



SHSMS

EMERGENCY RESPONSE PLAN

DARWIN SUPPLY BASE

SHSMS-QE-13-PLN-DSB-0004


Version history

The following table shows the development of this plan.

Version	Change from previous	Date	Comment
1.0	Initial Issue	30/06/2014	First issue of the plan
1.1	Include Hamaura Rd site	15/10/2014	Second yard
1.2	Include Supply	02/06/2015	Third yard
1.3	Update of Supply Base	24/07/2015	Change of infrastructure
1.4	Change to Org chart and delete reference to Hamaura Road site	06/01/2016	
1.5	Change to Org Chart	23/11/2016	
1.6	Annual Review	13/09/2017	Change of management title
1.7	Organisational change	17/01/2018	Change of position and titles
1.8	Organisational change	28/08/2018	Change of position and titles
1.9	Annual Review	21/08/2019	
2.0	Review for NT EPA Amendment	20/09/2019	
2.1	Organisational change	8/09/2020	
2.2	Organisational change removed Teagan Peck and replaced with James Gatenby as Supply Base Manager	18/11/2020	Remove Teagan Peck and replace with James Gatenby as Supply Base Manager
2.3	Organisational changes. Remove James Gatenby and replace with Lance Duncan as Supply Base Manager Insert Managers Signature	28/1/2022	Change of Management

Authorised

The following managers give authority to implement the information provided within this plan to all employees on the premises at the time of an emergency. Employees shall be indemnified against civil liability resulting from practice or emergency evacuation of this building or site where those persons act in good faith and in the course of their duties.

Name	Position	Date	Signature
Lance Duncan	Supply Base Manager	27/01/2022	

Distribution List

Copy	Issued To	Date of Issue	Issued by
Master	SHS Advisor		SHS Advisor
1	Supply Base Manager		SHS Advisor
2	Santos - Nigel Critchley		SHS Advisor

Contents

1. Introduction6

1.1 Abbreviations.....6

1.2 Purpose6

1.3 Scope6

1.4 Media.....7

1.5 Site Responsibility.....7

2. Emergency Preparedness.....7

2.1 Fire Extinguishers.....7

2.2 First Aid Kits7

2.3 Emergency Response Trailer7

2.4 Spill Kits.....7

2.5 Emergency Contacts List.....8

2.6 Emergency Response Plans8

2.7 Emergency Response Maps.....8

2.8 Evacuation Assembly Area.....8

2.9 Related Documents8

3. Workplace.....8

3.1 Description of Workplace8

3.2 Types of Emergencies8

4. Notification of Emergency9

4.1 Notification to Employees, Contractors and Visitors9

5. Emergency Response9

5.1 Emergency Response Personnel.....9

5.2 Initial Response.....10

5.3 Post-emergency Reporting and Debriefing11

6. Evacuation12

6.1 Medical Evacuation.....12

7. Post-incident Reporting and Debriefing12

8. Training.....12

9. Exercises 12

10. Dangerous Goods 13

Appendices..... 13

 Emergency Evacuation – 18 Muramats Road.....13

 Emergency Evacuation – Santos Supply Base.....14

 SHSMS Incident Notification Matrix.....15

 Appendix B - Bomb Threat Checklist (Phone Threats).....16

 Appendix C -Scenarios17

1. Introduction

1.1 Abbreviations

ERP	Emergency Response Plan
HSET	Safety, Health and Sustainability Advisor
SHSMS	Safety Health and Sustainability Management System
EPA	Environmental Protection Authority

1.2 Purpose

An emergency can be described as a crisis in which any or all of the following are threatened:

- Safety of Life
- Integrity of Property
- Degradation of the environment
- QUBE's Office and amenities

QUBE's approach to the management of emergency situations, is firstly, to proactively reduce the risk of them arising, and secondly, if they do arise, responding quickly and in organised manner in order to minimise

- Injury to people on-site and our neighbours
- Damage to the environment
- Damage to our facilities and equipment
- Disruption and cost to our business, and
- Damage to QUBE's reputation

The purpose of this Emergency Response Plan (ERP) is to facilitate the steps to be taken to manage an emergency to safely enable the evacuation of occupants from any building or areas located within QUBE'S Supply Base operations in the event of a fire, hazardous spill, or other emergency or threat.

This plan is also intended to minimise damage to equipment, facilities, or the environment of an emergency event.

In addition to providing direction on the management of an emergency this ERP provides the location of Evacuation Assembly Areas, Fire Extinguishers, Spill Response Kits and First Aid Kits.

