



Toll Energy and Marine Logistics

TEM DWNPLN 202 Emergency Response Plan – 21 O’Sullivan Circuit

Contract No: 800640 INPEX Offshore Logistics Base

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Summary of Document Revisions			
Rev. No.	Date Revised	Section Revised	Revision Description
000	03/06/2015	Document	Initial issue; was combined with TE DWOP 017 ERP
001	30/11/2015	Document	Updated site contacts. Attached new evacuation diagram at appendix 2. Expanded section 2 Scope. Added section 13 Emergency Equipment.
002	29/02/2016	Document	Updated Chief Fire Warden & contact number. Changed identification of ERT from hats to vests. Deleted section 6. Added content to elaborate responsibilities of the ERT, section 8 further additions to injured person, expanded section 11 to include training and review requirements.
003	30/06/2016	Document	Updated references to TE to TEM. Updated Emergency Response Team details. Included definitions and abbreviations
004	31/08/2017	Document	General review. Updated document references. Updated ERT details.
005	31/08/2019	Document	Annual review. Align emergency exercise with HSEMP. Updated Emergency Response Team details, references and TRAC. Added new neighbouring facility contact details. Transferred to Plan template, from TEM DWP 041 to TEM DWNPLN 202.
006	31/03/2020	Document	Updated contacts and references

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1 Purpose

- 1.1 The purpose of this Emergency Response Plan (ERP) is to detail the likely site specific emergencies for the Toll Energy Marine (Toll) Offshore Logistics Base, emergency response, emergency training requirements and emergency equipment requirements.

2 Scope

- 2.1 This ERP applies to 21 O’Sullivan Circuit, East Arm.
- 2.2 This ERP shall be read in conjunction with *TEM HSE P664 Critical Incident- Emergency Response Plan* - which provides guidance on the response activities to be initiated whenever a critical incident/ emergency situation arises within 21 O’Sullivan Circuit or associated with an operational activity elsewhere (e.g. public road, wharf etc).
- 2.3 The emergencies covered by this ERP include, but are not limited to:
- Vehicle or powered mobile plant incident
 - Contamination – atmosphere, environment, personal
 - General site muster/ evacuation
 - Injury to personnel
 - Chemical spill
 - Fire or explosion
 - Personnel trapped or injured
 - Bomb threat
 - Suspicious package
 - Illegal occupancy/ civil disorder
- For a cyclone emergency refer to *TEM DWOP 013 Cyclone Response Plan*.
- 2.4 Any of the above initiating events shall result in a response. The response shall be appropriate to the level of critical incident/ emergency/ incident as described in Table 8.1 Severity Matrix of *TEM HSE P664 Critical Incident-Emergency Response Plan*.
- 2.5 The Severity Matrix provides guidelines regarding the severity level of critical incident/ emergency from defined risk areas. When reporting details of any critical incident/ emergency, an estimate of the severity level shall be made.

3 Responsibility

- 3.1 The Supply Chain Manager is the ERTL and is responsible for ensuring:
- 3.1.1 Compliance to the IMS and the requirements of this ERP.
 - 3.1.2 All personnel involved in emergency response have undergone emergency response training e.g. spill control, fire extinguisher, first aid, warden. Further detail at section 13.
 - 3.1.3 Employees are briefed in relation to any incident or emergency evacuation exercise.
 - 3.1.4 Further responsibilities are detailed in Section 9.
- 3.2 The HSEQS Coordinator is responsible for ensuring:
- 3.2.1 Emergency response exercises are completed
 - 3.2.2 Annual review and communication of this ERP
 - 3.2.3 Providing emergency response awareness training
 - 3.2.4 Notify emergency incidents to INPEX and Toll senior management.
- 3.3 The ERT are responsible for ensuring that designated areas are cleared of personnel in the event of an emergency. Members of ERT may also provide first aid, firefighting assistance,

isolation of hazards or other emergency controls where they are required, trained and it is safe to do so.

Note: ERTL positions are defined in Appendix TEM DWNPLN 202.1.

