



Emergency Response Plan - Darwin

CEN-HSE-PLN-243

Contents

1.	Introduction and Purpose.....	4
2.	Application and Scope.....	4
3.	Applicable Standards/ Legislation.....	4
4.	Roles and Responsibilities	4
5.	Site Details.....	6
5.1.	Building Information.....	6
5.2.	Nature of Activities.....	6
6.	Distribution	6
7.	Emergency Contact Details	6
8.	Emergency Planning Committee (EPC)	7
9.	Emergency Control Organisation (ECO)	7
10.	Emergency Response Team (ERT).....	7
11.	Emergency Drills.....	8
12.	Raising the Alarm	8
13.	Emergency Response Procedure	8
14.	Emergency Assembly Area Locations.....	11
15.	Emergency Communication	11
16.	Account for All Persons.....	12
17.	Termination of an Emergency	12
18.	Post Emergency Debriefing	13
19.	Post Emergency Communication.....	13
20.	Counselling	13
21.	Potential Emergency Situations	13
21.1.	Equipment vs Equipment Collision, Causing Injury.....	13
21.2.	Fire/ Explosion	13
21.3.	Vehicle/Powered Mobile Plant Fire	14
21.4.	Chemical/Substance Spill	14
21.5.	Electric Shock/Electrical Contact.....	15
21.6.	Medical Emergency	15
21.7.	Smoke/Fumes in the Atmosphere.....	16
21.8.	Vehicle Breakdown and Recovery On-Site	16
21.9.	Vehicle Accident Off Site	16

Emergency Response Plan - Darwin

21.10.	Robbery or Threats of Personal Violence	16
21.11.	Bomb Threat	17
21.12.	Missing Person	17
21.13.	Neighbour Emergencies	18
21.14.	Natural Disaster	18
22.	Emergency Equipment.....	18
22.1.	Chief/Area Warden Kits.....	18
22.2.	First Aid Equipment	18
22.3.	Fire Equipment	19
22.4.	Alarm System.....	19
22.5.	Emergency Exits.....	19
22.6.	Spill Response Equipment	19
22.7.	Emergency Eyewash/ Shower Stations	19
23.	Training.....	19
24.	Public Relations.....	19
25.	Neighbours	20
26.	Mobility Impaired Persons.....	20
27.	Document Review	20
28.	Business Continuity	20
29.	Referenced Documents	21
30.	Document Control	21
30.1.	Summary Information	21
30.2.	Revision History	21
31.	Appendices	22
31.1.	Appendix A – DRSABCD	22
31.2.	Appendix B – Fire Extinguisher Chart	23
31.3.	Appendix C – Site Map and Evacuation Diagram	24

1. INTRODUCTION AND PURPOSE

The purpose of this Emergency Response Plan (ERP) is to document Centurion's arrangements, systems and procedures for responding to, and managing site emergency events whilst working at 15 Dawson Street, East Arm NT 0822.

2. APPLICATION AND SCOPE

This ERP applies to all Centurion employees, contractors and sub-contractors (workers) working at the Darwin Depot.

The objectives of this ERP include to:

- Prioritise the protection of the health and safety of all persons at or nearby the site in the event of an emergency.
- Protect the environment as far as is reasonably practicable in the event of an emergency.
- Control and/or limit the effects that the emergency may have.
- Ensure all workers understand their responsibilities in an emergency situation.
- Restore the site and its operations to a normal state as soon as is practicable after the emergency.

For transport emergencies that occur offsite refer to CEN-HSE-PLN-284 - Transport Emergency Response Plan (TERP).

Refer to CEN-HSE-PRO-415 - Cyclone Procedure for details on the planning, preparation and recovery coordination required to minimise the impact of a cyclone.

3. APPLICABLE STANDARDS/ LEGISLATION

- Work Health and Safety Act (NT) 2011
- Environmental Protection Act (NT) 2019

4. ROLES AND RESPONSIBILITIES

The responsibilities of the roles required to effectively manage this ERP are:

Chief Warden	<ul style="list-style-type: none">• Ascertain nature of emergency and determine appropriate actions.• Decide whether Emergency Services and relevant authorities must be notified.• Ensure that Area Wardens are advised of the situation.• If any Emergency Services are sought, ensure that effective contact has been made and all the correct information has been communicated.• Arrange for the Communications Officer to notify neighbours to warn them about the type of emergency happening and advise them of any actions they should take including any need to evacuate.• If necessary, initiate evacuation from affected areas.• Ensure the progress of the evacuation and any action taken is recorded in an incident report.• Brief Emergency Services personnel when they arrive on the scene, including nature of the emergency, any persons who require medical attention, missing persons or persons who need assistance evacuating.
---------------------	--

Emergency Response Plan - Darwin

	<ul style="list-style-type: none"> • As soon as practicable, inform the Branch/ Operations Manager and Regional Manager of the nature and extent of the emergency. • Co-ordinate arrangements for final clean up, or the disposal/safe storage of any remaining product or any contaminated materials. • Give the “all clear” instruction to the Communications Officer to advise Area Wardens when it is safe to leave the Assembly Area and return to work. • Ensure all workers receive required training and education in regards emergency procedures.
<p>Communications Officer</p>	<p>If informed of an emergency:</p> <ul style="list-style-type: none"> • Obtain details of the nature of emergency, location of the emergency and name of person who reported it. • Notify the Chief Warden either by telephone or by other means. • Document the times when the Authorities and Emergency Services were contacted and the name of the person to whom the information was given. • Notify by a telephone call each of the neighbours (refer to the contact list) and inform them of the situation - the type of emergency in their direction and warn them that they may need to evacuate the area. • Maintain a log of events, record instructions and information between the Chief Warden and Area Warden. • If evacuation is required and the alarm has not activated automatically, activate the emergency alarm by pressing the alarm button on the fire alarm panel, which is situated in the administration building.
<p>Area Wardens</p>	<ul style="list-style-type: none"> • If evacuation is necessary, lift the glass on an emergency alarm button, situated in front of the fire alarm panel. • Advise the Chief Warden ASAP of the circumstances and the action taken. • Commence evacuation and assist directing people to the nearest assembly area. • Conduct area sweep including the lunchroom and toilets in nominated work area, to ensure that everyone has evacuated. • Communicate with the Chief Warden, advising of anyone who cannot evacuate and act on their instructions. • At the Assembly Area, request that workers report to their supervisor so that missing persons can be readily identified. • If there are missing workers, you must immediately try to ascertain last known whereabouts. If there are any onsite workers missing at the Assembly Area, inform the Chief Warden immediately. • Confirm activities of Deputy Wardens’ and report to the Chief Warden.
<p>First Aid Officers</p>	<ul style="list-style-type: none"> • Attend to emergencies arising in the workplace and treat injuries and illnesses according to the level of training and competence. • Ensure provision of adequate first aid supplies where appropriate. • Maintain knowledge relevant to all hazards in the workplace and the appropriate first aid care that may be necessary. • Ensure that management has established emergency contacts (e.g. fire brigade, ambulance, poisons bureau, police, nurses, medical officers). • Provide regular feedback to management regarding the provision of first aid services. • Maintain accurate records of all injuries or illnesses reported or treated.

Emergency Response Plan - Darwin

	<ul style="list-style-type: none"> Maintain and secure confidentiality of medical information
Area Supervisor/Managers	<ul style="list-style-type: none"> Ensure that all workers are familiar with this ERP.
Workers	<ul style="list-style-type: none"> All workers are to follow instruction provided by Wardens and comply with training and education received in regard to the evacuation processes within their areas of work.