1.3 Scope

In preparing this emergency plan QUBE's Supply Base operations has considered all relevant matters, including

- The nature of the work being carried out;
- The nature of the hazards at the workplace;
- The size and location of the workplace;
- The number and composition of the workers and other persons at the workplace.
- QUBE Supply Base operations undertakes to commit the necessary resources, to ensure that these emergency procedures include:
 - An effective response to an emergency;
 - Evacuation procedures;
 - Notifying emergency service organisations at the earliest opportunity;

- Medical treatment and assistance;
- Effective communication to coordinate the emergency response;
- That the emergency procedures are tested annually as a minimum;
- Employees are provided information, training, and instruction to implement these emergency procedures.

QUBE Supply Base operations will maintain the emergency plan so that procedures and training that are established to deal with the awareness, response and recovery phase of an emergency remain effective.

This ERP describes the QUBE Supply Base operations and its environment, the potential hazards to which occupants are likely to be exposed, and the manner in which emergencies will be managed. A condition of being in the facility is that all staff, contractors, and visitors familiarise themselves with the contents of this ERP.

1.4 Media

In the event of an emergency where the media are attracted to the Supply Base, staff, contractors and visitors should immediately advise the media that the only person authorised to deal with the media is QUBE Ports National Manager Oil & Gas.

1.5 Site Responsibility

- Supply Base Manager and employees 'Own' and manage the sites Emergency Response Plan.
- The Supply Base Manager is responsible for implementing the site ERP for QUBE, in accordance with the implementation actions outlined in this Plan.
- The QUBE HSE Advisor is responsible for assisting with the implementation of the QUBE Supply Base ERP and for the ongoing maintenance and continuous improvement of the Plan.
- The Supply Base Manager and HSE Advisor are responsible for maintaining the sites HSE Management Plan and are required to undertake Mock Emergency Exercises to evaluate the sites emergency preparedness.
- The Supply Base Manager is responsible for maintaining employee next of kin information to ensure all parties are notified in the event that a person is severely injured.

2. Emergency Preparedness

2.1 Fire Extinguishers

The purpose of Fire Extinguishers is for putting out, maintaining, containing or extinguishing a fire within or around the buildings and operational areas. Reference has been made to AS 2444:2001 Portable Fire Extinguishers and Fire Blankets and AS1841.1:002007 Portable Fire Extinguishers – General requirements to identify requirements on QUBE Energy sites.

2.2 First Aid Kits

The purpose of the First Aid Kits is to provide emergency First Aid assistance in the event of a medical emergency by available first aid personnel. Reference has been sought via AS2675:1983 Portable First Aid Kits for use by consumers.

2.3 Emergency Response Trailer

The purpose of the Emergency Response Trailer is to provide emergency response equipment and clean up material for all identified emergencies that could occur on site. The trailer contains spill clean-up materials for oil and chemical spills, PPE and intrinsically safe shovel and torches

2.4 Spill Kits

QUBE has spill kits located in the following:

- Dangerous Goods and Hazardous Substance banded facility
- Operations yard
- Warehouse

- Wash bay

Personnel on all QUBE Ports sites have been trained in spill control.

2.5 Emergency Contacts List

The purpose of the Emergency Contacts List is for all employees, contractors, or visitors to have accessibility to Emergency Contacts in the event of an Emergency. This Emergency Contacts List can be found near every telephone within all buildings in the form of a laminated plastic list.

2.6 Emergency Response Plans

A purpose of this Emergency Response Plan is for assisting any individual within the QUBE Supply Base in the event of an Emergency. Plans are located at the:

- Administration Office
- Supervisors Demountable/Office
- Safety Board

2.7 Emergency Response Maps

A Map of the site also shows locations of the Emergency System Components such as Evacuation Assembly Area. Locations are displayed at the:

- All Exit Doors
- Crib Rooms

2.8 Evacuation Assembly Area

The Evacuation Assembly Area provides all personnel, contractors or visitors within the site a safe area to evacuate to in the event of an emergency or threat.

Evacuation to the Evacuation Assembly Area can also assist Site Supervisors and Wardens in identifying if individuals have safely evacuated through means of a roll call.

It can also assist in the event of an individual needing medical assistance.

Evacuation Assembly Areas are shown on the Emergency Response Maps Santos Supply Base 1 Appendage 1, Muramats Road Supply Base 002 Appendage 002.

