

# Emergency Preparedness Procedure

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### 1 OBJECTIVE

To ensure the protection of the environment and safety and well-being of all workers, contractors, and visitors by establishing a clear and effective emergency preparedness and response procedure.

### 2 SCOPE

The scope of this procedure applies to all workers, contractors and emergency situations at Top End Civil work locations.

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## 3 DEFINITIONS

Term	Meaning
Emergency Situations	An emergency situation is any unforeseen event that poses an immediate risk to health, life, property, or the environment, and requires urgent intervention to prevent worsening outcomes.

## 4 RESPONSIBILITIES

Responsible person	Responsibilities
Management	<ul style="list-style-type: none"> <li>• Develop, implement, and review this emergency preparedness procedure.</li> <li>• Responsible for organising a site assessment on potential situations that may lead to emergencies and recommending preventive measures to mitigate the impacts</li> <li>• Ensure adequate resources are available for emergency preparedness and response.</li> <li>• Investigate emergency events and implement required improvements.</li> <li>• Organise appropriate emergency preparedness drills.</li> </ul>
Workers	<ul style="list-style-type: none"> <li>• Familiarise themselves with this emergency preparedness procedure.</li> <li>• Responsible for detecting and reporting emergency situations</li> <li>• Participate in drills and training sessions.</li> <li>• Assisting with the assessment of emergency situations and participating in investigations</li> </ul>

## 5 SITE ASSESSMENT

The Site Manager will carry out a risk assessment of all locations to determine the likely emergency risks to which the location may be exposed. This assessment will include:

- Initial discussions with the client for the site Top End Civil is working at, in many cases emergency preparedness procedures will be established.
  - If emergency preparedness procedures are established Top End Civil will ensure all workers are trained in the established emergency preparedness procedures.

Process where emergency preparedness procedures are not established:

- The identification of critical machinery or processes which could cause a problem if disrupted for any reason.
- A review of all emergency equipment (including, but not limited to, emergency power, emergency devices, spill kits, PPE and lighting etc.) to ensure it is provided, maintained and adequately meets the site requirements.
- A review of emergency response training records to determine if all workers are adequately instructed in the use of emergency equipment.

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- A review of the numbers of wardens to ensure there are an adequate number of trained fire wardens to meet the requirements of Top End Civil's plan.
- An assessment of the emergency response key role appointment e.g. chief fire warden
- Review and identification of a minimum of two (2) assembly points for the location of workers in the event of an evacuation.
- Review of persons responsible and processes for notifying neighbours and the public in the vicinity in the event of an emergency.
- Review of display of site wardens and site emergency process on all notice boards.

The results of this assessment will form the basis for all future site-specific emergency procedures and all corrective actions will be noted on the site corrective action register for completion.

The site assessment should be conducted regularly to ensure there is adequate resourcing and equipment to meet the potential site emergency situations.

### **6 INSPECTION AND MAINTENANCE OF EMERGENCY EQUIPMENT:**

Emergency equipment must be regularly inspected and maintained to ensure it is in proper working order and a state of readiness.

Emergency equipment inspections shall be carried out by qualified personnel, in accordance with controlled inspection check sheets. Records of inspections and testing of emergency equipment shall be maintained for in Lucidity.

### **7 PROCEDURES FOR POTENTIAL EMERGENCY SITUATIONS**

#### **7.1 Medical Emergency**

1. If required call emergency services (ambulance) immediately.
2. Provide first aid if trained and safe to do so.
3. Notify management.
4. The management will document the incident and follow up.

#### **7.2 Fire/Explosion**

1. Sound the alarm and notify management.
2. Stop all machinery and evacuate the area immediately.
3. Assemble at the designated muster point.
4. Account for all workers and liaise with the emergency services.

#### **7.3 Bushfire**

1. Regularly monitor bushfire alerts and weather conditions.
2. Clear vegetation around structures and maintain firebreaks.
3. Evacuate the site if a bushfire is imminent.
4. Assess damage and review bushfire preparedness plans.

#### **7.4 Electrical Power or Water Supply Failure, Plant Failure, Structural Collapse**

1. Assess the situation and identify immediate risks.
2. Evacuate if necessary.
3. Coordinate with utility providers and maintenance teams for repairs.
4. Investigate the cause and implement preventive measures.

#### **7.5 Environmental Incident**

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1. Contain the spill using appropriate materials and equipment.
2. Notify site management, If required notify environmental authorities.
3. Implement cleanup procedures following environmental guidelines.
4. Review and improve spill prevention measures.

### 7.6 Bomb Threat

1. Remain calm, do not touch suspicious objects, and notify the site manager and authorities immediately.
2. Follow the site's emergency evacuation plan.
3. Maintain clear communication with emergency services.
4. Conduct a thorough investigation and review of procedures.

### 7.7 Contagion (e.g., Covid, Influenza)

1. Monitor health advisories and implement screening procedures.
2. Isolate affected individuals and provide medical support.
3. Increase cleaning and disinfection of the site.
4. Inform personnel of risks and preventive measures.
5. Review and enhance health protocols.

### 7.8 Bio-Hazard / Animal Pest – Vermin Bite

1. Provide first aid and seek medical attention for bites or exposures.
2. Contain and safely remove bio-hazard materials or pests.
3. Notify health and safety authorities.
4. Implement measures to prevent future incidents.

### 7.9 Natural Disasters

#### 7.9.1 Flood

1. Regularly monitor flood alerts and weather conditions.
2. Evacuate the site if a flooding is imminent.
3. Assess damage and review flood preparedness plans.

#### 7.9.2 Earthquake

1. Take cover under sturdy furniture and hold on.
2. Evacuate once the shaking stops and it is safe to do so.
3. Assess structural damage and hazards.
4. Conduct a thorough safety inspection and repair damages.

#### 7.9.3 Cyclones

1. Regularly monitor cyclone alerts and weather conditions.
2. Secure all loose building material and equipment
3. Evacuate the site if a cyclone is imminent.
4. Assess damage and review flood preparedness plans.

These requirements ensure a structured and effective response to a variety of emergency situations, prioritising the safety of all workers and maintaining compliance with WHS legislation.

## 8 EMERGENCY CONTACT NOTICE

All sites will display an Emergency Contact Notice, the example notice below must be updated depending on the location of works.

# Emergency Preparedness Procedure

EMERGENCY CONTACT NUMBERS	
AMBULANCE/POLICE/FIRE SERVICE	000
<b>Local Emergency Centre</b>	
Name:	
Address:	
Phone:	
Operating hours:	
General Information	
Police Station: Berrimah Police Station 08 8922 3600 or 000.	
Police Assistance NT: 131 444	
Poisons Information Centre: 13 11 26	
Telstra: SANT 1800 653 935 or Faults WA- 13 22 03	
Local Council: Lichfield Council (08) 8983 0647	
Electrical Emergency: Electrical Services NT - 0498 333 100	
Dial before you dig: wa@1100.com.au and sa-nt@1100.com.au or 1100	
Gas Emergency: WA- ATCO 13 13 75 or NT- 1800 245 090	
Water Emergency: WA- 131375 NT- 1800 245 090	
Top End Civil Contact	
Site supervisor: Jacob Moore	
Contact details: 0409 408 055	

## 9 RECORDS

All emergency events must be recorded on form IM-FOR-82001 Emergency Report.

## 10 REVISION HISTORY

Version	Date	Description	Approved By
1.0	09/07/2024	Initial Document	Danna Forero