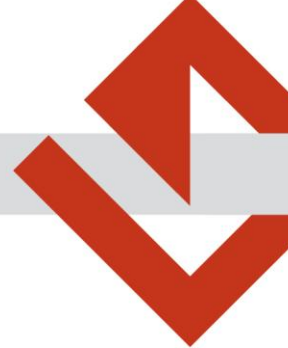


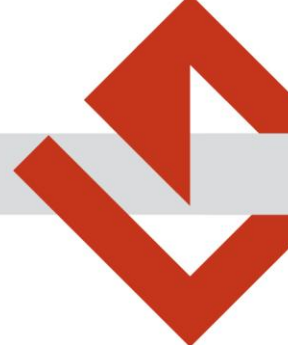
Emergency Response Plan

Resource Recovery Facility
29 Muramats Road, East Arm NT 0822

RED-HSEQ-DOC-078
Version 6.0



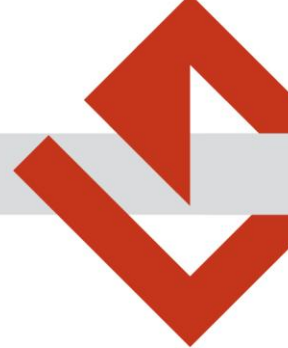
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1. Introduction

The purpose of this Emergency Response Plan (ERP) outlines general requirements and procedures to be followed effectively in the event of emergencies and critical incidents that may arise at 29 Muramats Road, East Arm NT 0822, the adjoining temporary listed waste storage area at 25 Muramats Road, East Arm, NT 0822 or any related project site.

The plan aims to safeguard the safety and well-being of all personnel, contractors, visitors, and assets while effectively managing any emergency situations. By providing guidelines, roles and responsibilities, the plan seeks to enhance preparedness, response and, recovery thereby ensuring a coordinated and efficient approach during times of crisis.

2. Scope

This ERP applies to all personnel at the workplace identified above including all employees, contractors, visitors or other workers.

3. Related Documents

The related documents available for use in conjunction with this plan are as follows:

- ◆ Evacuation / Emergency Drill Evaluation form
- ◆ First Aid in the Workplace – Code of Practice (Safe Work Australia)
- ◆ First aid facilities and services; Workplace amenities and facilities; Personal protective clothing – Code of Practice (Worksafe NT)
- ◆ First Aid in the Workplace – Compliance Code (Workcover Northern Territory)

4. Definitions

Emergency Control Organisation (Eco)

Workplace Manager or nominated representative(s) responsible to direct and control the implementation of the emergency response plan.

Emergency Response Team (Ert)

Personnel appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response
Equipment or planning

Workplace Manager

Means Construction Manager (construction site), Project Manager, General Manager, Office Manager, or any other workplace or department specific manager of NTEX with the responsibility for day-to-day management or control of a workplace(s)

5. Protection Priorities

NTEX Code Red have the following protection priorities in the event of an emergency:

- ◆ Safety of People; then
- ◆ Protection of the Environment; and finally

- ◆ Safeguarding of Commercial considerations

6. Emergency Response

NTEX Code Red has an Emergency Response Plan and a nominated ERT Leader at each of its workplaces. The primary role of the workplace ERT Leader is to control emergencies and render personnel and facilities safe by the application of local resources and liaison with external emergency services.

The initial response to an emergency may include the following actions:

- R REMOVE** - workers from immediate danger (if safe to do so)
- A** Raise the **ALARM** by contacting appropriate emergency services advising the nature, status and exact location of the incident/condition/external threat and advise what action has been taken or is underway
- C** **CONTAIN** the incident and its effects and make the area safe – preserve the scene for investigation; and
- E** **EVACUATE** workers if required and undertake a head count

7. Responsibilities

Various sections of this ERP detail roles and responsibilities allocated to specific position holders for different activities to be undertaken at a specific time or in response to specific events.

Director

- ◆ Authorise changes to this procedure.
- ◆ Allocate all required resources to ensure compliance with this procedure.

Resource Recovery Facility Manager

- ◆ Provides all necessary assistance to the wardens in the event of an emergency evacuation.

Chief Warden

- ◆ Takes control of any emergency situations.
- ◆ Coordinate the safe and timely evacuation of all work areas.
- ◆ Liaises with wardens to ensure all site workers are safely evacuated and accounted for.
- ◆ Liaises with emergency services when it is safe to return to work or if further evacuation is necessary.
- ◆ Ensures that communication to the Emergency services has been made.
- ◆ Allocates reasonable and lawful duties to workers to assist in the emergency evacuation as required (First Aid, Sentries).
- ◆ Brief the emergency services upon arrival.
- ◆ Comply with all requests / directions of the emergency services.

Area Wardens

- ◆ Ensure the safe and timely evacuation of workers and visitors to the muster point.
- ◆ Collect employee and visitor sign in registers.
- ◆ Conduct a head count to ensure all workers are accounted for.

- ◆ Communicate the results of head counts to the chief warden.

Site First Aid Personnel

- ◆ Provide initial care to the ill or injured.
- ◆ Maintain record of first aid treatments on site.
- ◆ Ensure site first aid kits are maintained in a clean and serviceable condition.

Refer to Appendix A for Emergency Response Team Contacts & Emergency Contact Information

8. Emergency Scenarios

The Impacts and Hazards Risk Assessment has identified emergency response at NTEX Code Red Resource Recovery Facility and/or any related project site as high risk. The following have been identified as credible emergency scenarios:

Type of Emergency
Bomb threat
Fire or explosion
Medical emergency
Externally threat (such as terrorist activity, hostage situations, demonstration, or civil unrest)
Leaks or spills
Personal Threat / Robbery / Intruder
Failure of temporary containment structure (e.g. erosion <u>and</u> sediment control structures)
Internal emergency - Electrical failure, hoist/lift/plant failure or structural collapse, leak/toxic emission
Cyclone
Bushfire
Flooding
Immersion of a person(s) in water or a waterbody
Rescue from jump form
Rescue from swinging stage scaffold
Rescue from a suspended safety harness
Storage of dangerous goods and hazardous substances
Vehicle / plant collision (public or project)
Other (List) – Unexploded Ordinance (UXO)

Refer to Section 20 for specific emergency response details for the above emergency scenarios. These response details may be printed and placed on notice boards at the workplace at the discretion of the ERT.