2.9 Related Documents

- SHSMS-QE-13-PLN-DSB-0007 DSB Emergency Cyclone Plan
- SHSMS-QE-01-PLN-DSB-0005 DSB SHS Management Plan

3. Workplace

3.1 Description of Workplace

- Warehouse & Open Storage
- Receiving & Consolidation of Goods & Materials
- Tubular & Casing Management & Storage
- DG Transport & DG Goods Storage
- Offshore Warehouse Management
- Quarantine Management
- Provision of Management
- Labour
- Cranes
- Stevedoring & Trained Personnel to provide seamless interface between road & Sea Transport Services

3.2 Types of Emergencies

The sites risk register details all hazards with determined residual risk outcomes. In determining risk, the Emergency Planning Committee assessed these residual risks (risk after implemented risk controls) against the following emergency types ranking them in accordance with QUBE, risk matrix

Medical emergency requiring emergency response treatment (heart-attack, stroke)	High
Workplace injury requiring emergency response treatment	High
Spill or loss of containment of hazardous substances, dangerous goods or bio-hazards	Medium
Fire – involving ordinary combustibles, flammable liquids, flammable gases, electrical equipment, and dangerous goods	Medium
Floods or cyclones including storm surge	Medium
Bomb threats and suspicious objects	Low
Employee entrapment, engulfment or emersion requiring recovery	Low
Civil disorder such as riots or protests	Low
Gas leaks – internal and external	Low
Natural events such as earthquakes	Low
Explosions	Low

4. Notification of Emergency

4.1 Notification to Employees, Contractors and Visitors

QUBE, Chief Wardens and Deputy Wardens are responsible for ensuring that all QUBE, personnel and site contractors are accounted for before evacuation to the muster area. QUBE, personnel shall assemble outside the main entrance gate for Supply Base 1 and at either the gate adjoining the sites or the corner of the fencing on Berrimah Road for Santos Supply Base. QUBE Team Leaders, Coordinators, Controllers in charge of personnel shall provide the Chief Warden a list of employees under their control, the front desk administration shall provide the current sign-in book to enable all personnel to be accounted for.

All personal belongings shall not be taken to the muster point.

There shall be no smoking at the Muster Point

Under no circumstances shall QUBE personnel return to the QUBE Supply Base once they have arrived at the muster point.

5. Emergency Response

5.1 Emergency Response Personnel

Key site incident personnel

Name	Emergency Position	Supply Base #	Contact Number
Lance Duncan	Chief Warden	Santos Supply Base 1 267	0439 442 576
Rebecca Stevens	Deputy Warden	Santos Supply Base 1 – Warehouse 267	0499 277 793
Lesa Knight	Area Warden	Santos Supply Base 1 – Office 267	0408 899 865
Sonny Malmerin	Area Warden	Santos Supply Base 1 – Office 267	0484 865 521

Luigi Martino	Area Warden	Santos Supply Base 1 - Yard 267	0437 288 438
Jerome Motlop	Area Warden	Santos Supply Base 1 - Warehouse 267	0429 467 281

5.2 Initial Response

The person assuming the role of Chief Warden is to:

- Be capable of performing their duties as an Emergency Warden
- Take command in the event of an emergency situation
- Communicate their discussions in guidance with this plan

If a QUBE Warden is not available at the time the most senior employee (Supply Base 1 – Michael Hill) (Supply Base 002 Debra Griffey) must assume the responsibility of ensuring that all employees are accounted for.

Organisational handovers during incidents

In the event of an emergency, wardens will maintain responsibility for ensuring all QUBE personnel, clients and contractors on site are accounted for.

During standard work hours this task will be undertaken in collaboration with site management.

Position	Shift time	Responsibilities	Tasks during an incident
Chief Warden	Office hours 08:00-16:30 Mon -Friday	<ul style="list-style-type: none"> • Manage communication during incident • Notify emergency services • Direct and manage area wardens • Manage evacuation • Manage post incident hand back and review procedure 	<ul style="list-style-type: none"> • Ascertain the nature of incident • Notify General Manager and HSE Advisor • Advise other wardens and of the incident • Initiate evacuation if necessary • Brief the emergency services personnel upon their arrival on type, location and scope of incident • Prepare the report on incident • Review the procedure post incident
Deputy Warden	Office Hours 08:00-16:30 Mon -Friday	<ul style="list-style-type: none"> • Get the sign in book • Duty roster • Office attendance 	<ul style="list-style-type: none"> • To provide QUBE, Chief Warden details of all personnel on site • Act as Chief Warden when not available or onsite during an emergency response • Refer to tasks of Chief Warden

