

Emergency Plan – Bishop Street / Workshop Facility

EMERGENCY RESPONSE PROCEDURES - ACCIDENTS/FIRE			
Emergency Numbers			
In the event of an emergency, the following telephone numbers apply			
Site Details			
Site Address	4/32 Bishop Street, WOOLNER, NT, 0820		
Nearest Cross St	Bishop Street / Snell Street		
Specific Entry Point	Bishop Street Entry		
Contact		Name and Phone Number	
Site Contacts	Rodney Awty - Operations Jenny Orban – Customer Services Paul Howard – Workshop	Tel	0477 266 020 0418 106 007 08 8984 1500
First Aid			
The qualified First-Aid person(s) on site	Jenny Orban Rodney Awty		
First-Aid kit location(s)	Upstairs – Main Office Downstairs – Operations Office - Workshop Wall Mounted Kit near stairs		
Emergency Services			
Ambulance	000		
Nearest Hospital	Royal Darwin Hospital		
Nearest Medical Centre	Top End Medical Centre, PARAP		
Fire	000		
Police	000		
Other			
Poisons Info Centre	13 11 26		

Emergency Response Procedures

PROCEDURES – FIRE/EVACUATION

The following procedure is to be followed when a fire (or other incident requiring evacuation, such as identifying structural instability at the facility) occurs.

Person who discovers the fire or emergency incident:

- Remove people from immediate danger
- Contact Emergency Services and Emergency Controller / Site Supervisor

Emergency Controller / Site Supervisor:

- Remove occupants from immediate danger
- Confirm contact with Emergency Services has been made/contact
- Advise staff/wardens to evacuate children, staff and visitors to the assembly area if safe to do so. If unsafe a secondary assembly point will be advised
- Gather information from wardens/staff
- Do not re-enter worksite until advised by Emergency Services
- Account for all occupants at assembly area
- Advise occupants it is safe to re-enter the worksite and co-ordinate re-entry

First Aid Officers:

- Collect first aid kit if safe to do so
- Provide first aid within the limits of first aid competency to any injured occupants at the assembly area

PROCEDURES – MEDICAL INCIDENT

The following procedure is to be followed if a medical incident occurs.

Person who discovers:

- Remove anyone from immediate danger
- Contact Emergency Controller / Site Supervisor and First Aid Officer (if available) and Emergency Services if required

Emergency Controller / Site Supervisor:

- Gather information about the medical incident
- Confirm contact with Emergency Services has been made/contact if required
- Contact First Aid Officer
- Assign a readily available warden/occupant to greet Emergency Services upon arrival
- Report information to Emergency Services and take further instruction

First Aid Officer:

- Provide first aid to any injured persons within the limits of first aid competency
- Confirm contact with Emergency Services has been made/contact if required

PROCEDURES – ADVERSE WEATHER CONDITIONS (BUSH FIRES, TSUNAMI, FLOOD, HIGH RAINFALL, HIGH WINDS)

The following procedure is to ensure the successful outcome to an adverse weather emergency, ensuring appropriate resources are available to prevent or minimise damage to personnel, plant, equipment, environment and property.

Immediate Response to Notification of the Adverse Weather Alert:

- Maintain contact with local advisory service
- Local Government Authority prepares a community disaster plan for actions to be taken during adverse weather conditions
- These conditions and those specified in Tropical Cyclone Advices should be followed
- When EVACUATION is recommended, do so IMMEDIATELY
- Implement controls to prevent visitor & public access until conditions are considered safe.
- Notify authorities should any chemicals be suspected of escaping into the water or surrounding environment
- NOTIFY EMERGENCY SERVICES If personnel, equipment can't be accounted for
- Property damage is or may affect personnel safety

Preparation for Adverse Weather Conditions:

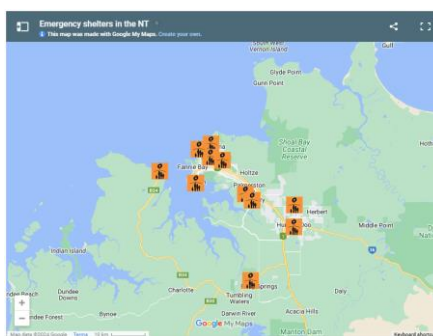
- Secure Large items such as outdoor sheds, trailers or tanks.
- Repair/secure any roofing sheets that are in poor condition
- Prepare an emergency kit for post adverse weather events:
 - Battery-powered, wind-up or solar-powered radio
 - Waterproof torch
 - Spare batteries for all devices
 - First aid kit and guide book
 - Cash and a phone card
 - Woollen blankets
 - Candles with waterproof matches or glow sticks
 - Drinking water, consider having 10 litres per person to last three days
 - Waterproof bags for copies of essential documents.

