following cyclone response phases.

	Phase 1 (Blue Alert) Tropical Cyclone Watch
	Phase 2 (Yellow Alert) Tropical Cyclone Warning
	Phase 3 (Red Alert) Tropical Cyclone Alert
	All Clear (Green Alert) Tropical Cyclone Downgrade

Phase One (Blue Alert) – shall be activated when a cyclone or potential cyclone is expected to affect conditions in an area within 72 hours from the notification. A depot preparation plan is located in Appendices 2-4 of this plan and shall be enacted. Cyclone warnings **should be reviewed every 6 hours**.

Phase Two (Yellow Alert) – shall be activated when a cyclone is expected to affect conditions in an area within 24 hours from a warning. Cyclone warnings **should be reviewed every 3 hours**.

Phase Three (Red Alert) – shall be activated when it is imminent a cyclone will affect conditions in an area within the next 12 hours.

All Clear (Green Alert) – After the passing of the cyclone, employees should monitor media channels to follow the position of the cyclone. When the cyclone has passed and is reported as being well away from the area, employees should be contacted to establish return to work timings.

See Appendix 2 - 5 of this plan for a detailed checklist for each respective area / department covering all phases of the cyclone response procedure.

### Returning to Work

When the cyclone event has passed, all staff shall make phone contact with their Manager / Supervisor as soon as practicable. No one should attempt to return to work until the relevant authorities or Police has given the all clear to access public roads.

Should there be no phone reception and the all clear has been given it is expected

staff will turn up to work the next day.

The Depot Manager in consultation with the General Manager, NT will assess any damage before staff can return into Sea Swift buildings and report to the Chief Executive Officer.

**No staff member should attempt to enter any Sea Swift building or operate any electrical equipment until qualified electricians have inspected and verified the electrical safety of the building. The General Manager, NT will direct staff to enter when safe.**

Clean up will begin under the direction of the General Manager, NT once the damage has been assessed and it is safe to do so.

#### 4.5.8 Lightning Safety

Lightning strikes present a significant risk of serious injury or death to NT Depots and work areas.

As such, all depots must follow the guidelines and instructions as outlined in IMS-GDL-012.5 Lighting Safety Guideline – NT Operations.

#### 4.5.9 Property Damage or Break In

Property damage refers to loss or harm to property owned or leased by the company, whether it is located at an office or off site. A break in is defined as unlawful entry into the company's premises, vessels or other relevant areas operated by the company. The following response actions should be adhered to:

- On arrival at the site do not touch anything
- Clear the area of all staff, persons or activities that may disturb the evidence
- Notify the Depot Manager or delegate who will notify the General Manager, NT
- Follow the directions given by the Depot Manager / General Manager, NT
- Call emergency services on 000 and provide as much information about the property or break in as possible
- Assist police during their visit or investigation at the site

On completion of the police visit the Depot Manager or their delegate shall prepare a report of all missing or damaged property for all insurance claims.

## 5. References

IMS-SOP-015 Emergency Response and Recover Planning

IMS-SWI-015.1 Corporate Emergency Response and Recovery Plan

IMS-SWI-020.10 Cyclone / Severe Weather Procedures

IMS-SWI-TBA Darwin Depot Emergency Generator

IMS-GDL-12.5 NT Lightning Safety Guideline

IMS-FRM-015.16 Depot Emergency Drill Schedule

Appendix 1 Bomb Threat Card

Appendix 2 Darwin Operations Cyclone Preparation Checklist

Appendix 3 Darwin Engineering Cyclone Preparation Checklist

Appendix 4 Cyclone Preparedness Plan ICT

**Appendix 1: Bomb Threat Card**

**REMEMBER TO STAY CALM**

**DO NOT HANG UP**

**Attract Attention from someone near to contact police.**

Callers Voice (circle)

ADULT / CHILD SEX (Male / Female) VOICE (Soft / Loud)

SPEECH (Fast / Slow) IMPEDIMENT (stutter / lisp) DICTION (Clear / Muffled)

MANNER (Calm / Excited) ACCENT (Specify.....)

Did you recognise the voice? .....

Did the caller sound familiar with Sea Swift Operations? (mention boat names, use maritime terminology, refer to individuals by name, use unique terms or other industry acronyms)

.....  
.....

**Questions to Ask Threat Language**

When will it explode?..... Well Spoken Abusive

Where is the bomb?..... Incoherent Irrational

What does it look like?..... Threat by Caller

What kind is it?..... Taped Message

Why are you doing this?..... Letter e-mail

Who are you?..... Other: .....

Where are you?.....

What is your name?.....

**Background Noise**

Music Party Voices Traffic

Aeroplane Trucks Office Children

House Noises Playground Birds (seagulls etc.) Shopping

**Exact wording of threat**

.....  
.....  
.....

