



A&R NT SERVICES
Pty Ltd

INSERT PROJECT NAME

INSERT PROJECT NUMBER

EMERGENCY RESPONSE
MANAGEMENT PLAN (ERMP)

DATE



APPROVAL

The plan has been reviewed to consider the; location, suitability and the accessibility of the first aid and emergency equipment and approved for the project listed, in accordance with the Code of Practice. The plan has been reviewed to consider the; location, suitability and the practicality of a successful evacuation/shelter. First Aid & Emergency Equipment requirements have been assessed by a suitably qualified/competent person, as per the Delegations Matrix*.

	NAME	POSITION	SIGNATURE	DATE
First Aid Assessment Conducted by:		*Qualified First Aider		
Emergency Equipment Assessment Conducted by:		*Qualified Warden (with 2 years exp)		

The Key Emergency Personnel have been inducted into, understand & agree to comply with: the Emergency Plan, Emergency Procedures and supporting documents.

	NAME	POSITION	SIGNATURE	DATE
Plan Implemented by:		Key Emergency Personnel		
Plan Implemented by:		Key Emergency Personnel		

REVIEW & AMENDMENTS

This Emergency Management Plan and associated documents shall be reviewed in accordance with the Monitoring and Review Matrix and any changes made shall be reflected in the table below. This plan may be revised / updated in response to:

- Significant proposed changes to the work that is being carried out
- Where there is evidence the risk assessment is no longer valid; or
- Following any incident with potential or actual major consequences or any adverse audit findings.

Note that not all members may be present during each review, so will sign off their sections accordingly when present.

DATE	NAME	POSITION	COMMENTS/AMENDMENTS	SIGN
		KEY EMERGENCY PERSONNEL		
		WHS OFFICER		
		KEY EMERGENCY PERSONNEL		
		WHS OFFICER		

		KEY EMERGENCY PERSONNEL		
		WHS OFFICER		
		KEY EMERGENCY PERSONNEL		
		WHS OFFICER		

**Copy to additional pages / rows as required.*

FOREWARD / INTRODUCTION

A&R will make sure that project site specific emergency response procedures are developed in accordance with the hazards / risks present on the site.

Following the preparation of these emergency response procedures, a layout plan detailing the location and types of emergency equipment, location of spill skits, emergency evacuation routes and assembly points is documented in conjunction with the Site Management process, with the preparation of the project site specific Site Management Plan.

This is to be communicated with all site personnel at the time of induction and any changes to the to the plan in response to site conditions, or actions arising from emergency drills, either planned or unplanned, will be undertaken.

A&R will nominate persons to the positions of Warden/s and First Aiders (number as per legislative requirements) and roles and responsibilities of these positions are identified within the Work Health & Safety Management Plan (WHSMP).

Person/s appointed to these positions will be trained and competent or provided with the necessary training in order to carry out these duties.

Details of those person/s nominated to these positions will be displayed on the site noticeboard.

Documented emergency preparedness reviews to measure effectiveness of planned emergency response procedures in the form of drills will be conducted and documented in accordance with the Emergency Response process, with frequency of these drills determined under the Monitoring and Review Matrix.

A&R has established a documented process to manage critical incidents.

PURPOSE

The purpose of this Emergency Response Plan is to ensure that planned arrangements in accordance with A&R's Emergency Response process for specific A&R facilities and sites are detailed and communicated with A&R's employees and other relevant stakeholders.

This plan is prepared based on the information identified as part of the consultation phase required under the Emergency Response process and involves consultation with a range of stakeholders including those affected by the plan.

The purpose of this plan is to:

- To maintain a high level of preparedness;
- To respond quickly and efficiently to limit the impacts of an emergency;
- To manage an emergency until the emergency services arrive and take control;
- To support emergency services with information, knowledge, skills and equipment; and
- To protect emergency responders, personnel and the community from harm.

Emergency types considered by A&R include:

- Medical
- Evacuation
- Fire
- Bomb / Personal Threat / Unexploded Ordinance (UXO) Discovery
- Electrical Emergency
- Structural / Ground Collapse / Confined Space Rescue;
- Fall Recovery / Work at Heights;
- Gas Leaks / Chemical Spills;
- Flood / Severe Storm / Cyclone Warning;
- Powered Mobile Plant / Motor Vehicle Emergency;
- Client Emergency (where A&R is not in control of the workplace];

This plan is to be prepared for each A&R facility / work site and is to be available in the A&R's Management System and elements of this should be displayed on noticeboards. Those elements recommended to be displayed will be clearly indicated.