When a directive to leave site is issued staff must:

- Ensure all machinery and equipment is turned off
- Turn off any lights within the premises
- Lock and secure all doors and access points where applicable

DARWIN REGION SHELTERS:

Staff should be notified as soon as possible of adverse weather events and advised to return home or to the nearest shelter.



EMERGENCY RESPONSE – 32 BISHOP STREET, WOOLNER

Shelter	Location
Berry Springs Primary School	1150 Cox Peninsula Road, Berry Springs
Casuarina Senior College	61 Parer Drive, Moil
Dripstone Middle School	10 Delamere, Tiwi
Girraween Primary School	25 Carruth Road, Girraween
Marrara Indoor Sports Stadium	10 Abala Road, Marrara
Nightcliff Middle School	90 Aralia Street, Nightcliff
Palmerston College - years 7 to 9 campus	185 Forrest Parade, Rosebery
Palmerston College - years 10 to 12 campus	10 Tilston Avenue, Driver
Sikh Community Centre (community shelter, vegetarian only, no smoking or alcohol)	8 Earhart Court, Marrara
State Square Carpark (walk in only, no cars inside)	State Square, Smith Street, Darwin City
Supreme Court Building	State Square, Smith Street, Darwin City
Taminmin College	70 Challoner Circuit, Humpty Doo
Wagait Shire Council Office	Lot 62 Wagait Tower Road, Wagait Beach

PROCEDURES – VEHICLE FIRE

The following procedure is to be followed if a vehicle fire occurs. For the purposes of this plan, a vehicle fire is defined as any fire located on any area of a vehicles that can cause burns to external tissue and or cause damage to infrastructure.

Person who discovers:

- Remove anyone from immediate danger
- Contact Site Supervisor and Emergency Services if required. Provide as much information about the vehicle fire type and actions currently taken.

ENGINE FIRE:

1. Shut off the engine and any electrical equipment and leave off.
2. Use the fire extinguisher provided in the vehicle.
3. Inject the contents through any available opening, without raising the bonnet.
4. If unable to control the fire, evacuate the immediate area and keep upwind.
5. Call 000.
6. Warn other traffic and members of the public, where it is safe to do so.

Important! Call the Supervisor when it is safe to do so.

CABIN FIRE

1. Shut off the engine and any electrical equipment and leave off.
2. Use the fire extinguisher provided in the vehicle.
3. If unable to control the fire, evacuate the immediate area and keep upwind.
4. Call 000.
5. Warn other traffic and members of the public, where it is safe to do so.

Important! Call the Supervisor when it is safe to do so.

LOAD FIRE

1. Find a safe location away from any combustibles or hazards.
2. Where safe to do so, remove any prime movers (if applicable) and drive the vehicle a safe distance away.
3. Shut off the engine and any electrical equipment.
4. Where transporting regulated waste refers to the specific EPG for the waste type.
5. For all other waste, use the fire extinguisher provided within the vehicle if safe to do so.
6. If unable to control the fire, evacuate the immediate area and keep upwind.
7. Call 000.
8. Warn other traffic and members of the public, where it is safe to do so.

Important! Call the Supervisor when it is safe to do so.

TYRE FIRE

1. Stop the vehicle away from any combustibles or hazards.
2. Use the fire extinguisher provided with the vehicle, if safe to do so.
3. Where safe to do so, uncouple any trailers etc. to isolate the fire.
4. If unable to control the fire, evacuate the immediate area and keep upwind.
5. Call 000.
6. Warn other traffic and members of the public, where it is safe to do so.

Important! Call the Supervisor when it is safe to do so.

BRAKE OVERHEATING

1. Stop the vehicle and allow the brakes to cool.
2. Follow the process for breakdowns (refer to Page 3 of this Manual).
3. Do NOT drive the vehicle until the braking system has been inspected by a competent person.

PROCEDURES – CHEMICAL SPILL

The following procedure is to be followed if chemical spill occurs. For the purposes of this plan, a spill is defined as a loss of chemical from its container that cannot be safely cleaned up immediately by the personnel handling the chemical with the PPE worn at the time of handling the chemical.

Person who discovers:

- Remove anyone from immediate danger
- Contact Emergency Controller / Site Supervisor and Emergency Services if required. Provide as much information about the hazardous material and nature of the spill as possible.

