EMERGENCY RESPONSE PLAN

Tyre Recycling Operations

TOA RECYCLING

Darwin, Northern Territory, Australia

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Introduction and Purpose

This Emergency Response Plan (ERP) has been developed for TOA RECYCLING's tyre recycling facility in Darwin, Northern Territory. The plan establishes procedures for responding to emergencies that may occur during the collection, storage, processing, and disposal of end-of-life tyres (ELTs).

The purpose of this plan is to:

- Protect the health and safety of all personnel on site
- Minimise environmental impacts from emergency incidents
- Ensure effective coordination with emergency services
- Provide clear procedures for all types of emergencies
- Comply with the Work Health and Safety Act 2011 (Cth) and NT regulations
- Meet the requirements of the Tyre Stewardship Australia (TSA) Best Practice Guidelines

This plan applies to all employees, contractors, and visitors at the TOA RECYCLING facility. All personnel must be familiar with the procedures outlined in this plan and their specific roles during an emergency.

Emergency Contact Information

Emergency Services

Service	Contact Number
Police, Fire, Ambulance (Emergency)	000
NT Fire and Rescue Service (Non-emergency)	(08) 8922 3611
NT Police (Non-emergency)	(08) 8922 3541
Poisons Information Centre	13 11 26
NT EPA Pollution Hotline	1800 064 567

Table 1: Emergency Services Contact Numbers

Internal Contacts

Position	Name	Contact
Managing Director	[Name]	[Phone]
Site Supervisor / Chief Warden	[Name]	[Phone]
Environmental Manager	[Name]	[Phone]
Safety Officer	[Name]	[Phone]
After Hours Emergency	[Name]	[Phone]

Table 2: Internal Emergency Contacts

Regulatory Contacts

- NT EPA Pollution Hotline: 1800 064 567
- NT EPA Email: pollution@nt.gov.au
- NT WorkSafe: (08) 8999 5011

Emergency Response Organisation

TOA RECYCLING has established an Emergency Control Organisation (ECO) to manage emergency situations. The ECO structure and responsibilities are outlined below.

Emergency Control Organisation Structure

Position	Responsibilities	Appointment
Chief Warden	Overall command during emergencies, liaison with emergency services	Site Supervisor
Deputy Chief Warden	Assist Chief Warden, assume command if unavailable	Senior Staff
Area Wardens	Coordinate evacuation in their area, account for personnel	Department Heads
First Aid Officers	Provide first aid, coordinate medical response	Trained Staff
Fire Wardens	Operate fire equipment, assist with fire response	Trained Staff

Table 3: Emergency Control Organisation

Assembly Points

- Primary Assembly Point: Main car park - northern end
- Secondary Assembly Point: Front gate area
- Accounting for personnel at assembly points is the responsibility of Wardens

Emergency Response Teams

- Fire Response Team: Trained in use of fire equipment and initial fire suppression
- First Aid Team: Qualified first aiders for medical emergencies
- Spill Response Team: Trained in spill containment and cleanup procedures
- Evacuation Team: Assists with orderly evacuation of personnel

Fire Emergency Response

Fire is the most significant emergency risk at tyre recycling facilities due to the combustible nature of rubber materials. This section provides detailed procedures for responding to fire emergencies.

Fire Detection and Alarm

- Upon discovering a fire, immediately activate the nearest fire alarm
- Call 000 to notify NT Fire and Rescue Service
- Notify the Chief Warden or Site Supervisor
- Do NOT attempt to fight fires that are beyond initial attack capability

Initial Response (First 5 Minutes)

The first five minutes are critical for effective fire suppression. Staff should attempt first attack firefighting ONLY if:

- The fire is small and contained
- Appropriate firefighting equipment is readily available
- The staff member has been trained in fire equipment use
- There is a clear evacuation route
- The fire does not involve electrical equipment

Firefighting Equipment

Equipment Type	Location	Quantity
Fire extinguishers (ABE)	Main building, processing area	8
Fire hose reels	Main building perimeter	4
Fire hydrants	Throughout facility	6
Dry chemical powder extinguishers	Tyre storage areas	6
Fire blankets	Kitchen, workshop	2

Table 4: Firefighting Equipment Locations

Water Supply and Containment

- On-site water storage: Minimum 100,000 litres
- Fire hydrants strategically located throughout facility
- Stormwater containment system for firefighting runoff
- Pumper truck engagement for fire water removal

Fire Water Runoff Management

Fire water runoff from tyre fires contains contaminants and must be contained. The following measures are in place:

- Stormwater detention ponds to capture runoff
- Cut-off drains to prevent off-site discharge
- Pumper trucks engaged to remove contaminated water
- Water quality testing before any discharge

Special Considerations for Tyre Fires

- Tyre fires can burn for extended periods (days to weeks)
- Water application may be limited in effectiveness
- Smoke from burning tyres is toxic - evacuation may be required
- Fire may reignite after apparent extinguishment
- Access for fire appliances must be maintained at all times

Spill and Contamination Response

This section addresses response procedures for spills of oils, fuels, chemicals, and other contaminants that may occur at the facility.