5. SITE DETAILS

5.1. Building Information

Building Address:	15 Dawson Street, East Arm NT 0822
Building Occupier (Business name):	Centurion Transport

5.2. Nature of Activities

Centurion Darwin branch offers a broad range of transport and logistics services including end-to-end supply chain solutions. The key services provided at the branch are:

- Warehouse operations
- Yard operations
- Parcel Freight
- Linehaul/Metro Deliveries
- Administration
- Dock/Chiller/Freezer operations

6. DISTRIBUTION

Distribution requirements of this ERP are as follows:

- Communicate this ERP to all members of the Emergency Control Organisation
- ERP is made available to all site occupants through Corporate Library
- Evacuation Diagrams (refer to Appendix C) are to be displayed throughout site

7. EMERGENCY CONTACT DETAILS

Centurion Contacts

Name	Position	Contact Number	Email
Troy Fuller	Branch Manager	0472 508 394	t.fuller@centurion.net.au
Darwin Branch	Admin	08 8930 5000	b.darwin@centurion.net.au

Emergency Control Organisation e.g. wardens, first aiders

Name	ECO Position	Contact
Troy Fuller	Chief Warden	0472 508 394
Lynne Guinan	First Aider	08 8930 5000
Quecy Ferrer	First Aider	0439 142 065
Shane Norman	First Aider	0408 822 543
Sean Cottle	Warden	0422 173 810
Joe Albert	Warden	0438 671 390

Emergency Contacts

Emergency Response Plan - Darwin

Name	Contact
Police, Fire, Ambulance	000 (All hours)
Police (Non-Emergency)	131444
State Emergency Service Unit	132 500
Royal Darwin Hospital	8922 8888
Ambulance	1300 360 455
Royal Flying Doctor Service	8998 9940
Poisons Information Centre	131 126
NT Government Roads	1800 246 199
Access EAP	1800 818 728
Emergency Responder (Swan Towing or ISS) - or activation of TERP or if spill response is required	9484 5000
NT Environmental Protection Authority (EPA)	8924 4218
NT Parks and Wildlife (Snake Handler)	1800 453 210
NT Power Water (Water/ Gas/ Electrical (faults, emergencies, security))	1800 245 092
Cleanaway/Toxfree	8935 1111
Worksafe NT	1800 019 115

Neighbouring Businesses

Name	Company	Contact Number	Location
Admin	Campbells Wholesale	8942 7700	North
Admin	Visy NT	8947 1977	East
Admin	Cameron	8944 3400	South
Yard	Northline	1300 722 534	West

8. EMERGENCY PLANNING COMMITTEE (EPC)

The Emergency Planning Committee (EPC) shall comprise of the Chief Warden, Area Wardens, management and/or supervisors, and a representative from each work area within the business. It is the EPC's role to ensure that emergency response plans and procedures have been created and kept up-to-date for the Branch. The EPC shall meet at least annually and ensure the meeting is recorded and documented using CEN-HSE-TMP-1093 – Emergency Preparedness Meeting Agenda and Minutes.

9. EMERGENCY CONTROL ORGANISATION (ECO)

The Emergency Control Organisation (ECO) has been developed to direct, control and manage an emergency situation and to facilitate the emergency response plan, including preparedness. The ECO is comprised of Chief and Deputy Wardens, Floor and Area Wardens, Communications Officer, Emergency Response Team and may also include other relevant stakeholders i.e., members of the HSEQ Team. The ECO shall meet at intervals as determined by the EPC. The meeting agenda shall be as per CEN-HSE-TMP-1093 – Emergency Preparedness Meeting Agenda and Minutes, which shall also be used to minute the meeting.

10. EMERGENCY RESPONSE TEAM (ERT)

An Emergency Response Team (ERT) can be formed if identified as required by the EPC. The ERT prepares for and responds to emergency situations for all Depots as well as participates in the prevention, mitigation and

Emergency Response Plan - Darwin

recovery of Emergency Management. The ERT meetings and agenda may be amalgamated with the ECO Meetings.

11. EMERGENCY DRILLS

The Chief Warden shall coordinate a mock emergency drill for the site annually, assessing the effectiveness of the ERP and the Site’s capabilities to respond to an emergency event, as outlined in CEN-HSE-FRM-1095 - Emergency Drill/Evacuation Record and Review.

A full evacuation drill must be conducted on site and include activation of the emergency alarm/s, full evacuation of the site including timing of the evacuation times, and an area sweep of the site including contractors and visitors. This drill is to be recorded in CEN-HSE-FRM-1095 - Emergency Drill/Evacuation Record and Review

Site emergency response equipment is to be inspected monthly, as per CEN-HSE-FRM-767 - Monthly Workplace HSE Inspection.

Additional training sessions e.g. spill response, fire extinguisher use etc will be conducted, as required, to ensure workers are trained to respond to an emergency.

All emergency drills shall conclude with a formal debrief recorded using CEN-HSE-FRM-1095 - Emergency Drill/Evacuation Record and Review, to further improve the onsite emergency preparedness.

Emergency Drill Scenarios	Frequency
Fire/Explosion Natural Disaster (Flood, Storms, etc.) Personal Injury, Medical emergency or Fatality Environmental Spills or releases of Chemicals, Hazardous Chemical, Listed Waste, etc. Bomb Threat/Discovery of Suspicious Object or Workplace Violence Transportation/Vehicle Accident	Minimum of one drill conducted annually

12. RAISING THE ALARM

In situations where the site requires evacuation and workers are to gather at an Assembly Area, the emergency alarm shall be activated. Raise the alarm by either notifying the supervisor or nearest Chief/Fire Warden. The respective Area Warden is to activate the site evacuation alarm.