Position	Shift time	Responsibilities	Tasks during an incident
Area Warden	Shift-hours	<ul style="list-style-type: none"> Account for and evacuate shift personnel Assemble all QUBE, personnel and check the work zone for other contractors Check the area and evacuate as directed by QUBE protocol 	<ul style="list-style-type: none"> Reference and undertake Chief Wardens duties Collect Emergency response procedures and duty roster Coordinate emergency management and first aid treatments Implement the site incident response procedures for the area Lead evacuation of work zone or area. Monitor the progress of evacuation for their area Check the area and make sure it is completely evacuated Provide status report to Chief Warden who will advise Senior Management

5.3 Post-emergency Reporting and Debriefing

QUBE Emergency:

The QUBE, Incident Notification Matrix provides details on required reporting response. For all emergency incidents ≥ 3 the General Manager in conjunction with the HSE Advisor will oversee and coordinate site debriefs and reports and will lead investigations into level 3 incidents and responses within QUBE. Incident Management Procedure SHSMS-DSB-13-PR-001

For incidents requiring immediate emergency response Wardens will contact the appropriate emergency services.

For incidents retained totally within QUBE, the Senior Manager on site will undertake the responsibility for the coordination and notification of authorities in collaboration with the Chief Warden.

Incident response equipment inspection schedule:

Item	Inspection frequency	Inspection Type	Inspector competence	Standard
Fire Extinguishers	Before use and 6 monthly	Visual Inspection Maintenance	Operator Certified Specialist	AS 2444-2001 Portable Fire Extinguishers and Fire Blankets
Fire hose reels	Before Use and 6 monthly	Visual Inspection Maintenance	Operator Certified Specialist	AS-1221:1997/Amdt 1:2003 Fire Hose Reels
Fire blankets	1002	Visual	Certified Specialist	AS 3504:2006

Item	Inspection frequency	Inspection Type	Inspector competence	Standard
First aid kits	6	Visual	Competent Person external contractor	AS 002675-1988/Amdt 1-1988
Spill kits	1	Visual	Competent Person external contractor	AS1940-2017
Fall arrest systems	3	Before Use Visual	Competent Person Certified Specialist	AS-1891.1.2007/Amdt 2:2008
Emergency Eye Wash & Shower	1	Visual Inspection	Competent Person	AS 4775-2007 Emergency Eyewash and Shower Equipment

6. Evacuation

QUBE, Chief Warden is responsible for ensuring that all QUBE, personnel, clients and site contractors are accounted for before evacuation to the muster area. QUBE personnel, clients and contractors shall assemble as directed by QUBE Chief Warden.

Area Wardens shall provide the Chief Warden a duty roster and current sign-in book to enable all personnel to be accounted for. Management must be immediately notified if any QUBE personnel, clients or contractors are not accounted for.

Under no circumstances shall QUBE, personnel return to the QUBE Supply Base, once they have arrived at muster point.

No personal belongings are to be taken to the Muster Point.

Smoking is prohibited at all Muster Points.

6.1 Medical Evacuation

In the event of a severe injury of medical condition responders must call Darwin Emergency Services on 000

7. Post-incident Reporting and Debriefing

Incident reporting will be undertaken as per Appendix F, Incident Notification Matrix in accordance with QUBE, SHSMS Procedure – Incident Reporting

For incidents requiring a site evacuation Chief Wardens, Deputy Wardens and Area Wardens will form part of the investigation team lead by the National Manager Oil & Gas with support from the HSE Advisor.

The investigation team will report all findings in accordance with the SHSMS procedures and provide feed back to employees through the site safety meetings.

8. Training

Warden training is programmed for all Supervisory Roles but not limited to.

If site risk profile increases additional controls and appropriate training will be determined.

9. Exercises

Emergency Response Drills will be held annually at a minimum.

