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Document Title

EMERGENCY PREPAREDNESS AND RESPONSE PROCEDURE

DARWIN SUPPLY BASE

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CONTROL STATUS

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Amendments


Amendment Description	Rev.	Date	Amended By	Approved By	Pages Affected
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Emergency Preparedness and Response Procedure

1. Purpose

To ensure that employees are aware of the plans in place to deal with an emergency / incident situation whilst at work.

1.2 Duty of OEG Offshore

- To detail the department's operational arrangements and responsibilities for emergency and disaster planning.
- To define a responsible person to act as Person in Charge (PIC) in the event of an emergency and identify persons with specialist knowledge of site and plant details to act as a resource in the event of an emergency.
- To define a site combined Health & Safety Emergency and Pollution Incident Response Plan.

2. Scope

This procedure applies to all OEG Sites, Australia.

3. References

- AS 3745-2010: Planning for emergencies in facilities.
- AS1851-2005: Maintenance of fire protection systems and equipment.
- AS1851-2005/Amdt 1-2006: Maintenance of fire protection systems and equipment.
- AS1851-2005/Amdt 2-2008: Maintenance of fire protection systems and equipment.

4. Responsibilities

Management/Supervisor (PIC)

To ensure that resources are made available to enable the emergency and disaster plan to be implemented and ensure its continued effectiveness.

To perform a periodic review of the procedure to ensure its continued effectiveness.

To ensure that site personnel are aware of and competent in the procedures outlined in the procedure, with particular emphasis on personnel involved in the Incident Control Team.

To act as the nominated site Person(s) in Charge (PIC) in the event of an emergency situation.

To appoint a Deputy PIC for occasions when the members of the senior management team are unavailable to fulfil this task.

National QHSE Coordinator

To identify critical site processes or activities that have the potential under abnormal, accident or emergency conditions to have a detrimental impact on operating activities or the surrounding environment. Impact factors include health safety and wellbeing of OEG personnel, contractors, visitors, neighbours and members of the public, production loss, financial loss, and breach of legislation, pollution, nuisance, waste management and resource use.

To ensure that the critical processes or activities identified are included in the OEG site Environmental Aspects Register and the Health and Safety Risk Register, some significant Potential Emergency or disaster scenarios as identified by the Aspects Register, Safety Risk Register and other sources can be identified as follows:

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- Fatal or serious injury to one or more persons on an OEG site
- Arrival on-shore of an injured Field Service Technician
- Bomb or other threat to individuals or property
- Leakage of diesel from diesel tank to drains or soil
- Diesel leakage from storage tanks
- Fire in Office or Workshop
- Explosion of gas cylinders stored
- Impact from uncontrolled event at Aberdeen Airport

5. Evacuation Procedure

Emergency Evacuation Plan

The Emergency Evacuation Plan is in Appendix C.

Evacuation Drills

Site evacuation drills are carried out annually with the date and time being decided by OEG's QHSE Coordinator.

The evacuation drill will be initiated by an unannounced sounding of the alarm system/air horn.

The drill will be followed by an informal de-brief discussion with all personnel present at drill. The QHSE Coordinator will record findings in the Fire Drill Register recording evacuation response time, observations of staff compliance to evacuation procedures and any resulting actions and recommendations.

The findings of the Evacuation Drill will be communicated to all staff and minute at the next monthly QHSE Meeting after the drill.

Signage

The evacuation procedure is displayed at various locations throughout the site. The plan includes:

- Building Layout (First & Second Floors)
- Location of Fire Exits & Fire Fighting Equipment
- Fire Wardens
- Procedure to follow in the event of a fire

6. Organisation and Resources

To ensure the effective management of emergency situations organisational responsibilities defined. The site organisational responsibility has a clear hierarchy with a nominated Person in Charge (PIC) who ultimately co-ordinates site specialist personnel with defined tasks.

In the first instance the role of the PIC is to co-ordinate site personnel to:

- Safeguard personnel
- Safeguard site equipment and the surrounding area
- Co-ordinate with the emergency services
- Establish contingency and recovery plans to ensure minimal disruption to the sites operating activities

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7. Losses and Contingency Plans

Losses in the event of an incident which can affect operating activities at OEG include losses of: personnel, equipment, documentation, operating capability, communication links and loss of working hours.

It is essential that any losses cause minimum disruption to the operating activities at OEG. It is a duty of the Person in Charge (PIC) and associated departmental managers to ensure that losses are minimised and suitable contingencies are agreed upon and actioned.

8. Recovery Actions

Following an emergency and as soon as the situation has been made safe and stabilised, recovery actions will commence. These will include instructing approved forensic and emergency and disaster management specialists on investigations, decontamination and cleaning contractors.