4 Definitions

- 4.1 **Critical Incident:** An abnormal and unstable situation resulting in an actual or potential threat to Toll’s long term viability (ie ability to do business) due to the impact on strategic directives, reputation and/ or safety and wellbeing of employees or others protected by Toll operations. and reputation and has the capacity to attract widespread media and/ or community interest.
- 4.2 **Emergency:** An actual or imminent event or series of events which disrupts normal operations, endangers or threatens to endanger life, property, assets or the environment, and which requires a significant and coordinated response well beyond normal business process and resourcing levels.
- 4.3 **Incident:** Any event, which has the potential to impact on workers, neighbours, the Community, the environment or business operations.

5 Abbreviations

- 5.1 **DERTL:** Deputy Emergency Response Team Leader
- 5.2 **ERP:** Emergency Response Plan
- 5.3 **ERT:** Emergency Response Team
- 5.4 **ERTL:** Emergency Response Team Leader
- 5.5 **HSEQS:** Health, Safety, Environment, Quality and Security
- 5.6 **IMS:** Integrated Management System
- 5.7 **SDS:** Safety Data Sheet
- 5.8 **TRAC:** Toll Reporting And Compliance (Health, Safety, Environment and Quality incident, risk and compliance system).

6 Site Profile

- 6.1 Activities onsite include:
- Loading/ unloading of freight from trucks
 - Crane and Material Handling Equipment operations
 - Medium to long-term storage of materials and equipment
 - Warehouse & laydown areas
 - Loading/ unloading offshore containers
 - Storage and handling of tubular
 - Storage and transit of dangerous goods.
- 6.2 The site Evacuation Diagram is provided at Appendix TEM DWNPLN 202.2.

7 Emergency Contacts

- 7.1 Emergency contact details are shown in Appendix TEM DWNPLN 202.1
- 7.2 Designated first aid officers’ are displayed on the HSE Noticeboard and in prominent locations around site.

8 HSE Inspection

- 8.1 Site HSE inspections shall be conducted monthly as per *TEM HSE P660 Hazard Identification, Risk Assessment and Control*, using *TEM HSE F622 HSE Inspection Checklist*. Checks shall include but, not be limited to:
- 8.1.1 Extinguishers – ensuring they are correctly indicated, mounted, charged and in date. (AS1851-2012). A 1m exclusion zone and unobstructed access to the fire equipment shall be in place at all times.
 - 8.1.2 Hose reels, hydrants and hoses – ensuring they are certified, in good condition, and accessible (AS1851-2012).
 - 8.1.3 Emergency exit signs are illuminated above emergency exit doors when the lighting meter identifies insufficient natural light. Emergency exit doors shall be unobstructed at all times and open with a single action (as per AS 2293.1 – 2005).
 - 8.1.4 Emergency lighting systems are working correctly and maintained (as per AS 2293.1 – 2005).
 - 8.1.5 All passageways and fire exits are clear. No packaging material, pallets, cartons etc. to cause obstruction in case of emergency.
 - 8.1.6 Hazardous substances are correctly stored and placarded. SDS shall be held in Chemwatch database for all products stored on site and in the SDS folder in the operations office in the warehouse. Hazardous chemical risk assessments shall be completed in Chemwatch for all substances held onsite and a copy shall be retained in the SDS folder.
 - 8.1.7 Emergency Response Plans are readily available.
 - 8.1.8 Fire wardens/ first aiders are identified in accordance with AS 3745-2010. Fire Wardens will familiarise themselves with their dedicated area.
 - 8.1.9 First aid kits stocked.
 - 8.1.10 Perimeter fencing is in-tact.
 - 8.1.11 Spill kits stocked.