9. Training

Training requirements for members of the ERT shall be reviewed by the Director when this plan is first established and thereafter at maximum 12 monthly intervals for offices and plant yards and a maximum of 6

monthly intervals for projects. The Director is responsible for ensuring that the ERT members are competent to fulfil their appointed ERT roles

10. Periodic Drills

This ERP shall be tested to determine its effectiveness at maximum 12 monthly intervals for offices and plant yards and maximum 6 monthly intervals for construction projects. Each emergency exercise shall:

- ◆ Test emergency preparedness and response to a particular predetermined scenario that has been identified in this plan including at least one environmental scenario every 24 months during the life of a construction project or occupancy of the asset.
- ◆ Include a documented description of the scenario which is communicated to all emergency exercise participants
- ◆ Include a documented review of learnings and actions post exercise which is communicated to all emergency exercise participants by completing the NTEX Code Red Evacuation/Emergency Drill Evaluation Form (RED-HSEQ-SAF-125) or equivalent where the exercise is managed by a third party.

11. Emergency Contact Numbers

Emergency contact numbers are listed in Appendix A of this ERP and must be displayed in prominent locations at the Resource Recovery Facility at 29 Muramats Road, East Arm, the adjoining temporary listed waste storage area at 25 Muramats Road, East Arm, NT 0822, project sites or offices.

A NTEX Code Red representative will need to meet the emergency vehicle at the designated meeting area to escort to the location of the medical emergency.

Refer to Appendix A for Emergency Response Team Contacts & Emergency Contact Information

12. Evacuation & Emergency Diagrams, Routes And Assembly Areas

An Emergency Evacuation Diagram that complies with the requirements of Australian Standard AS3745 shall be displayed in prominent locations where workers and visitors can view the diagram. A copy of this Evacuation Diagram is contained in Appendix B of this ERP.

Evacuation Diagrams shall be reviewed at maximum monthly intervals for the Resource Recovery Facility at 29 Muramats Road, East Arm and updated to reflect any change. Evacuation Diagrams for project sites shall be reviewed in line with applicable legislation AS3745.

Evacuation Diagrams for the proposed temporary listed waste storage area at 25 Muramats Road will be developed and maintained for the duration of operations.

An Emergency Equipment Diagram that details the location of firefighting and spill response equipment plus first aid facilities shall be displayed in prominent locations where workers and visitors can view the diagram.

At the discretion of the ERT Leader, the Emergency Evacuation and Emergency Equipment diagrams may be combined.

Refer to Appendix B for Evacuation Diagrams, Emergency Site Map & Emergency Equipment Diagrams

13. Emergency Equipment

To ensure rapid and effective responses during an emergency the following equipment is maintained, clearly identified and is easily accessible at the Resource Recovery Facility, 29 Muramats Road, East Arm

NT, the adjoining temporary listed waste storage area at 25 Muramats Road, East Arm, NT 0822 and associated project sites.

Fire Extinguishers

Fire Extinguishers are tagged and serviced at six-month intervals by a qualified technician. They are inspected periodically by the Health and Safety officer during site inspections. All fire extinguishers are strategically located in accordance with AS2444 and are clearly marked on evacuation diagrams.

Refer to Appendix C for RED-HSEQ-SAF-104 for Fire Extinguisher Register

First Aid Kits

All workers, subcontractors and visitors are made aware of first aid kit location on the site inductions along with being clearly marked on evacuation/emergency diagrams. Contents are periodically checked and restocked by the Health and Safety officer. The on-site first aid reports use of first aid equipment in an incident report form. Action summary outlined in Section 19.

Refer to Appendix D RED-HSEQ-SAF-091 for First Aid Procedure

Spill Kits

Spill kits are positioned in high-risk area such as fuel storage, workshops or near mobile plant. They are inspected periodically during Health and Safety inspections. Site personnel are trained in spill response procedures. Spill kits Action summary outlined in Section 19.

Refer to Appendix E RED-HSEQ-SAF-163 for Spills Procedure

Air Horns

Air Horns are used to signal emergency evacuation and are located at key locations at the Resource Recovery Facility, 29 Muramats Road, East Arm and/or project sites. All workers, subcontractors and visitors are trained recognise the air horn signal and respond immediately. Periodically inspected within the Health and Safety inspections.

Defibrillator (Aed)

Defibrillators are located at central and clearly marked locations within the weighbridge office and first aid post. They are regularly inspected and check for battery charge and functionality. Personnel are adequately trained for use.

14. Activation Of This Plan

This plan may be activated by:

- ◆ A member of the ERP at any time
- ◆ The sounding of the workplace emergency siren
- ◆ The advent of an emergency situation of the kind identified within this plan

In deciding whether to notify the NTEX Code Red Emergency Response Team, the site ERT Leader must consider the following:

1. Is external help required beyond project/workplace resources e.g. emergency services?
2. Could the public image of the Company be affected?
3. Could the incident impact on the Company's business or relationship with clients or government?
4. Could the incident have a major adverse impact on the environment?

If the answer to any of the above is "YES" then the NTEX Code Red Emergency Response Communication Protocol should be followed.

