APPENDIX P DRAFT EMERGENCY RESPONSE PLAN

EMERGENCY RESPONSE PLAN

POLLUTION INCIDENT RESPONSE PLAN

January 2019

ERP Effective 20 January 2019

Review Date January 2020

Contents

1 Contents

LIST OF FIGURES

LIST OF TABLES

LIST OF APPENDICES

DISTRIBUTION LIST

Grants Lithium Project Distribution List (as at 20/01/2019)			
	Person	**Department**	**Location**
1.	General Manager	Administration	TBA
2.	Security	OH&S	TBA
3.	Mining Manager	Mining	TBA
4.	Processing Manager	Processing	TBA
5.	Manager Maintenance	Maintenance	TBA
6.	Environmental Officer	Environment	TBA
7.	Geology Manager	Technical Services	TBA

AMENDMENT LIST

The Emergency Response and Security Supervisor is the responsible person for amendments to this emergency response plan. If any changes are required, please contact the Emergency Response and Security Supervisor.

Rev Number	Date	By Whom	Reason for Amendment
1			
2			
3			
4			
5			
6			

GLOSSARY

(For the purpose of this plan)

BLEVE – Boiling Liquid Expanding Vapour Explosion

GLP – Grants Lithium Project

CMR – means Crisis Management and Recovery

Conceptual Hazard Analysis – means the identification of all potential hazards of the Grants Lithium Project determined by experienced operational personnel.

Emergency – means an incident occurring as a result of the Grants Lithium Project activities which:

- Has the potential to cause major loss to personnel, equipment, materials, the process or the environment, or has caused or threatens to cause major disruption to the mining activities;
- Is of significant magnitude to require emergency services external to the operation and may result in negative publicity for Core.

Emergency Controller – means the Emergency Response and Security Supervisor, the equivalent of the HIPAP No.1 Emergency Controller

Emergency Response (ER) – means actions required to address all types of emergency situations.

Emergency Response Centre – means the Grants Lithium Mine Administration Conference Room, which will be set up as an Emergency Response Centre.

Emergency Response Officer – means the Core employee trained in all areas of rescue, firefighting and advanced first aid treatment.

Emergency Response Team – means the Core employees trained in all areas of rescue, firefighting and advanced first aid treatment.

Employee – means an individual who works under the contractor employment, apprenticeship or traineeship with any company working at the mine.

ERP – means Emergency Response Plan.

HIPAP – Hazardous Industry Planning Advisory Paper

Incident – Means a sequence of events that causes actual or potential harm to people or the environment, damage to plant or equipment, actual or potential harm to company reputation or involves non-compliance with legislative requirements or commitments otherwise applicable to our Operations and activities.

Scribe – means the designated person who records all details during the emergency response.

Warden – means the Core employees designated for each building trained in basic fire awareness, extinguisher use, site evacuation procedures and personnel head count at Muster Points.

1 INTRODUCTION

1.1 THE GRANTS LITHIUM PROJECT SITE

This plan has been prepared for the Grants Lithium Project adjacent to Cox Peninsula Road in the Northern Territory approximately 20km south of Darwin. The Grants Lithium Project is about 32 km west of Berry Springs. This Emergency Response Plan (ERP) is designed to cover all operations at the site, including:

- The main site processes;
- Services and utilities;
- Support infrastructure including administration and workshops;
- Exploration; and
- Public Safety.

The operating hours for the site are 24 hours. General administrative hours for the site is 7:00 am to 5:00 pm, Monday to Friday. During normal working hours there are expected to be approximately 100 people on the site. Outside of normal working hours there are expected to be approximately 50 people on the site.

The site location is shown on the map in Appendix 1. The site layout is shown on the map in Appendix 2.

1.2 UPDATES TO THE PLAN

This plan is subject to annual review and possible amendment. It may also be reviewed following audits or incidents.

Changes to this plan shall be communicated to all relevant stakeholders as noted in the distribution list above.

Each person receiving a copy of the plan is responsible for ensuring their areas of responsibility are aware of the changes.

Emergency Response personnel are responsible for ensuring the ERP is updated in all distributed folders.

1.3 DEFINITION OF SITUATIONS COVERED

Incident Classification and Response

Incidents will be classified into one of the following levels depending on the severity of the emergency or the potential of the incident to become more serious:

Level A – External Alert where effects may spread and impact on the people, property or the environment outside the site or cannot be contained by site resources

Level B – Site Alert where the effects may spread to other areas on the site

Level C – Local Alert for any situation which THREATENS LIFE, property or the environment

In the event that there is any doubt that an incident is an emergency, the incident should be treated as an emergency and classified in accordance with this plan.

1.4 AIM

The aim of this emergency response plan is to describe the appropriate emergency response actions should an emergency situation occur at the Grants Lithium Project site adjacent to Cox Peninsula Road in the Northern Territory approximately 20km south of Darwin and about 32 km west of Berry Springs.

1.5 OBJECTIVES

The objectives of the Emergency Response Plan (ERP) are:

- Provide Grants Lithium Project personnel with an efficient and coordinated emergency response plan to:
  - Minimise consequences of an emergency situation arising from any aspect of the mine activities; and
  - Protect the health and safety of any employees, contractors, subcontractors, the community and the company;
  - Define the roles, responsibilities and actions of the Emergency Response Team;
  - Work with external emergency organisations in the event of an emergency which could threaten neighbouring personnel or properties. This involves development of a Memorandum of Understanding with local emergency services organisations and conducting scheduled and regular joint emergency exercises;
  - Work with and support contractors implementing approved emergency procedures to control or minimise any effect that any emergency may have on the mine and decrease the risk of injury and/or damage to employees, neighbouring land users, property, the environment and the general public;
  - Provide the emergency response team members and contractors management with a series of actions that will minimise any serious consequence that could occur;
  - Provide guidelines on determining the severity of any emergency situation and the response that is required;
  - Provide Duty Statements for each emergency response team member and initial responses for each type of extreme emergency and external contact numbers for use in an emergency situation;
  - Establish formal communications protocols during emergency response;
  - Establish the requirements for regular coordinated training exercises and drills on likely emergency scenarios; and
  - Provide the basis for subsequent review and recommendation for ongoing improvement of the ERP.

The intention is to minimise the number of people exposed to the risks involved in an emergency and the subsequent response.

This ERP is based on a philosophy that site personnel, led by the company Emergency Controller, shall take all actions necessary to manage an emergency and bring the incident under control, within the constraints of the situation. The emergency plan also reflects the possibility that control may need to be handed over to external emergency services, but that Grants Lithium Project personnel may need to manage the incident.

2 HAZARDOUS MATERIALS ON THE SITE

Appendix 3 to this plan contains a list of dangerous goods which are manufactured, stored or used on the site in quantities which could conceivably be a subject of concern in an emergency.

Representative Safety Data Sheets (SDS's) for these materials are included in Appendix 4.

All personnel who could be involved in an emergency will be trained in the hazards associated with the above listed materials.

The storage locations of these materials are shown on the site layout drawing in Appendix 2.

3 TYPES OF EMERGENCIES

3.1 IMMEDIATE RESPONSE

3.1.1 Emergency Controller Immediate Actions

The Emergency Controller, on being notified of a potential emergency, will assess the situation and proceed with the following:

- Confirm the emergency severity and declare an emergency situation;
- Mobilise the Emergency Response Team members to assemble at the Emergency Response Centre.
- Inform the Scribe to go the Emergency Response Centre to check it is in operating order and be prepared for his/her required duties;
- Brief the Emergency Response Team.
- Allocate roles to members;
- Manage the team; and
- Implement and monitor the activities of the Emergency Response Team.

3.1.2 Emergency Evacuation

There is an Emergency Evacuation diagram for the site, which is displayed on ER (emergency response) Notice Boards and at the entrance of every building.

The Emergency Muster Points are located on the diagram and are sign posted.

3.1.3 Contact Directory

The Grants Lithium Project Phone List is updated monthly. An up to date list is maintained by the mine Administration Department and displayed in all offices.

3.2 KEY THREATS AND RESPONSES

Table 1 provides a summary of all potential credible threats that could result in an emergency situation.

These are risk rated using the Core Risk Matrix Attached as Appendix 6 and have generic control measures assigned to each threat.

