

Emergency Plan – NTOC Facility

EMERGENCY RESPONSE PROCEDURES - ACCIDENTS/FIRE			
Emergency Numbers			
In the event of an emergency, the following telephone numbers apply			
Site Details			
Site Address	5 Dennis Court, BERRIMAH, NT		
Nearest Cross St	Berrimah Road / Dennis Court		
Specific Entry Point	Dennis Court entrance		
Contact		Name and Phone Number	
Site Supervisor	John Davies	Tel	0400 255 113
First Aid			
The qualified First-Aid person(s) on site	John Davies		
First-Aid kit location(s)	Main Office		
Emergency Services			
Ambulance	000		
Nearest Hospital	Royal Darwin Hospital		
Nearest Medical Centre	Berrimah Family Practice		
Fire	000		
Police	000		
Other			
Poisons Info Centre	13 11 26		
Neighbouring Properties – Contact to be made by Site Supervisor via phone in the event of an evacuation			
Fence Factory	4 Dennis Court, Berrimah – 08 8947 2257		
Wilhelmsen Port Services	6 Dennis Court, Berrimah – 08 8947 2882		
Cronos Environmental Pty Ltd	5 Frank Court, Berrimah – 08 8947 4328		

Emergency Response Procedures

PROCEDURES – FIRE/EVACUATION

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

Person who discovers the fire or emergency incident:

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

Site Supervisor:

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

First Aid Officers:

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

PROCEDURES – MEDICAL INCIDENT

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

Person who discovers:

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

Site Supervisor:

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

First Aid Officer:

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

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

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

Immediate Response to Notification of the Adverse Weather Alert:

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

Preparation for Adverse Weather Conditions:

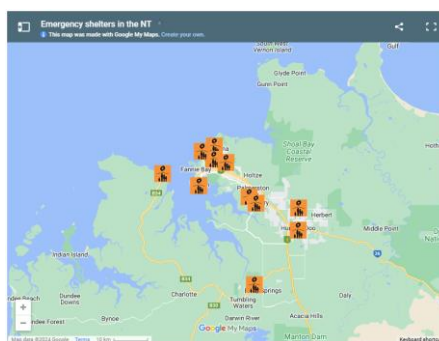
- Secure Large items such as outdoor sheds, trailers or tanks.
- Repair/secure any roofing sheets that are in poor condition
- Prepare an emergency kit for post adverse weather events:
 - Battery-powered, wind-up or solar-powered radio
 - Waterproof torch
 - Spare batteries for all devices
 - First aid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

When a directive to leave site is issued staff must:

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

DARWIN REGION SHELTERS:

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



EMERGENCY RESPONSE – 5 DENNIS COURT, BERRIMAH

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

PROCEDURES – HAZARDOUS SPILL INCIDENT

This Procedure details the requirements for managing and cleaning up spills i.e. chemical, fuel or waste oil spills/leaks that may occur. This Procedure applies to all activities conducted by ntrs personnel that have the potential to spill or leak fuels, waste oils or other chemicals.

PROCESS:

Stop all work in the affected area.

- Ensure the safety of all workers, visitors and the public in the vicinity of the spill/incident.
- Conduct a brief assessment of the affected area and notify the depot supervisor of the results of this assessment.
- The assessment shall include:
 - Quantity of the substance spilt/nature of the incident.
 - Type of substance (i.e. corrosive, poisonous, flammable etc).
 - Location, potential impact on the environment, the health and safety of personnel.
 - Whether the spill/incident is manageable by ntrs personnel or if emergency services need to be contacted.
 - The most effective method of clean up (after referring to the substance’s MSDS if applicable).
- Refer to the container label or Material Safety Data Sheet (MSDS) for detailed information on the substance spilled and to determine the appropriate Personnel Protective Equipment (PPE) and clean up / storage and disposal requirements.
- Where the spill presents an immediate danger to people, property or the environment. The following needs to be determined.
 - Whether sufficient spill control equipment, materials and personal protective equipment are on site to deal with the spillage.
 - Whether attempts to deal with the spill on site would pose any risk to employee safety.
 - Whether NT Fire & Rescue Service (Phone 000) need to be contacted.
 - Whether an off-site waste management contractor should be contacted for clean up, removal and safe disposal of the spilt substance.
- Where it is determined that the spill cannot be managed by the resources on site, efforts shall be made (only where safe to do so) to protect stormwater drains and sensitive areas.
- Notify the NT Fire & Rescue Service (Phone 000) and other organisations under Incident Reporting Procedures.