9 Emergency Scenarios

9.1 General Site Muster/ Evacuation

- 9.1.1 A general site muster can be initiated by any Toll Energy Marine or inducted personnel by using the manually operated air horn. Air horns are located in strategic areas across the site. To announce an evacuation over the P.A. system, the Supply Chain Manager or HSEQS Coordinator must be notified for access. Notification of the affected area when the event is occurring will be announced during this process.
- 9.1.2 Any person on site when a general muster is initiated shall:
 - Shut down any machinery or vehicle they are operating (if it is safe to do so).
 - Move without panic to the designated Emergency Assembly Area located outside the front fence between gate 1 and 2, where a roll call will be made by the Chief Fire Warden. If the Chief Fire Warden is not present, the Deputy Fire Warden will conduct the roll call.
 - If the main Emergency Assembly Area is deemed not safe for use by the Chief Fire Warden or Deputy Fire Warden, either will initiate use of the Emergency Assembly Area located at Gate 4
 - The Communications Officer shall take *TEM DWF 076 Emergency Response Assembly Checklist 21 O’Sullivan Cct*, visitors’ sign-in book and *TEM DWF 081 Sign in Sheet for Inducted Personnel* from reception and the Gatehouse, Emergency Response Plans and portable first aid kit to the Emergency Assembly Area.
 - Each designated Fire Warden shall report to the Chief Fire Warden when arriving at the Emergency Assembly Area. On arrival the Fire Warden will declare their area clear and the time will be recorded on *TEM DWF 076 Emergency Response Assembly Checklist 21 O’Sullivan Cct*.

- If in the event of any absent Wardens or Officers during an evacuation the Chief Fire Warden or Deputy Fire Warden shall delegate responsibility to check an area.
- Any employee or visitors in the warehouse are to exit through the courier door emergency exit. If the exit is blocked, utilise the closest emergency exit door and do **not** exit via office areas.
- Assist any injured person to Emergency Assembly Area, if they are able to be moved.
- Visitors shall follow directions from their host and the Fire Wardens.
- No person shall re-enter the site without clearance from the ERTL or Emergency Services.

9.1.3 When notified of an emergency on or affecting the premises the Emergency Response Team Leader shall:

- Communicate with Chief Fire Warden to gain knowledge of the affected area and ascertain nature of emergency.
- Contact appropriate emergency services and coordinate response.
- Contact neighbouring sites, refer to Appendix TEM DWOP 014.1, and inform them of the emergency.
- Ensure Fire Wardens are directing personnel to meet at Emergency Assembly Area.
- If evacuation required, Fire Wardens to check their designated areas including offices, toilets, lunch rooms etc. - closing all doors after checking and communicate to ERTL.
- Position Deputy Chief Warden at gatehouse entrance to stop people entering site by vehicle, and to direct Emergency Services if required. Proceed to the safest evacuation control point. Take note of prevailing weather conditions, or existing threat and relocate personnel to avoid dangerous fumes, smoke or danger, if necessary.
- Call the Roll - check all employees and visitors are at Emergency Assembly Area.
- Liaise with emergency services on arrival, and follow their directions.

9.2 Injury to Personnel

- 9.2.1 Render first aid treatment to casualty. Remember D-R-S-A-B-C-D = Danger – Response – Send for help - Airway – Breathing – CPR - Defibrillation
- 9.2.2 Call ambulance, if required, by dialling 000
- 9.2.3 Move injured persons to safe place - if safe to do so.
- 9.2.4 Conduct appropriate level of immediate First Aid.
- 9.2.5 Report injuries to HSEQS Coordinator, Supply Chain Manager and Shorebase Regional Manager.
- 9.2.6 In case of contact with hazardous chemicals, immediately flush skin or eyes with running water for at least 15 minutes.
- 9.2.7 Where medical treatment is sought, ensure attending medical personnel are made aware of the identity and nature of any hazardous chemical involved.
- 9.2.8 Refer to *TEM SD 004 Injury Management Pack* for further details.

9.3 Chemical Spill

- 9.3.1 Evacuate area of spill.
- 9.3.2 Consult SDS for details (located in the “Fish Bowl”).
- 9.3.3 Notify HSEQS Coordinator, Supply Chain Manager and Shorebase Regional Manager.