The decision of whether to activate the NTEX Code Red Emergency Response Plan (NTEX Code Red Emergency Response Team) is the responsibility of the NTEX Code Red ERT Leader.

15. Termination Of an Emergency

An emergency may be terminated by one of the following:

- ◆ By the ERT Leader; or
- ◆ If the emergency has been escalated to NTEX Code Red, by the NTEX Code Red Emergency Response Team.

16. Notification To External Authorities

Formal notification to external authorities / regulators (other than emergency services) must be timely and undertaken by the ERT Leader after consultation with the relevant Regional EHS Manager and/or Head of EHS.

17. Personal Emergency Evacuation Plan

The ECO is responsible for developing, implementing and testing at regular intervals, Personal Emergency Evacuation Plan(s) for people with disabilities. These plans are attached where applicable at Appendix Five.

18. Log Of Events

The ERT Leader shall be responsible for appointing a Communications Officer who shall be responsible for completing the log of events during an emergency as contained in Appendix F.

This log shall be used to recording the following events:

- ◆ Time emergency was declared
- ◆ Time 000 call made to emergency services
- ◆ Time head count of workers at evacuation assembly point was finalized
- ◆ Time emergency services arrived at the workplace
- ◆ Time and detail when incident control handed over to emergency services
- ◆ Time and detail of incoming calls from emergency services, NTEX Code Red, client and other 3rd parties
- ◆ Time and detail of all outgoing calls to emergency services, NTEX Code Red, client and other third parties
- ◆ Time and detail when Regulators attended the workplace
- ◆ Time and detail when union or other third parties attended the workplace
- ◆ Other actions taken relevant to the emergency scenario
- ◆ Time and details when emergency services handed back the workplace or incident control
- ◆ Time the emergency was terminated



19. Action Summary

The ERT Leader is responsible for ensuring the following actions are undertaken in line within the designated timeframe:

Action Required		Quarterly	6 Month	Annually
Review this plan (as per requirements of Project/workplace EHS Management Plan)				
Emergency Response Team Member Training Needs Analysis Offices/Plant Yards				
Emergency Response Team Member Training Needs Analysis Construction Projects				
Conduct emergency scenario drills Offices/Plant Yards				
Conduct emergency scenario drills Construction Projects				
Review and update Evacuation Diagram, Routes and Assembly Areas Offices/Plant Yards				
Review and update Evacuation Diagram, Routes and Assembly Areas Construction Projects				
Review First Aid & AED				
Check Evacuation Alarm/Siren (minimum requirement)				
Check Spill Kits				
Check fire-fighting equipment	Refer to EHS Management Plan			
Weekly Cyclone Checklist	Required weekly during cyclone season			



20. Emergency Scenario Response

BOMB THREAT

If you receive a bomb threat

Remain calm	Always treat the call as genuine. Prolong the conversation & do not hang up.
Attract attention of second person	Do not alert the caller to your actions. Get a second person to call your Manager or Emergency Team Member.
Be attentive	Note any distinguishing background noises, music, traffic/other. Note the voice characteristics of the caller. Does the caller indicate knowledge of your workplace or building?
Record	As soon as possible the details are to be recorded in the Bomb Threat Checklist
Notify	Your Direct Manager. The Manager of the Project/Workplace Emergency Services [where determined necessary].
Prepare	To follow instructions from the Emergency Team Leader, security, police or other emergency service personnel. To evacuate if necessary. To assist in a search if necessary (i.e. only staff trained to do so). The aim of any search is to look for: ◆ a suspiciously labelled object. ◆ an object similar to that described in the threat. ◆ an object of unusual size, shape and sound; OR ◆ the presence of pieces of tape, wire or explosive wrapping, or other unfamiliar wrappings.
If object found	Do not touch it. Report that you have found a suspicious object.
Procedure	Report in line with the requirements containing within the Incident Reporting and Management Procedure

QUESTIONS TO BE ASKED		CALLER'S VOICE	
Where did you put the bomb?		Accent [specify]:	
When did you put it there?		Any impediment [specify]:	
		Voice [loud, soft etc]:	
What does the bomb look like?			
		Speech [fast, slow etc]:	
What kind of bomb is it?			
		Diction [clear, emotional etc]:	
Did you place the bomb?			
		Did you recognise the voice?	
Why did you place the bomb?			
		If so, who do you think it is?	
What is your name?			
		THREAT LANGUAGE	
Where are you?		Incoherent?	
		Irrational?	
What is your address?		Taped?	
		Message read by caller?	
Sex of caller:		Abusive?	
		Other?	
Estimated age:			
EXACT WORDING OF THREAT		BACKGROUND NOISES	
		Street/house noises?	
		Aircraft?	
		Voices/music?	
		Local call?	
		STD/ISD/OTHER?	
ACTION		CALL TAKEN & BY WHOM	
Report call immediately to:		Date & time of call:	
Phone Number		Duration of call:	
Manager		Name of person taking call:	
Police:		Telephone No:	
General Manager:		Number called (if different to above):	

FIRE OR EXPLOSION

IF YOU SEE FIRE OR SMOKE DO NOT PANIC OR SHOUT!

REMAIN CALM & REMEMBER R.A.C.E.

R escue people	From immediate danger – if safe to do so.
A larm	Alert Emergency Response Team members
C ontain fire & smoke	If safe to do so, close all doors and windows.
E xtinguish	Only attempt to extinguish the fire if trained and safe to do so by using the appropriate firefighting equipment, e.g. an extinguisher suitable for the type of fire encountered. Workers should not attempt to use firefighting water hoses unless special training has been provided.