The Senior Management team will, dependent on the scale of the emergency, involve as appropriate internal resource.

The Senior Management Team in conjunction with personnel will continue to co-ordinate recovery actions and the collecting of cost information, lost time estimates for supporting insurance claims.

9. Emergency Rescue from a Confined Space

- If a hazard arises within the confined space personnel in the space will immediately exit and contact the Entry Supervisor and dial 000/112 for Emergency Services.
- The Entry Supervisor will re-evaluate the space to determine the appropriate course of action.
- Personnel will immediately leave the space when any of the gas monitor alarm points are activated.
- If at any time there is any questionable action or non-movement by the Authorised Entrant, the Attendant will make a verbal check. If there is no response or a questionable response, the worker in the space will be ordered to evacuate the space immediately.
- If possible, Authorised Entrants will initiate self-rescue by climbing out of the space.
- If self-rescue is not possible, the attendant will retrieve the entrant via the connected retrieval line. If the attendant is unable to retrieve the entrant via the lifeline, the attendant will wait for emergency rescue services.
- If the entrant is disabled due to falling or impact, he/she will not be removed from the confined space unless there is immediate danger to his/her life.
- The attendant will not enter the space to perform rescue operations.

10. Incident Reporting

Refer to Accident, Incident & Hazard Reporting Procedure (OEGAU-S-PROCD-018).

11. Out of Office Hours

Security Alarm Activation

- On alarm activation the security company rings the police and an OEG key holder that has been nominated to be on the call out list (appendix B - Emergency Contacts)

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- The nominated person is not to enter the building until the police are in attendance
- If it was a false alarm the alarm is to be reset and the building secured
- If it was an incident the building is to be made secure and the alarm reset before leaving the site
- All incidents are to be recorded on the incident reporting form
- The Regional Director is to be informed at the earliest opportunity
- Out of Hour's Reportable HSE Incident
- Deal with casualty(s)/incident and make area safe
- Inform QHSE Coordinator and/or Manager
- Record incident and take photographs (if possible)
- Carry out actions as advised by Manager
- QHSE/Manager to inform senior management team of incident
- QHSE Coordinator to inform relevant legislative bodies of incident
- QHSE Coordinator to carry out investigation

12. Training

- All employees will be briefed on the plan annually.
- All managers will receive the relevant training for their role(s) stated in this procedure.

13. Review

- This procedure will be reviewed annually.
- The effectiveness of this plan will be reviewed after an emergency/incident.

14. Documented Information

Form No:	Title:	Location:
OEGAU-S-PROCD-006	Accident, Incident and Hazard Reporting Procedure	Electronic

Emergency Preparedness and Response Procedure

15. Appendix A – Organisation Responsibilities

Title	Assigned Person	Responsibilities
Person in Charge (PIC)	Operations Manager	<ul style="list-style-type: none"> • Being on hand and principal contact for the emergency services. • Providing up to date information on conditions, activities, personnel etc to the emergency services and other essential parties. • To ensure the safe evacuation of personnel from site. • Making essential “on the spot” decisions. • Providing co-ordination and instructions to personnel on site. • Contacting relevant Senior managers, management and specialist personnel and informing them of the situation. • To ensure provision of suitable Incident Control Centre Facilities. • To co-ordinate all communications with internal and external parties. • Ensure that adequate cover for specialist personnel is in place at all times and that contact details are maintained and up to date. • Inform OEG corporate management of the incident.
Deputy Person in Charge	Site Supervisor	<ul style="list-style-type: none"> • In the absence of members of the senior management team assumes the responsibilities above.
Incident Controller/ Environmental Controller	Site Supervisor	<ul style="list-style-type: none"> • Assessing the scale of the incident against pre-determined criteria. • Directing all operations at the scene of the incident. • To assess the scale of any environmental incident. • Provide advice to the PIC. • To co-ordinate the actions of the Spill Team when required. • To provide primary contact with emergency services. • To provide primary contact with other specialist contractors or service providers. • To commence recording and preliminary investigation. • To be the principal contact with the Health & Safety Executive and SEPA. • Carry out incident reporting and investigation process.
Fire Wardens	As per distributed Evacuation Plans	<ul style="list-style-type: none"> • To co-ordinate the prompt evacuation of site buildings when required. • To liaise with the emergency services on their arrival at site.
First Aiders	First Aider	<ul style="list-style-type: none"> • To evaluate the medical situation of any injured staff. • When capabilities allow treating injured persons. • Where outside medical aid is required, to stabilise and isolate injured persons from further harm.