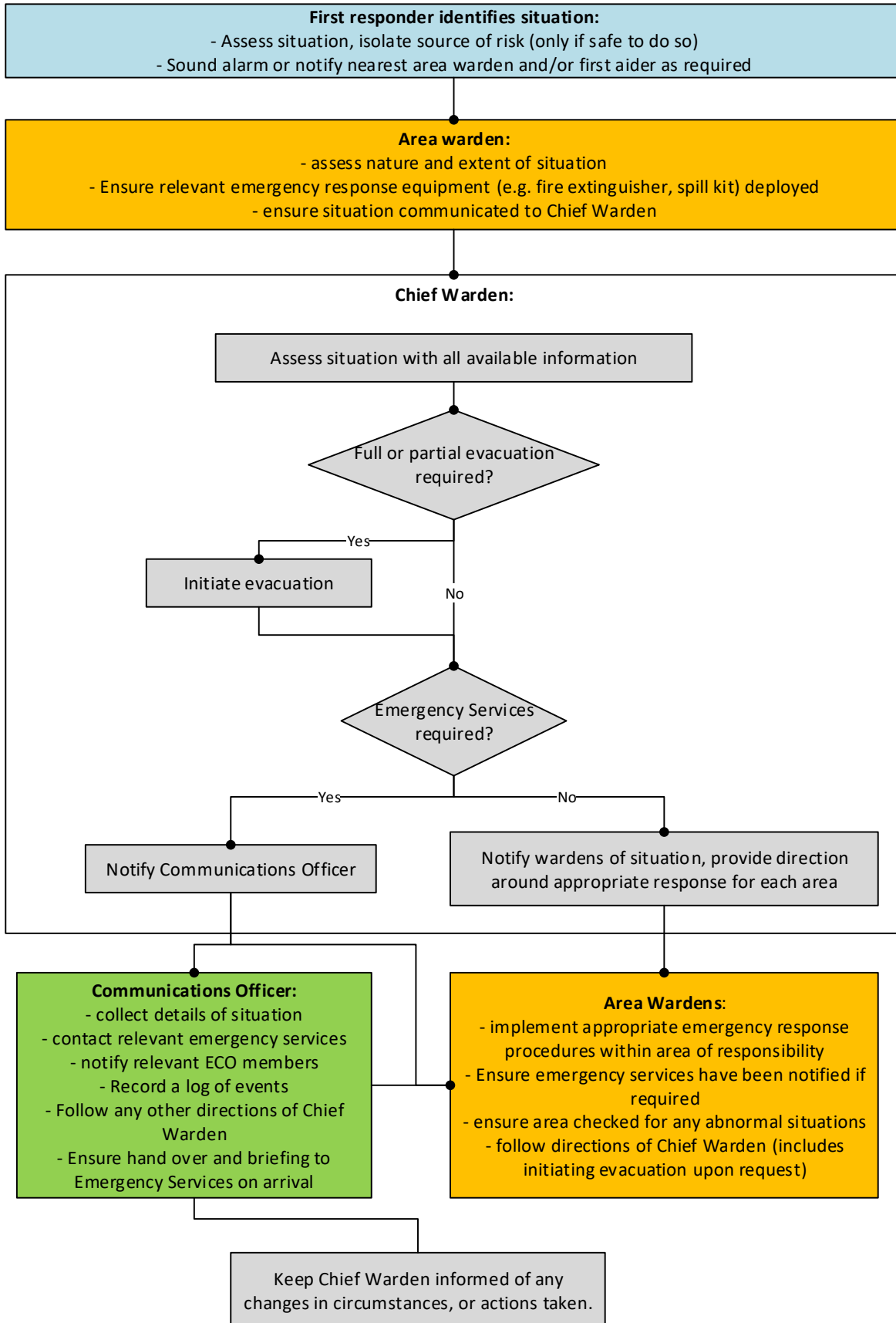
13. EMERGENCY RESPONSE PROCEDURE

1. Convey the message: **REMAIN CALM.**
2. Quickly assess the extent of the emergency.
3. Notify personnel in the immediate area.
4. Do not attempt any action that would jeopardise your safety or the safety of any other person.
5. Contact the relevant Emergency Services and provide the following information:
 - *Your name*
 - *Your present location*
 - *The nature and the location of the emergency (i.e. injury, fire, illness)*

Emergency Response Plan - Darwin

- *The number of people injured*
 - *The type of injuries*
 - *What hazards are present*
 - *The type of assistance required (Ambulance, Police, Fire Service)*
 - *Wait/listen for instructions*
6. DO NOT HANG UP UNTIL INSTRUCTED TO DO SO BY THE OPERATOR.
 7. If it is safe to do so and your assistance is not required at the emergency site, remain at the phone you are calling from until assistance arrives.
 8. Communicate the location of the emergency to the ERT and Emergency Services.
 9. When instructed to evacuate the area, proceed in a calm orderly manner to the designated Assembly Area/s. If it is safe to do so, check all work areas on the way to the emergency assembly area.
 10. Under no circumstances is anyone to re-enter the buildings until authorised to do so by the Warden.
 11. See Emergency Response Flowchart below.

Emergency Response Plan - Darwin



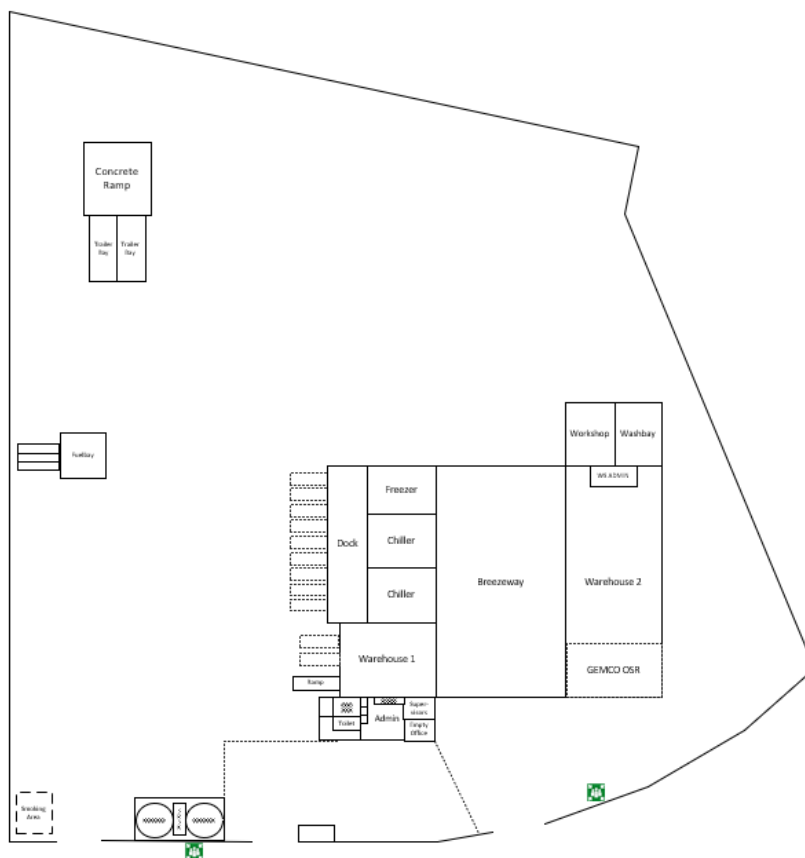
14. EMERGENCY ASSEMBLY AREA LOCATIONS

Area evacuations are to be in accordance with Area Emergency Evacuation Diagrams that are posted in visible locations across each work area and at exit points from buildings.

Personnel should assemble at the closest or safest Assembly Area, depending on the emergency type. The emergency type and wind direction may play a role in the selection of the Assembly Area to use.

Unless otherwise directed by the Chief Warden or Emergency Service and if it is safe to do so, workers must assemble at the designated Assembly Area noted below to ensure effective roll calls are made.

Contact is to be made between the wardens using mobile phones or hand-held radios provided to ensure all personnel are accounted for.



Emergency Assembly Area – Located between Gate 1 and Gate 2 on Dawson Street and in front of the water tanks on Dawson Street

15. EMERGENCY COMMUNICATION

Mobile phones will be used for communication to Emergency Services during an emergency and hand-held radios or mobile phones for internal communication.

The nominated Warden is to brief Emergency Services on area specific hazards on arrival.

16. ACCOUNT FOR ALL PERSONS

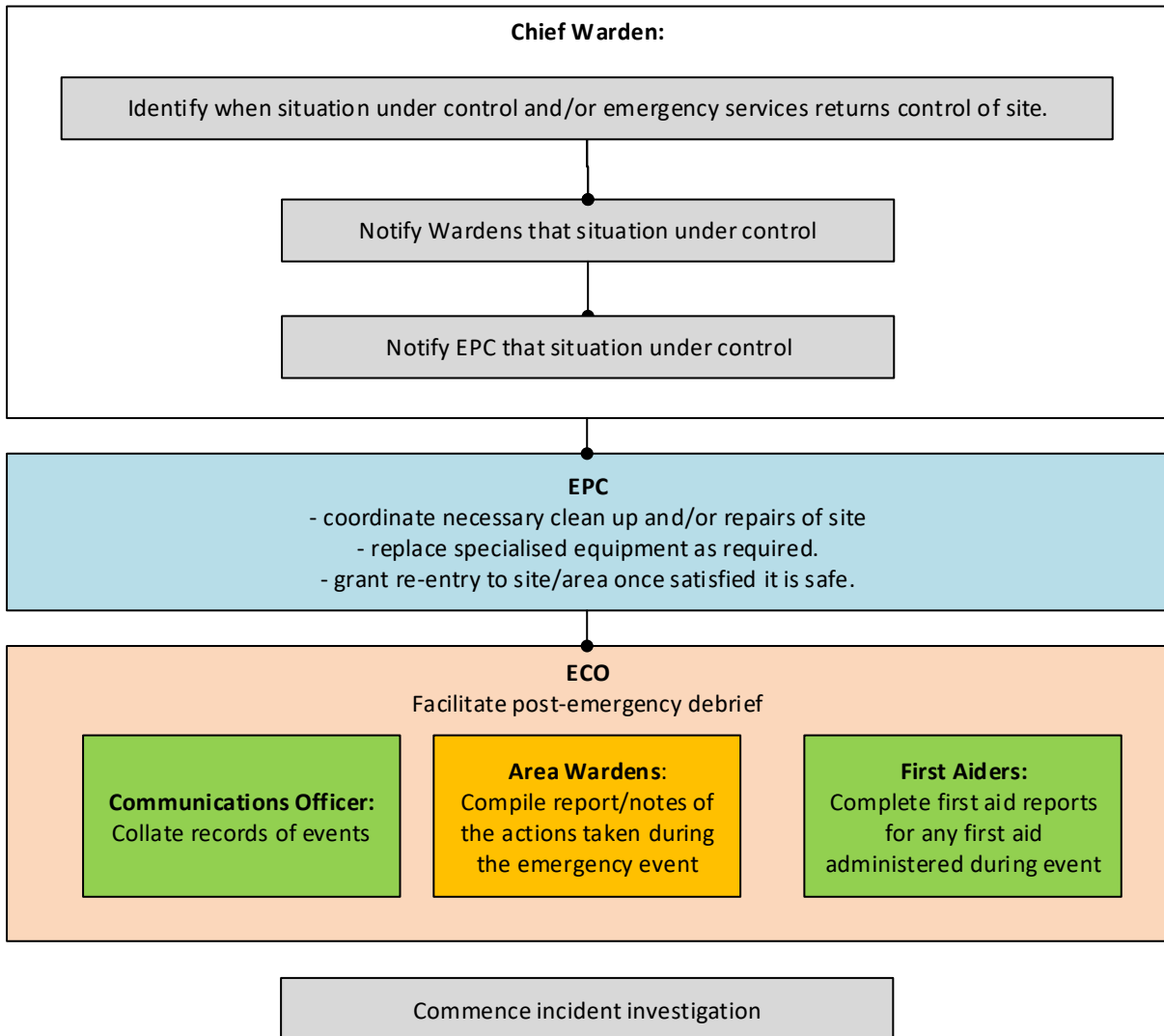
Where an emergency evacuation is required a sweep of all work areas is to be completed. It's the nominated Warden's responsibility to sweep their allocated area, to ensure no persons are left behind or who require assistance. Where a worker requires assistance to evacuate, the Chief Warden shall be advised.