- ◆ Prepare to evacuate, if necessary, to the Evacuation Assembly point(s).
- ◆ Do not allow people to enter the building / structure / project until all clear is given.
- ◆ Follow instructions from Emergency Team Members, security, or other emergency personnel.
- ◆ Do not allow vehicles to enter/leave the car park of the building/structure/project until all clear is given.
- ◆ Ensure any visitors are accompanied from the workplace when evacuation is ordered.
- ◆ Leave lights on.
- ◆ Proceed to the emergency evacuation assembly area and **DO NOT USE THE LIFTS OR PERSONNEL HOISTS**
- ◆ Obey all instructions – do not return to the workplace until all clear is given.

THE ORDER IN WHICH THESE ACTIONS ARE PERFORMED WILL DEPEND UPON THE PARTICULAR FIRE OR SMOKE INCIDENT.

Note: In the event of witnessing evidence of a fire any employee may call the fire brigade – such action does not need another person's permission.

EVACUATION

EVACUATION IS THE RAPID REMOVAL OF PEOPLE FROM IMMEDIATE OR THREATENED DANGER IN A SAFE AND ORDERLY MANNER.

Notice to evacuate is indicated by:	Evacuation Signal – Beep, Beep, Beep.
Remain calm	Do not panic, calm persons around you who appear agitated.
Notify	ERT Leader/ Warden in charge of the area Fire Brigade where instructed. Inform staff and other personnel of the location of the Emergency.
Evacuation Assembly Area	Evacuation Assembly Area
Evacuate	Evacuation of personnel and visitors to the Assembly Area is to be carried out in the following staged order: - From immediate danger [e.g. out of the room or area or floor]. - Total evacuation of the building/structure/workplace. Note: People in immediate danger first, then in the following order: - Able bodied personnel, visitors and their hosts. - Accompanied mobility, vision, or hearing-impaired persons.
Check	All rooms, especially change rooms, toilets, behind doors, storage areas or other concealed or remote areas
Headcount	Conduct a head count at the Emergency Evacuation Assembly Area. Assigned personnel to account for contractors or visitors. If person(s) are missing, report this immediately to the person in charge, i.e. security, floor warden/manager/supervisor. Do not re-enter the workplace until the 'All Clear' is given.
Report	To the ERT Leader at the Emergency Evacuation Assembly Area. Notify the Fire Brigade of any persons remaining unaccounted.
Procedure	Report in line with the requirements containing within the Incident Reporting and Management

FIRST AID OFFICER/AMBULANCE SERVICE

Medical/first aid incident or emergency call: 000

In the event of medical/first aid incident or the need for urgent medical assistance

Medical Emergency Plan RED-HSEQ-SAF-087
Injury / incident Report RED-HSEQ-SAF-024

Remain calm	Do not panic!
Assess	Danger – to you, to others, to the patient. Response – conscious or unconscious? Send - for help as early as possible. Airway – clear of objects and open? Breathing – chest rising/falling? hear/feel air from mouth/nose? Circulation – do they have a pulse? Defibrillation – apply Automated External Defibrillator (AED)
Notify	Alert the First Aid Officer(s). Alert your Manage Alert the Ambulance Service where instructed.
Conditions	Advise your exact location, nearest cross street, number of patient(s) age/sex, symptoms & signs, any prior medical illness or medication.
Action plan	Make patient comfortable and area safe [if required barricade area]. If no breathing/pulse and trained to do so undertake Cardiopulmonary Resuscitation (CPR) or other first aid as required. Apply a Defibrillator and follow voice prompts. Direct someone to wait at the escort point to accompany the emergency services to the exact location of the patient or emergency. ERT Leader to consult with Regional EHS manager to determine if the incident area needs preservation for investigation by Authorities. Manager to consult with Regional EHS Manager to determine the requirement for Counsellors.
Reporting	Report in line with the requirements containing within the Incident Reporting and Management Procedure

EXTERNAL THREAT/ INCIDENT

Name	
Phone	

In the event of an announcement of an external threat

Remain calm	Do not panic!
Await advice	Do not leave the workplace – shelter in place.
Assess	Danger – to people.
Notify	Alert ERT Leader Alert Regional EHS Manager. Alert workers.
Conditions	Advise Workers of exact location where the incident has occurred and the nature of the incident if known.
Action	Alert All Staff of any required action which may include: Shelter in Place (remain in the building/project until further notice); OR Evacuate when directed to a safe location
Procedure	Report in line with the requirements containing within the Incident Reporting and Management Procedure

ENVIRONMENTAL SPILL / INCIDENT

Name	
Phone	

Remain calm	Do not panic!
Assess	Danger – to people Potential – for material harm (not trivial) or serious irreversible harm to people or the environment resulting from a leak, spill or escape of a substance, or circumstances in which this is likely to occur.
Notify	Alert your supervisor. Alert Workplace Manager and Regional EHS Manager. Alert Environment Protection Authority or Local Government Officer [when instructed]. Alert Emergency Services [fire brigade when instructed]. Alert others who may be affected, e.g. neighbours
Conditions	Advise the exact location where the pollution is occurring or is likely to occur, the nature, the estimated quantity or volume and the concentration of any pollutants involved, the circumstances in which the incident occurred (including the cause of the incident if known), the action taken or proposed to be taken to deal with the incident and any resulting pollution or threatened pollution. Make the area safe [if required barricade area].
Action	Make the area safe [if required barricade area]. Land base incident: Install temporary bunding or other environmental barriers to contain/slow the effect of the spill [contained in a Spill Kit]. Water coarse base incident: ensure containment boom is containing spill, get marine skill response kit and remove contaminate for water course immediately If safe any close valve or tap where relevant. Select appropriate personal protective equipment from Safety Data Sheet information. Remove all sources of ignition e.g. smoking or mobile telephone. Instigate all necessary action to minimize the size, spread and any adverse effects of actual/potential environmental harm if safe to do so. Supervisor/manager to determine if the incident area needs preservation for investigation by Authorities.
Procedure	Report in line with the requirements containing within the Incident Reporting and Management Procedure

