



Emergency Response Plan – Darwin

CEN-HSE-PLN-041

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1. Introduction

The purpose of this Emergency Response Plan is to document Centurion's arrangements, systems and procedures for responding to, and managing site emergency events whilst working at 23 Nebo Road East Arm, Darwin, Northern Territory, 0822.

The objectives of the plan include:

- 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
- Controlling and/or limiting the effects that the emergency may have
- To ensure all employees understand their requirements in an emergency situation
- To restore the site and its operations to a normal state as soon as is practicable after the emergency.

2. Site Details

2.1 Building Information

Building name:	Centurion
Building address:	23 Nebo Road East Arm, Darwin
Building Occupier (Business name):	Centurion Transport

2.2 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 Darwin branch is:

- Linehaul
- Warehouse operations
- Supply Base Operations
- Administration

3. Distribution

Distribution requirements of this plan are as follows:

- Communicate this plan to all members of the emergency control organisation
- This plan is made available to all site occupants through Myosh
- Evacuation diagrams to be displayed throughout site

4. Roles and Responsibilities

4.1 Chief Warden

- 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 our neighbours by mobile phone to warn them about the type of emergency happening, to warn them about the need to evacuate and advise them of any actions they should take.
- If necessary, initiate evacuation from the affected areas.
- Ensure the progress of the evacuation and that any action taken is recorded in an incident report.
- Brief emergency services personnel when they arrive on the scene.
- As soon as practicable, inform the Executive General Manager 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.

4.2 Communications Officer

If you are informed of an emergency:

- Obtain details of the nature of emergency, location of the emergency and name of person who reported it to you.
- 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 event, record instructions and information between the Chief Warden and Area Warden.
- If evacuation is required:
 - Activate the evacuation process by continuously sounding the air horn in short continuous blasts. Each blast should be around 2 seconds in duration with a 1 second gap, so as to be able to distinguish from a horn being sounded by a forklift or other vehicle.

4.3 Area Wardens

- If you believe evacuation is necessary, you must advise the Chief Warden ASAP of the circumstances and the action to be taken.
 - Activate the evacuation process by continuously sounding the air horn positioned in the main office or in the OSR in short continuous blasts. Each blast should be around 2 seconds in duration with a 1 second gap, so as to be able to distinguish from a horn being sounded by a forklift or other vehicle. Continue to do so until all areas are clear.
- Commence evacuation and assist in the direction of people to the nearest assembly points.
- Check the floor area, lunchroom and toilets in your work area to ensure that everyone has evacuated.
- Communicate with the Chief Warden and act on their instructions.
- At the assembly area, conduct a head count / roll call for staff by liaising with supervisors and employees as required. (Request that staff line up behind their supervisor so we can more easily identify missing persons.
- If there are missing staff you must immediately try to ascertain last known whereabouts. If there are any onsite staff missing at the assembly, inform the Chief Warden immediately.

- Confirm activities of Deputy Wardens’ and report to the Chief Warden.

4.4 First Aid Officers

- Attend to emergencies arising in the workplace and treat injuries and diseases 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
- Maintain and secure confidentiality of medical information

4.5 Employees

- All personnel shall receive relevant training and education in regards to the evacuation processes within their areas of work

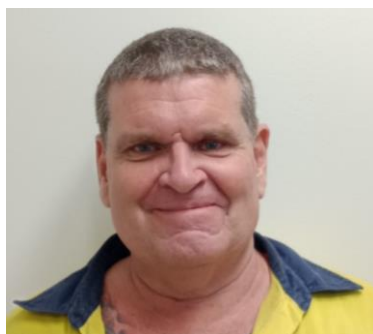
5. Emergency Contact Details

Centurion Contacts

Name	Position	Contact Number	Email
Mark Murphy	Branch Manager	0400 444 680	m.murphy@centurion.net.au
Rodney Pearce	Operations Supervisor	0456 639 478	r.pearce@centurion.net.au
John Johnson	Site Supervisor	0439 142 065	j.johnson@centurion.net.au
Matt Vasyli	Senior HSEQ Advisor	0467 005 076	m.vasyli@centurion.net.au