Spill Response Procedures

- Stop the source of the spill if safe to do so
- Contain the spill to prevent spread
- Notify the Site Supervisor immediately
- Use appropriate spill kits for cleanup
- Dispose of contaminated materials as hazardous waste

Spill Kit Locations

Location	Contents	Quantity
Processing area	General purpose spill kit	2
Fuel storage area	Hydrocarbon spill kit	1
Workshop	General purpose spill kit	1
Vehicle parking	General purpose spill kit	1
Chemical storage	Chemical spill kit	1

Table 5: Spill Kit Locations

Notification Requirements

- Minor spills (contained on-site): Notify Site Supervisor
- Major spills (off-site impact): Notify NT EPA within 24 hours
- Report via NT EPA Pollution Hotline: 1800 064 567

Medical Emergency Response

This section outlines procedures for responding to medical emergencies including injuries, illness, and exposure to hazardous substances.

First Aid Response

- Assess the situation for ongoing danger
- Call for help - notify First Aid Officer
- Provide first aid within your training and capability
- Call 000 for ambulance if required
- Do not move injured persons unless immediate danger exists

First Aid Equipment

Location	Contents	Quantity
Main office	General first aid kit	1
Processing area	Workplace first aid kit	1
Workshop	Workplace first aid kit	1
Site vehicle	Vehicle first aid kit	1
Emergency shower/eyewash	Processing area	1 station

Table 6: First Aid Equipment Locations

Emergency Shower and Eyewash

- Emergency shower located at processing area
- Eyewash stations at chemical storage and processing areas
- Tested weekly to ensure proper operation
- Use immediately for chemical splashes to eyes or skin

Severe Weather Response

The tropical climate of Darwin presents risks from cyclones, severe storms, and flooding. This section outlines procedures for severe weather events.

Cyclone Response

- Monitor Bureau of Meteorology warnings
- Secure loose materials and equipment
- Cover or relocate sensitive equipment
- Evacuate site if advised by authorities
- Follow NT Emergency Services instructions

Flood Response

- Monitor weather forecasts and flood warnings
- Move equipment and materials to higher ground if possible
- Secure chemical storage areas
- Do not attempt to drive through floodwaters
- Report any environmental impacts to NT EPA

Lightning Response

- Cease outdoor activities during electrical storms
- Seek shelter in buildings or vehicles
- Avoid contact with metal structures
- Inspect site for damage after storms

Equipment Failure Response

This section addresses response procedures for equipment failures that may pose safety or environmental risks.

Processing Equipment Failure

- Immediately shut down equipment using emergency stop
- Isolate power supply
- Notify Site Supervisor
- Do not attempt repairs unless qualified
- Tag out equipment to prevent accidental restart

Power Failure

- All equipment will shut down automatically
- Secure any work in progress
- Follow instructions from Site Supervisor
- Emergency lighting will activate
- Do not restart equipment until power is stable

Vehicle Incident

- Secure the scene to prevent further incidents
- Check for injuries and provide first aid
- Call 000 if injuries or significant damage
- Notify Site Supervisor
- Document incident for investigation

Evacuation Procedures

This section outlines the procedures for evacuating the facility in response to various emergency situations.

Evacuation Triggers

- Fire that cannot be controlled by first attack
- Toxic smoke or hazardous atmosphere
- Cyclone or severe weather warning
- Structural collapse or building damage
- Bomb threat or security incident
- Direction from emergency services

Evacuation Procedure

- Chief Warden or Site Supervisor initiates evacuation
- Activate evacuation alarm (continuous tone)
- All personnel cease work immediately
- Follow wardens' instructions
- Proceed to designated assembly point by safest route
- Do NOT use lifts during evacuation
- Do NOT return to building until all-clear given

Roll Call at Assembly Point

- Wardens account for all personnel in their area
- Report any missing persons to Chief Warden immediately
- Do not leave assembly point without authorisation

Post-Emergency Actions

Following any emergency, specific actions must be taken to ensure proper documentation, investigation, and follow-up.

Immediate Post-Emergency Actions

- Ensure all personnel are accounted for and safe
- Secure the incident scene
- Notify relevant authorities as required
- Preserve evidence for investigation
- Document initial observations

Incident Reporting

- Complete Incident Report Form within 24 hours
- Report to NT EPA for environmental incidents
- Report to NT WorkSafe for notifiable incidents
- Notify insurance company if applicable

Investigation

- Conduct incident investigation to determine root cause
- Identify corrective actions to prevent recurrence
- Implement corrective actions within specified timeframes
- Review and update emergency procedures as required

Training and Drills

Regular training and emergency drills are essential to ensure all personnel can respond effectively in an emergency.

Training Requirements

- All new employees receive emergency response induction
- Fire extinguisher training for all staff (annual)
- First aid training for designated First Aid Officers
- Spill response training for Spill Response Team
- Warden training for ECO members (annual)

Emergency Drills

Drill Type	Frequency	Responsible
Fire evacuation drill	Every 6 months	Chief Warden
Spill response drill	Annually	Environmental Manager
First aid scenario drill	Annually	Safety Officer
Cyclone preparedness drill	Before wet season	Site Supervisor

Table 7: Emergency Drill Schedule

Drill Evaluation

- Evaluate response time for all drills
- Identify areas for improvement
- Update procedures based on lessons learned
- Maintain records of all drills and evaluations

Appendices

Appendix A: Site Plan

- Location of fire equipment
- Emergency exits and evacuation routes
- Assembly points
- Location of spill kits and first aid stations
- Fire hydrant locations
- Stormwater drainage system

Appendix B: Emergency Response Forms

- Incident Report Form
- Fire Drill Record Form
- Evacuation Drill Record Form
- First Aid Treatment Record

Appendix C: Material Safety Data Sheets

- Location of all MSDS on site
- Emergency contact information for chemical suppliers

Appendix D: Document Control

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