Internal call Private phone Mobile phone Public Phone Long Distance (STD)

Time: Date: Number Called / Line:

Name of person taking call: Location:



## APPENDIX 2

### DARWIN OPERATIONS CYCLONE CHECKLIST

**Checklist Areas: Freight Sheds- all, Laydown Yard, Backfreight, Administration Buildings**

Advise all personal we are on blue alert – 72 hrs. to potential cyclone	
Update and distribute contact numbers and addresses of personnel	
Start housekeeping	
Seek advice from Darwin Marine Manager and Marine Superintendent re: <ul style="list-style-type: none"> <li>• Where each vessel will be positioned</li> <li>• Whether any vessel operations are to be cancelled</li> </ul>	
Darwin Marine Manager and Marine Superintendent to contact crew and prepare them to attend vessels if necessary. HR to assist if required	
Clarify if staff on any of those vessels are due to commence or terminate swing, and whether flights will be cancelled	
Advise staff to ensure any relevant computer data is backed up (Onedrive / Sea Swift server)	

**Phase 2 Yellow 24 hours**

All container stacks reduced to one high	
All freight to be containerised or block stowed	
All empty pallets block stowed, and all rubbish removed	
All con notes and important documentation secured and elevated	
Emergency generator fueled up and tested via pre-startup check	
All forklifts, trucks and work vehicles fueled up	
If storm surge expected elevate essential items/freight/equipment to appropriate location, fill sand bags and place in front of areas where water egress can occur.	
Any loose items in yard put in containers, shed or Engineering Workshop	
Block stow all containers	
Desks cleaned. Unplug computers, printers, copiers and have them plastic wrapped – ensure same is placed above ground on benches.	
Ensure all loose files and folders are put away	
Staff filing cabinets plastic wrapped and placed in container on higher level (if safe and practicable)	
All windows taped up	
If flights need to be cancelled or re-arranged for crew, seek relevant persons from other sections to assist.	

If airports are closed, arrange for general email to all staff.	
Contact employees on vessels and ascertain if their families need assistance. If so, arrange for visits to affected residences and provide assistance	
Cease cargo receipt as advised by management	
Assess and send non-essential staff home	

Emergency generator bought online. Reefers checked.	
Fuel pod relocated alongside generator	
Final housekeeping and cyclone preparedness check	
Containers, shed, workshop and other areas secured, and all doors chained	
Meet with staff and agree on call in time to manager	
Send non-essential staff home	

Workshop Supervisor Darwin with Depot Manager will assess damage before any staff can return to Depot buildings / work areas.	
Phone in as pre-arranged all personnel	
If no phone reception and the all clear has been given, staff will return to work the next work day.	
Depot Manager to notify General Manager, NT of the outcomes of staff call in and damage assessment. General Manager, NT to notify Chief Executive Officer.	
Meet with Darwin Engineering to verify all clear from electrical safety and engineering perspective.	
Check and confirm generators and reefers running ok. Report any issues to Workshop Supervisor Darwin.	
Commence clean up in all areas once deemed safe to do so.	
Organise yard/shed/warehouse/machinery for freight receipt and return to normal operations	
Consult Darwin Marine Manager or delegate and determine whether particular employees on vessels need to be contacted for any reason	
Review rosters and crew availability of vessels - ascertain if any flights of employees need to be re-arranged	



Consult with ICT and ascertain if computers, etc. can be plugged back in to power supply and turned back on	
Check all operations normal and return to normal operations once all clear given by General Manager, NT	

Checked by \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 3

### DARWIN ENGINEERING CYCLONE CHECKLIST

**Checklist Areas: Engineering Workshop, Engineering Laydown Area; Engineering Containers, Generator, Waste Disposal Area**

<b>Engineering Department</b>	
Workshop Supervisor Darwin meets with General Manager, NT and other relevant parties to discuss the Cyclone intensity and threat.	
Continue to monitor the threat throughout the day and communicate with the General Manager NT or delegate for further updates.	
Carry out area assessment in conjunction with Darwin Depot Operations, this checklist and determine what specific risks / issues need to be managed within and by Engineering.	
Implement any identified risk actions that may require purchasing of specific equipment. For example: ratchet straps to hold down any equipment that may not be able to be moved inside and may require additional security.	
Implement any identified risk actions / controls that may take considerable time to implement, secure, or repair to make safe and secure.	
<b>Engineering Workshop, Waste Oil &amp; Fuel</b>	
Monitor threat through area Supervisor	
Discuss with Supervisor added identified risks	
Attend to any identified risks that may take time to implement before the cyclone arrives.	
<b>Waste Oil &amp; Fuel</b>	
Clean up engineering yard areas and dispose of any accumulated rubbish	

**Phase 2 Yellow 24 hours**

<b>Engineering Workshop</b>	
Monitor threat through area Supervisor	
Lay all awkwardly balanced materials flat on ground	
Cover waste steel bin	
Waste disposal area – move IBCs into workshop, check no possible missiles in the area	
Check the top of engineering containers and remove / bring down anything on top and appropriately store	
Secure any gas bottles	
Check area outside for possible missiles and bring inside	
Bring any waste bins inside	
<b>Waste Oil &amp; Fuel</b>	
Fuel up generator and move fuel tank to generator prior to the cyclone arrival.	