In addition, there will be a site specific Emergency Evacuation Layout Plan.

EMERGENCY EQUIPMENT

Emergency equipment identified as relevant to A&R's planned arrangements for emergency response will be available on site.

A&R will make sure that all emergency equipment is identified and reviewed regularly to ensure that the maintenance and calibration of this equipment is undertaken in accordance with legislative, relevant standards and manufacturer's recommendations.

EMERGENCY ALARM SYSTEM

In the event that personnel working on this project need to be alerted to the activation of the emergency response plan the following alarm / warning system is to be undertaken:

- Raise the alarm by using UHF Channel 2 and say EMERGENCY (3) times.

UHF radios are fitted to all plant on site as well as fleet Vehicles.

In the event of an Emergency in a section or all sections of works all personnel on site will evacuate to the muster point at the site compound.

EMERGENCY PROCEDURES

Emergency response principles of managing an emergency response are as follows:

- Raise the alarm (or arrange for someone else to raise the alarm)
- Remove people from danger as quickly as possible
- Prevent other people inadvertently coming into a danger area
- Maintain role and responsibilities in accordance with emergency procedure.

CRITICAL INCIDENT RESPONSE

An important element in managing an emergency response is the critical Incident response. Critical incident stress management provides support to assist the recovery of individuals experiencing normal distress following exposure to abnormal events. It is based on a series of comprehensive and confidential strategies that aim to minimise any adverse emotional reaction the person may have.

External employee assistance programs / organisations and their contact information is available to assist employees in the event that they require assistance and is detailed in this plan and available via A&R administration.~

MONITORING AND REVIEW

The effectiveness of planned emergency response arrangements as detailed within this plan will be monitored and reviewed through regular emergency drills.

Where planned arrangements are not met or are deemed to be inadequate A&R will recommence the review of emergency response and management, which includes consultation and communication with all relevant stakeholders, both internal and external.

Changes to the documented planned arrangements will be managed through the Document Control process and communicated to A&R's employees.

SITE DETAILS

SITE ADDRESS	
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1 EMERGENCY CONTACT DETAILS

ORGANISATION	PHONE	COMMENTS
FIRE	000 or 112	112 to be used when mobile service is not available
POLICE EMERGENCY	000 or 112	112 to be used when mobile service is not available
LOCAL POLICE STATION		
AMBULANCE	000 or 112	112 to be used when mobile service is not available
HOSPITAL - GENERAL		
HOSPITAL - EMERGENCY	000	
POISONS INFORMATION	13 11 26	
SES	132 500	
NT WORKSAFE	1800 019 115	

2 KEY EMERGENCY PERSONNEL

2.1 FIRST AID OFFICER / FIRE WARDEN / CYCLONE PREPARATION

NAME:		NAME:	
NUMBER:		NUMBER:	

1 EMERGENCY INFORMATION

- R – **Remove** people from immediate danger.
- A – **Alert** others and emergency services.
- C – **Close** windows and doors, contain the spread of fire.
- E – **Evacuate** the premises.

2 EXTINGUISHER OPERATION

- P – **Pull** the pin from the extinguisher and test.
- A – **Aim** the nozzle at the base of the fire.
- S – **Squeeze** the operating handle to release the extinguishing agent.
- S – **Sweep** from side to side.

Extinguisher		Type of Fire				
Colour	Type	Solids (wood, paper, cloth, etc.)	Flammable Liquids	Flammable Gasses	Electrical Equipment	Cooking Oils & Fats
	Water	✓ Yes	✗ No	✗ No	✗ No	✗ No
	Foam	✓ Yes	✓ Yes	✗ No	✗ No	✓ Yes
	Dry Powder	✓ Yes	✓ Yes	✓ Yes	✓ Yes	✗ No
	Carbon Dioxide (CO2)	✗ No	✓ Yes	✗ No	✓ Yes	✓ Yes

2.2 FIRST AID REQUIREMENTS

INSTRUCTIONS FOR USE: The following checklist is to be completed to make sure that the provisions of First Aid facilities onsite are sufficient for the onsite activities. Location of the site and the location of supporting and available medical facilities are vital when determining first aid and emergency requirements.