INTERNAL EMERGENCY

Name	
Phone	

An Internal Emergency (other than fire/smoke), could be caused by an:

- ◆ Electrical power failure
- ◆ Water supply failure
- ◆ Alimak/hoist/lift/plant failure
- ◆ Structural collapse

Electrical power /water supply failure	Notify your Manager and the ERT Leader.
Hoist/lift/plant failure – Persons trapped	Notify your Manager and the ERT Leader. Identify hoist/lift/plant number and location and likelihood or number of persons trapped.
Structural collapse	Remain calm Evacuate the immediate area. Make the area safe (if required barricade area to prevent further inadvertent access). Notify your Manager and the ERT Leader. Prepare to evacuate the building/structure immediately if instructed.
Odour /gas leak/ toxic emission	Notify your Manager and the ERT Leader Advise if persons are injured. Evacuate the immediate area. Contain the area – close doors & windows if possible. Identify the substance and obtain its Safety Data Sheet (SDS) if available. If persons are injured remove them from affected area and treat appropriately with first aid as detailed in the Safety Data Sheet. Isolate injured person(s) from other non-affected persons and call emergency services. Prepare to evacuate the building if instructed.
Procedures	Report in line with the requirements containing within the Incident Reporting and Management Procedure
DO NOT ATTEMPT ANY ACTION WHICH PUTS YOU OR OTHERS IN DANGER Follow the Instructions of the ERT Leader Prepare to evacuate if necessary	

PERSONAL THREAT / ROBBERY / INTRUDER

Call direct Manager/Police Service

Personal threats include assault, armed hold-ups, robbery or other.

Stand still	Keep your hands where they can be seen and do not make any sudden or quick movements. Stand slightly side on [submissive] to the robber/assailant/offender.
Obey instructions	Do exactly what you are told. Do not volunteer any other information. Handover whatever is requested without question and let the offender leave.
Remain calm & quiet	Do not panic or shout, avoid staring and eye contact.
Do not take risks	Do not do anything which may antagonise the offender(s). Do not chase the offender(s).
Observe the offender's characteristics, such as	Sex, height, weight, eyes/hair colour, facial appearance, voice, clothing, tattoos, speech pattern, type of weapon, jewellery, what they are carrying, and items touched. Also, if safe to do so note the make and colour of any vehicle used, its registration number if possible and last known direction.
Notify	Retain emergency contact list at hand. Your Direct Manager. Police Service and ask any witnesses to remain. Other staff if safe to do so without risk. Contain yourself in a secure area, by locking your office door, closing blinds, and staying out of sight. Consult with Regional EHS Manager to determine the requirement for Post Trauma Counsellors.
Record	Seal off the area to preserve evidence. Immediately report the offender's description, what they may have taken, models and serial numbers, descriptions of any distinguishing items they may have, or any other relevant details.
Procedures	Report in line with the requirements containing within the Incident Reporting and Management Procedure

THREAT / ROBBERY / INTRUDER IDENTIFICATION

Fill out this form to assist the police with their investigation. First impressions are important.

Fill out the form alone.

Do not discuss the offence with anyone else first [this may alter your observations and first impressions of what happened. RED-HSEQ-SAF-101

Witness Details		Location:			
Surname:					
Given Name:					
Address:					
Phone:					
Details of Event, include every detail of the offence from start to finish					
Date:				Time:	
Description of Offender					
Physical				Clothing / Other	
Height:		Age:		Upper Body:	
Weight:		Hair:		Lower Body:	
Eyes:		Eyebrows:		Shoes:	
Race:		Skin:		Glasses:	
Scars:		Tattoos:		Weapon/Item Carried	
Speech:				Other:	
Vehicle Description					
Make:				Licence Plate:	
Year:				Colour:	
Direction of Travel:					
Distinctive Features – dents, roof racks, bull bar					
Identification completed by					
Name:				Date:	
Signature:					

BUSHFIRE

Types of alerts and warnings

Planning	Contact the local council/shire and confirm their bushfire planning requirements. Download the bushfire planning guide appropriate to your region/state and implement requirements. Ensure all workers are briefed on bushfire risk during workplace inductions and at other appropriate times. Subscribe to the National Alert System: http://www.emergencyalert.gov.au/
Obey Instructions	Do exactly as you are advised via the National Alert System

There are three types of bushfire alerts:

- ◇ advice – bushfire information message
- ◇ watch and act message
- ◇ emergency warning.