Following Table 1 are emergency responses for all risks

Table 1 Grants Lithium Project – Identified Key Threats

Potential Crisis	Likelihood	Consequence	Level of Risk	Initiating and Secondary Events	Control Measures
Fire; including toxic combustion products, substations and Transformer (includes electrocution), Tyre Fire.	Possible	Major	High	An explosion which causes structural damage, the fire to spread and injuries	Training, inspections, maintenance schedules, Detection systems, alarm systems, Fire breaks, Fire Tender and trained ER personnel, ER exercises
Explosion (including BLEVE, substations and Transformer)	Unlikely	Major	Medium	A fire which causes property damage and injuries	Training, inspections, maintenance schedules
Spills (liquids, solids, and other dangerous materials)	Possible	Moderate	Medium	A release that causes environmental harm	Meeting design standards, Inspection of facilities, small containers, bunding, training
Gas leak – flammable (bottles)	Possible	Major	High	A fire or explosion that causes structural damage and injuries	Training, inspections, maintenance schedules
Natural events: Flood	Unlikely	Minor	Low	An ingress of water that causes land slip or subsidence	Flood protection, inspections, audits
Grass/bush fire	Likely	Minor	Medium	A out of control fire that causes property damage and injuries	Fire breaks, Fire Tender and trained ER personnel, ER exercises
Earthquake	Rare	Moderate	Medium	A tremor or ground movement that could cause spills, gas leaks, fires, injuries, Land slip or subsidence	Building specification/design
Cyclones/Wind/Electrical storms	Possible	Major	High	Strong winds and heavy rain that causes flooding, land slip/subsidence, fires or explosion	Building specification/design
Tsunamis	Rare	Minor	Low	An ingress of water that causes land slip or subsidence	Flood protection, inspections, audits
Exotic stock/plant disease	Rare	Negligible	Low	An outbreak that causes human epidemic/ or plague	Environmental procedures, training
Human epidemic/plague	Rare	Minor	Low	An outbreak that causes human health issues	Environmental/health procedures, training
Land slip/subsidence	Possible	Moderate	Medium	Ground movement that causes flooding, property damage and injuries	Inspections, ground maintenance
Impact events: Road vehicles	Possible	Minor	Low	A significant impact event that causes fire, explosion, gas leaks, injuries	Training, inspections, ER personnel
Railways	Unlikely	Minor	Low	A significant impact event that causes fire, explosion, gas leaks, injuries	Training, inspections, ER personnel
Aircraft	Rare	Moderate	Medium	A significant impact event that causes fire, explosion, gas leaks, injuries	Training, inspections, ER personnel, Evacuation procedures
Civil disturbances: Riots	Rare	Minor	Low	An out of control mob that causes a fire, explosion, gas leaks, injuries	Security Guards, training, community relations

Potential Crisis	Likelihood	Consequence	Level of Risk	Initiating and Secondary Events	Control Measures
Bomb threats	Possible	Minor	Medium	An explosion that causes fire, explosion, gas leaks, injuries	Procedure, training

3.2.1 Fire

Response:

- Arrange for safe removal of employees, contractors and the public from any dangerous situation;
- Secure the area and do not allow any disturbance to the area;
- Ensure all hazards identified and managed / isolated prior to entry
- Transformer or Substation fire requires approval and confirmation that plant and equipment is de-energised from site electrician prior to response / entry. Isolations will be required, which may include de-activating the emergency generator.
- NB – any incidence of electrocution, or suspected electrocution, requires immediate notification of the Emergency Response Officer (ERO). Please refer to the site First Aid Procedure.
- Many vessels and equipment contain oil, including the transformer and the electrical capacitors. Use fire water and foam to combat class B fires (liquids incl. oil). Immediate consideration to cooling or protecting from radiant heat is required to avoid an explosion (including BLEVE). See 6.2.2 below
- A tyre fire has the capacity to explode as gasses heat up and expand. General procedure is a 300 metre stand off and a 24hour stand down. If a task requires advancing into the 300 metre perimeter (e.g. extrication of personnel) – this will only be approved after a risk assessment recognising the hazards has been conducted, and with the Emergency Response Coordinator and Mine Manager's approval.
- Allow only designated personnel into the area;
- Ensure that water or water-based suppression is <u>not</u> applied to Class E (electrical) fires until de-energised
- Mobilise emergency response personnel to protect any endangered equipment by using the site's fire protection resources; and
- If required call external emergency (refer Appendix 5) services organisations and escort to the area.

3.2.2 Explosion (including BLEVE)

Response

- Arrange for safe removal of employees, contractors and/or the public from any dangerous situation;
- Secure the area and do not allow any disturbance to the area;

- Ensure all hazards identified and managed / isolated prior to entry.
- Transformer or Substation incident requires approval and confirmation that plant and equipment is de-energised from site electrician prior to response / entry. Isolations will be required, which may include de-activating the emergency generator.
- Allow only designated personnel into the area;
- Ensure that water or water-based suppression is not applied to Class E (electrical) fires until de-energised
- If the fire is a jet fire, isolate the source if possible. DO NOT EXTINGUISH THE FLAME AS A VAPOUR CLOUD COULD FORM WHICH COULD SUBSEQUENTLY EXPLODE;
- If the jet fire cannot be extinguished via isolation of the fuel source, apply fire water to any equipment and/or structures that are subject to excessive levels of radiant heat and could propagate the emergency if they fail. Perform this task until the emergency services arrive or the fuel source is depleted;
- Use fire water with foam for class B fires and cool heat affected equipment and/or structures as required;
- If there is a fire impinging on the LPG bullet, there is a risk of a BLEVE occurring. If safe to do so, apply fire water to the LPG bullet for cooling and extinguish the fire if possible. If there is a risk of a BLEVE, all personnel should be evacuated to a safe distance as the effects of a BLEVE (i.e. fireball and missiles) can travel hundreds of metres;
- Where buildings containing drums that are on fire, there is a risk of exploding drums (some drums have been known to travel up to 300 metres from fires). All personnel should be evacuated to a safe distance in such an event. Firefighting is to be assessed based on the risk to the responders who are required to apply fire water; and
- If required call external emergency (refer Appendix 5) services organisations and escort to the area.

3.2.3 Spills (liquids, solids, radioactive, other dangerous materials)

Response

- EPA must be contacted immediately by Grants Lithium Project Environmental Officer;
- Ensure appropriate PPE – refer to Hazchem Code and / or SDS
- Control the leak/flow;
- Contain the spillage to the smallest area possible;

- Limit access to the area to only clean up personnel;
- Environmental Officer to arrange for sampling of any water pollution or potential pollution;
- Environmental Officer to record the incident details with photographs and samples; and
- Environmental Officer to advise statutory authorities of the incident.
- If required call external emergency (refer Appendix 5) services organisations and escort to the area.

Appendix 3, Table 1 shows a list of hazardous materials on the site, their HAZCHEM code, UN number and usual quantities stored on site.

Appendix 2 has a site layout diagram showing the location of all these hazardous materials.

3.2.4 Gas Leak – flammable (bottles)

Response

- Arrange for safe removal of employees, contractors and/or the public from any dangerous situation;
- Secure the area and do not allow any disturbance to the area;
- Allow only designated personnel into the area;
- Mobilise emergency response personnel to protect any endangered equipment by using the site's fire protection resources; and
- If required call external emergency (refer Appendix 5) services organisations and escort to the area.

3.2.5 Gas leak – toxic

Response

- Ensure appropriate PPE – Refer to Hazchem code and / or SDS
- Arrange for safe removal of employees, contractors and/or the public from any dangerous situation;
- Secure the area and do not allow any disturbance to the area;
- Allow only designated personnel into the area;
- Mobilise emergency response personnel to protect any endangered equipment by using the site's fire protection resources; and
- If required call external emergency (refer Appendix 5) services organisations and escort to the area.

3.2.6 Flood

Response:

- Arrange for safe removal of all employees, contractors and/or the public from any dangerous situation;
- Conduct a survey of the damage caused.

3.2.7 Grass/Bush fire

Response:

- Arrange for safe removal of employees, contractors and/or the public from any dangerous situation;
- Secure the area and do not allow any disturbance to the area;
- Allow only designated personnel into the area;
- Mobilise emergency response personnel to protect any endangered equipment by using the site's fire protection resources; and
- If required call external emergency (refer Appendix 5) services organisations and escort to the area.