Emergency Control Organisation

Name	ECO Position	Contact Number
Mark Murphy	Chief Warden	0400 444 680
Rodney Pearce	Area Warden	0456 639 478
John Johnson	Area Warden	0439 142 065
Daniel Franklin	Communications Officer	0447 949 762



Mark Murphy
Chief Warden



Rodney Pearce
Area Warden



John Johnson
Area Warden

First Aid Personnel

Name	Contact
Rodney Pearce	0456 639 478

Emergency Contacts

Name	Contact
Police, Fire, Ambulance	000 (All hours)
Policelink (Non-Emergency)	131 444
Care Flight (engaged by Darin Hospital)	1300 655 855
Poisons Information Centre	13 11 26 (All hours)
NT Worksafe	1800 019 115
Department of Infrastructure, Planning and Logistics	1800246199
LifeWorks EAP	1300 361 008
NT Environmental Protection Authority (EPA)	1800064567
NT Utilities	-
Gas (Contact Fire Services)	000
Swan Towing for activation of TERP or Spills of Hazchem, Dangerous goods, Non-hazardous chemicals. Swan Towing will engage ISS or other approved emergency responder on the sites behalf.	(08) 9484 5000

Neighbouring Businesses

Name	Company	Contact Number	Location
Freo Group Darwin	Cranes and Transport	(08) 8930 3750	North of Site
Nighthawk Transport	Transport and Storage	(08) 8947 3321	South of site
East Arm Civil	Civil Contractor	(08) 8947 0774	North East of Site across Nebo Road
Total Weld	Fabrication	(08) 7979 4015	

6. Emergency Planning Committee (EPC)

The Emergency Planning Committee (EPC) shall be comprised of 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 plans and procedures have been created and kept up-to-date for the branch.

7. Emergency Drills

The Chief Warden in charge will coordinate a mock emergency drill for the Darwin site annually, assessing the effectiveness of this plan and the site's capabilities to respond to an emergency event, as outlined in the Post Emergency Drill Review (CEN-HSE-FRM-005).

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 a roll-call of all persons on site including contractors and visitors. This is recorded in the Emergency Drill Record (CEN-HSE-FRM-004).

- Checking spill response equipment, and the testing of sirens, alarms and lighting is to be conducted monthly. First aid kits require monthly inspections as part of the workplace inspection checklist and restocking of supplies are to be done 6 months or on an as required basis where stocks are used.

Additional training sessions will be specifically conducted to ensure personnel are properly training to respond to an emergency. All emergency drills shall conclude with a formal debrief to further improve the onsite emergency preparedness.