Clean up area inside wash down bay	
Secure oil storage drums	
Isolate all electrical equipment in the wash down area	
Remove all objects from outside-tyres, steel, boat parts etc. and stack inside shed	
Place any objects that may become missiles in any available containers and secure	
Cover at risk electrical equipment with plastic available from freight / Darwin Operations.	

All unnecessary staff sent home on instruction from the Workshop Supervisor Darwin or General Manager, NT	
Conduct final checks of all areas	
Isolate mains power and switch off power in relevant area(s)	
Secure and leave the premises	

Workshop Supervisor Darwin with Depot Manager will assess damage before any staff can return to Depot buildings / work areas.	
Phone in by all Engineering staff to Workshop Supervisor Darwin as pre-arranged.	
Workshop Supervisor Darwin to notify General Manager, NT of the outcomes of staff call in and damage assessment. General Manager, NT to notify Chief Executive Officer.	
If no phone reception and the all clear has been given, staff will return to work the next work day.	
Arrange pre-start check of all electrical items by qualified Electrician to confirm electrical safety of buildings and equipment. No electrical item is to be used until all clear is given.	
Check and confirm generator and reefers are running ok.	
Consult with Depot Manager or ICT that computers and IT equipment can now be used.	
Commence clean up once assessed and deemed safe to do so.	
Organise and prepare Engineering areas for return to normal operations	

Checked by \_\_\_\_\_ Date \_\_\_\_\_

## APPENDIX 4

### CYCLONE PREPAREDNESS PLAN - ICT



## Preparing Servers

For steps 1 – 2 contact Carywn Puddle, Sea Swift IT Department via mobile 0429 351 233 for guidance and instructions.

### 1. Backup

Ensure local backups are up to date .

### 2. Offsite Backup

Verify offsite backups are up to date.

### 3. Protect Equipment

Cover any equipment with plastic to protect against possible water leaks. Shutdown and disconnect any equipment from power to protect from power spikes and water based electrical shorting.

## Preparing Desktops

### 1. Backup

If users have stored any data locally on their computers, ensure that they backup files to One Drive.

### 2. Move devices away from windows and other vulnerable areas.

Ideally, use a closet or windowless room away from external walls. If that is not possible, use the corner of the room farthest from windows, out of the path of wind drafts.

Moving other valuables away from windows is also recommended, of course - both to protect them, and to keep loose objects from becoming missiles that damage your computing devices.

If computers are located under desk raise them above ground level to provide protection against possible storm surge. Computers can be placed on top of desks on top on bins.

Computers in outdoor areas should be relocated indoors in secure location.

### 3. Staff with laptops should take with them on final evacuation from site.

### 4. Critical computers should be covered in plastic to provide protection from rain water damage.

If only light-gauge plastic is available, do a double-layer wrap. As with moving materials away from windows, waterproof plastic barriers are a good idea for any valuable asset, particularly ones that are likely to be intolerant of water exposure.

### 5. Unplug all devices.

Unplug computers, printers, faxes and any other important equipment from power points to protect computers from power spikes.

This is critical for two reasons: First, during a storm's approach the chances of damaging power fluctuations are high, as the electrical transmission grid and generating plants are affected. Second, the results of any water-induced damage are likely to be much greater if the device is not completely disconnected from power sources.

### After the Cyclone

- 1. Be cautious about using devices, even if power is available and your devices are entirely undamaged.**

Emergency power derived from generators may be particularly "dirty" -- that is, subject to voltage fluctuations. Power fluctuations are also more likely as the electrical grid is restored. Only a sufficiently-rated surge protector with battery backup can safely ride through these.

- 2. Do not plug in devices that have been exposed to water or other contaminants.**

Sometimes it is possible to clean and dry a device, but it is generally a job for an expert. You are very likely to increase the damage if you attempt to use electronics before cleaning/drying them.

- 3. Remember that your safety comes first.**

In your eagerness to get your devices and data back on line, don't risk your personal safety or that of others. An obvious recommendation, but one that is sometimes forgotten.