3.2.8 Earthquake

Response:

- Arrange for safe removal of all employees, contractors and/or the public from any dangerous situation;
- Conduct a survey of the damage caused; and
- Secure the area and do not allow any disturbance of the area.

3.2.9 Cyclone/Wind/Electrical storm

Response:

- Arrange for safe removal of all employees, contractors and/or the public from any dangerous situation;
- Conduct a survey of the damage caused; and
- Secure the area and do not allow any disturbance of the area.

3.2.10 Tsunamis

Response:

- Arrange for safe removal of all employees, contractors and/or the public from any dangerous situation;
- Conduct a survey of the damage caused; and
- Secure the area and do not allow any disturbance of the area.

3.2.11 Exotic Stock/Plant Disease

Response:

- Arrange for safe removal of all employees, contractors and/or the public from any dangerous situation;
- Conduct a survey of the damage caused; and
- Secure the area and do not allow any disturbance of the area.
- Contain the spread of the disease;
- Clean up area;
- Environmental Officer to arrange for sampling of any water pollution or potential pollution;
- Environmental Officer to record the incident details with photographs and samples; and
- Environmental Officer to advise statutory authorities of the incident

3.2.12 Human epidemic/Plague

Response:

- Arrange for safe removal of the affected personnel;
- Arrange for treatment of the affected personnel;
- Arrange for safe removal of employees and contractors from any dangerous situation;
- Secure the area and do not allow any disturbance to the area; and
- Call external Emergency Services Organisations – Appendix 5 (if necessary).

3.2.13 Land slip/Subsidence

Response:

- Arrange for safe removal of all employees, contractors and/or the public from any dangerous situation;
- Secure the area and do not allow any disturbance to the area;
- Allow only designated personnel into the area;
- Environmental Officer to arrange for sampling of any potential pollution;
- Environmental Officer to record the incident details with photographs and samples; and
- Environmental Officer to advise statutory authorities of the incident

3.2.14 Road Vehicles

Response:

- Arrange for safe removal of employees, contractors and/or the public from any dangerous situation;
- Secure the area and do not allow any disturbance to the area;
- Allow only designated personnel into the area;
- If required and approved by the Mine Manager, organise emergency response personnel; and
- If required call external emergency (refer Appendix 5) services organisations and escort to the area.

3.2.15 Riots

Response:

- Arrange for safe removal of employees, contractors and/or the public from any dangerous situation;
- Phone the police and give details; and
- When police arrive provide them with any assistance they require.

3.2.16 Bomb Threats

Response:

- Use the Bomb Threat Checklist shown in Appendix 7;
- Remove all personnel from the suspected bomb area;

- Phone the police and give details;
- When police arrive provide them with the completed Bomb Threat Checklist (Appendix 7) and provide other details; and
- Allow police to conduct a search of the suspected area.

3.2.17 Impact events

Road vehicles and aircraft present a possibility of impact with process plant areas. Emergency situations caused by impact of road vehicles or aircraft are likely to be similar to those emergencies described above and will be handled as per the magnitude of any consequential impacts that they cause, as described above.

3.2.18 Civil disturbances

Demonstrations and riots may result in emergency situations. Handling these types of emergencies is based on management of any consequential event that they cause, as described above.

Because civil disturbances such as public demonstrations may become violent and result in employee injury or property damage, it is important that Police be notified immediately.

4 EMERGENCY RESPONSE

4.1 EMERGENCY RESPONSE FLOWCHART

Figure 1 (page 26) shows the emergency response flowchart. This shows the overall process of how Grants Lithium Project personnel respond to various levels of emergencies.

4.2 EMERGENCY RESPONSE CONTACT TELEPHONE AND FAX NUMBERS

The people, companies and/or services that may be required to be contacted in an emergency are shown in Appendix 5.

4.3 EMERGENCY CONTROLLER

The Emergency Controller for the site is the Emergency Response and Security Supervisor.

The Emergency Controller wears a white coloured tabard for ease of identification.

There are a number of people who are trained in the role of Emergency Controller. These people are the Emergency Response and Security Supervisor, Safety Superintendent, Emergency Response Officers and certain Shift Supervisors. Should the primary Emergency Controller not be available for the emergency situation, e.g. he/she is incapacitated by the emergency; the most senior staff member who is adequately trained will assume the role of Emergency Control Duty Officer;

In hierarchy of order:

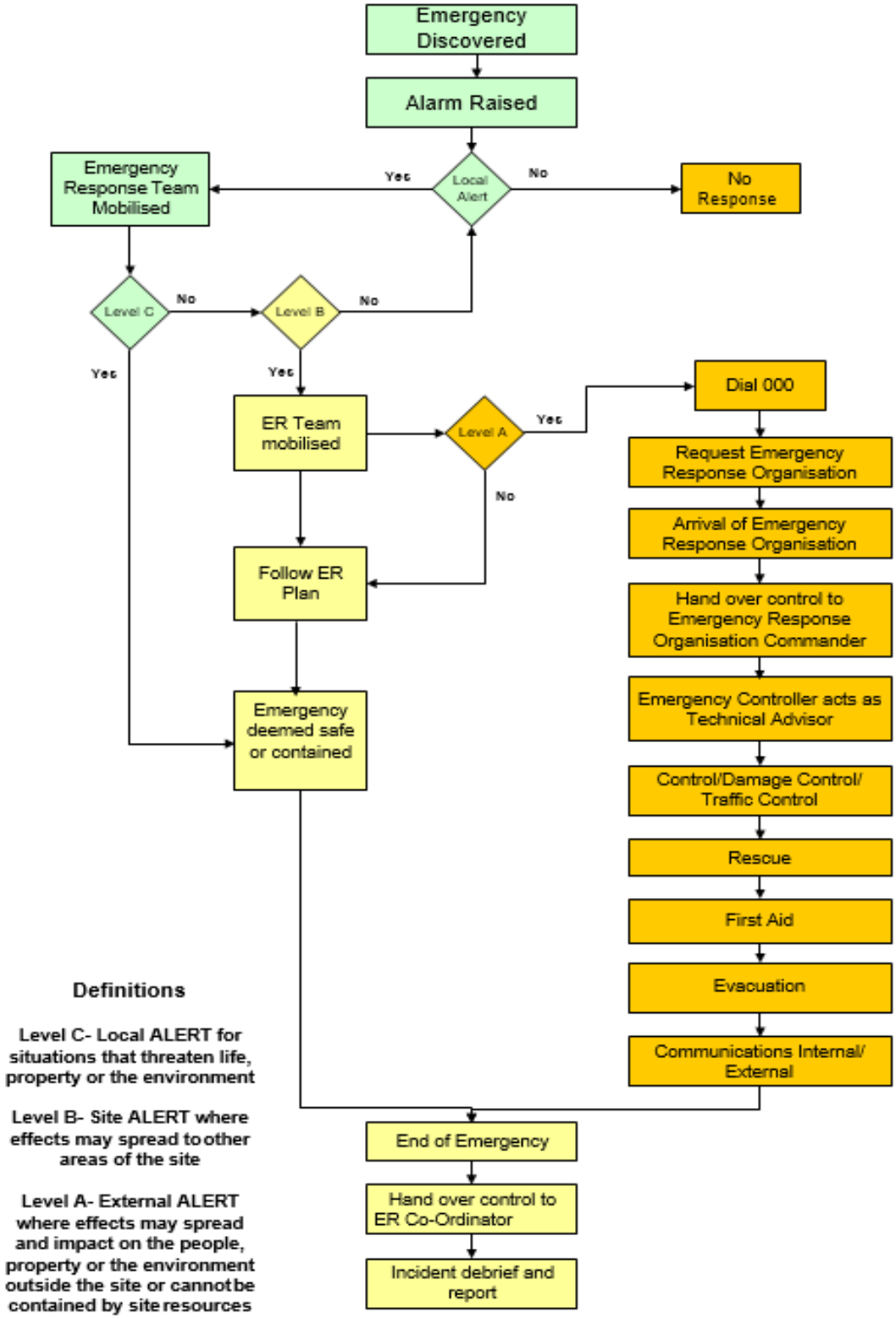
- Emergency Response and Security Supervisor

- Rescue Station Officer
- Safety Superintendent
- Emergency Response Officers
- Selected Shift Supervisors

The responsibilities of the Emergency Controller during the period of any emergency are to prioritise and then coordinate the following activities:

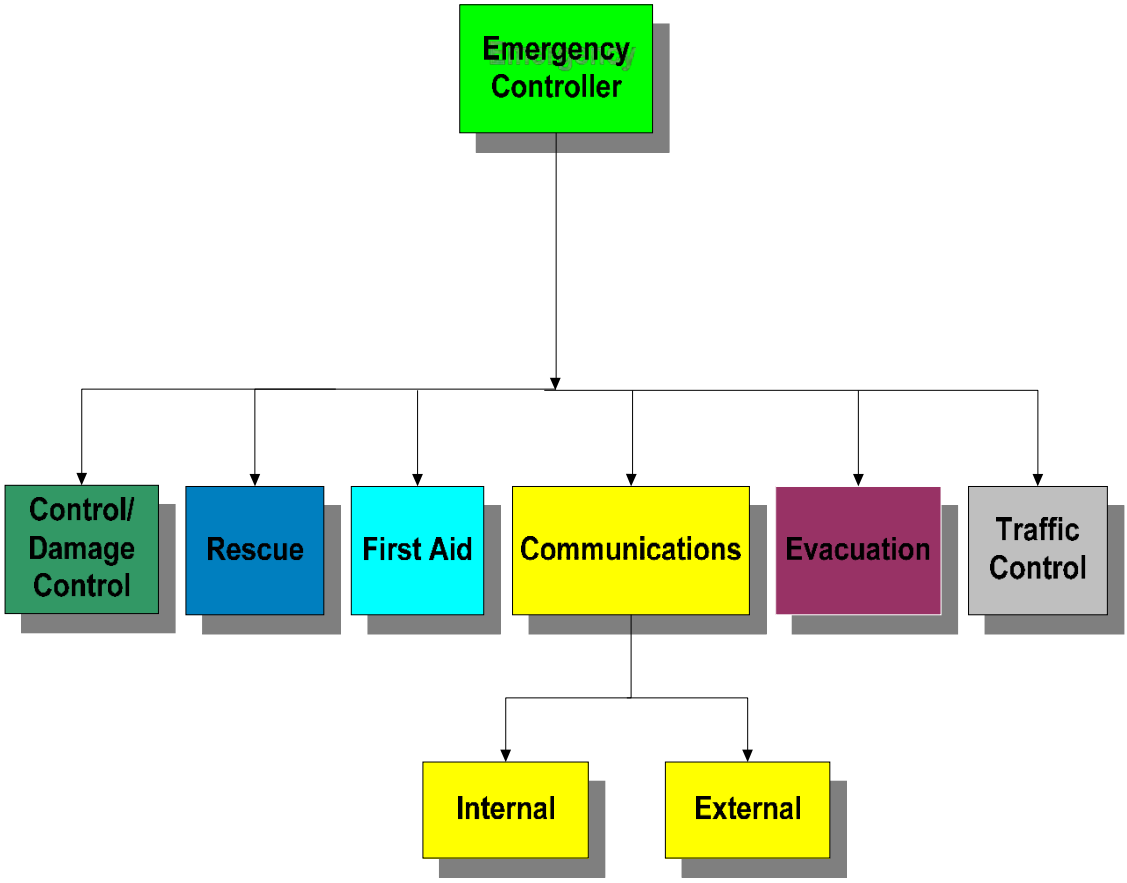
- Damage Control
- Search and Rescue
- First Aid
- Communications – both internal and external
- Evacuation
- Traffic Control

Figure 1 – Grants Lithium Project Emergency Response Flowchart



The Emergency Controller has the responsibility of delegating each of the above activities to the Emergency Response Team as depicted in Figure 2.

Figure 2 Grants Lithium Project Emergency Response Team



Refer to Appendix 10 for Emergency Response Team duty statements.

4.4 EMERGENCY RESPONSE TEAM

4.4.1 ER Team Structure

The ER Team Structure is shown in Figure 2. Personnel will be appointed to these roles as required.

Depending on the severity of the emergency, the Emergency Controller may decide to not use all positions or add other specialised positions such as Environmental Coordinator.

4.4.2 ER Team Purpose

THE ERT are to wear blue rescue overalls for protection and identification. The purpose of the Grants Lithium Emergency Response Team is to:

- Obtain all the facts about the incident/situation;
- Develop actions to address the immediate needs of the Emergency Controller;
- Provide high level direction to managing anyemergency situation;
- Coordinate and implement the requirements of this ERP;
- Minimise losses associated with anyemergency situation;
- Protect the interests of Grants Lithium Project and all other stakeholders associated with the mine.

The Grants Lithium Emergency Response Team is also responsible for anticipating all potential threats during an emergency situation, developing and implementing preventative strategies and planning to minimise their impact if they do occur.

4.4.3 ER Team Responsibilities

In an emergency situation the Grants Lithium Emergency Response Team responsibilities are to:

- Confirm that an emergency situation is occurring;
- Obtain all facts about the emergency;
- Establish effective communication channels;
- Assess the situation;
- Identify stakeholders potentially effected;
- Identify priority actions to be taken;
- Implement actions;
- Monitor the effectiveness of actions implemented, and
- Develop a Recovery Plan in conjunction with the Core Crisis Management Plan Recovery Coordinator.

If other specialist roles are required, the Emergency Controller or a person nominated by him/her will notify the specialists and inform them of their roles.

4.5 DAMAGE CONTROL / CONTAINMENT

Damage control / Containment will be handled by the nominated people under direction of the Emergency Controller. These nominated people are likely to be Core employees who are knowledgeable of the plant design and operation. The priority is

to make the plant safe, minimise further escalation of the incident and isolate the incident to the smallest area.

This will be done by the nominated people by means of process and heavy equipment isolation, both electrical and mechanical.

4.6 SEARCH AND RESCUE

Search and rescue will be handled by the nominated people under direction of the Emergency Controller. The priority is to account for all personnel in the area, direct them to a safe location, arrange first aid/medical assistance for injuries and never endanger the safety of the rescuers.

Personnel performing search and rescue are to be fully trained in the use of self-contained breathing apparatus. They are also to be fully knowledgeable of all areas of the site.

4.7 FIRST AID

First Aid is provided by the Emergency Response Officer or the Emergency Response Team.

The basis for good First Aid in an emergency is to survey the area and commence rescues with the aim of doing the greatest good for the greatest number of injured people.

In emergency situations the site First Aid Vehicle will be taken to the scene of the emergency by the Emergency Response Officer.

Any injured people who can be moved safely are to be taken to the First Aid Centre and treated there. Those people who are trapped or unable to be moved are to be given First Aid on the spot provided the lives of the First Aid providers are not subject to unacceptable risks.

If assistance is required of the local ambulance service, they are to be contacted at the earliest opportunity – to be assessed and actioned by the Emergency Controller.

If casualties require immediate transfer to Palmerston Regional Hospital via the site First Aid vehicle, a minimum of 2 attendees are required. The driver must hold a current NT driver's license and the operator being a member of the ERT and holding a current Occupational First Aid Certificate.

4.8 COMMUNICATIONS (INTERNAL AND EXTERNAL)

4.8.1 Internal Communications

Communications within the site are via the UHF radio and the telephone system. The Emergency Controller, Wardens, First Aid Officers and Emergency Response Officers will have UHF radio sets and access to telephones.

4.8.2 External Communications

Communications to the emergency service organisations (Fire Brigade, Ambulance,

Police, State Emergency Service, and Rural Fire Service) will be by use of telephone. Any phone (landline or mobile) will be used to notify external organisations. This is to eliminate any unnecessary delays. The Emergency Controller will be responsible for this task.

4.9 EVACUATION

4.9.1 Muster Points

Site Muster Points are located at the front gate car park, on the northern side of the boom gate (entrance to Grants Lithium Project).

To ensure that all those present on the site are accounted for (including contractors and visitors) a head count is to be performed. This will include the use of the employee and visitor register taken from the site's computer system, and the sign in register. Nominated Wardens perform the necessary head counts at each Muster Point and communicate to the Emergency Controller via radio or telephone.

The personnel at each Muster Point should be accounted for prior to and after each move.

If someone on the site cannot be accounted for, then a search will be initiated by the Emergency Controller.

4.9.2 Evacuation from the Site

Depending on the type of emergency, a site evacuation may be initiated.