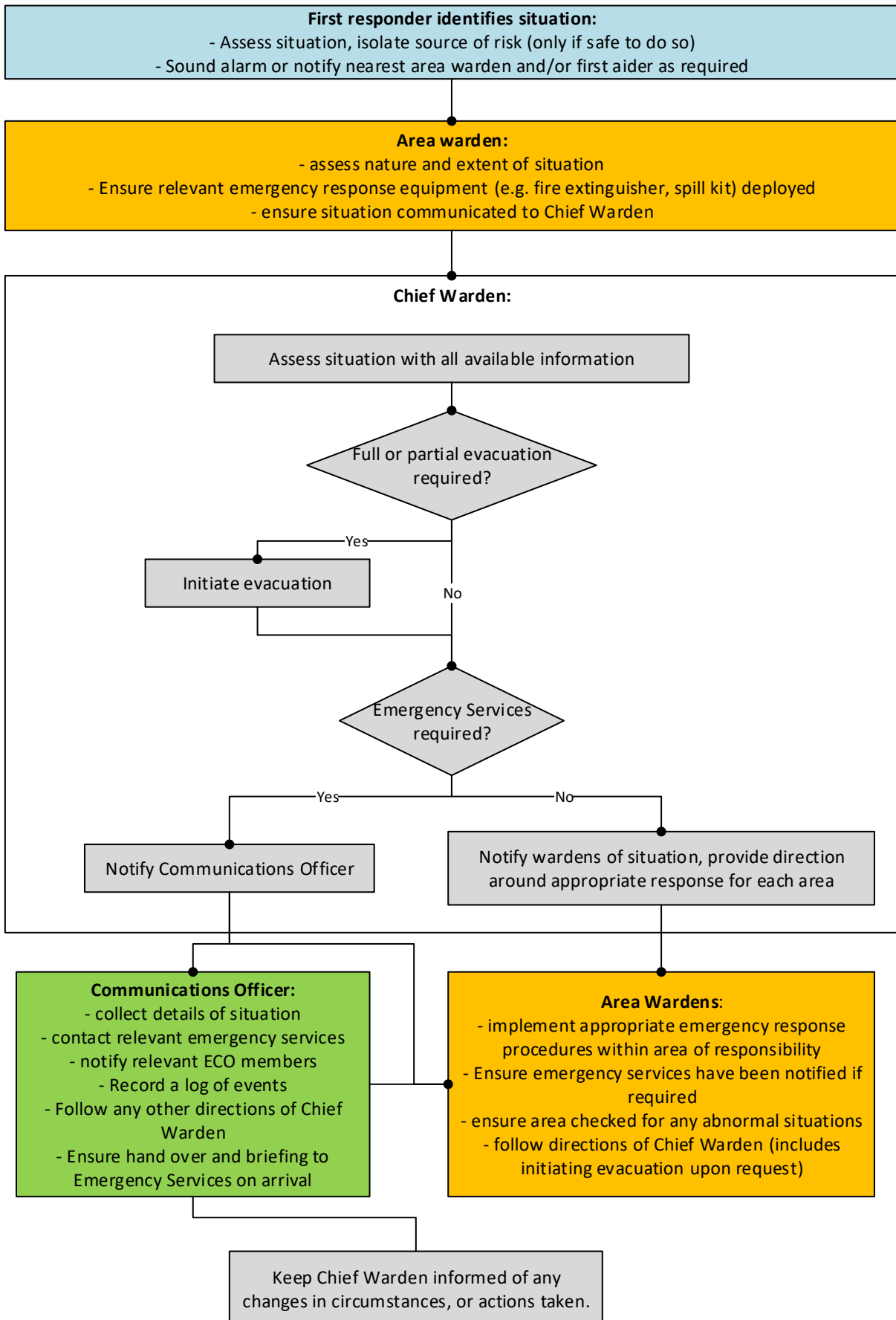
Emergency Drill Possible Scenarios	Frequency
Fire/Explosion Natural Disaster (Flood, Storms, etc.) Personal Injury, Medical emergency or Death Environmental Spills or releases of Chemicals, Hazardous Material, etc. Bomb Threat/Discovery of Suspicious Object or Workplace Violence Transportation/Vehicle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

8. Raising the Alarm

In situations where the site requires evacuation and personnel to gather at a muster point, the emergency alarm shall be activated. Raise the alarm by either notifying your supervisor or nearest Chief/Fire Warden. The alarm is an air horn that is powered by compressed air supplied by a pump mechanism and sounded continuously during the evacuation.

9. 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)*
 - *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 to the location of the Emergency Response Plan to the ERT and emergency services
9. When instructed to evacuate the area, proceed in a calm orderly manner to the designated muster areas. If it is safe to do so, check all work areas on the way to the emergency muster point
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.



10. Assembly Area Locations

Area evacuations will be in accordance with Area Evacuation Plans / 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. Where practicable, and it is safe to do so, workers from each organisation on site must assemble at the designated point noted on the plan below to ensure effective role calls are made. The emergency type and wind direction may play a major role in the selection of the relevant assembly area. Contact is to be made between the wardens using mobile phones or hand-held radios provided to ensure all personnel are accounted for using personnel checklists:

- **Emergency Assembly Area #1** – Located in the front carpark near entrance gate to site on Nebo Road.

Alternative areas may be redirected to assemble in another location at the direction of the Chief Warden or Emergency Services Personnel.