At the Assembly Area, Wardens are to request that workers report to their supervisor, so that any missing persons can be readily identified. Where a person is identified as missing, attempts shall be made to contact them. Any confirmed missing persons are to be notified to the Chief Warden.

Where a person cannot be evacuated using available resources or where a person has been identified as missing, the Chief Warden shall notify Emergency Services.

17. TERMINATION OF AN EMERGENCY

All personnel are to remain at the Assembly Area until the emergency is declared over or advised to move to a safer location by the Chief Warden or Emergency Services.



18. POST EMERGENCY DEBRIEFING

The Chief Warden and Area Wardens shall hold a debriefing session following a site emergency. A formal debrief must be conducted with all personnel involved in the control and containment of the emergency incident within 24 to 48 hours of the emergency incident. The purpose of the debriefing session will be to analyse the response performance to any emergencies and to identify improvements that may be applicable to the system.

The purpose of the formal debrief is to:

- Determine the cause of the incident.
- Develop recommendations to prevent a re-occurrence.
- Review the effectiveness of the Site emergency protocols.
- Review the on-site emergency response capabilities.
- Make recommendations to further improve the procedures.

Where recovery plans and actions are required after an emergency these are to be listed, recorded and closed out in Myosh.

19. POST EMERGENCY COMMUNICATION

After the debrief, the Branch/ Operations Manager will contact the landlord/owner to inform them of the emergency situation, if required.

Summarised debriefs shall be made available to work groups as soon as practicable.

20. COUNSELLING

Access Employee Assistance Program (EAP) contact details will be provided to employees involved in an incident at the incident emergency debrief, as required.

21. POTENTIAL EMERGENCY SITUATIONS

21.1. Equipment vs Equipment Collision, Causing Injury

- Where a collision occurs and injuries are present, or a risk of fire or explosion is present and/or the potential for further harm is evident, an involved person or witness shall raise the alarm.
- Witnesses within the area shall follow the DRSABCD protocol when attempting to render assistance to an injured person (See Appendix A).
- The Chief Warden shall ensure to contact Emergency Services where external support is required.
- All persons within the collision zone shall move to a safe location and away from any other oncoming traffic.

21.2. Fire/ Explosion

- A fire in any building is initially a local emergency until such time that the fire is beyond the local resources to combat. The fire then becomes a site emergency and will require the evacuation of that building and potentially the site.
- The first person on the scene shall seek to rescue any personnel in danger, without endangering themselves.

Emergency Response Plan - Darwin

- The alarm shall be raised. All persons shall gather at the Assembly Area away from the fire, upwind if necessary.
- If safe to do so, identify the type of fire and shut off the fuel source to the fire.
- Persons are to only attempt to fight a fire if it is safe to do so, have been trained, are confident to approach, and have a clear line of retreat. The person fighting the fire shall always ensure their actions do not place themselves or others at harm. Always approach a fire from the upwind side to avoid gases produced by the fire.
- If the fire cannot be contained through use of onsite firefighting equipment, then Emergency Services shall be notified.
- Notify neighbouring businesses if necessary.

21.3. Vehicle/Powered Mobile Plant Fire

- Vehicle and powered mobile plant fires shall be classified as any unusual build-up of heat causing evidence of smoke or flames. This can be from the engine and driveline, an electrical component, on board fuel storage, or on-board hydrocarbon storage.
- Only personnel trained in the use of firefighting equipment may attempt to extinguish a fire, and if there is a clear line of retreat. The person fighting the fire shall ensure their actions do not place themselves or others at harm.
- Where possible and when it is safe to do so, move the vehicle/powered mobile plant away from any populated area or flammable goods storage area.
- The operator shall raise the alarm and prepare to evacuate the vehicle/powered mobile plant.
- If the fire cannot be contained through the use of onsite firefighting equipment, then Emergency Services shall be contacted on 000.
- Notify neighbouring businesses if necessary.

21.4. Chemical/Substance Spill

- A spill involving hazardous / dangerous goods is a local emergency.
- Raise alarm.
- Call for assistance from supervisor or nearby workers.
- If a worker is exposed to a hazardous chemical / dangerous goods use emergency shower and eye wash stations to wash/rinse off (minimum 20 minutes).
- If safe to do so, identify the hazardous material for correct response purposes and remove all ignition sources. See Safety Data Sheet (SDS) for chemicals on site. The SDS Register has the required information on the types, names, quantity, classes and storage locations of any dangerous or hazardous materials at the site and will be required in the event of a fire or spill.
- Source spillage containment material and contain if safe to do so wearing personal protective equipment outlined within the SDS
- Bunds may need to be formed for spill containment where large spills are near stormwater drains.
- Clean-up spill using spill response equipment
- Organise the removal of contaminated soil/material as soon as possible to a licensed facility offsite.
- For hazardous spills/leaks, evacuate uphill and upwind of incident area (minimum of 50 metres).
- If flammable material involved, evacuate to at least 200 metres.
- If there is a possibility of an explosion, evacuate to at least 500 metres.

Emergency Response Plan - Darwin

- If spill cannot be managed locally call Emergency Services.
- All chemical-based spills resulting in fire are to be treated as serious and no person shall be allowed to enter the immediate incident area until authorised by the Chief Warden to return to the affected area.
- All spills that have the potential to cause environment harm or impact the water quality of the surrounding area may need to be reported to Environmental Protection Authority and/or other external authorities. The Branch/Operations Manager is to engage the HSEQ Team where a loss of containment has occurred. The HSEQ team will ensure that external reporting occurs, where required.
- Refer to CEN-HSE-PRO-842 – Spill Response Procedure for additional information on the actions to be taken in the event of a spill.