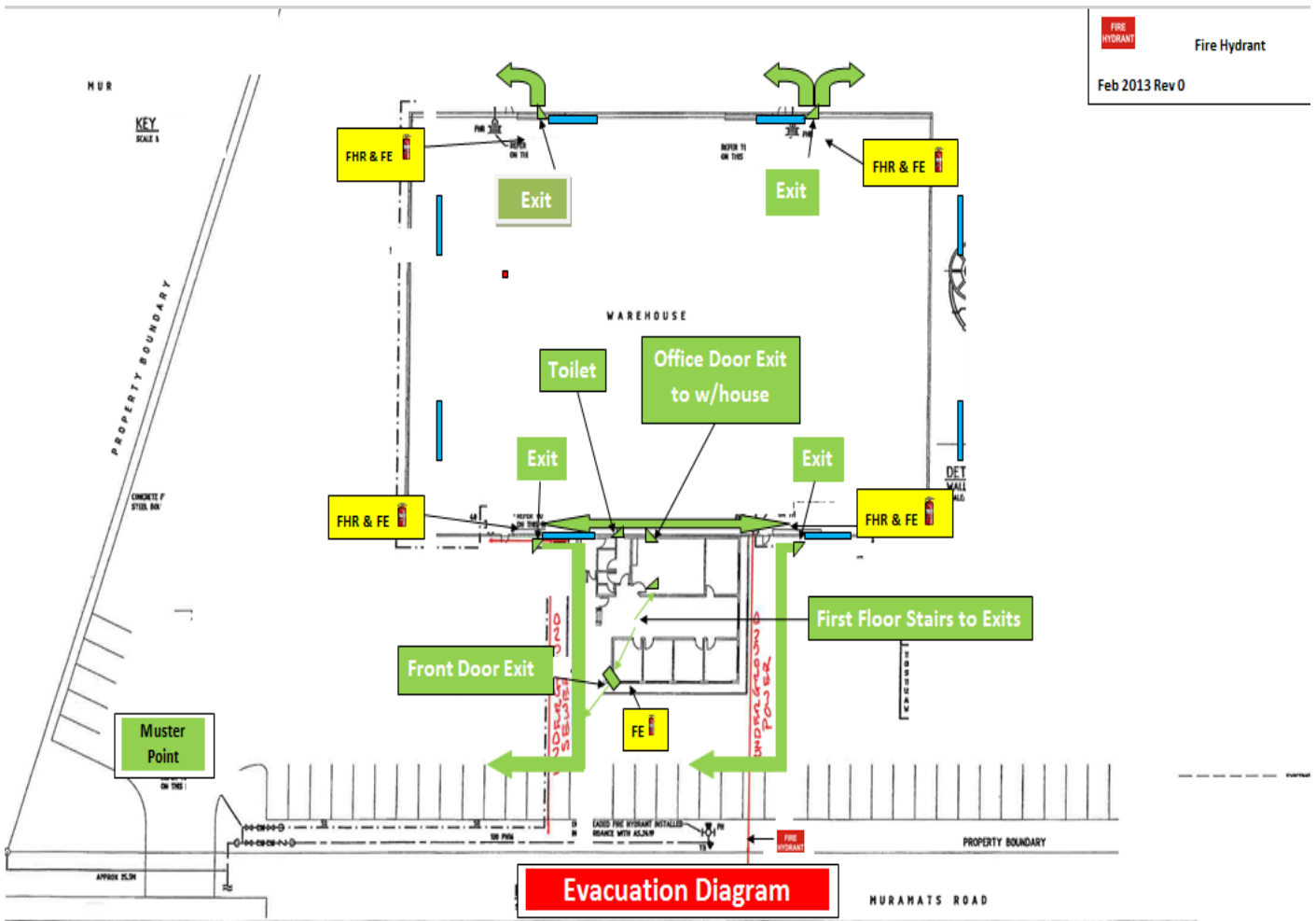
10. Dangerous Goods

Dangerous Goods and Hazardous Substances are risk assessed and managed within the risk profile using the Hierarchy of Controls.