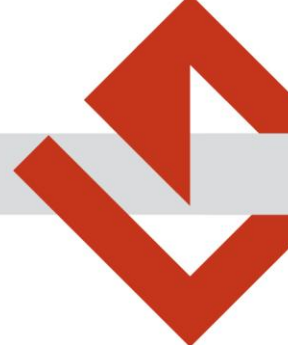
Advice



Watch And Act



**Emergency
Warning**



STAGES OF BUSHFIRE CATAGORIES

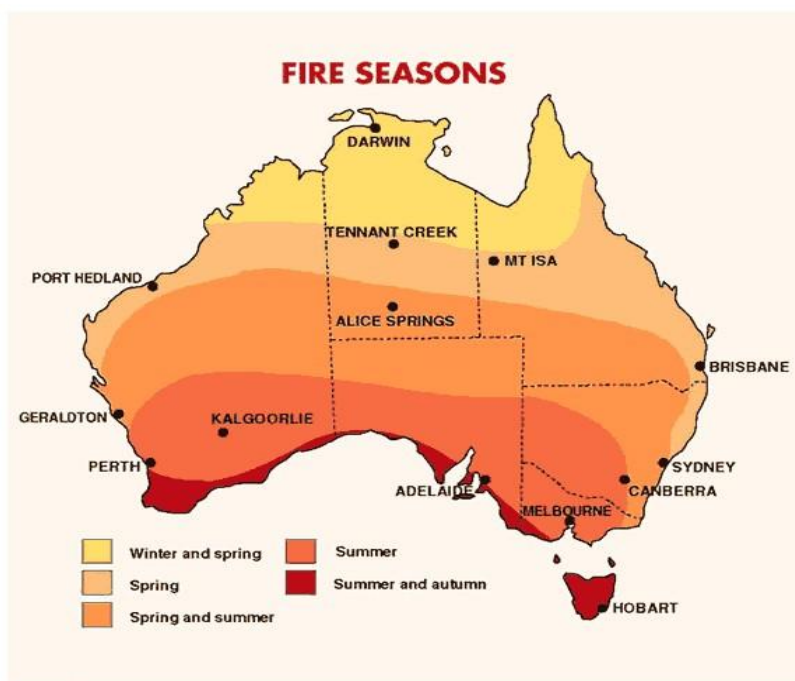
CATASTROPHIC / CODE RED	For your survival, leaving early is the only option. Leave bush fire prone areas the night before or early in the day – do not just wait and see what happens. Make a decision about when you will leave, where you will go, how you will get there and when you will return
EXTREME	Leaving early is the safest option for your survival.
SEVERE	Leaving early is the safest option for your survival.
VERY HIGH	Keep yourself informed and monitor conditions - Be ready to act if necessary. Subscribe to the National Alert System: http://www.emergencyalert.gov.au/ https://securent.nt.gov.au/alerts http://www.bom.gov.au/nt/forecasts/fire-danger-ratings.shtml
HIGH	
LOW MODERATE	



For further information:

<http://www.bom.gov.au/weather-services/bushfire/about-bushfire-weather.shtml> <http://www.abc.net.au/news/emergency/>
<http://www.abc.net.au/radio/frequency-finder/>

Australian Fire Seasons



FLOODING

Planning	Contact the local council / shire and confirm flooding risk and planning requirements Check Geoscience Australia website: http://www.ga.gov.au/flood-study-web/#/searchApp/searchBasic Download the flooding planning guide appropriate to your region/state and implement requirements Ensure flood response materials are available for immediate use e.g. sand and sandbags, plastic sheeting, loudhailer first aid kit Ensure all workers are briefed on flooding risk during workplace inductions and at other appropriate times Subscribe to the National Alert System: http://www.emergencyalert.gov.au/ Ensure the dangerous goods and hazardous materials register is up to date and all storage is located in non-flood prone areas
Obey instructions	Do exactly as you are advised via the National Alert System Follow Evacuation guidelines as outlined in this ERP. Isolate all services when leaving site Eliminate unnecessary travel

For further information:

<http://www.abc.net.au/news/emergency/>
<http://www.abc.net.au/radio/frequency-finder/>

IMMERSION OF A PERSON(S) IN WATER OR WATER BODY

Planning	A work specific rescue plan must be developed and appended to this document that accounts for the following as a minimum: The nature of the water body e.g. lake, river, lagoon, bay or ocean The likely impact of wave, wash and wind action Water turbidity and ability to locate a submerged worker PPE to be worn e.g. personal flotation devices, their rating and safety boot types Whether workers proposed to undertake the works are able to swim The nature and duration of the work activity including time of day and length of shift The nature of work platform that will be used e.g. jetty, work boat, scow, pontoon, or the like Equipment to be used when undertaking the task and effect on the risk of a worker becoming immersed in water Availability of third-party emergency services e.g. Water Police or Harbour Authority Reference should be made to relevant Council/Shire/Harbour regulations on required safety equipment; emergency response equipment could include: Rubber non-motorized rescue dinghy with grab ropes, two oars and life buoy with lanyard attached moored adjacent to work face Gotcha rescue kit completes with retrieval hook, retrieval rope and carabineers, extension pole and load reducing pulley located and is set up ready for use at the nominated rescue point Ladder located within 10m of work face of a length such that at least the last 2 rungs are under water at low tide Life buoy with lanyard affixed located within 10m of work face Identified unobstructed rescue point Identified alternative means of access/egress First aid kit at workplace Defibrillator located at workplace Fully charged mobile phone at workplace Stretcher at work site
Procedure	Report in line with the requirements containing within the Incident Reporting and Management Procedure

A WORK SPECIFIC RESCUE PLAN IS APPENDED TO THIS DOCUMENT:

☐

ALL ERT MEMBERS HAVE BEEN BRIEFED ON THIS WORK SPECIFIC RESCUE PLAN:

☐

RESCUE FROM A SUSPENDED SAFETY HARNESS

Planning	A work specific rescue plan must be developed and attached to this document (prior to construction works commencing) that accounts for the following as a minimum: - The nature of the works - The likely suspension height - Accessibility for rescue - Equipment required for rescue - Number of workers required to participate in the rescue team - Training requirements for rescue party
Respond	Refer to the work specific rescue plan Refer to the <i>Medical Emergency</i> Procedure contained in this EPG
Recover	Contact emergency services; or Use gotcha kit¹ (or similar proprietary system) to lower worker to ground level for further medical attention if determined necessary
Procedure	Report in line with the requirements containing within the Incident Reporting and Management Procedure

- 1) Use of a gotcha kit requires a permit to work to ensure that there are no unintended consequences for the worker being lowered
- 2) Use of a workbox requires a permit to work to ensure that there are no unintended consequences for the rescue party.