Based on the initial assessment of the emergency (i.e. a Level A, B or C emergency), the Emergency Controller may take the following steps:

- Initiation of an area or site evacuation;
- Announce over the radio the type and location of emergency;
- Contact the main gate via radio or telephone detailing the nature of the incident and request to contact the Emergency Response Team;
- Account for personnel; and
- If all people are established to be safe (i.e. search and rescue is not required), proceed with emergency response actions as per the ERP procedures. If not, search and rescue operations must be commenced.

For releases of hazardous gases, people are to proceed up wind if they are downwind of the release. If an Emergency Muster Point is downwind of the gas release, then the warden is to relocate all people to a safer location.

Wind direction is indicated by the wind socks located on the ROM pad and other selected locations around site.

It may be decided by the Emergency Controller that employees should be further evacuated. This could include relocation off-site. In such an event, employees will remain under the control of the Emergency Controller. This is to ensure the safety of

employees throughout the evacuation.

Where it is safe to do so, processes are to be shut down and hazardous materials isolated and made safe, before evacuating. Personnel are to be directed to evacuate by the shortest, safest route.

It is the responsibility of the Emergency Response and Security Supervisor to review and update the evacuation procedure at the completion of any evacuation or drill.

4.10 TRAFFIC CONTROL

Traffic control is used to prevent traffic from entering areas of danger. With the exception of emergency response vehicles, external traffic will be prevented from entering the site at the main gate. External traffic will only enter if requested by the Emergency Controller. The Emergency Controller, and/or Wardens will manage on-site traffic during an emergency.

When the external emergency services arrive at the main gate, a nominated person may be requested by the Emergency Controller to escort the emergency services personnel. Escorts will provide advice on roads, plant areas, hazards as well as any other relevant information.

4.11 EMERGENCY RESPONSE OUTSIDE OF NORMAL BUSINESS HOURS

In the event of an emergency outside of normal business hours, the most senior of the nominated people for the Emergency Controller's role will assume the role of Emergency Controller as referred to in section 7.3 of this ERP. This role may be transferred as more suitable personnel become available.

4.12 DECLARATION OF AN EMERGENCY

The Emergency Controller will confirm the emergency severity and declare an emergency situation and mobilise the Emergency Response Team members to assemble at the Emergency Response Centre.

4.13 EMERGENCY RESPONSE CENTRE

The Emergency Response Centre is located in the Grants Lithium Administration Conference Room.

An alternative Emergency Response Centre can be established at the Geology Compound.

The Emergency Response Centre shall be equipped with the following:

- Phones/faxes
- Current maps/drawings
- ER Manual
- Two-way radios

- Emergency lighting
- Phone message log sheets
- Whiteboard & markers
- Butcher's paper
- Computer and printer
- Group telephone directory
- Writing pads and pens
- Television and video unit

The Emergency Response and Security Supervisor is responsible for auditing the two Emergency Response Centres on a quarterly basis to ensure that they are correctly equipped.

4.14 SITE EMERGENCY RESPONSE EQUIPMENT

Table 2 shows the type and location of all emergency equipment kept at the site.

Table 2 Type and Location of Emergency Equipment

Type of Emergency Equipment	Location
Hydrant	Located at points along the ring main around the operations
Hoses	Located in cabinets at each hydrant
Fire extinguishers	Located in each building and vehicle and around the Process Plant
Self-contained breathing apparatus	Located in the Mines Rescue Station
Acid Suits	Located in the Mines Rescue Station
PPE	Located in the Mines Rescue Station
Gas Detector	Located in the Mines Rescue Station
Rescue Harness	Located on the Fire/Rescue Appliance
Ropes	Located on the Fire/Rescue Appliance
First Aid Boxes	Located in FA Centre, Fire 1, Fire 2 and all vehicles
First Aid Centre	Located in Administration Building
Emergency Radio	Monitored at Main Gate
Emergency Telephone	Monitored at Main Gate
Fire Indicator Panel (FIP)	Located around operations with main one at the Process Control Room
Emergency Lighting	Located in the Mines Rescue Station
Fire/Rescue Appliance (Fire 1)	Located at the Mines Rescue Station
Fire/HAZMAT Appliance (Fire 2)	Located at the Mines Rescue Station
Ambulance	Located at the First Aid Centre
Fire Appliance 1 & 2	Located at the Mine Rescue Station
Fire Trailers 1 & 2	Located at the Mine Rescue Station
Spills Response Trailers 1 & 2	Located at the Mine Rescue Station

5 ACTIVATION

5.1 ALARM

5.1.1 Alarm System Description

The site has three systems for raising an alarm. They are by use of UHF radio, telephone and siren.

8.1.1.1 UHF Radio

All mobile equipment is fitted with UHF two-way radios. Radio Channel X is a dedicated emergency channel. Channel X is monitored at all times by Emergency Response personnel.

Core employees, contractors and visitors will be trained in the method of notifying of an emergency via UHF radio.

In the event of an emergency, the caller is instructed to announce "Emergency, Emergency, Emergency" over Grants Lithium UHF Channel X. Upon acknowledgement, the caller will then be asked a series of questions. These questions will assist in assessing the level of the emergency which will then determine the level of response.

UHF radios are maintained on site by the Electrical Supervisor. Termination of the emergency and All Clear notification is made via the Grants Lithium UHF Channel X.

8.1.1.2 Telephone

All buildings are fitted with telephones. Key mine personnel will be issued with mobile telephones. Telephone number XXX is a dedicated emergency number. Telephone number XXX is monitored at all times by Emergency Response personnel.

Core employees, contractors and visitors will be trained in the method of notifying of an emergency via telephone.

In the event of an emergency, the caller is instructed to announce "Emergency, Emergency, Emergency" over the telephone. Upon acknowledgement, the caller will then be asked a series of questions. These questions will assist in assessing the level of the emergency which will then determine the level of response.

Telephones are maintained on site by Information Technology personnel. The Emergency telephone number is tested weekly.

8.1.1.3 Sirens

Sirens are located at the Exploration Geology building, the Heavy Vehicle Workshop and on the top of the Process Plant Control Room building. The siren is an audible alarm. The siren is installed for the purposes of notifying personnel that an emergency is activated. The Emergency Controller is responsible for activation of the Emergency Sirens.

Upon activation of the Emergency Siren, personnel will evacuate the area and assemble at Emergency Muster Points.

Core employees, contractors and visitors will be trained in identifying the siren and their required response.

5.1.2 Raising the Alarm

Who can raise an alarm?

Any person who observes or discovers an emergency situation must immediately alert Emergency Response personnel by:

- Calling "Emergency, Emergency, Emergency" on Core UHF Channel X; or
- Calling "Emergency, Emergency, Emergency" on telephone number XXX.

If in doubt, always raise the alarm first and then clarify the doubt.

What information you need about an Emergency

The person initiating an emergency (including visitors, contractors and Grants Lithium employees) must advise the Emergency Response Officer by Core UHF Channel X, or telephone number XXX of the:

- Exact location of the emergency;
- Emergency type;
- Size of the emergency;
- Personnel involved in the emergency; and
- Any further details upon request.

What happens if an alarm is raised?

The Emergency Response Officer will advise the Emergency Response and Security Supervisor of the situation.

The Emergency Response and Security Supervisor will then confirm the emergency (via visual, radio, telephone contact, witness reports etc), ascertain the scale of the emergency, i.e. Level A, B or C emergencies, and hence the appropriate actions to take (Section 7 of this ERP).

The ER Team, under the command of the Emergency Controller, will immediately assume defined roles for handling the emergency. All other people (including visitors and contractors) will gather at the Muster Points and await further instruction.

False Alarms

Should an alarm be raised falsely then the most senior Emergency Controller is to organise an investigation as to the cause of the alarm.

5.1.3 Alarm Testing

All systems used to notify of an emergency or raise an alarm for evacuation are tested regularly. The Emergency Response and Security Supervisor is responsible for testing of systems.

The Emergency Response and Security Supervisor is responsible for recording and keeping the test results.

The Emergency Response and Security Supervisor is responsible for the independent verification of alarm testing and recording.

5.2 NOTIFICATION OF AUTHORITIES AND NEIGHBOURS

5.2.1 Emergency Services

This ERP requires that emergency services be called to the site immediately once the emergency is declared as a Level A emergency. Whilst anyone can call this number, it would normally be the Emergency Controller. The 000 system is designed to handle multiple telephone calls for the same incident.