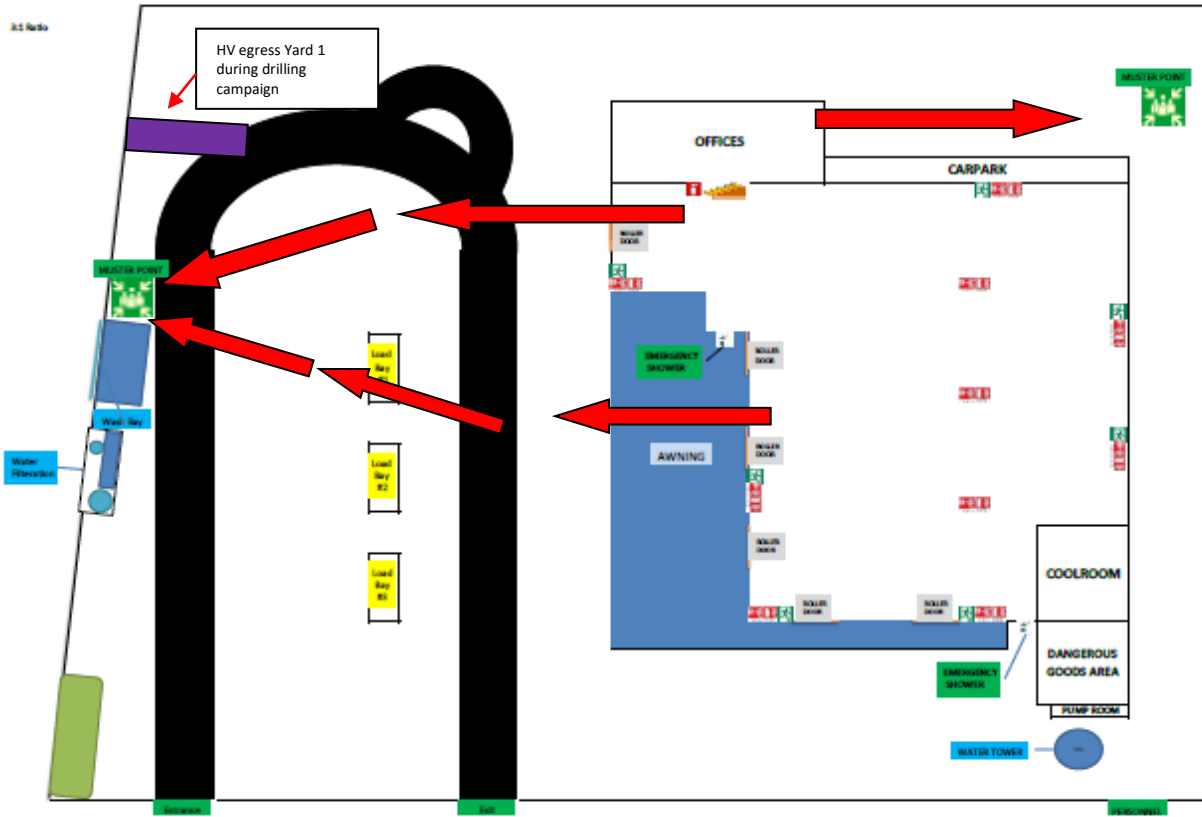
Monthly inspections of Dangerous Goods & Hazardous Substances shall be undertaken, and records maintained.

Appendices

Emergency Evacuation – 18 Muramats Road



Emergency Evacuation – Santos Supply Base



SHSMS Incident Notification Matrix

Incident Reporting Issue date: 0002/08/11 Number: SHSMS-15-PR-0005

Severity Level	Incident Type	Shift Manager	Site Manager SHS Advisor	National SHS Manager	State Manager	Director
5 Catastrophic	Multiple Fatality	Immediate Notification	Immediate Notification	Immediate Notification	Immediate Notification	Immediate Notification
4 Major	Single fatality, extensive injuries	Immediate Notification	Immediate Notification	Immediate Notification	Immediate Notification	Immediate Notification
3 Moderate	MTI, LTI Worksafe breaches, Environmental breaches	Immediate Notification	Immediate Notification	Same Day Notification	Same Day Notification	Same Day Notification
2 Minor	FAI	Immediate Notification	Same Day Notification	Notification through SHSMS	Notification through SHSMS	Notification through SHSMS
1 Insignificant	No injuries, notification only	Same Day Notification	Notification through SHSMS	Notification through SHSMS	Notification through SHSMS	Notification through SHSMS

INJURY CLASSIFICATION

- **Lost Time Injury (LTI):** injury or condition that results in the time lost from work of next shift or more
- **Medical Treatment (MTI):** offsite treatment by medical practitioner that is beyond the scope of first aid
- **First Aid (FAI):** those injuries, illness that required treatment from a first aid attendant

Appendix B - Bomb Threat Checklist (Phone Threats)

Telephone Bomb Threat Checklist

KEEP CALM: Do not get excited or excite others.

TIME: Call received _____ am/pm Terminated _____ am/pm

EXACT WORDS OF CALLER: _____

DELAY: ASK CALLER TO REPEAT

Questions you should ask:

- A. Time bomb is set to explode? _____
- B. Where located? Floor _____ Area _____
- C. Kind of bomb? _____
- D. Description? _____
- E. Why kill or injure innocent people? _____

Voice description:

____ Female ____ Calm ____ Young ____ Refined
____ Male ____ Nervous ____ Middle-Aged ____ Rough ____ Old

Other Descriptors:

Accent ____ Yes ____ No Describe _____
Speech impediment ____ Yes ____ No Describe _____
Unusual phrases _____
Recognise voice? If so, who do you think it was? _____

Background noise

____ Music ____ Running motor (Type) _____
____ Traffic ____ Whistles ____ Bells
____ Horns ____ Aircraft ____ Tape recorder
____ Machinery ____ Other _____

Additional information

- A. Did caller indicate knowledge of the facility? If so, how? In what way?