RESCUE FROM ELEVATED WORK PLATFORM

In the event of Medical/First Aid Incident or the need for urgent Medical assistance in an EWP

Planning	Preparation for an emergency of this kind should commence in advance of the use of an EWP and the appropriate emergency scenario tested and preparations made for a response immediately upon commencement of EWP operations
Respond	Refer to the <i>Medical Emergency Procedure</i> contained in this EPG
Recover	Contact emergency services; or Use gotcha kit ¹ (or similar proprietary system) to lower worker to ground level for further medical attention if determined necessary
Procedure	Report in line with the requirements containing within the Incident Reporting and Management Procedure

- 1) Use of a gotcha kit requires a permit to work to ensure that there are no unintended consequences for the worker being lowered
- 2) Use of a workbox requires a permit to work to ensure that there are no unintended consequences for the rescue party.

STORAGE OF HAZARDOUS SUBSTANCES AND DANGEROUS GOODS

Planning	Ensure that the requirements of the Hazardous Substances and Dangerous Goods Procedure are in place. Ensure hazardous substances and dangerous goods are not stored in flood prone areas
Respond	Follow <i>Evacuation</i> guidelines as outlined in this ERP. Follow <i>Medical Emergency</i> guidelines as outlined in this ERP. Follow the <i>Fire or Explosion</i> guidelines as outlined in this ERP Follow the <i>Environmental Spill / Incident</i> as outlined in this ERP
Procedure	Report in line with the requirements containing within the Incident Reporting and Management Procedure

VEHICLE / PLANT COLLISION

RED-HSEQ-SAF-073 Vehicle Accident Report Form

Date:	Time:
Place of Accident: Time of Accident am/pm	Weather Conditions:
Traffic density	Estimated Speed. Your vehicle: Other vehicle:
Your Vehicle Registration Number: Make: Model: Year: Colour:	Driver's Name: Address: License No: Expiry date:
Ph. No. Home:	Work: Mobile:
Other vehicle Registration Number: Make: Model: Year: Colour:	Other Driver's Name: Address: License No: Expiry date:
Ph. No. Home:	Work: Mobile:
Insurance Company:	
Brief Description of Damage: Your Car:	Brief Description of Damage: Other Car:

Witnesses

1. Name		2. Name	
Address		Address	
Home Phone		Home Phone	
Mobile		Mobile	

What was said by witnesses?		What was said by witnesses?	
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Persons Injured

RED-HSEQ-SAF-026 Incident Investigation Form To be filled out for all NTEX Code Red Staff and Subcontractors.

1. Name			
Address			
Home Phone			
Mobile			
What was said by witnesses?			

Diagram of accident (Name Streets)

Additional Notes:

Signed:

Date:

APPENDIX A – EMERGENCY RESPONSE TEAM (ERT) RESPONSIBILITIES AND MEMBERS

ROLE	RESPONSIBILITIES
Emergency Response Team Leader	Ensure this Plan is completed, regularly reviewed, implemented and tested. Review and approve all modifications to the Emergency Response system, facilities, and Team Members (including action on any post incident or exercise report recommendations) Establish and maintain an Emergency Control Centre (ECC) and support facilities Establish an ERT exercise schedule as required by this plan. Integrate the ERT exercise schedule with the NTEX Code Red Emergency Management Team in order to ensure the effectiveness of site - EMT communications interface Ensure any third party (non-Lend Lease) personnel who may be co-opted in a response are fully aware of expectations on them and are prepared to become immediately effective in an Emergency Promote the NTEX Code Red Site Emergency Response arrangements to all site personnel Maintain familiarization with obligations under this plan including reporting requirements, notifications etc. Ensure that all NTEX Code Red project Managers, Supervisors and ERT members receive an awareness session on their roles, responsibilities, and requirements of this plan Provide single point of contact with Emergency Services and Client
Deputy Emergency Response Team Leader	Undertaker duties delegated by the ERT Leader; and In the absence of the ERT Leader, fulfil the role of ERT Leader
Communications Officer	Responsible for managing all incoming calls Responsible for managing outgoing calls as delegated by ERT Leader Completing log of events

Emergency Response Team	Name	Phone Number
Director	Gerry Breen	0428 136 075
Director of Operations	John Breen	0467 074 955
Operations Manager	Georgie Laws	0448 242 038
Chief Warden	Gerry Breen	0428 136 075
Warden Area – Site	Gerry Breen	0428 136 075
First Aid Officer	Georgie Laws	0448 242 038