Dial 000 for the emergency services (landline).

Dial 000 for the emergency services (mobile) and inform the operator your location, i.e. Grants Lithium Mine 32 km west of Berry Springs adjacent to the Cox Peninsula Road

The following information is to be provided:

Location	Grants Lithium Mine
	Site entrance is via Main Gate Cox Peninsula Road
Type of Emergency	E.g. fire, toxic gas release, bomb threat
Casualties	State number and seriousness (if known)
Assistance Required	E.g. Fire Brigade, Ambulance, Police **Hazards** E.g. toxic gas blowing in what direction
Telephone Contact Number	08 XXXX XXXX
Your Name	Person making the call

5.2.2 Neighbours

In the event of an emergency, where the consequential impact endangers the lives and/or property of neighbours, notification must be advised on the nature of the emergency and what actions to take.

Contact numbers for the neighbours are included in Appendix 8.

If emergency response includes actions for nearby residential areas, the Emergency Controller is to liaise with the police attending the emergency and provide information to allow the police to decide upon the appropriate actions. This

information should include type of hazard (e.g. release of toxic gas, wind direction, expected duration of release and hazard potential such as eye irritation, coughing, serious injury or even fatality).

Note that for toxic gas releases, it is generally preferable to remain in-doors and seals gaps around doors, windows etc as best as possible rather than attempt to escape through a cloud of toxic gas or products of combustion.

6 PROCEDURES FOR TERMINATING AN EMERGENCY

"Termination of an Emergency"

The Emergency Controller will terminate an emergency when the incident is under control and there is no potential for further danger to people, damage to plant and/or the environment.

If an external Emergency Services Controller is in control and when they believe their role is complete, they will hand back control to the Emergency Response and Security Supervisor.

The declaration of the end of the emergency will be made via Core UHF Channel X to the Emergency Response Officer and Wardens. Any other external parties that were notified of the emergency will also be informed.

"Resumption of Operations"

Resumption of normal operations will depend on damage to operating plants, removal of debris; repair or replacement of machinery and the need to preserve evidence (see Section 12.2, Statutory Investigation).

Clean-up operations, safe storage checks and disposal / safe containment of all contaminated material must be completed prior to recommencing operations. The Emergency Controller is to ensure that these activities are adequately performed prior to declaring that normal operations can resume.

The decision to resume operations will be made by the Emergency Controller or his/her deputy when he/she is satisfied it is safe to do so.

9 COMMUNICATIONS

Unless it is unsafe to do so, the Emergency Controller will command from the Emergency Response Centre located in the Administration building.

Internal communications will be via UHF radio and telephone. External communications will be via telephone.

Mobile telephones are to be used as a backup to the telephone system. The Emergency Response Centre shall be equipped with the following:

- Phones/fax
- Current maps/drawings
- ER Manual

- Two-way radios
- Emergency lighting
- Phone message log sheets
- Whiteboard & markers
- Butcher's paper
- Computer and printer
- Group telephone directory
- Writing pads and pens
- Television and video unit

The Emergency Response and Security Supervisor is responsible for auditing the Emergency Response Centre on a quarterly basis to ensure that it is correctly equipped.

Duty statements detailing action and response of the Emergency Controller and all others that appear on the Emergency Response Team are listed in Appendix 10.

Note: It is essential that a record be kept of all internal and external communications showing times, information transmitted / received, to whom and by whom. A standard form for call recording is shown in Appendix 9.

7 INTERACTION WITH EMERGENCY SERVICES

It is essential that complete co-operation is achieved between emergency services such as the Fire Brigade, Police and Ambulance and the company personnel managing any emergency.

This ERP requires that emergency services be called to the site immediately once the emergency is declared as a Level A. Whilst anyone can call this number, it would normally be the Emergency Controller's responsibility. The 000 system is designed to handle multiple telephone calls for the same emergency.

After arrival of the Fire Brigade, the Emergency Controller should hand over control to the Senior Fire Brigade Officer who becomes the Emergency Services Controller. When hand over is made, the Emergency Controller will maintain close liaison to the Emergency Services Controller, providing advice and directing company personnel as required.

The Emergency Controller is to remain at the site during the emergency unless they are relieved of their duties by another person who is appropriately trained to assume this role.

Road access to the site via the main gate on the mine access road must be maintained so that large emergency service vehicles have easy entry.

Internal roads must be kept free of vehicles not involved in handling the emergency.

Vehicles which are not directly involved in the emergency must not be allowed onto the site.

Technical and general advice about the site's hazards is given to the arriving emergency services personnel. Material safety data sheet information must be made available to the Emergency Services, copies of will be kept at the Front Gate, First Aid Centre, and Emergency Response Centre and at each storage site.

A Bushfire Management Plan is to be developed.

Copies of the Bushfire Management Plan will be located at;

- Administration, Main Office;
- Environmental Manager, Main Office; and
- Emergency Response Coordinator, Main Office.

8 HAND OVER CONTROL

When other authorities including Police, Fire Brigade, Ambulance, Rural Fire Service or State Emergency Service arrive on site, the Emergency Controller should hand over responsibility for directing emergency operations to the Senior Officer. This person then becomes the Emergency Services Controller with overriding authority.

The handover briefing will include: -

- Location, nature and status of the emergency
- Details of personnel injured or trapped
- Action taken to date
- Location of all personnel involved
- Details of product(s) involved
- Details of other known hazards
- Any other relevant information
- Access to a written copy of this manual

The Emergency Controller will then continue to provide advice to the Emergency Services Controller about the particular plant hazards, location of equipment, access to buildings, location of plant personnel etc. He/she will continue in this role unless relieved.

The Emergency Services Controller takes charge of:

- Fire fighting
- Spillage control
- Identification
- Containment
- Make safe actions
- Rescue
- Clean Up

The Police Forward Commander is in charge of:

- Ground Control
- Traffic Control
- Perimeter Control
- Evacuation (neighbours)
- Disaster victim registration/identification
- Investigation (Coronial/Criminal)
- Property Security
- Support to Fire Brigade
- Co-ordination

The Fire Brigade Commander is in charge of:

- Fire fighting
- Hazardous Materials Response
- Rescue

The Ambulance Commander is in charge of:

- Treating victims
- Rescue & Transport

The Rural Fire Service Commander is in charge of:

- Bush Fire fighting

The Territory Emergency Service Commander is in charge of:

- Rescue

9 ADMINISTRATION

9.1 PUBLIC RELATIONS AND DEBRIEFING

"Communications with the Media"

It is important that communications to the news media during an emergency are well planned. The news media can be very helpful during an emergency. The site Crisis Management and Recovery (CMR) plan allocates this duty to the Community Relations Manager.

Crisis communications includes the management of communications to:

- The media
- External Government Authorities
- Emergency Services
- Neighbours (residents and industrial)
- Senior Management
- Company legal and insurance

The only company person who will provide information regarding the emergency situation to the media, government authorities, neighbours and company legal and insurance is the Community Relations Manager, his delegate or the General Manager.

The Emergency Controller will provide details of the emergency situation to the attending Emergency Services and Senior Core Management.

All other personnel, including contractors and visitors, will not respond to media questions about any emergency situation. Enquires shall be directed to the Emergency Controller or the CMR team.

Emergency Response Officers at the Main Gate are to keep media vehicles sufficiently clear for Emergency Services access. No media vehicles will be permitted on site without permission of the Emergency Controller.

Media releases can include:

- Cause of the emergency (if known);
- Action taken;
- Effectiveness of the corrective action;
- Expected time when the emergency will be terminated; and

- Cooperation needed from the media.

"Briefing Statutory Authorities"

It is compulsory to advise Statutory Authorities of some emergencies (e.g. Department of Primary Industry & Resources, WorkCover and the Department of Environment and Natural Resources). The Emergency Controller, or the CMR team (if established) will ensure that these communications are made. It is imperative that the company advises authorities of emergencies, before neighbours or the media.

Representatives from statutory authorities must be provided with access to the site, provided it is safe to do so. Under these circumstances, they should be escorted personnel as directed by the Emergency Controller.

9.2 STATUTORY INVESTIGATION

Various types of Statutory Investigations may follow an emergency.