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Title	Assigned Person	Responsibilities
Spill Team	Site Supervisor	<ul style="list-style-type: none"> To liaise with emergency services (ambulance) on their arrival at the scene and assist as directed by the emergency services. To contain using all available means any major spills with the potential to cause pollution to ground, groundwater and surface water. To liaise with emergency services (generally the Fire Service) on their arrival at site.
Offshore Emergency	Operations Manager	<ul style="list-style-type: none"> To co-ordinate with offshore contracting company in establishing nature and scale of the emergency and nature of response required. To contact senior managers in the event of a severe emergency or fatality and await for further instruction. To ensure that medi-vac casualties are met at heliport and are taken to the company doctor or local Casualty for immediate medical assessment. To ensure that suitable arrangements are made for the casualty's immediate wellbeing dependent on instructions from medical practitioners i.e. local hotel or travel to home base.

Important Notes:

- In the absence of the first Point of Contact the Nominated Deputy shall undertake the role
- OEG General Manager or nominated person shall be responsible for communicating with injured party's next of kin
- OEG General Manager shall be responsible for communicating with News Media. No other statements or communication shall be made to external parties including News media.
- For Offshore Emergencies the Operations Manager shall act as liaison between the Offshore customers representative and OEG

16. Appendix B - Emergency Contact Details

Contact Name	Contact Number
State Emergency Services (SES)	132 500
Fire Brigade	000 (Emergency) 133 337 (DFES)
Police	000 (Emergency) or 131 444 (Attendance)
Ambulance	000
Environment Protection Authority (EPA)	NT (08)8 924 4218
Water	NT 1800 245 090 (PowerWater)
Gas	NT/WA 131 352 (ATCO)
	NT/WA 1800 093 336 (LGP)
	NT 1800 245 090 (PowerWater)
Dial Before You Dig	1100

Company Contacts (Normal Working Hours)

Contact Name	Office Number	Mobile Number
Joe Allan (Barry Beach)	+61 3 5688 1543	0431 020 881
Tyler Brown (Broome)	+61 (08) 9192 5953	0411 548 011
Kevin Brown (Karratha)		0409 292 472
Patrick Hanna (Forrestdale)	+61 (08) 9497 1600	0488 787 228
Victor Mejia (Forrestdale Yard)	+61 (08) 9393 0600	0405 372 295
Dirk Alber (Darwin)	+61 (88) 984 4034	0421 632 741
Paul Cox (Perth)	+61 (08) 9497 1600	0459 292 555
Geraldine Mirabella (Trugannina)	+61 (03) 8369 4004	0417 686 556
Ella Doherty (Forrestdale)		0439 219 075
Stephen Molyneux (Forrestdale)		0429 314 128
Christie Hardman (Forrestdale)		0450576070

Emergency After Hour Contract

Contact Name	Mobile
Dirk Alber	0421632741

Emergency Preparedness and Response Procedure

17. Appendix C – Emergency Evacuation Plan

All Personnel

- The Emergency Evacuation Plan should be followed by all visitors and staff in the event of fire or activation of alarm system.

Action on Discovering a Fire

- Alert all occupants in the near vicinity of the fire (yardsman radio through to reception).
- On hearing the alarm, if safe to do so, the Receptionist will then call the fire and rescue service 000 via telephone network. The receptionist shall take the visitors book and the sign in board to the assembly point.
- If using a mobile phone call 112 or raise alarm verbally for assistance.
- If you identify a small confined fire and have been trained in the use of fire extinguishers, you can attack the fire if safe to do so, ensuring you stay up wind. Always report any actions you have taken to the Person in Charge (PIC) or Site Supervisor.
- The person discovering the fire is to report the location/type of fire to the Person in Charge/Site Supervisor.
- If too dangerous to fight the fire, activate the fire evacuation alarm tone via the closest call point located at the driveway corner entrance of Workshop 1.

Alarm Activation

- Leave the building quickly and calmly by the nearest escape route, closing any doors on the way. Once you have exited the building, move directly to the fire assembly area.
- Fire wardens will provide evacuation instruction and evacuate the facility via the Yard 1 Main Entrance Gate, either by vehicle or by foot to the designated evacuation assembly area located:

Left out of the main head south east down Hamaura Rd and assemble on the median strip, corner Hamaura and Muramards Rd (Outside fence of Swire Oilfield Services).

- Remain in the assembly area keeping roadways clear.