Emergency Controller / Site Supervisor:

- Assess the situation. If there are any safety concerns associated with the attempt to clean-up or contain the spill, immediately leave the affected area. Extensive spills, or toxic/flammable chemicals are only to be handled by Emergency Services.
- Identify the material and potential threat to the environment and staff. Refer to the Safety Data Sheet for further information relating to emergency management.
- Provide direction to respondents and co-ordinate response with Emergency Services. Ensure Emergency Services (where appropriate) are notified and advised of: the name of the material, size and nature of the spill, whether the spill has entered the drainage system, whether there are any persons requiring medical treatment.
- Assign a readily available warden/occupant to greet Emergency Services upon arrival.
- Attend to any personnel who may be contaminated. Contaminated clothing must be removed immediately and skin flushed with water for no less than fifteen minutes.
- If a significant spill has entered the drainage system, the appropriate Water Authority must be notified within 30 minutes of the occurrence.

Respondents:

- If the spill involves a flammable substance:
 - a. Shut down power to any equipment via emergency-off switches, if safe to do so.
 - b. Remove ignition sources, if safe to do so
- Evacuate all persons in immediate danger to the assembly area, ensuring that the assembly area is well ventilated and upwind from the spill/ release.
- If the spill has occurred outside, instruct staff to close windows and doors.
- Prevent entry to the affected area by placing a barrier/placard across all doors.
- Contain the spill/ release using appropriate spill kits and approved methods. Prevent liquid spills from entering the drainage system by using booms or rubber drain seal mats, if safe to do so.

PROCEDURES – ASSET STRIKES

The following procedure is to be followed if an asset strike occurs. For the purposes of this plan, an asset strike is defined as contact made to an asset / service that causes a release of gasses or sewerage or causes interruption or damage to electrical or communication supply that cannot be safely rectified/cleaned up immediately by personnel on site.

Person who discovers:

- Remove anyone from immediate danger
- Contact Emergency Controller / Site Supervisor and Emergency Services if required. Provide as much information about the strike as possible.

Emergency Controller / Site Supervisor:

Gas Strikes

- Switch off machine and isolate all other sources of sparks if possible.
- Cease all work activities.
- Contact service owner) and emergency services as appropriate.
- Isolate gas supply if safe to do so and where practical.
- Evacuate workers and others to a safe distance and upwind.
- Warn local residents and businesses.
- No smoking or naked flames.
- Barricade area with temporary taping / cones or bollards to keep vehicles and members of the public away from the area.
- Co-operate with and assist gas supply company, police and fire authority.

Electrical Cable Strikes

- An attempt should be made to break the machinery’s contact with the live power line by moving the bucket free or driving the machine clear.
- If unable to break free from live power, stay on the plant involved and avoid touching anything on the plant unless assured that the cable is no longer live and wait for emergency services. Contact service owner (of any minor/major electric cable strikes) and emergency services as appropriate.
- Co-operate with and assist cable owner and emergency services.
- Evacuate workers and others to a safe distance.
- Barricade area with temporary taping / cones or bollards to keep vehicles and members of the public away from the area if safe to do so.

Telecommunication Strikes

- Cease work immediately
- Contact service owner and emergency services as appropriate.
- Prepare work site for repair where possible.

Other Strikes

- Do not attempt repairs.
- Inform utility supplier/service owner as soon as possible of any minor/major strikes.
- Report all damage, even if leaks or loss of power are not evident.
- Inform service users.
- Inform owners of adjacent services if there is a risk of gas or water ingress or contamination.
- Keep members of the public away and post warning signs.

PROCEDURES – ELECTRIC SHOCK

The following procedure is to be followed if electric shock occurs. For the purposes of this plan, an electric shock is defined as an electric current passing through the body. This can burn both internal and external tissue and cause organ damage.

Person who discovers:

- Remove anyone from immediate danger
- Contact Site Supervisor and Emergency Services if required. Provide as much information about the hazardous material and nature of the spill as possible.