SPILL MANAGEMENT:

- Before any clean-up, appropriate personal protective PPE is to be worn as per the MSDS. No clean-up should occur without the correct PPE.
- Stop the source of the spill/leak:
 - Put the lid on.
 - Turn the container upright.
 - Turn off machinery.
 - Plug hole if possible.
- Stop the spill/leak from spreading by using:
 - Absorbent materials from spill kit (i.e. booms, pads, pillows, sand, granules etc).
 - Sandbagging, spill sock or impermeable material.
 - Any handy physical barrier.
- Place booms around the outside edges of spilled/leaked substances. Ensure booms are overlapped to prevent leakage.
- Ensure there are no gaps between the boom and the affected surface.

NOTIFICATION AND FURTHER MANAGEMENT:

- Complete notifications following the Environment and Pollution Incident Response and Notification Management Procedure.
- Notify the NTEPA of any potential or actual environmental harm or pollution by contacting the pollution hotline on telephone number 1800 064 567 and emailing environmentops@nt.gov.au

Once ISS are engaged by ntrs to attend or manage an incident it will remain at the discretion of NTRS management to determine the extent of their involvement.

SPILL CLEAN UP:

- If required deploy booms to contain and soak up spill.
- Utilise pads or pillows to soak up the spill.
- Utilise granular sweep (remedial if possible) and work into the spill. Use sufficient sweep to adequately absorb all spilt liquid.
- The depot supervisor is to consider if onsite remediation of the spill can be completed per the spill kit procedure.
- Spill response products are to be collected in bags or bins and disposed of as contaminated waste to a facility appropriately approved to accept such waste.
- The depot supervisor is to arrange a replacement of the used components/spill kit as soon as possible taking into account the risk of future spills and their resultant impacts at that location.
- The depot supervisor is to ensure completion of an Incident Report.
- The depot supervisor will ensure that sufficiently equipped spill stations are provided and maintained at all times, with adequate supplies of absorbent materials, pads, booms etc to deal with any spills.
- Any person operating under the EPL must be trained in the use of the spill kit and procedure.

PROCEDURES – ASSET STRIKES

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

Person who discovers:

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

Site Supervisor:

Gas Strikes

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

Electrical Cable Strikes

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

Telecommunication Strikes

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

Other Strikes

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

PROCEDURES – VEHICLE FIRE

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

Person who discovers:

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

ENGINE FIRE:

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

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

CABIN FIRE

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

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

LOAD FIRE

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

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

TYRE FIRE

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

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

BRAKE OVERHEATING

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

PROCEDURES – ELECTRIC SHOCK

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

Person who discovers:

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

Site Supervisor:

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

First Aid Officers:

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

PROCEDURES – CONFINED SPACES – Carried out by Contractors

Site Supervisor:

Prior to entry and/or work in the Confined Space:

- Ensure that the Contractor has an on-site rescue plan for the confined space and that all the rescue equipment identified in the plan is available to effect their rescue in the confined space.
- Ensure that an adequate number of appropriately trained personnel are available for immediate implementation of the rescue if so required.
- Verify who the Stand By Person is that will continuously monitor the wellbeing of those inside the space. Ensure the Stand By Person establishes communication with all workers (inside and outside of the confined space) using the means described in the rescue plan.
- Ensure that all personnel in the rescue team, understand and know their roles and responsibilities and have signed the rescue plan prior to any personnel entering the confined space. Ensure everyone is aware of the evacuation alarm.

In the event of a confined space rescue:

- The Site Supervisor or the Stand By Person must not enter the confined space but immediately summons a rescue response from the on-site rescue team. This is to ensure that should an incident occur while a team member is in the Confined Space, there is one team member capable of being in continuous communication with the person/s, while another team member is able to initiate emergency responses.
- A nominated person must inform emergency services immediately if required.
- Site Supervisor is to ensure the rescue plan is carried out and assist where and when required.