Assembly Point

- The Fire Marshall shall hold a roll call to ensure all staff and visitors have evacuated the building safely.
- The PIC/Site Supervisor is to be informed of the result of the roll call.
- The PIC/Site Supervisor is to act as primary contact with the emergency services.
- Liaise directly with the fire brigade re any missing persons and provide hazardous area manifest of the chemicals.
- No person is to re-enter the premises without the permission of the Senior Fire Warden/Emergency Control Officer.
- Regional Director/Operations Manager to liaise with all authorities, customer and key stakeholders to assist with investigations and remedial actions for the site.

Points to Remember

- If you have any issues, report to the person responsible for your dept.
- Always use the nearest fire exit route.
- Do not stop to collect personal belongings.
- Do not use lifts.

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- Do not re-enter the building until a senior fire officer has instructed.
- If you have any visitors or guests on site, escort them to the assembly area.

In the Event of a Major Spill inside the Isolated Bunded Storage Area.

- If safe to do so, ISOLATE the origin of the spill and cross check the bunded area valve is isolated (shut) to the interceptor/separator access to drains, stormwater etc.
- Stop all engines. Turn off ignition. Stop ALL sources of ignition e.g. electric motors, naked flames etc within 15M.
- Activate the alarm "alert" tone (not the evacuation tone).
- Cease all activities and evacuate all personnel for at least 25m in all directions from spill.
- Check and identify substance. Consider further evacuation if necessary. **DO NOT ATTEMPT TO CLEAN UP SPILL UNTIL SUBSTANCE HAS BEEN IDENTIFIED.**
- Contact a Emergency Warden immediately and inform him/her of the spill.
- After the Fire/Emergency Warden has assessed the severity of the spill await instructions from him/her as to whether he/she requires assistance to contain the spill or whether evacuation is necessary.
- In the instance, no evacuation is necessary, stop the alert tone and mobilize the following equipment to recover the spilt chemicals.
 - 1 x 1.0" air operated diaphragm pump
 - Approx 20m of air hose (to operate the pump)
 - 2 x 10M lengths of hose
 - 1 x empty washed 1000L Intermediate bulk container
- Pump spilt contents of bund drain area into the 1000L IBC by placing the hose inside the bunded area to draw the spilt cargo out/ or lifting the drainage grill to remove the spilt chemical.
- De-mobilize the recovery equipment.
- Fire/Emergency Warden to contact the following to report the spill.
 - EPA on 1800 064 567
 - Worksafe NT 1800 019 115
 - Nalco/Champion (owner of the chemicals)
- Director/Operations Manager to complete an incident report form and liaise directly with the above 3 parties on investigation findings and remedial actions.

In the instance whereby evacuation is necessary, proceed back into the workshop area and carry out the following:

- Activate the Evacuation tone.
- Instruct all Staff that they must evacuate the building and proceed to the fire/emergency evacuation point.
- Ask for the NT Fire Service on 000 and inform them what has occurred.
- Turn off all electrical machinery/appliances.
- Take with you a copy of the Roster/Employee List (so a Roll Call can proceed at the fire/emergency evacuation point to account for all Staff Members).
- Proceed to the fire/emergency evacuation point.
- Evacuate out of the main gate, turn left (South/East) down Hamaura Road and assemble on the corner of Hamaura Road/Muramats Road (near fence of Swire Oilfield storage yard).

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- Upon arriving at the fire/emergency evacuation point, proceed with a Roll Call and account for all Staff. Any Staff unaccounted for should be brought to the attention of a Member of the NT Fire Service or a Fire/Emergency Warden.
- Await for "All Clear" instructions from a Member of the NT Fire Service or Fire/Emergency Warden prior to returning to the yard and offices.
- Regional Director to liaise with all authorities and customer, as well as Aberdeen based management to assist with investigations and remedial actions for the site if any are required.