Notes for Emergency Controller / Site Supervisor:

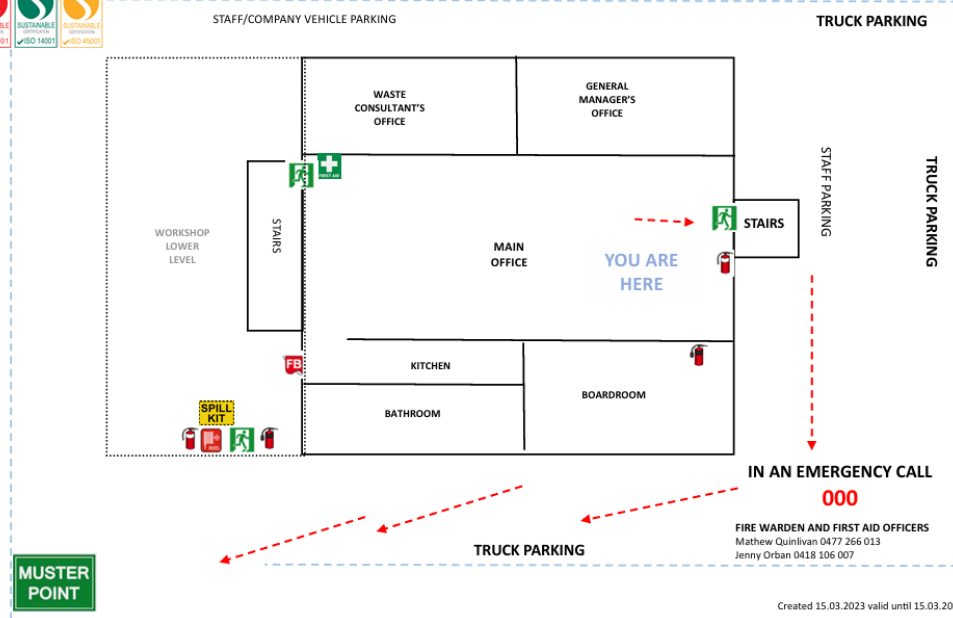
- A person suspected of receiving an electric shock may sustain delayed effects to their health and welfare from irregular heart beat (delayed ventricular arrhythmias). Potential delayed effects from electric shock could be hours or days after receiving an electric shock.
- The source voltage is to be treated as greater than extra low voltage (ELV) until the actual source voltage has been positively identified.
- Priority is to be given to the treatment of the injured person which should not be withheld while the level of the source voltage is being determined. Electric shock may cause cardiac arrest.
- Check for your own safety and the safety of the casualty and other persons in the area. Immediately switch off power. If this is not practicable, pull or push the casualty clear of the electrical contact using material such as wood, rope, clothing, plastic or rubber. Do not use metal or anything moist.
- Do not make direct contact with the casualty unless wearing rubber or latex electrical gloves. Wait until the power is turned off and area is verified as safe. Ensure safety of yourself, other bystanders and the casualty.
- Ensure safety by checking for any potential hazards and, if possible, remove the danger or move the casualty. Do not place yourself in danger – some hazards should be left to emergency personnel to avoid rescuer or bystanders becoming casualties.
- Check if the casualty is unconscious or unresponsive.
- Check for responsiveness by touching the casualty's shoulders and asking in a clear voice 'Are you alright? Can you hear me? What happened?'
- If the casualty does not respond but is breathing normally, roll the unconscious person on their side.
- Send/shout for help - call 000 (or other local emergency number) and ask for an ambulance.
- Ensure that you provide details of the location and incident, and do not hang up until advised by the operator.
- Preservation of incident site will be required for any notifiable incident (including electrical incidents).
- Area must be rectified and verified as safe before being returned to normal occupancy.
- Record all details of the incident (including sketches and/or photographs).

First Aid Officers:

- Instruct for contact to be made to 000 advising of the situation and requesting assistance.
- Airway management is required to provide and open airway when the casualty is unconscious, has an obstructed airway or needs rescue breathing.
- Place casualty on back, and gently tilt head back (not neck) backwards with one hand on the forehead and the other lifting the chin using the thumb and index finger. Check for normal breathing and signs of life. Remove any foreign material from the airway using your fingers with the casualty on their side. Treat the casualty as an unconscious person if normal breathing returns.
- Check for normal breathing – LOOK for movement of the upper abdomen or lower chest, LISTEN for the escape of air from the nose and mouth, and feel for movement of the chest and upper abdomen.
- If normal breathing is absent, start CPR.
- Arrange transportation of casualty to hospital or medical facility. Use of an ambulance is recommended to allow the casualty to be monitored or to receive ongoing treatment during transport.
- Details of the casualty and the incident should be provided to assist with treatment by the hospital or medical facility.



32 BISHOP STREET, WOOLNER—EVACUATION PLAN (UPSTAIRS)



32 BISHOP STREET, WOOLNER—EVACUATION PLAN (DOWNSTAIRS)