21.5. Electric Shock/Electrical Contact

- The first person on the scene shall check the surrounding area for remaining danger.
- In the event of electrical contact with a vehicle, machine or forklift, operators are to remain in the cab unless there is a fire risk.
- Never handle a person that is suspected to have suffered an electric shock injury.
- At all times, follow the DRSABCD Protocol when attempting to render assistance to an injured person.
- Isolate the source. If this is not possible, use a non-conductive lever to move the source away from the injured person.
- If safe to do so, check the person for a response by calling or gently shaking them.
- Call 000 for an ambulance or ask another person to organise medical assistance.
- Check patient airways are clear and that they are breathing. If there is no sign of breathing, give two quick breaths.
- Check circulation. If the person is breathing and stable, commence secondary survey and move them into the recovery position. Stay with the person needing treatment and reassure them. If there is no pulse, start CPR (30 chest compressions: 2 breaths). Use defibrillator if available and follow voice prompts. Continue until help arrives or patient recovers.

21.6. Medical Emergency

A medical emergency occurs when the medical treatment required by any person is beyond the abilities of a First Aid Officer and the response by an ambulance is necessary.

- In the event where a person is involved in a serious injury, the nearest person to witness the event shall raise the alarm.
- The first response to a medical emergency is to apply the following DRSABCD Rule (See Appendix A):
 - **DANGER**
 - Check the area is safe for yourself, others and the patient
 - **RESPONSE**
 - Check patient for a response by calling or gently shaking them
 - **SEND for help**
 - Call 000 for an ambulance
 - **AIRWAY**
 - Open mouth and check that airways are clear. Place in recovery position and clear airway with fingers
 - **BREATHING**

Emergency Response Plan - Darwin

- Check for breathing (look, listen, feel). If breathing, place in recover position – If not, start CRP.
- **CPR**
 - Start CPR – 30 chest compressions: 2 breaths. Continue CPR until help arrives or patient recovers.
- **DEFIBRILLATION**
 - Apply defibrillator located at reception and follow voice prompts.

Note: A list of First Aiders is to be displayed on all safety noticeboards.

21.7. Smoke/Fumes in the Atmosphere

- Retreat from the area.
- If possible, barricade the area off to prevent personnel from entering.
- Move away from the area against the wind to the Assembly Area, if evacuation is required.
- If possible, alert people on the way of the situation.
- Turn off air-conditioners.
- Notify neighbouring businesses if necessary.

21.8. Vehicle Breakdown and Recovery On-Site

- Movement of vehicles for the purpose of repair may require the interruption of traffic flow. The area must be barricaded, and a Spotter used to stop all traffic until the task is completed.
- Emergency Services access to fire hydrants must not be compromised.
- Drain/drip trays must be placed under any vehicle fluid leak.

21.9. Vehicle Accident Off Site

When involved in a vehicle incident travelling on Company business:

- Stop your car immediately and turn on your hazard lights.
- Notify Manager/Supervisor immediately.
- If it is safe to do so, exit the vehicle and carefully approach other vehicles to see if anyone else at the scene is injured. Call Emergency Services if help is needed.
- Stay at the scene and wait until Emergency Services arrive.
- If the vehicle can be moved, take it out of the traffic flow.
- If vehicle cannot be moved, leave the hazard lights on, and stay off the road, out of the line of fire.
- Do not admit responsibility until the incident can be assessed.
- Collect details from other parties involved.
- If approached by threatening person/s, remain in vehicle with doors locked and windows up if safe to do so. Notify police if not already contacted.

For heavy vehicle accidents that occur offsite refer to CEN-HSE-PLN-284 - Transport Emergency Response Plan (TERP).

21.10. Robbery or Threats of Personal Violence

- Try to remain calm.
- Cooperate with the offender and obey instructions. Listen carefully and do exactly as you are told.

Emergency Response Plan - Darwin

- Keep your hands in clear sight of the offender. If the threat is outside the building/office, lock the door/s to prevent access by the threat.
- Contact Police on 000 as soon as possible, when it is safe to do so.
- For identification purposes, attempt to retain any particulars about the offender (hair, eyes, height, complexion, clothing, identifiable marks such as tattoos and scars, mannerisms, etc.).
- Observe the offender's mode of transport and direction of travel.
- Secure all evidence left at the scene by the offender, such as any touched surfaces (fingerprints).
- All personnel are to go to the emergency assembly areas or alternative assembly area as determined by the Chief Warden and avoid any contact with the person if possible.
- Wardens are to confirm the building is empty.
- Doors are to be left closed.
- Roll call is to be completed and all personnel accounted for.
- No personnel are to re-enter buildings unless advised by the Police.
- Do not try to rectify the situation on your own. Allow Police to handle the situation.

21.11. Bomb Threat

In the event a bomb threat is received over the phone, attempt to keep the caller talking, asking the following questions:

- Where is the bomb?
- What time will it explode?
- How will it be set off?
- When was it placed?
- What does it look like?
- How big is it?
- Why was it placed?
- Following on, note the further information:
 - Note the exact words used by the caller as well as the time – write notes. Do not hang up if via phone.
 - Listen for background noise and particulars of speech (accent).
 - If possible, during the call, alert somebody to notify the Branch/ Operations Manager or Supervisor.
 - Any bomb threat must be taken seriously. Evacuation should commence immediately.
 - If a suspicious package/item/object is located, do not touch and await the arrival of the police.
 - Initiate the evacuation procedures and notify neighbouring businesses if necessary.
- If contacted by the press or media for a comment, simply reply: "I am not authorized to talk to the media. Please contact our CEO who will arrange a statement for you." Be polite and firm.

21.12. Missing Person

- Where a person cannot be accounted for by a relevant Supervisor, the Branch/ Operations Manager shall be notified, and a thorough search of the operational working areas shall commence. Once all areas of the facility have been searched without success, the worker shall be assumed to be missing.
- The worker's manager shall contact the worker's emergency contacts and if the person is not located, then the Police are to be contacted. Operations shall be suspended until the missing person/s is found or the Manager advises it is ok to return to work.

Emergency Response Plan - Darwin

- In the situation where a person has been directed to leave site for the purpose of work and not returned to site at an agreed time, the worker's Manager shall contact the worker's emergency contacts. If locating the worker is unsuccessful, the Police shall be contacted.

21.13. Neighbour Emergencies

- Where a neighbouring business has an emergency, the Chief Warden and/or Emergency Services will assess the situation and provide direction on required actions, this may include actions to make the site safe or to evacuate the site.

21.14. Natural Disaster

- It is an emergency if functions or operations at the site are interrupted, and people are at increased, unacceptable risk of harm due to a natural disaster event.
- The Branch/ Operations Manager shall regularly check the BOM website to ensure they are up to date with ongoing weather warnings.
- During a severe lightning storm, no workers shall conduct any works outside. This includes any works on/with powered mobile plant. All outdoor logistics/transportation loading or unloading activities shall cease.
- In situations where the site has sustained a large amount of rainfall which results in flooding, the site shall be promptly evacuated until the rainfall has ceased.
- Due to the location of the Branch, bush or scrub fires can occur. A scrub fire may result in temporary disruption to the Branch's operation due to smoke.
- No work shall commence until the Manager briefs the work groups on the status of the workplace.
- Management oversight and appropriate decision making will determine appropriate response level to any natural disaster.

22. EMERGENCY EQUIPMENT

22.1. Chief/Area Warden Kits

Chief/Area Warden emergency kits are to be stored in the allocated Fire Warden Area Post for site emergencies.

Each Fire Warden Kit shall contain:

- Colour coded hat
- Hand-held radio and/or mobile phone use permitted during an emergency
- Site compliant PPE

22.2. First Aid Equipment

Site first aid kits are located:

- Administration
- Warehouse 2
- Workshop Admin Room
- Driver Break Room
- Warehouse 1/Dock

First aid kits are also available in all Company heavy and light vehicles.

22.3. Fire Equipment

- Fire extinguishers are installed and available across the site.
- Service tags are attached to each portable fire extinguisher and inspection and testing of fire extinguishers is conducted and recorded 6 monthly.