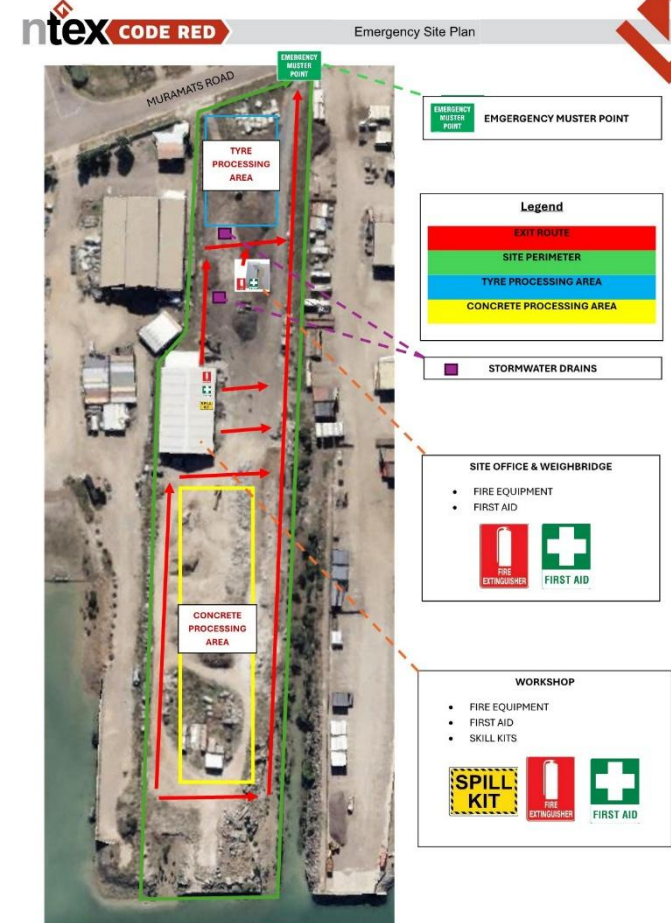
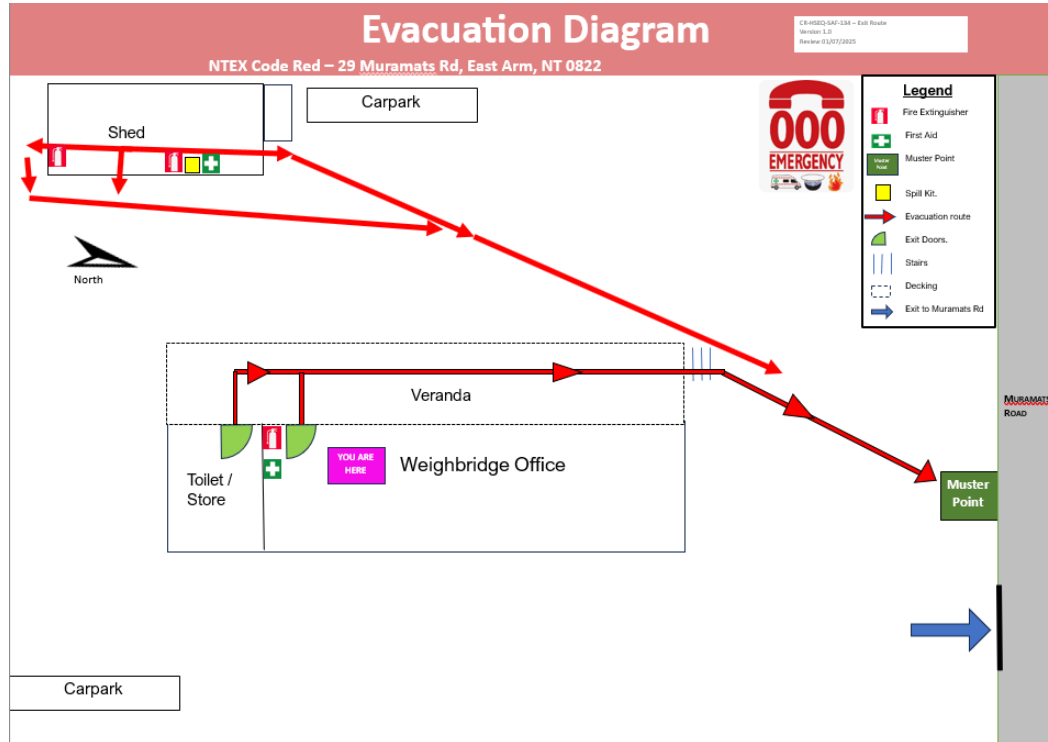
Neighbouring Properties	Name	Phone Number
Depth Logistics – 31 Muramats Rd	-	08 8911 1216
Auriga Marine – 25 Muramats Rd	-	08 8947 4960

Emergency Contacts	Information	Contact Number
Royal Darwin Hospital	Tiwi	08 8922 8888
Katherine District Hospital	Katherine	08 8973 9211
Jabiru Community health Centre	Jabiru	08 8979 2018
Emergency-Police-Fire-Ambulance	Calling from Landline: Calling from Mobile:	000 112
Police	NT Police 24 Hours Police Assistance Line	131 144
Katherine District Hospital	Hospital	08 8979 2122
Jabiru Community Health Centre	Health Centre	08 8999 3422
Fire (Non-urgent enquiries)	General Enquiries -Business Hours	08 8946 4107
Police	General Enquiries -After Hours	08 8922 1555
Police	Darwin Station	08 8946 4105
	Palmerston Station	08 8999 3422
	Katherine Station	08 8973 8014
Fire (Non-urgent enquiries) NT Emergency Services	Jabiru Station	08 8979 2502
	Working Hours	08 8922 3630
	After Hours	131 444

NT WorkSafe	General Enquiry Line	1800 019 115
NT Environment Protection Authority (NT EPA)	Pollution Line	1800 064 567
NT Environment Protection Authority (NT EPA)	General Enquiry Line	08 8924 4218
Power and Water	Emergency Enquiry Line	1800 245 090
Power and Water	General Enquiry Line	1800 245 092
Poisons Information Centre	Reporting Line	13 11 26
Snake Catcher	Reporting Line	0401 115 702
Veolia Environmental Services	Hazardous Waste Removal	08 8947 8947
Cleanaway	Hazardous Waste Removal	08 8935 1111

APPENDIX B – EVACUATION DIAGRAM & EMERGENCY SITE PLAN

NTEX Code Red, 29 Muramats Road, East Arm NT 0822





**EMERGENCY
MUSTER
POINT**

EMERGENCY MUSTER POINTS



EXIT ROUTES

**TEMPORARY LISTED WASTE
STORAGE AREA**

LISTED WASTE STORAGE AREA

SITE OFFICE & WEIGHBRIGE

- FIRE EQUIPMENT
- FIRST AID



SITE OFFICE & WORKSHOP

- FIRE EQUIPMENT
- FIRST AID
- SPILL KITS



APPENDIX C – FIRE EXTINGUISHER REGISTER

NTEX CODE RED – RED-HSEQ-SAF-105 Fire Extinguisher Register

APPENDIX D – FIRST AID PROCEDURE

NTEX CODE RED – RED-HSEQ-SAF-091 First Aid Procedure

APPENDIX E – SPILLS PROCEDURE

NTEX CODE RED – RED-HSEQ-SAF-163 Spills Procedure

APPENDIX F – LOG OF EVENTS

[illegible]