- 9.3.4 Identify source of spill and terminate without undue risk of personal injury. If the nature of spill is unknown, evacuate immediately. Notify neighboring sites as required (refer appendix TEM DWNPLN 202.1).
 - 9.3.5 Restrict all ignition sources when flammable substances are involved without exposing workers to a risk of personal injury.
 - 9.3.6 If safe to do so, recover and dispose of any spilt substance in accordance with *TEM DWOP 019 Spill Response*.
 - 9.3.7 In case of contact with hazardous chemical/s remove any contaminated clothing/ footwear and immediately flush skin or eyes with running water for at least 15 minutes. Use any of the four emergency showers and eye wash stations available. Call for medical assistance.
 - 9.3.8 If evacuation has been undertaken, do not re-enter site until cleared by ERTL or emergency services.
 - 9.3.9 Any person exposed to a hazardous chemical shall be considered as potentially contaminated and treated appropriately. First aid shall be administered and medical checks arranged, as appropriate.
- 9.4 Fire or Explosion
- 9.4.1 Initiate alarm.
 - 9.4.2 Attempt to fight only small fires without undue risk of personal injury if trained to do so. If not or if dangerous goods are involved, then call emergency services by dialing 000. Inform the Shorebase Regional Manager.
 - 9.4.3 Shut off electricity to the affected area if safe to do so.
 - 9.4.4 Turn off air conditioners in affected area if safe to do so.
 - 9.4.5 If safe to do so, remove containers and vehicles from the affected area.
 - 9.4.6 Notify neighboring sites if required (Appendix TEM DWNPLN 202.1)
 - 9.4.7 Report to ERTL when evacuation complete or fire is extinguished.
- 9.5 Bomb Threat
- 9.5.1 Person receiving call to complete Bomb Threat Checklist (Appendix *TEM HSE P664.12 Critical Incident- Emergency Response Plan*) – keep calm do not hang up.
 - 9.5.2 Inform/ brief ERTL.
 - 9.5.3 Contact Police.
 - 9.5.4 Follow directions issued by Emergency Services/ ERTL.
 - 9.5.5 Raise alarm/ enact site emergency evacuation procedure, as instructed by Emergency Services.
- 9.6 Suspicious Package
- 9.6.1 A suspicious package may be, but not limited to, identifiable as: a package without labeling or documentation, a package outside of normal scope or an untraceable package.
 - 9.6.2 Inform ERTL.
 - 9.6.3 Contact Police.
 - 9.6.4 Follow directions issued by Emergency Services/ ERTL.
 - 9.6.5 Raise alarm/ enact site emergency evacuation procedure, as instructed by Emergency Services.
- 9.7 Illegal Occupancy and Civil Disorder
- 9.7.1 Notify the police and request assistance
 - 9.7.2 Alert ERTL
 - 9.7.3 Restrict illegal occupants to affected area (illegal occupancy) or restrict access and egress from the facility (civil disorder)

- 9.7.4 Restrict facility occupants and visitors access to affected area
- 9.7.5 Inform occupants and visitors of unaffected areas to remain at their location unless otherwise advised.

10 Emergency Security Provisions

- 10.1 Any employee, contractor, tenant, transport service provider or labour hire employee that has been inducted can raise the emergency alarm.
- 10.2 When the alarm is raised, all personnel, other than those directly concerned with minimising the effect of the emergency, shall muster at the designated Emergency Assembly Area or other alternative Emergency Assembly Area, following directions of the Fire Warden.
- 10.3 No person shall re-enter the site without clearance from the ERTL or Emergency Services.
- 10.4 The Emergency Response Team Leader (ERTL) will be responsible for ensuring that a response team and equipment is available and that the site is made appropriately secure.
- 10.5 Emergency Response Team positions are detailed in *TEM HSE P664 Critical Incident-Emergency Response Plan* Appendix TEM HSE P664.7 Emergency Response Team Leaders/ Coordinators and Appendix TEM DWNPLN 202.1 Emergency Response Personnel Darwin Sites.
- 10.6 Any person exposed to dangerous goods/ hazardous chemicals should be considered as potentially contaminated and treated appropriately. First aid shall be administered and medical assistance arranged, as required.

11 Notification of Neighbours

- 11.1 It is the responsibility of the ERTL, or in his absence the DERTL, to ensure that neighbours adjoining the premises are notified of particular emergency situations on the site.
 - A fire occurs on site.
 - A major leak of a hazardous substance occurs.
 - Any other major incident that may affect neighbouring operations.
- 11.2 Neighbours should be aware in advance that if a fire emergency or a major leak occurs and they are notified, certain procedures should be addressed to ensure the safety of all personnel on their respective premises. Neighbours should consider the following precautions on their premises;
 - Close all windows and doors to buildings
 - Turn off all air-conditioners
 - Eliminate all ignition sources on their premises
 - Ensure all personnel are moved as far away from any adjoining fence line or common boundary as possible
 - Prepare to evacuate their premises
 - Prepare to give possible assistance
 - A list of neighbours to be notified is located in Appendix TEM DWNPLN 202.1.
- 11.3 Where a neighbour notifies Toll of an emergency incident the ERTL must be notified and the actions as listed above followed,