22.4. Alarm System

Fire alarm panel is situated in the front reception area. There are smoke/heat detectors situated across the facility or the alarm can be activated manually via the emergency button below the panel.

22.5. Emergency Exits

Emergency exit signposting is maintained for all emergency exits as per the building design.

22.6. Spill Response Equipment

- Spill response kits are located at the:
 - Fuel pump (x2)
 - Warehouse 1
 - Warehouse 2 (near breezeway)
 - Warehouse 2 (near workshop admin)
- See Safety Data Sheet (SDS) Register or ChemAlert for chemicals stored on site.

22.7. Emergency Eyewash/ Shower Stations

Eyewash/ shower station is located next to the fuel bay.

23. TRAINING

Training including emergency response training is recorded in the Training Matrix and CEN-HSE-TMP-1088 – Emergency Responder’s Master Register, which is reviewed periodically throughout the year. Emergency response training includes, but is not limited to:

- Chief warden/area warden training, as required
- Use of emergency response equipment/fighting training for wardens
- HLTAID011 Provide First Aid current, as required

Note: The number of first aid trained personnel and required training is determined through completion of a First Aid Risk Assessment. As a minimum at least one first aider shall be trained per shift

- ERP duties and responsibilities – all personnel

It is the responsibility of the Branch/Operations Manager to ensure that all workers are familiar with this ERP.

24. PUBLIC RELATIONS

The Centurion CEO (or a delegate to their discretion) and Communications Officer are the only people approved to communicate with outside organisations, including the media, on information relating to an emergency situation. The Branch/ Operations Manager or HSEQ team member are the only people authorised to contact the statutory authorities such as WorkSafe to report an emergency situation. At no time shall any person place any information in regards to the emergency situation on any social media internet site without the permission of the Centurion CEO or their delegate.

Emergency Response Plan - Darwin

Centurion Management will control the notification of authorities. The first to be notified after the Emergency Services will be dependent upon the nature of the emergency.

For in transit emergencies, the Linehaul Department will co-ordinate with General Managers, GM – Equipment and Maintenance, and GM – HSEQ who will, in-turn, arrange the notification to the relevant statutory authorities and potentially activate the Transport Emergency Response Plan (TERP).

All applicable governing bodies (i.e. Main Roads Authority, Local Councils) are to be contacted for all incidents pertaining to their authority. The relevant stakeholders will be appraised after first response of emergency, including specific detail of occurrence relating to their vested interest. On-going communication protocols will be established at first point of contact in line with reporting process. All investigation reports and findings will be provided, as required.

25. NEIGHBOURS

Industrial neighbours in the area are to be advised of the nature of the emergency by the Branch/ Operations Manager/delegate and what actions Centurion have undertaken to control the emergency where there is a potential for their personnel and/or their facilities to be affected by the emergency.

26. MOBILITY IMPAIRED PERSONS

Mobility Impaired Person is a person with a medical, physical, mental, or sensory impairment, either temporary or permanent, who requires assistance during an emergency. This may be as a result of an injury, medical condition or other impairment. The person/s should be guided to a safe refuge area if they are unable to evacuate by themselves. At least one person should wait with them, ideally an Area Warden or First-Aid Officer, but any calm responsible person is sufficient. The role of this person is to provide comfort and support to the person/s and provide assistance should their condition deteriorate and also to assist them with the evacuation process.

In the event that the situation, or the person's condition worsens, workers should immediately contact the Chief Warden, or the Area Warden who will then contact the Chief Warden.

27. DOCUMENT REVIEW

This ERP will be reviewed as follows:

- Annually; or where required changes are identified:
 - After a drill
 - After an emergency
 - Following an audit and receipt of feedback from customers
 - Following an organisational change
 - In the light of experience or other events which have occurred
 - On legislative change or change to industry standards
 - Telephone numbers and functional names to be kept up-to-date

28. BUSINESS CONTINUITY

After emergency event, operations may require additional controls to provide continuous services. These controls are detailed in CEN-RSK-PLN-127 – Business Continuity Plan.

29. REFERENCED DOCUMENTS

Referenced document
CEN-HSE-FRM-767 – Monthly Workplace HSE Inspection
CEN-HSE-FRM-1095 – Emergency Drill/Evacuation Record and Review
CEN-HSE-PLN-284 – Transport Emergency Response Plan (TERP)
CEN-HSE-PRO-415 – Cyclone Procedure
CEN-HSE-PRO-842 – Spill Response Procedure
CEN-HSE-TMP-1088 – Emergency Responders Master Register Template
CEN-HSE-TMP-1093 – Emergency Preparedness Meeting Agenda and Minutes
CEN-RSK-PLN-127 – Business Continuity Plan

30. DOCUMENT CONTROL

30.1. Summary Information

Aspect	Details
Document Name	Emergency Response Plan - Darwin
Document Reference	CEN-HSE-PLN-243
Document Owner	Sharon Huzzard
Published Date	07/05/2024
Next Revision Date	07/05/2025
Classification	Internal Use
Developed by	Callum Lott


30.2. Revision History

Revision	Date	Changes
1.0	07/09/2020	Document creation
2.0	10/05/2023	Document review
3.0	07/05/2024	Change of location from 23 Nebo Road to 15 Dawson Street
3.1	14/08/2024	Update legislative listing and Evacuation Diagram

31. APPENDICES

31.1. Appendix A – DRSABCD

DRSABCD action plan

In an emergency call triple zero (000) for an ambulance 

D **DANGER**
Ensure the area is safe for yourself, others and the patient.

R **RESPONSE**
Check for response—ask name—squeeze shoulders
No response
• Send for help.

S **SEND for help**
Call **Triple Zero (000)** for an ambulance or ask another person to make the call.

A **AIRWAY**
Open mouth—if foreign material is present:
• place in the recovery position
• clear airway with fingers.
Open airway by tilting head with chin lift.







B **BREATHING**
Check for breathing—look, listen and feel.
Not normal breathing
• Start CPR.

C **CPR**
Start CPR—30 chest compressions : 2 breaths
Continue CPR until help arrives or patient recovers.

D **DEFIBRILLATION**
Apply defibrillator if available and follow voice prompts.

Response


































































- make comfortable
- check for injuries
- monitor response.

© St John Ambulance Australia. St John encourages first aid training as this information is not a substitute for first aid training.