NEAREST MEDICAL FACILITY	
ADDRESS	
DISTANCE (APPROX.)	
TYPE OF FACILITY	
NEAREST MAJOR HOSPITAL	
ADDRESS	
DISTANCE (APPROX.)	
TYPE OF FACILITY	

The following table shall be used in determining the type of kit(s) to be supplied for the project:

ASSESSMENT FACTORS	COMMENTS
Size and Layout of the workplace	>1000m ²
Nature of hazards and severity of risks	Heights, Electrical, Plant,
Anticipated maximum personnel on site at any given stage.	>50 Persons
Maximum distance to first aid	<500m
Ambulance access	Via Sealed / Unsealed Road
Patient retrieval	Easy
Number and distribution of employees on site	Max of 50 over approx. 1000m ²
Shifts / Overtime worked	Day Shift Only – Approved Hours
Are any employees isolated?	Possible.
Can members of the public be involved?	Yes
Stretcher required?	No
First aid room needed?	No
Number of first aiders needed?	Two (1x Present at all times)
Level of first aider required?	Applied

NOTE: The choice of first aid kit needs to consider the following.

REMOTE: Any site more than 50 km from a medical facility requires a Type A Kit.

Type B, C and D are related to the number of expected personnel on site and guidance is as follows: TYPE B: More than 50 persons on site / TYPE C: Less than 50, but more than 20 persons on site / TYPE D: Less than 20 on site.

Based upon the above assessment, the following FA kit type is required:

TYPE A: REMOTE **TYPE B: LARGE** **TYPE C: MEDIUM** **TYPE D: SMALL**

2.3 EMERGENCY RESPONSE EQUIPMENT

In undertaking the emergency preparedness process, consideration to the provision of sufficient and adequate emergency response equipment including but not limited to fire extinguishers, fire blankets etc.






The location of this emergency response equipment is identified on the Site Management Plan and emergency response provisions including relevant equipment and wardens/s are communicated to site personnel as part of the Site Induction process.



2.4 EMERGENCY RESPONSE REQUIREMENTS

The following emergency response requirements have been assessed as applicable for this site:

ITEM	RESPONSE TYPE	REQUIRED
1	Medical Response	<input type="checkbox"/> YES <input type="checkbox"/> NO
2	Evacuation	<input type="checkbox"/> YES <input type="checkbox"/> NO
3	Fire	<input type="checkbox"/> YES <input type="checkbox"/> NO
4	Bomb/ malicious threat / unexploded ordinance discovery	<input type="checkbox"/> YES <input type="checkbox"/> NO
5	Electrical Emergency	<input type="checkbox"/> YES <input type="checkbox"/> NO
6	Structural / Ground Collapse / Confined Space Rescue	<input type="checkbox"/> YES <input type="checkbox"/> NO
7	Fall recovery / working at heights	<input type="checkbox"/> YES <input type="checkbox"/> NO
8	Gas Leak / Chemical Spill	<input type="checkbox"/> YES <input type="checkbox"/> NO
9	Client Emergency	<input type="checkbox"/> YES <input type="checkbox"/> NO
10	Flood / Severe Storm / Cyclone Warning	<input type="checkbox"/> YES <input type="checkbox"/> NO
11	Mobile Powered Plant / Vehicles	<input type="checkbox"/> YES <input type="checkbox"/> NO
12	Other (Identify):	<input type="checkbox"/> YES <input type="checkbox"/> NO
13	Other (Identify):	<input type="checkbox"/> YES <input type="checkbox"/> NO

2.5 EMERGENCY EQUIPMENT

EQUIPMENT TYPE	SYMBOL	TYPE(S) REQUIRED	QUANTITY / LOCATION / COMMENTS
First Aid kit		Refer above	Site Office, with Signage
Emergency Siren		Whistle	Site Office, with Signage
Portable Fire Extinguisher		4kg & 1kg (ABE)	Site Office, Site Containers & Vehicles
Chemical Spill Kit		30Lt	Site Container, with Signage
Chemical Resistant Gloves			

Safety Harness			
Stretcher			
Other (Identify):			