12 Remediation

- 12.1 Spills shall be cleaned up in accordance with *TEM DWOP 019 Spill Response*.
- 12.2 Toll Group has contracted ISS as Toll’s national emergency responder. ISS have:
 - Personnel with appropriate knowledge and experience who can respond in a timely

- manner to a dangerous situation or an incident involving dangerous goods
 - Equipment that may be required for clean-up after an incident or product release
 - National Towing and Salvage Service
 - ISS can be contacted 24 hours / 7 days per week:
 - Telephone Number: 1300 131 001 or 1800 639 621
 - 24 hours – 7 days per week.
- 12.3 The person contacting the emergency responder is responsible for requesting that they take any necessary soil samples and forward them to a NATA accredited laboratory, to verify that the spill has not resulted in any damage to the environment/ pollution.
- 12.4 Regulatory reporting shall be accordance with HSE-13-PRO-ALD-ALL-001 Incident Reporting and Management.

13 Emergency Exercises, Training and Review

- 13.1 An emergency response exercise shall be held biannual, based on scenarios identified within this ERP (section 2.3) and operational risk assessments. Completed exercise shall be entered and all generated actions monitored in TRAC.
- 13.2 Emergency response exercises shall be documented using *TEM HSE F656 Checklist and Summary for Emergency Exercise*.
- 13.3 The ERTL shall ensure that all Area Wardens have undergone emergency response training including PUAWER008B Confine small workplace emergencies and PUAWER005B Operate as part of an emergency control organisation and CPPFES2005A Demonstrate first attack firefighting equipment.
- 13.4 First Aiders shall complete HLT AID003 Provide First Aid. The number of First Aiders is determined on completion of *TEM HSE F635 First Aid Risk Assessment*.
- 13.5 All workers shall be inducted which will include site familiarisation, including manual control buttons for alarms, location of fire extinguishers and first aid kits, identification of first aiders, wardens, location of the ERP and the assembly area.
- 13.6 This ERP shall be reviewed on an annual basis by the Supply Chain Manager, HSEQS Coordinator and Supervisor/s or where:
 - Required after emergency response exercises
 - After a real emergency
 - Significant changes to scope of work or operations occur.

14 Emergency Equipment

- 14.1 Fire Services Infrastructure

Fire services infrastructure consists of the following major items;

 - 2 fire water storage tanks
 - Duty/standby booster pumps
 - Reticulated fire main with valved connection
 - Fire brigade booster cabinet complete with feed hydrant, inlet breeching points and storz connection at fire pump.
- 14.2 Sprinkler Systems

Automatic sprinkler system installed throughout facility are in accordance with AS 2118 with components to AS 4118.

 - Warehouse - calculated system with K14 heads
 - Awnings - discharge density of 5.0mm/min

- Offices - density of 5.0mm/min
 - Ancillary structures - discharge density of 5.0mm/min
 - Sprinkler control valves are located outside of receiving area.
 - System to be monitored by the NTFRS.
 - Sprinkler tank and pumps as required by AS 2118. All engines have inbuilt water heater jacks for instant start.
 - System is monitored by external service provider, fire indicator panel located at the Gatehouse.
- 14.3 Fire Hydrants
- Hydrant system installed provides coverage to the entire site as required by the NCC (BCA) and is installed in accordance with AS 2419.
 - All hydrants are protected with two bollards painted yellow and concreted infill.
- 14.4 Fire Hose Reels
- Fire hose reels installed to the entire site in accordance with AS 2441.
- 14.5 Portable Extinguishers
- Portable fire extinguishers installed to entire site in accordance with AS 2444.
- 14.6 Smoke Detection
- Smoke detectors installed throughout in accordance with AS 3786.
- 14.7 Safety Shower and Eye Wash Stations
- Safety shower and eye wash facilities are located at the first aid room warehouse entrance door, Hazardous Substance storage facility entry, by wash bay at rear of warehouse and next to Toll offices inside warehouse.
- 14.8 Fire Blankets
- Fire blankets are located in the kitchen and gatehouse and are in accordance with AS 3504.
- 14.9 First Aid Facilities
- First aid facilities shall be compliant with First Aid in the Workplace Code of Practice and first aid risk assessment, refer to *TEM HSE P610 First Aid*.
 - The air conditioned first aid room contains, single bed, wall mounted kit and defibrillator.
 - Wall mounted kit available in the Supply Chain Manager’s office in warehouse. Mobile first aid kit available in Supply Chain Manager’s office and INPEX offices.