Learn First Aid | 1300 360 455 | www.stjohn.org.au

31.2. Appendix B – Fire Extinguisher Chart

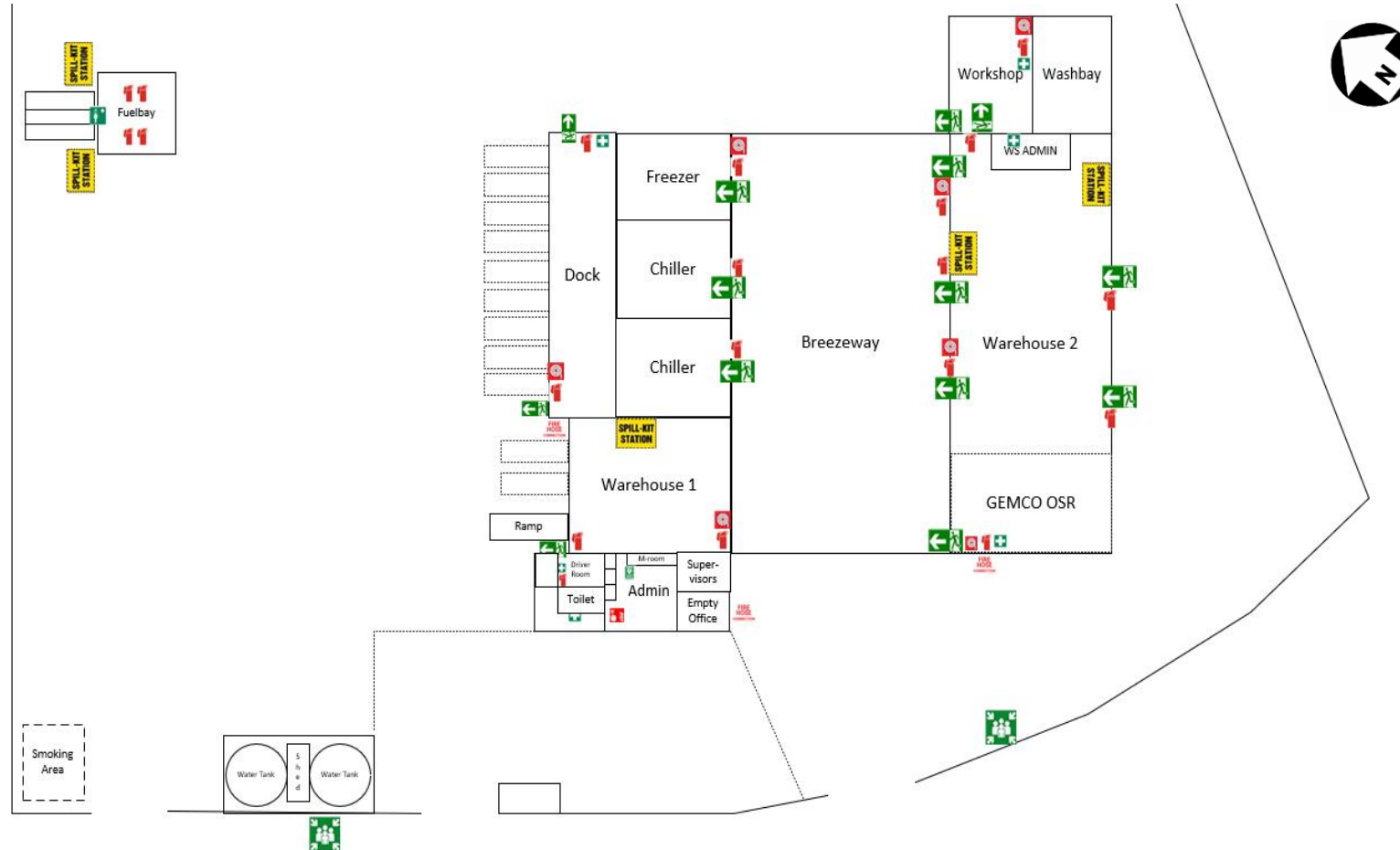
 YES  NO TYPE OF EXTINGUISHER Colour scheme - AS 1841.1		A Wood, Paper & Plastic 	B Flammable & Combustible Liquids 	C Flammable Gases 	E Energised Electrical Equipment 	F Cooking Oils & Fats 	COMMENTS: Refer Appendix B of AS 2444
Pre 1997	Post 1997						
	 Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	 Carbon Dioxide (CO ₂)	* 	* 				Generally not suitable for outdoor fires. Suitable only for small fires.
	 Water						Dangerous if used on flammable liquid, energized electrical equipment and cooking oil/fat fires.
	 Foam ***					* 	Dangerous if used on energized electrical equipment.
	 Wet Chemical						Dangerous if used on energized electrical equipment.
	 Vapourising Liquid		* 	* 			Check the characteristics of the specific extinguishant.
	 Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
	 Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

* Limited indicates that the extinguishant is not the agent of choice for the class of fire, but that it will have limited extinguishing capability.
 *** Solvents which may mix with water, e.g. alcohol and acetone, are known as polar solvents and require special foam. These solvents break down conventional AFFF.

NOTE: Class D fires (involving combustible metal(s) use only special purpose extinguishers and seek expert advice.

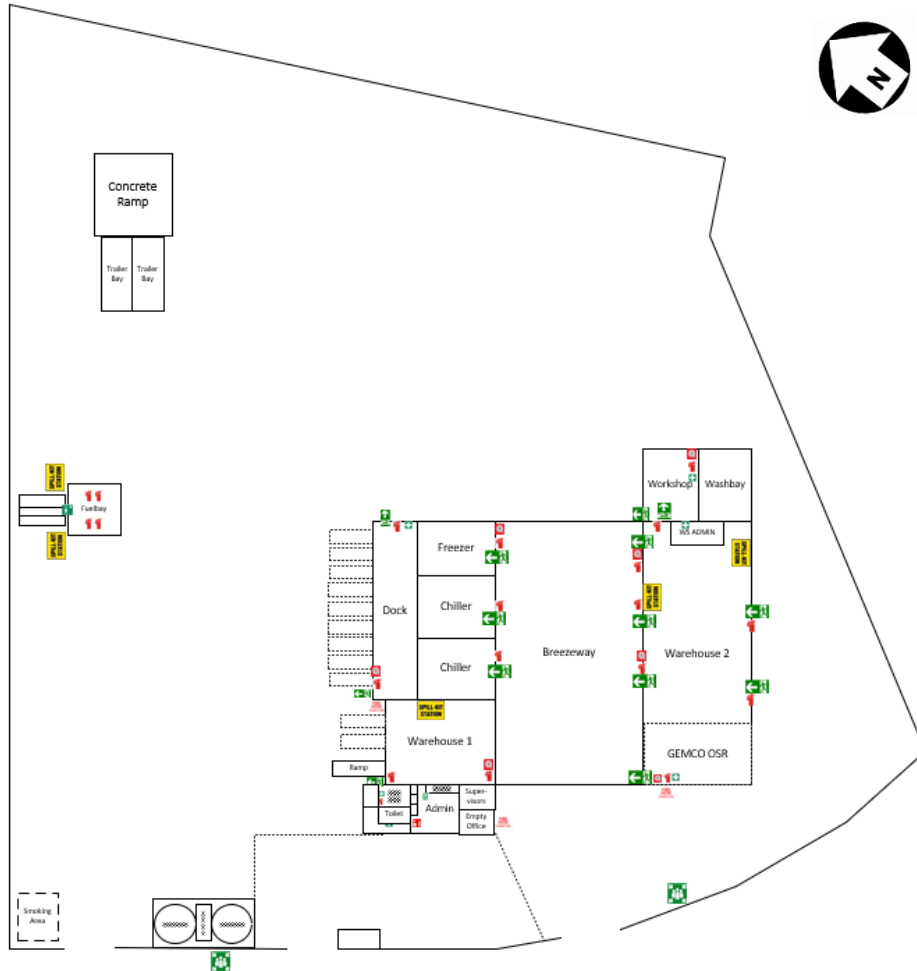
31.3. Appendix C – Site Map and Evacuation Diagram








Centurion Darwin Depot – 15 Dawson Street, East Arm NT 0822 – Key Operational Areas