11. Emergency Communication

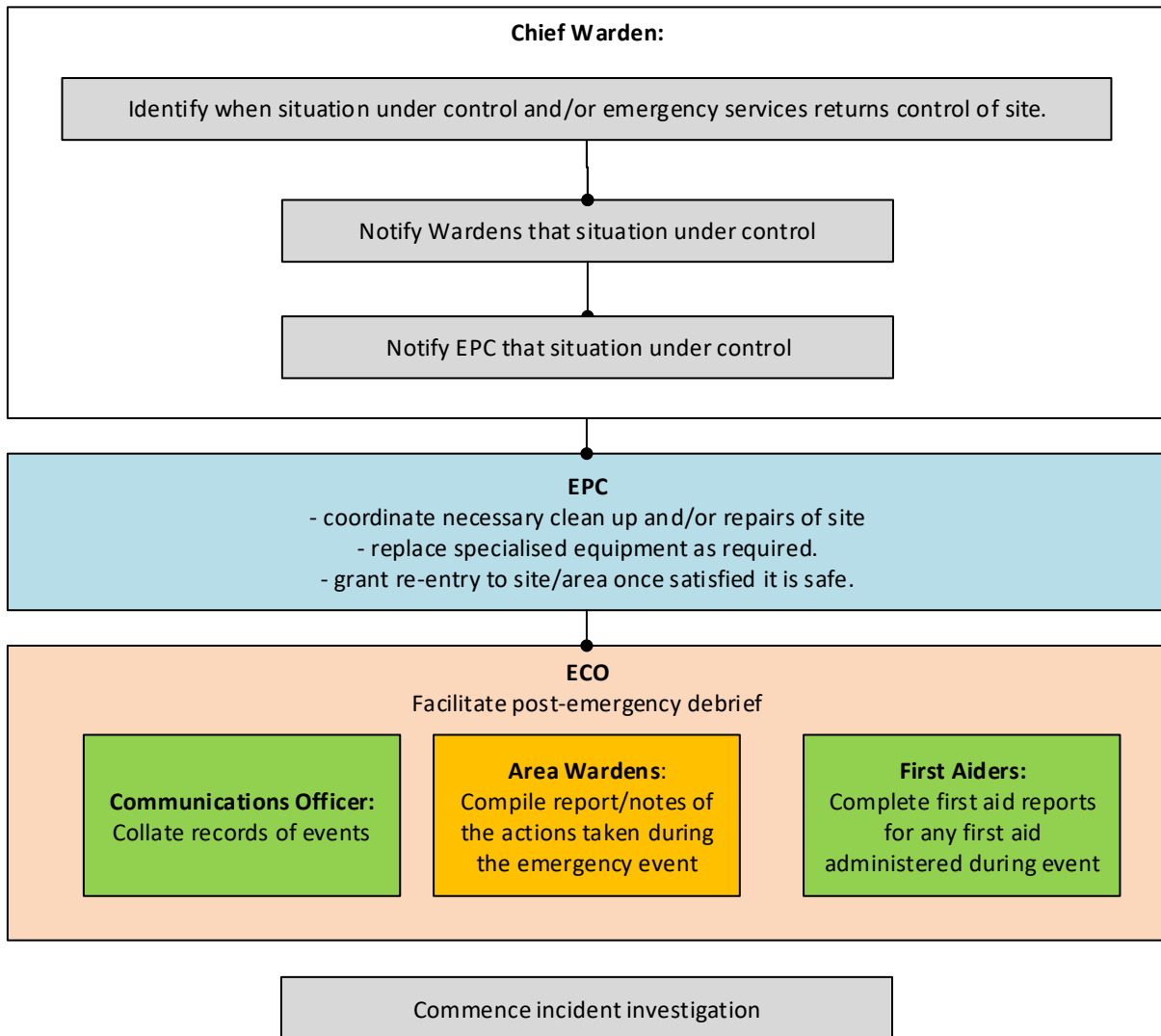
Mobile phones will be used for communication during an emergency to external services and verbal communications between ECO team members due to the size of the site. Brief emergency services with area specific dangers upon arrival.

12. Account for All Persons

All Centurion sites work areas shall have a system in place for accounting for all personnel in the case of an emergency. The system must be capable of capturing all personnel inclusive of contractors, sub-contractors and visitors. A roll call will be taken at the muster points and the results communicated to the Chief Warden via the hand-held radio or mobile phone.

13. Termination of an Emergency

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



14. Post Emergency Debriefing

The Chief Warden and Area Wardens shall hold a debriefing session following the 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

Formal debriefs are not about placing blame or criticising the efforts of personnel coordinating or responding to the emergency incident.