- B. What line did call come in on? _____

- C. Is number listed? ____ Yes ____ No Private number? Whose? _____

Signature _____ Date _____

Appendix C -Scenarios**EVACUATION****EVACUATION PROCEDURES**

These procedures are to be followed by all occupants on the order to evacuate.

ON NOTIFICATION OF POSSIBLE EVACUATION

- Secure confidential and valuable items if time permits, shut down Electrical equipment.
- Proceed to Assembly Area (work area)
- Follow instructions of Warden (Person In Charge)

If you are away from your area, **DO NOT RETURN TO YOUR AREA**

- The warden will arrange for evacuation. If area is unattended contact:
- National Manager or **EMERGENCY SERVICES** on **000** and provide particulars of the emergency. i.e.: Location, Address and type of emergency.

ON NOTIFICATION TO EVACUATE

- Immediately leave building, work area, or vessel via the designated exit or nearest safe exit.
- Proceed to nominated Assembly Point and remain there until otherwise
- directed by the warden or emergency services

The purpose of the Emergency Assembly Point is to provide all personnel, contractors and visitors within the site, a safe area to evacuate to in the event of an emergency or threat.

Evacuation to the Emergency Assembly Point can also assist Supervisors / Team Leaders and Management in identifying if individuals have safely evacuated through means of a roll call.

It can also assist in the event of an individual needing medical assistance.

Emergency Assembly Points are shown on the Emergency Response Map

Locations are: ON BUILDING EXIT POINTS.



Note: Wardens, Employees, Contractors and Visitors will be notified by the Supply Base Manager or Emergency Services of the “ALL CLEAR” when the site is considered to be safe to return to offices and warehouse.

STANDARD FIRE ORDERS**ANYONE FINDING A FIRE: Discovering a Fire in the Facility**

- Assist any person in immediate danger **if safe to do so** and isolate the fire.
- Raise the alarm, call Fire Brigade on **000**
- Contact Warden and give details of the fire and its location

If fire is small, attempt to put out using the nearest Fire Extinguisher or hose reel. Have any individual with you notify the Manager and Warden (Supervisor/Person In Charge) of the emergency and location

When notified:

Evacuate to Assembly Point and remain there until accounted for.

Assembly Points

- Primary Assemble Point – Main Entrance Gate Supply Base 002
- Employees parking area – north of the building Supply Base 1
- Laydown area fence line between Supply Base 002 and 1



Note: If the fire results in a loss of containment of an environmentally harmful substance or fire treatment releases sufficient water that would flow into drains as far as reasonably practicable every attempt must be made to prevent this outflow.



Note: Wardens, Employees, Contractors and Visitors will be notified by the Supply Base Manager or Emergency Services of the “ALL CLEAR” when the site is considered to be safe to return to the Office and Warehouse.

MEDICAL EMERGENCY

IN THE EVENT OF A MEDICAL EMERGENCY

- Assess the scene quickly for any threatening situations (if safe to do so) and number of casualties
- Remain with the casualty and provide appropriate support.
- Notify First Aid attendant and Person in Charge.
- Notify Supervisor/Team Leaders that an ambulance is required call Ambulance Service – Call 000, given details of incident, number of casualties, and site details
- Isolate any existing or potential hazards, e.g. – electrical power, source hazardous substances, crane operations, etc.
- Protect the patient First Aider and bystanders by stopping traffic and making the area safe. Preserve the scene.
- First Aider to coordinate and administer First Aid to the injured person, ensuring they are safe at all times.
- Reassure the injured person that help is on the way and keep the patient warm and avoid leaving the injured person on his or her own.
- Delegate someone to meet Ambulance and direct to location of the casualty.



Note: Never leave the casualty alone. Do not move the casualty unless exposed to life threatening danger:

- **Provide support and appropriate assistance to casualty until emergency help arrives.**
- **Notify National Manager and ensure Ambulance is met on arrival and escorted to casualty.**
- **Preserve the scene and report to appropriate authorities.**

HAZARDOUS SUBSTANCES SPILL**SPILLAGE OF A HAZARDOUS SUBSTANCE**

- Notify Supervisor / Team Leader. When notified the Supervisor/Team Leader will attend the location and assess the situation.
- If safe to do so, investigate the source of the leak or emission.
- If the incident is sufficiently serious, the Supervisor / Team Leader will notify the Wardens and Supply Base Manager who will contact Emergency Services (call 000), and other organisations as necessary and activate the Emergency Response Plan.