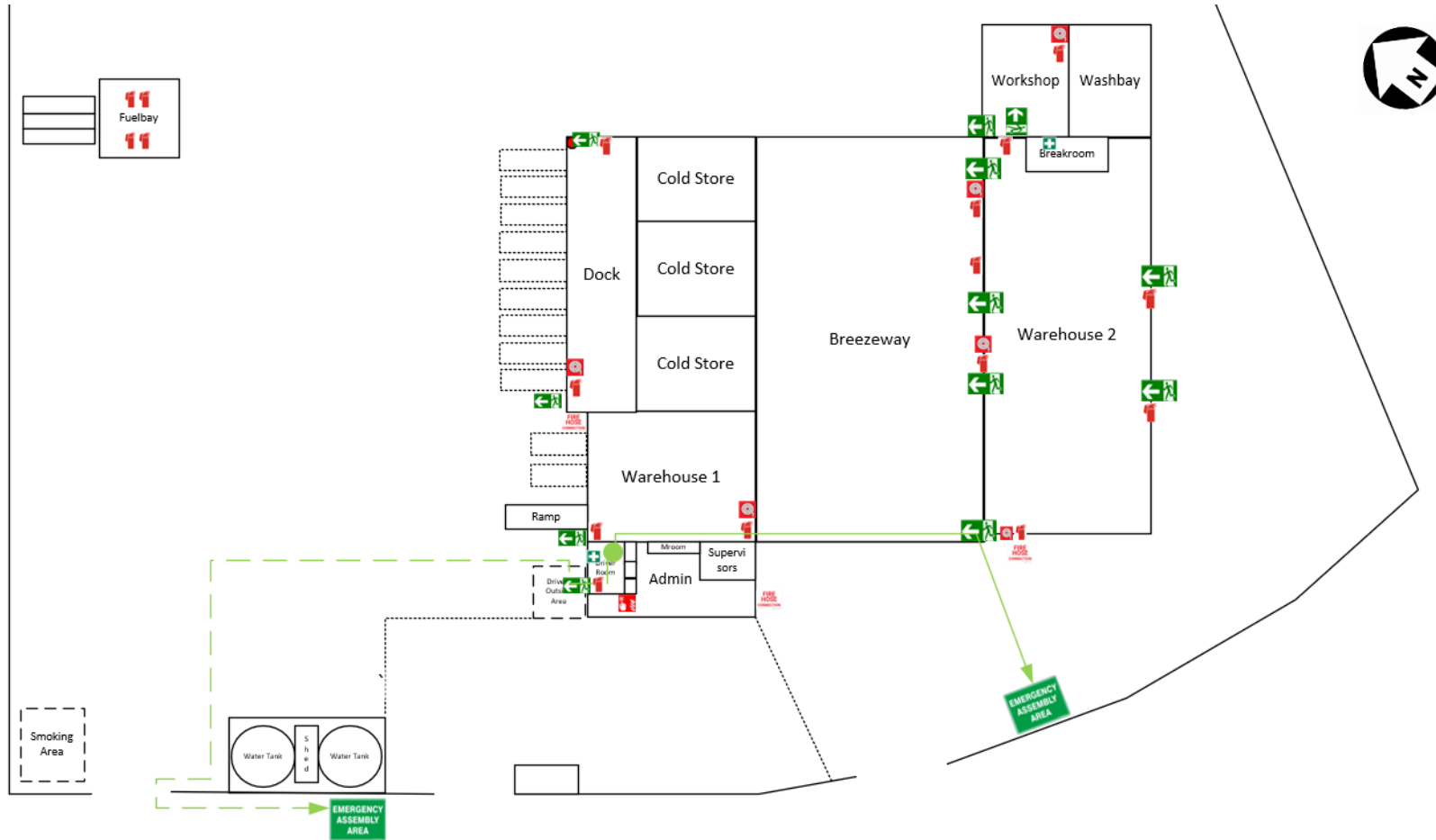
AED		Eyewash/ Shower Station		First Aid Kit		Spill-Kit Station		Hazmat Box		Assembly Area		Exit	
Fire Blanket		Fire Extinguisher		Firehose		Emergency Air-horn		Manual Call Point		Fire Indicator Panel		Evacuation Path	

Centurion Darwin Depot – 15 Dawson Street, East Arm NT 0822 – Whole Site Overview



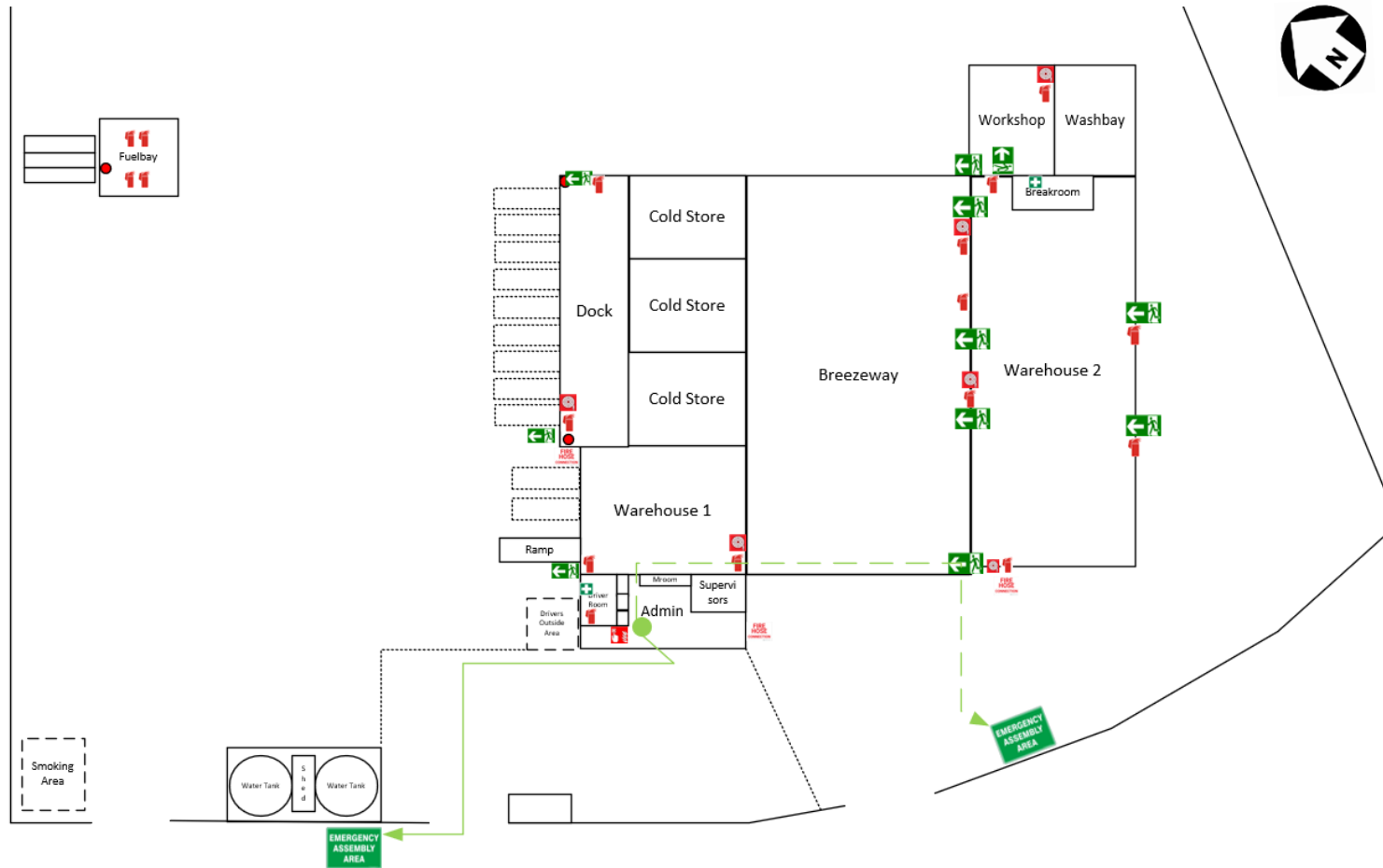
AED 	Eyewash/ Shower Station 	First Aid Kit 	Spill-Kit Station 	Hazmat Box 	Assembly Area 	Exit 
Fire Blanket 	Fire Extinguisher 	Firehose 	Emergency Air-horn 	Manual Call Point 	Fire Indicator Panel 	Evacuation Path 














Centurion Darwin Depot – 15 Dawson Street, East Arm NT 0822 – Driver’s Room



AED	Eyewash/ Shower Station	First Aid Kit	Spill-Kit Station	Hazmat Box	Assembly Area	Exit
Fire Blanket	Fire Extinguisher	Firehose	Emergency Air-horn	Manual Call Point	Fire Indicator Panel	Evacuation Path

Centurion Darwin Depot – 15 Dawson Street, East Arm NT 0822 – Admin Offices



AED 	Eyewash/ Shower Station 	First Aid Kit 	Spill-Kit Station 	Hazmat Box 	Assembly Area 	Exit 
Fire Blanket 	Fire Extinguisher 	Firehose 	Emergency Air-horn 	Manual Call Point 	Fire Indicator Panel 	Evacuation Path 