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

15. Post Emergency Communication

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

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

16. Counselling

The Head of People and Culture and Darwin Branch Manager shall offer counselling services for affected personnel and their families. In the event of an incident where employees are subject to traumatic experiences the Branch Manager, in consultation with Human Resources, will contact the contracted Employee Assistance Program provider.

LifeWorks Employee Assistance Program (EAP) contact details will be provided to employees involved in an incident at the incident debrief.

17. Potential Emergency Situations

17.1 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 to move to a safe location and away from any other oncoming traffic.

17.2 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.
- The alarm shall be raised. All persons shall gather at the Muster Point 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.

17.3 Vehicle/Mobile Equipment Fire

- Vehicular and mobile equipment 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/mobile equipment away from any populated area or flammable goods storage area.
- The operator shall raise the alarm and prepare to evacuate the vehicle/mobile equipment.
- 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

17.4 Chemical/Substance Spill

- A spill involving hazardous / dangerous goods or non-hazardous general waste is a local emergency
- Emergency Services are to be notified.
- Call for assistance from supervisor or nearby personnel
- Use emergency showers and eye wash stations to rinse off hazardous materials
- 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 Centurion Darwin site and will be required in the event of a fire or spill.
- Source spillage containment material if required and contain if safe to do so wearing personal protection outlined within Safety Data Sheets
- HAZCHEM signage should be placed at applicable locations for Emergency Services
- Raise alarm
- Bunds may need to be formed for spill containment where large spills are near the water system.
- 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
- 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 Manager to return to the affected area.
- Centurion Manager/Supervisor will notify the Environmental Protection Authority (EPA) as required, as well as neighbouring businesses potentially impacted.

17.5 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 their 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). Continue until help arrives or patient recovers.
- Use defibrillator if available and follow voice prompts.

17.6 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
 - 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: Only those who are trained and currently certified in First Aid are able to complete these tasks. A list of First Aiders is to be displayed on all Darwin noticeboards. Even those people not trained in First Aid are able to render assistance to the injured person in the form of reassurance and seek help.
- Note: All animal bites should be treated as a medical emergency.

17.7 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 muster area.
- If possible, alert people on the way of the situation.
- Notify neighbouring businesses if necessary.

17.8 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 service access to fire hydrants must not be compromised.
- Drain/drip trays must be placed under any vehicle fluid leak.

17.9 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 Darwin 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.

17.10 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.
- 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 muster points or alternative muster point 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.
- Evacuation manifest list is to be checked and all personnel accounted for.
- No personnel are to re-enter the buildings unless advised by the Police.
- Do not try to rectify the situation on your own. Allow police to handle the situation.

17.11 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 a Centurion Manager or a member of the leadership team.
 - 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 authorised to talk to the media. Please contact our CEO who will arrange a statement for you." Be polite and firm.

17.12 Missing Person

- Where a person cannot be accounted for by a relevant Supervisor, the Centurion Manager shall be notified and a thorough search of the operational working areas shall commence. Once all areas of the Darwin facility have been searched without success, they shall be assumed to be missing.
- The Centurion Manager shall contact the person'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.
- 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 Centurion Manager shall contact the person's emergency contacts. If locating the person is unsuccessful, the police shall be contacted

17.13 Neighbour Emergencies

- In the event that a neighbouring business has an emergency, the Chief Warden and/or Emergency Services will assess the situation and take action to safely evacuate the site.

17.14 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 Darwin Manager shall regularly check the BOM website to ensure they are up to date with ongoing weather warnings.
- During Cyclone season (NT Wet Season) the operations team will plan and schedule works subject to further risk assessment based on early warning systems, news casts and the Bureau of Meteorology.
- During a severe lightning storm, and based on a Lightning App on site management mobile phones, no personnel shall conduct any works outside. This includes any works on/with mobile equipment. 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 Darwin 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 Darwin Manager briefs the crew on the status of the workplace.
- Management oversight and appropriate decision making will determine appropriate response level to any natural disaster.

17.15 Biological Threat – Cane Toads transported to client site

- Cane toads are an introduced species to Australia and pose a threat to a variety of eco-systems.
- Groote Eylandt is the primary delivery point or destination for freight ex- Darwin and is presently cane toad free due to Centurions Clients strict controls on the island.