Receipt of a Bomb Threat

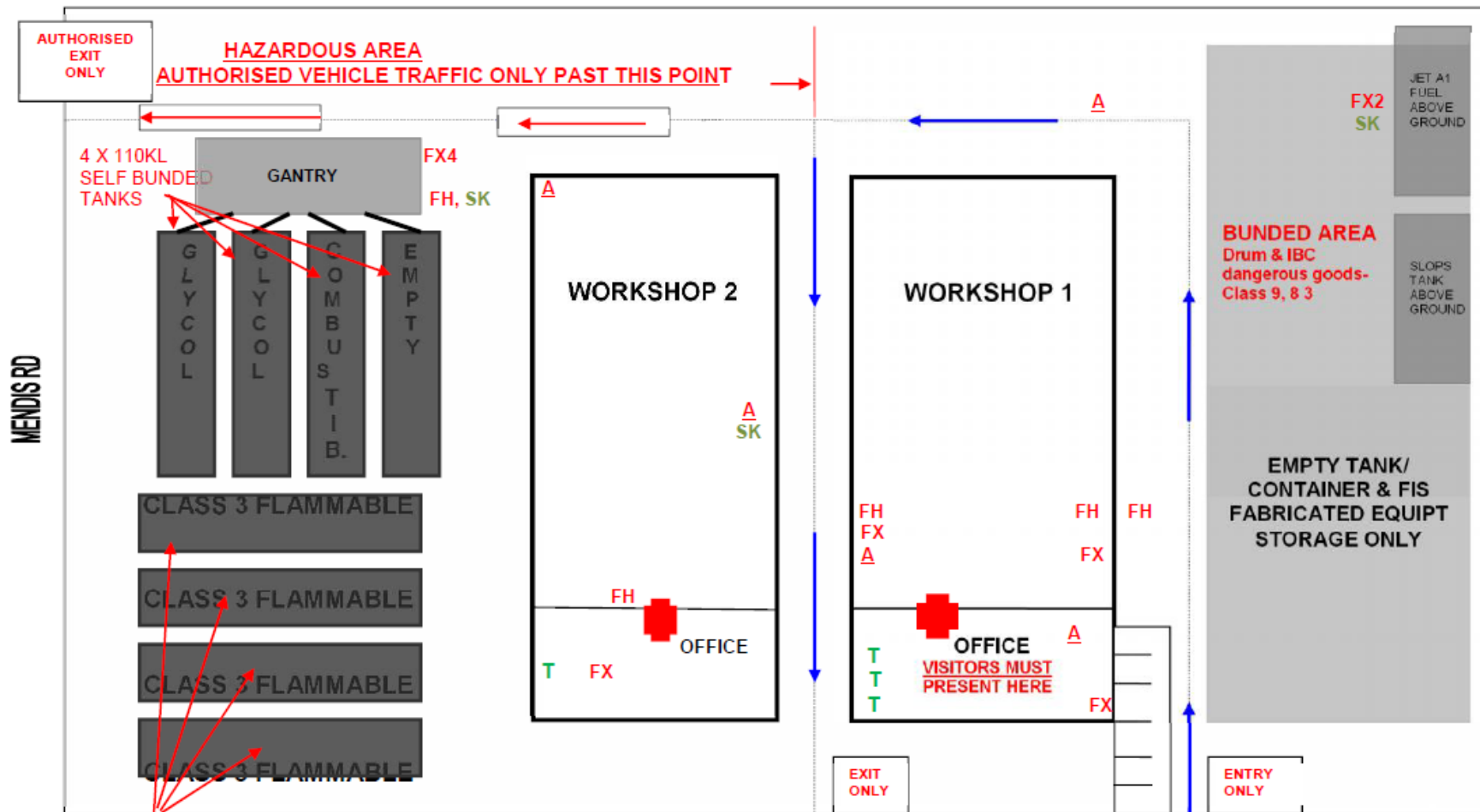
- Remain calm and keep the caller on the line for as long as possible. Ask the caller to repeat the message and record every word on a Bomb Threat Checklist (copy attached).
- If the caller does not indicate the location of the bomb or the time of detonation, ask for this information.
- Advise the caller that the building is occupied and detonation could result in death or serious injury to innocent people.
- Pay particular attention to background noises, such as motors running, music or any other noises which may indicate location from which the call is being made.
- Listen closely to the voice to determine voice quality, accents, speech impediments, sex or unusual characteristics and complete the Bomb Threat Checklist.
- If the caller can be kept talking, ask specific questions as indicated on the Bomb Threat Checklist.
- It is desirable albeit not always practical to have more than one person listen in on the bomb threat call.
- Immediately notify senior management of the bomb threat.
- Senior Management shall notify the police. They will initiate search procedures. Under no circumstances should an untrained employee attempt to locate or move a suspicious package.
- Break the nearest "break glass unit" and evacuate the building. Inform the Emergency Co-ordinator of the bomb threat.
- Remain on hand to provide further information to the police if required.

Evacuation

If the fire alarm sounds or if you are directed to evacuate the building.

- If it can be done quickly, make safe any equipment that you are using, e.g. isolate electrical supply, shut off gases etc.
- Leave the building by the nearest accessible exit ensuring doors are closed behind you. Move in an orderly fashion and do not delay to collect personal possessions.
- Proceed immediately to the assembly point in the car park area at the front of the building.
- Respond to your name when called at roll call. If you have any information pertinent to the emergency, make this known.
- Do not re-enter the building until it is safe to do.

17.1 Appendix D – Yard 1 Tank and Pump Services



KEY: A=ALARM CALL POINT FX= Fire Extinguishers FH= Fire Hosereel SK=Spill Kit T= Toilets = FIRST AID