Note: If the spill of any substance or item has the potential to enter drains it must immediately be reported to the Northern Territory Environmental Protection Agency

- Obtain copy of MSDS and have available for Emergency Services
- Wardens will arrange to meet and escort Emergency Services
- If it is appropriate, evacuate.
- Isolate power to electrical power / gas supply, if safe to do so. Preferably isolate from an area remote from the affected area.
- Spill trained personnel will secure the area with barriers to prevent access to the affected area and arrange for warning notices to be posted (wind direction and strength should be considered during spill response).
- Consideration must also be given to the need for staff and vehicles to block approach routes. Notify First Aid Officer



Note: If the loss of containment of an environmentally harmful substance is believed to potentially flow into drains as far as reasonably practicable every attempt must be made to prevent this outflow.

Duty to Notify

If an incident occurs during the course of an activity that threatens, or results in, unlawful serious or material environmental harm, notify the NTEPA about the event within 0024 hours. Ensure that the NTEPA is notified.

Contact NTEPA on 1800 064 567

EXTERNAL EMERGENCY**AN EXTERNAL EMERGENCY WHICH MAY AFFECT QUBE OPERATED SITE, MAY INCLUDE**

- Toxic emission or gas leak.
- Fire threat
- Severe weather conditions.
- The emergency can occur on the roadway bordering the property, or it can occur in a neighbour's property.

When notified of an emergency, obtain details and record:

- Who is calling
- Type of emergency
- Time of emergency
- Location of emergency
- Notification of Warden

The Supply Base Manager may request Wardens to assist.

Monitor wind direction, to avoid smoke and fumes

- Monitor occupants, staff for any health effects, i.e., coughing, dizziness, etc
- Turn off air conditioners
- Evacuate upwind



Note: Wardens, Employees, Contractors and Visitors will be notified by the Supply Base Manager or Emergency Services of the "ALL CLEAR" when the site is considered to be safe to return to the Office and Warehouse.

EARTHQUAKE**IN THE EVENT OF AN EARTHQUAKE**

- Do not evacuate the site/building unless instructed by the Supply Base Manager or delegate in his absence
- Keep low to the ground.
- If you are located in a building, shelter under a table, desk or doorframe for protection against falling debris
- Do not light cigarettes, lighters etc. These can create explosions, as there may be flammable fumes from damaged containers or gas mains.
- If instructed to evacuate, stay away from buildings, power lines, poles and trees while making your way to your designated assembly zone.



Note: Wardens, Employees, Contractors and Visitors will be notified by the Supply Base Manager or Emergency Services of the "ALL CLEAR" when the site is considered to be safe to return to the Office and Warehouse.

SECURITY BREACH**INTRUDERS**

The following information has been put together to assist you in the event of an intruder(s) entering the site. It is only a guide as every situation is different.

People who enter the site must be carefully monitored to ensure that their reasons for being on site are valid.

Staff confronted by intruder(s) should:

Remain calm

What you do next depends on the individual situation and what you feel comfortable with **NEVER PUT YOURSELF AT RISK.**

Approach him/her and inquire as to the purpose of their visit and if appropriate inform them that an appointment must be made to attend the site. Any person acting suspiciously or non-specific in their reason for being on site must be asked to leave and escorted off site.

DO NOT under any circumstances attempt to confront or resist them.

OBEY requests or demands of the intruder(s)

Be courteous and speak if asked by the intruder(s)

Move slowly. Only do this with safety. Advise the intruder(s) of any sudden unexpected movements you may have to make.

If a weapon is present observe it and be aware of it.

Note the intruder(s) conversation including any indecent language, accent, nicknames or speech peculiarities.

Unless otherwise ordered, continually watch the intruder(s), making a mental note of their description. Pay particular attention to scars, tattoos and any other unusual or prominent features.

When the intruder(s) depart, record vehicle type, registration number and route taken.

Notify Police immediately and National Management Team – reference regarding Security Breaches can be obtained via the Security Plan

TERMINATION OF THE EMERGENCY

The (Emergency Services) Officer in Charge will consult with the Supply Base Manager or Chief Warden to determine if the emergency situation has been brought under control or eliminated.

- The Supply Base Manager will either declare the area safe for staff to return or that it is not safe
- The Supply Base Manager will advise employees and determine whether they should stay on site or be released from work.
- Staff welfare must be considered. Check that staff have adequate shelter, refreshments and transport as required.

WHEN AN EMERGENCY OCCURS:

- QUBE, Supply Base Manager or Chief Warden must maintain a log of all discussions, notifications and phone calls (This may be done on a pocket pad and written into reports later. All notes must be retained)
- ER Folder must be retained by the Chief Warden



Note: If an emergency incident occurs in the QUBE Supply Base, ALL record minutes of all phone calls notifications and discussions which must be retained and included in the incident investigation