9.2.1 Coronial Inquiry

A Coronial Inquiry will be held in the case of any fatality and may be held in the case of fire. In these cases, preservation of evidence is highly important.

The Emergency Controller will ensure that there is no cleaning up, repairs or movement of bodies, apart from that necessary to control the emergency, without approval of the Senior Police Officer on site.

The Police will manage all aspects of the Coronial Inquiry. There must be no interference with the scene or with evidence that may be used in the inquiry. Cooperation must be given to the investigating Police.

9.2.2 Other Departmental Investigations

Other relevant Government Authorities may decide to investigate an emergency, e.g. Department of Primary Industry & Resources, WorkCover and the Department of Environment and Natural Resources. They are to be directed in the first instance to the Emergency Controller.

It is essential that these visitors are escorted on site by personnel nominated by the Emergency Controller, but only when safe conditions exist.

9.3 WRITTEN REPORT AFTER THE EMERGENCY

Immediately after the emergency is over the Emergency Controller will arrange for an investigation and written report of the incident to be prepared. The investigation will include a detailed review of the sequence of events and communications and actions taken immediately prior to, during and after the emergency situation. Where available, instrument charts, plant logs etc will be examined carefully and retained. In most cases, photographs taken immediately after the emergency will be of value to the investigators. Those present at the emergency situation will be interviewed by the

investigating team as soon as practicable after the emergency.

9.3.1 Review of the Emergency Response Plan

The report will include a review of the ERP and recommend changes as required.

Normally the report will be produced by the investigating team and should be completed within X days of the emergency.

9.3.2 Report Contents

The report will contain the following information:

1. Report Outline
   - Objectives of the report
   - Summary
   - Conclusions
   - Recommendations including the ERP review and preventative measures
2. Main Section
   - Introduction
   - Findings of the report
   - Analysis and discussion of the findings including background and information on the details of the incident, identification of the root causes, discussion of any quick fixes to prevent recurrence while longer term corrective actions are identified, corrective actions proposed to prevent recurrence and how to review these corrective actions to ensure their effectiveness
   - Any relevant operating history of the site
   - References
   - Acknowledgments
3. Appendices as appropriate

9.4 TRAINING AND EVALUATION

Training is an essential part of this ERP.

Training will be arranged for personnel (including contractors) as appropriate to their duties. This will include:

- Induction safety training for all personnel including actions on discovering an emergency, actions on hearing the alarm and location of the Emergency Muster Points;
- Specialised training for operational personnel in this procedure and roles during

an emergency, e.g. search and rescue;

- Ongoing training as relevant to each individual in firefighting, first aid, breathing apparatus etc and
- Emergency response training.

Cooperative training will also be arranged as agreed under the Mutual Aid Agreement with the NT Fire Brigade and the NT Rural Fire Service.

Records of the training programs, who has attended, and the results are kept at the Rescue Station.

Evaluation of the plan will be conducted through emergency exercises. These are simulated emergencies involving Core employees, contractors and visitors. Exercises can be desk top exercises leading to a walk-through exercise or a full simulation.

Exercises are conducted annually. One of these exercises is a simulated plant emergency. During these simulated plant emergencies, Observers monitor the actions taken by the personnel involved. Feedback from these Observers is used to improve this ERP. Approved actions assigned and tracked by internal Action tracking Program.

Coordination of the exercises is the responsibility of the Emergency Response and Security Supervisor.

9.5 REVIEW AND REVISION OF THE PLAN

In addition to review and revision arising from real emergency situations and training exercises, this ERP will require ongoing amendments to take account of any significant changes.

Periodic review is performed with updated information as required. This ERP is revised annually. Reviews and approval of the amendments is the responsibility of the Emergency Response and Security Supervisor.

To ensure compliance with the need for review and revision, this ERP is included in the company audit program.

Appendix 1 Grants Lithium Project Location Map

Appendix 2 Site Layout Drawings

Please see attached site map.

Appendix 3 Hazardous Materials on the Site.

Hazardous Materials on site are managed according to the Grants Lithium Hazardous Waste and Chemical Management Plan.

Chemicals are registered for use in the ChemAlert program – located as a desktop icon on Grants Lithium site computers. The ChemAlert program and Dangerous Goods Register (electronic and hard copy) are maintained by the Environment Department.

Manufacturers Safety Data Sheets (SDS's) are located in areas where the chemicals are used.

Material	HAZCHEM Code	UN No.	Stored on Site (Avg tonnes)
Carbon	No allocation	No allocation	10
Oxygen	2 PE	1073	45
Flocculants (Magnafloc 155)	No allocation	No allocation	27.5
LPG	2 WE	1075	27
FeSi	XX	XX	XX
Diesel Fuel	No allocation	No allocation	500000 litres
Ammonium Nitrate	1 (Y)	1942	150
Detonators / Primers	E	0360	20
Explosives, i.e. Powergel and Energan	E	0042	0.5

Appendix 4 Manufacturers Safety Data Sheets

Chemicals used on site are approved by the Environmental Department.

Relevant Manufacturers Safety Data Sheets are located in areas around the site where the chemicals are in use.

Appendix 5 Emergency Response Contact Telephone and Fax Numbers.

Grants Lithium Project Main Emergency Contacts (as at 20/01/2019)	
Site Telephone Reception (08) XXXX XXXX	**Site**
Emergency Response Officer / Security	(08) xxxx xxxx
Site Emergency Number	(08) xxxx xxxx
Environmental Manager	(08) xxxx xxxx
Manager Community Relations	(08) xxxx xxxx
Safety and Training Superintendent	(08) xxxx xxxx
Main Fax (Administration)	(08) xxxx xxxx

External – Have a role in the Emergency Response Plan		
All Emergency Services		**000**
Rural Fire Service	Bushfires *(Duty Officer)*	**TBA**
Palmerston Regional Hospital	Injury	**TBA**
Ambulance	Injury	**131233**
Police		**TBA**
NT Fire Brigade (XX Station)	Fire, Rescue &Hazmat Captain	**TBA**

Grants Lithium Project Community Complaints Line TBA

External – do not have a role specified in the Emergency Response Plan But may be contacted in an incident		
Litchfield Shire Council	General Manager	**TBA**
NT Department of Primary Industry & Resources	Mines Inspector - Reportable Incident	**TBA**
Environment Protection Authority (DENR)	Environmental Incident	**TBA**
AAPA	Archaeological incident	**TBA**
NT Department of Health	Health incident	**TBA**
Belyuan Shire	CEO	**TBA**
Wagait Beach Shire	CEO	**TBA**
Dam Failure: NT Emergency Service and State Emergency Operations Centre	All hours (Dam Failure)	**TBA**

XX, XX Rural Fire Service: TBA

***UHF Channel x** : TBA*

Local Territory Emergency Service: 000

24-hour number: TBA

Regional Office: TBA

Department of Planning, Infrastructure & Logistics: 24 Hour number: TBA

Appendix 6 Risk Matrix

Use the Risk Score Calculator to Determine the Level of Risk for each Hazard.

CONSEQUENCE

Catastrophic- *Fatality(s); toxic release off site with massive detrimental effects; major disruption to production; financial loss greater than $5Million*

Major - *Extensive injuries and/or LTI; offsite release with detrimental effects; significant disruption to production; financial loss between $500k and*

$5Million

Moderate- *MTI; on site release with detrimental effects; notable disruption to production; financial loss between $50k and $500k*

Minor - *First aid injury; on site release immediately contained; slight disruption to production; financial loss between*

$5k and $50k

Insignificant- *Minor injury, minimal impact to the environment or production, financial loss less than $5k*

LIKELIHOOD

Almost Certain - *Expected to occur in most circumstances - Occurs more than once / month*

Likely - *Is known to occur, "it has happened before" - Occurs less than once / month, but more than once / year*

Possible - *Might occur at some time, "I've heard of it happening" - Occurs less than once a year, but more than once in five years*

Unlikely - *Not likely to occur, but history of event exists within industry - Occurs less than once every five years*

Rare - *Practically impossible - May only occur in exceptional circumstances*

			CONSEQUENCE				
			1	2	3	4	5
			INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
LIKELIHOOD	A	ALMOST CERTAIN	L 18	M 11	H 6	H 3	H 1
	B	LIKELY	L 20	M 14	M 10	H 4	H 2
	C	POSSIBLE	L 22	L 19	M 12	H 7	H 5
	D	UNLIKELY	L 24	L 21	M 15	M 13	H 8
	E	RARE	L 25	L 23	M 17	M 16	H 9