- Cane Toad Fencing is installed around the Darwin site and cane toad inspections occur monthly including client representation.
- A biological emergency may occur should a Cane Toad reach Groote Eylandt at any stage during the company contract.

18. Emergency Equipment

18.1 Chief/Area Warden Kits

All Chief Warden emergency equipment will be stored in the allocated Fire Warden Area Post for site emergencies. All vehicles and assets will carry emergency equipment in the cab of the vehicle/asset as required.

Each Fire Warden Kit shall contain:

- Red Hard hat
- Megaphone or other available means
- High-Vis Fire Warden Safety Vest
- Mini Torch
- Carry Bag
- Emergency Manifest
- Hand-held radio

NOTE: The site attendance register shall be collected to be used as a roll call at each muster point.

18.2 First Aid Equipment

First aid kits are located in the main office.

First aid kits are also located in all heavy vehicles and company light vehicles.

The Centurion Freight Office / Yard first aid kit is located inside the freight office.

An Automatic External Defibrillator is located on site in the main office. The device can be used by anyone regardless of training / experience as the device will provide audible instructions when opened ready for use.

18.3 Fire Equipment

- Fire hydrants, hose reels, fire extinguishers, fire blankets are installed and available across the Centurion branch.
- Up-to-date service tags are attached to each portable fire extinguisher and inspection and testing of fire extinguishers and hose reels are conducted and recorded the authorised fire services contractor.

18.4 Alarm Systems

- A manually pump action operated air horn will be sounded to indicate the need to evacuate the building.

18.5 Emergency Exits

- Signposting is maintained for all emergency exits as per the building design

18.6 Spill Response Equipment

- Spill response kits/bins are located in the freight office / OSR
- Emergency eye wash stations are readily available and functional at each first aid kit and within the
- See Safety Data Sheet (SDS) for chemicals on site

18.7 Emergency Eyewash/Shower Stations

Three eyewash stations are located at the Darwin branch and are located in the Cribb Room, eye wash / shower in the centre of the main awning and one in the OSR. All trucks have eye wash bottles installed.

19. Training

Training and emergency response training should be recorded in employee training files and reviewed periodically throughout the year. It is Centurion's goal to have at least one person at each site trained in first aid so that immediate attention can be given to injured personnel.

- Chief warden/area warden training, as required
- Use of emergency response equipment/fighting training, as required
- First aid training current, as required
- All site personnel – emergency plan duties and responsibilities

It is the responsibility of the Centurion Management Team at Darwin to ensure that all personnel are familiar with this procedure.

20. Public Relations

The Centurion CEO (or a delegate to their discretion) and / or Centurion Branch Manager are the only people approved to communicate with outside organisations, including the media, any information relating to the emergency situation. The Centurion Manager is the only person to contact the statutory authorities such as Worksafe WA to report of any 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.

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 Transport Operations Department will then co-ordinate will General Managers, Plant & Asset Manager, and National HSEQ Manager who will, in-turn, arrange the notification to the statutory authorities.

All applicable governing bodies (i.e. Main Roads, Local Councils) are to be contacted for all incidents pertaining to their authority. All investigation reports and findings will be provided.

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.

21. Neighbours

Industrial neighbours in the area are to be advised of the nature of the emergency by a Centurion Manager 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.

22. 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, staff should immediately contact the Chief Warden, or the Area Warden who will then contact the Chief Warden.

23. Document Review

This Emergency Response Plans will be reviewed as follows:

- Annually
- 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

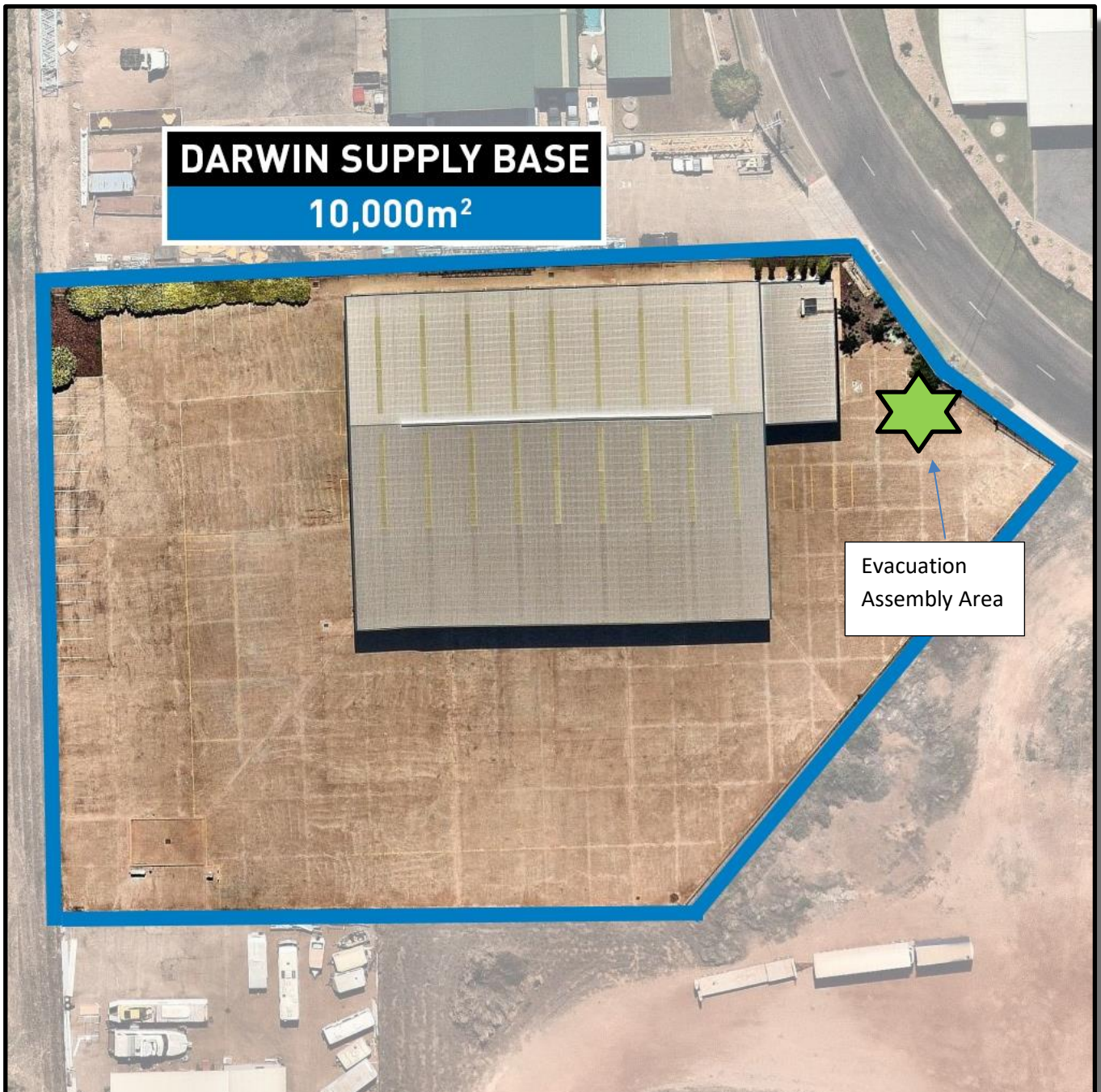
24. Business Continuity

After emergency event, operations may require additional controls to provide continuous services. These controls are located in the Business Continuity Plan.

25. Referenced Documents and Supporting Information

- CEN-RMS-PLN-003 – Business Continuity Plan
- CEN-HSE-PLN-020 – Business Resilience Management Plan
- CEN-HSE-FRM-004 – Emergency Drill Record
- CEN-HSE-FRM-005 – Post Emergency Drill Review
- CEN-HSE-PLN-039 – Darwin Traffic Management Plan

26. Map of site and Emergency Evacuation Point location



27. Document Revision

Revision	Revision Date	Reviewed By	Changes/Comments
1	07/09/2020	M. Vasyli	New Document
2			
3			

Document Approval

Name	Title
Richard Phelps	National HSEQ Manager

Notification/Stakeholder List (People to be consulted and notified when document is updated)

Name	Title
Mark Murphy	Branch Manager
Rodney Pearce	Operations Supervisor
John Johnson	Site Supervisor
Garry Riordan	Executive General Manager Operations West