15 Incident Reporting and Investigation

- 15.1 All incidents are reported, recorded and investigated in accordance with *HSE-13-PRO-ALD-ALL-001 Incident Reporting and Management*.
- 15.2 In the event of a serious injury, fatality or major incident, all directly affected equipment shall be isolated and left in the same condition as when the incident occurred, until authorities have inspected the site and photographs have been taken – this requirement is not to restrict or impede any rescue efforts or environmental pollution controls.
- 15.3 All personnel directly involved in an incident resulting in a reportable injury, or injury to a member of the public, or significant plant or equipment damage, or damage to customer freight or materials, or a reportable environmental/ controlled waste incident, must undergo Drug and Alcohol testing, wherever possible.
- 15.4 Initial notification for all Lost Time Incidents (LTI), Medical Treatment Injuries (MTI), reportable environmental spills, vehicle accidents, loss of freight or any incidents deemed necessary to be reported by the ERTL, shall be reported within two hours. This will ensure timely notification to relevant parties that have or may be able to assist in the ensuing incident.

- 15.5 Notification of any HSES event shall be reported to INPEX using the Preliminary Incident Report (PIN) form. Timeframes for reporting to INPEX are documented in the *INPEX Logistics Incident Reporting and Investigation Flowchart*. If the HSEQS Coordinator is absent, the Supply Chain Manager will ensure this process is completed.
- 15.6 Investigations are conducted on all recorded incidents. The level or detail of the investigation is in accordance with *HSE-13-PRO-ALD-ALL-001 Incident Reporting and Management*.
- 15.7 Incident investigations are entered into TRAC and documented on *HSE13FRM-ALD-ALL-001 Incident Investigation Form*.

16 Distribution

- 16.1 This ERP will be issued to members of the Emergency Response Team by the HSEQS Coordinator upon each review.

17 Appendices

17.1 Appendix TEM DWNPLN 202.1 – Emergency contact details

Icthy's Offshore Logistics Base - 21 O’Sullivan Circuit			
Emergency Response Team			
	Name/ Position	Contact	First Aider?
Emergency Response Team Leader	Supply Chain Manager	0438 149 704	Yes
Deputy ERTL	HSEQS Coordinator	0438 865 547	Yes
Chief Fire Warden	Nick Hall	0429 568 244	Yes
Deputy Chief Fire Warden	Bill Maxwell	0403 831 074	Yes
Communications Officer	Reception/Operations Administration	8980 3800	Yes
Area Wardens			
Area 1- Rear of yard	Semisi Tupou	8980 3820	Yes
Area 2 - Warehouse	Corey Colbran	8980 3819	Yes
Area 3 – Yard and Dangerous Goods shed	Chris Hubbard	8980 3842	Yes
Area 4 – Offices and parking area	William Maxwell	8980 3828	Yes
INPEX Contacts			
Icthy's Offshore Logistics Base Superintendent	Todd Farrell	8980 3802 0459 483 343	
Senior HSE Advisor	Johan Mattiasson	0417 549 718	
Neighbouring Companies			
Toll Express	Reception	08 8944 1000	
Journey Beyond Rail Expedition	Darwin Service Manager (Penny Milne)	8947 4480 0417 753 559	
Linfox	Depot Manager Alanah Smith or Craig Street	0488 700 238 0488 657 954	
Rusca Bros	Compliance & Risk Manager General Manager	0418 147 209 0400 880 769	
NTPFES Call Centre - 000	Police	Ambulance	Fire
	000	000	000

Note: All Team Leaders and Wardens need to be able to assume the role of the more Senior Person within the Emergency Response Organisation should that person be absent or injured at the time of emergency.

All emergency response team members will be issued with vests as a visible means of identification.

Vests should be donned where possible. The importance of saving life comes first.

17.2 Appendix TEM DWNPLN 202.2 - The site Evacuation Diagram