RISK RANKING PROCESS

1. ASSESS THE MOST CREDIBLE CONSEQUENCE OF THE HAZARD EVENT OCCURRING.
2. ASSESS THE LIKELIHOOD THAT THE CHOSEN CONSEQUENCE WILL OCCUR FROM THE HAZARD EVENT.
3. FOLLOW THE CHOSEN CONSEQUENCE DOWN THE TABLE AND THE CHOSEN LIKELIHOOD ACROSS THE TABLE. WHERE THESE INTERSECT IS THE RISK RANKING FOR THE HAZARD EVENT.
4. RECORD THE RISK RANKING IN COLUMN 3 LOCATED ON NEXT PAGE BEFORE ANY HAZARD CONTROLS ARE IN **PLACE.**
5. RECORD THE RISK RANKING IN COLUMN 5 LOCATED ON NEXT PAGE AFTER HAZARD CONTROLS ARE IN PLACE.
6. ASSIGN A PERSON TO THE ACTION

Appendix 7 Bomb Threat Checklist

Record of Bomb Threat Telephone Call

MAKE A NOTE OF THE INCOMING PHONE NUMBER BELOW. CALL POLICE EMERGENCY ON 000 AND REPORT THE CALL, GIVING THE PHONE NUMBER. MAKE SURE RADIOS AND MOBILE PHONES ARE SWITCHED OFF IN IMMEDIATE VICINITY. REPORT CALL TO SENIOR MANAGMENT OR EMERGENCY CONTROL DUTY OFFICER.

Please note incoming phone number;

If you are able, please ask the caller these questions:					
WHEN is the bomb set to go off?	_____				
WHERE is it?	_____				
WHAT kind of bomb is it?	_____				
WHY are you doing this?	_____				
WHO are you?	_____				
DID you set the bomb yourself?	_____				
Call received by:	_____		Call location and number:	_____	
Time/date call was received:	_____				
What did the caller say, threaten or demand, using his/her exact language as descript as possible:					
_____					
About how old was the caller?	_____		Male or Female?	_____	
Were there any speech characteristics or an accent noted?			_____		
If so, what were they?	_____				
Were there any identifiable background noises?			_____		
If so, can you describe them?	_____				
Was the caller:	Calm?	_____	Excited?	_____	Intoxicated? _____

If you are able, please ask the caller these questions:						
	Rational?	_____	Irrational?	_____	Angry?	_____
Other?	_____					
Ask their name:	_____					
Address:	_____					
Details for person receiving this form:						
Signed	_____		Received by:		_____	
Date:	_____		Date:		_____	

Appendix 8 Neighboring Contact Telephone List

NAME	ADDRESS	PHONE NUMBER
The Manager		

Appendix 9 Form for recording all calls made during an Emergency

Telephone Operator's Name:	
Date:	
Location:	

Emergency Telephone Call Register

Time	Caller	Inquiry	Action

Appendix 10 Emergency Response Duty Statements

Emergency Controller Duties

- ❑ Assess the situation and/or obtain a briefing;
- ❑ Activate appropriate level of evacuation and response;
- ❑ Determine incident objectives and strategies;
- ❑ Establish the immediate priorities;
- ❑ Establish an Emergency Response Centre;
- ❑ Establish an appropriate emergency response organisation and assign Duty Statements and Worksheets;
- ❑ Ensure planning meetings are scheduled as required;
- ❑ Co-ordinate the development and authorise the implementation of a prioritised actions to contain, control and manage the situation;
- ❑ Ensure that adequate safety controls are in place;
- ❑ Approve requests for additional resources or for the release of resources;
- ❑ Keep Company Management and employees/contractors informed of incident status;
- ❑ Approve the use of trainees, volunteers, and auxiliary personnel;
- ❑ Declare the end of the Emergency situation and the demobilisation of personnel when appropriate.

In the event of an external emergency, the Emergency Controller will pass control/command to the respective external Emergency Services Controller. The Emergency Controller will provide assistance and support to the respective Emergency Services Controller.

Note: *The key to success is command and control. The Emergency Controller, alone, has responsibility for all activities, resources, and decisions relating to the incident. Transfer of command should be made in a manner that maintains continuity. When command is transferred at this level or any other level, all subordinates to the transferred level must be notified. All Level A emergencies will automatically invoke the Core Adelaide Crisis Management Plan.*

Control / Damage Control Duties

- ❑ Assess the situation and/or obtain a briefing from the Emergency Controller;
- ❑ Ensure that operational plant (mobile or fixed) is made safe;
- ❑ Minimise any further escalation of the event by isolation or segregation;
- ❑ Provide plant designs to the Emergency Controller for assessment of the event;
- ❑ Provide advice to the Emergency Controller on both electrical and mechanical equipment to ensure the safety of the Emergency Response Team.

Search and Rescue Duties

- ❑ Assess the situation and/or obtain a briefing from the Emergency Controller;
- ❑ Ensure all personnel in the area are accounted;
- ❑ Ensure all personnel in the area are directed to a safe location;
- ❑ Assist and/or arrange first aid and medical assistance for all injured personnel;
- ❑ Ensure Emergency Response Team members are not placed in danger;
- ❑ Be knowledgeable of all areas in and around the site.

First Aid Duties

- ❑ Assess the situation and/or obtain a briefing from the Emergency Controller;
- ❑ Review and assign responsibilities to all involved personnel;
- ❑ Adhere to site medical protocols;
- ❑ Follow procedures for handling any major medical emergency involving incident personnel;
- ❑ Conduct triage if required;
- ❑ Record and track the movement of all patients;
- ❑ Provide medical aid and transportation for injured or ill personnel; and
- ❑ Assist in the processing of all work-related injuries or deaths of personnel.

Communication Duties

- ❑ Assess the situation and/or obtain a briefing from the Emergency Controller;
- ❑ Make victim next-of-kin notifications in the event of serious injuries and/or fatalities;
- ❑ Establish a communication system to provide information to employees;
- ❑ Track medical facilities to which victims are sent;
- ❑ Monitor medical condition of victims;
- ❑ Provide appropriate benefits and support to victims and next-of-kin;
- ❑ Provide crisis counselling services to employees;
- ❑ Coordinate release of victim information with the Perth Office Public Relations/Media Coordinator; and
- ❑ Brief the Emergency Controller with appropriate informationregarding employees, victims, and next-of-kin.
- ❑ Be a contact point for external agency representatives;
- ❑ Maintain a list of assisting and cooperating agencies andagency representatives;
- ❑ Assist in establishing and coordinating interagency contacts;
- ❑ Keep agencies supporting the incident aware of incident status;
- ❑ Monitor incident operations to identify current or potential inter-organizational problems; and
- ❑ Participate in planning meetings and provide current resource status including limitations and capability of assisting agency resources.

Evacuation Duties

- ❑ Assess the situation and/or obtain a briefing from the Emergency Controller;
- ❑ Ensure all those personnel affected on site are accounted for (including employees, contractors and visitors);
- ❑ Obtain and provide to the Emergency Controller a list or register ofall employees, contractors and visitors on site;
- ❑ Ensure nominated Wardens account for all employees, contractors and visitors at their respective location;
- ❑ Communicate to the Emergency Controller information gathered by the nominated Warden accounting for employees, contractors andvisitors;

- ❑ Provide advice to the Emergency Controller as to whether a search and rescue is to be initiated;
- ❑ Provide advice to the Emergency Controller as to whether employees, contractors and visitors are to be evacuated off site.

Traffic Control Duties

- ❑ Assess the situation and/or obtain a briefing from the Emergency Controller;
- ❑ Ensure traffic is prevented from entering areas of danger;
- ❑ Assist the Emergency Controller by managing all on-site traffic during an emergency;
- ❑ Escort and/or assist any external emergency services that respond to site as requested by the Emergency Controller;
- ❑ Provide advice to external emergency services regarding roads, plant areas, hazardous areas as well as any other relevant information;
- ❑ Provide advice to the Emergency Controller regarding roads, plant areas, hazardous areas as well as any other relevant information.

Appendix 11 Procedure for Fatality Investigations

Follow the Core Corporate Fatality Investigation procedure located in the Core Intranet Knowledge Centre – Incident Investigation.