

NT EMERGENCY PLAN

41 BISHOP STREET, WOOLNER



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TABLE OF CONTENTS

Item	Description	Page
1	AUTHORITY	4
2	AIM	4
3	LOCATION SAFETY FEATURE	4
4	THE EMERGENCY TEAM	5
5	EMERGENCY CONTACT NUMBERS	6
6	STAGES OF EVACUATION	7
7	SUDDEN EMERGENCY EVACUATION	8
8	SITE EMERGENCY EVACUATION	8
9	TRANSIT/ SPILL EMERGENCY MANAGEMENT	9
10	PRE-WARNED/ COMMUNITY EVACUATION	9
11	BOMB THREAT SITUATION	9&10
12	MEDICAL EMERGENCY	10
13	HSEQ MANAGEMENT	10
14	ROLES AND RESPONSIBILITIES	11-15
14.1	Emergency Coordinator	11
14.2	Assistant Emergency Coordinator	11
14.3	Office Lead	12
14.4	Assistant Office Lead	12
14.5	Workshop Lead	13
14.6	Assistant Workshop Lead	13
14.7	Project Site Lead	14
14.8	National Emergency Coordinator	14
14.9	First Aider	15
15	CYCLONE PROCEDURES	15-
15.1	Emergency Contact Numbers during Cyclones	15&16
15.2	Preparing the Workplace for Cyclones	16
15.3	Preparing the Home for Cyclones	16&17
15.4	Post Cyclone Clean-up	18
16	DEFINITIONS	18

INTRODUCTION

EMERGENCY: *An event, which arises internally or from external sources which may adversely affect the safety of persons in a building, the environment or the community generally and requires immediate response by occupants.*

These instructions are recommended for use by emergency services and have been specifically designed to establish procedural guidelines for dealing with emergencies within McMahon Services Australia (NT) Pty Ltd work Bishop St premises.

Should an emergency occur, it is imperative that the situation is dealt with promptly and effectively to ensure that injuries, loss of life, and damage, is kept to an absolute minimum.

Life safety is to be considered the priority, and for that reason, the evacuations are planned and organised to ensure that all personnel are moved in an orderly fashion from any danger, or potentially dangerous situations, to a place of safety.

This may involve a complex operation that has the potential to place evacuees at risk during the evacuation. Through careful planning, and a thorough knowledge of these arrangements, risks associated with the evacuation process can be minimised.

The Emergency Plan is integral for the ongoing care and reception of evacuees and is to be read in conjunction with McMahon Services site specific QHSE Plans specific to Evacuation Management.

Five stages will be applied for the evacuation procedure:

1. Decision to Evacuate
2. Warning of pending Evacuation
3. Withdrawal
4. Shelter
5. Return

1. AUTHORITY

The Emergency Management Act NT (2013) gives authority for emergency management arrangements to be developed by Local Emergency Management Committee in Local Government Areas.

Evacuation can be effected under section 41 of the Emergency Management Act NT 2013.

This emergency Evacuation Plan has been prepared by McMahon Services Australia (NT) Pty.

2. AIM

The aim of the Evacuation Plan is to provide for the coordination of evacuation, safeguarding and recovery of affected individuals, plant and equipment and restoration of services as expediently and safely as possible.

Avoiding of anxiety and panic greatly assists in incident management. Applying this approach during emergencies is crucial to the minimisation of injuries and chaos.

3. LOCATION SAFETY FEATURES

- Smoke Detectors in Administration offices
- Fire Alarm System
- Fire Main
- Fire Hose Reels & Signage
- Fire Extinguishers & Signage
- Oil Spill Kits & Signage
- Emergency Exit Signage
- First Aid Kits & Signage
- Evacuation Plans
- Emergency Plan
- MSDS

Emergency Kit

First Aid Box

Pens, pencil, ruler, highlighters, notebooks

4. THE EMERGENCY TEAM

In the event of an emergency, the following members will lead and coordinate the emergency and/ or evacuation process.

Name	Position/Title	Contact Details
Mick Laidler	Emergency Coordinator	0417 587 086
Grant Oehlman	Asbestos Project Manager	0410 115 815
Beatrice Antonio	Office Lead	0411 016 514
Anthony Morphett	Compound Lead	0447 294 790
Jeff Whitnell	Stores/ Workshop/Yard Manager	0429 416 638
John Westhoff	National Emergency Coordinator	0419 978 454

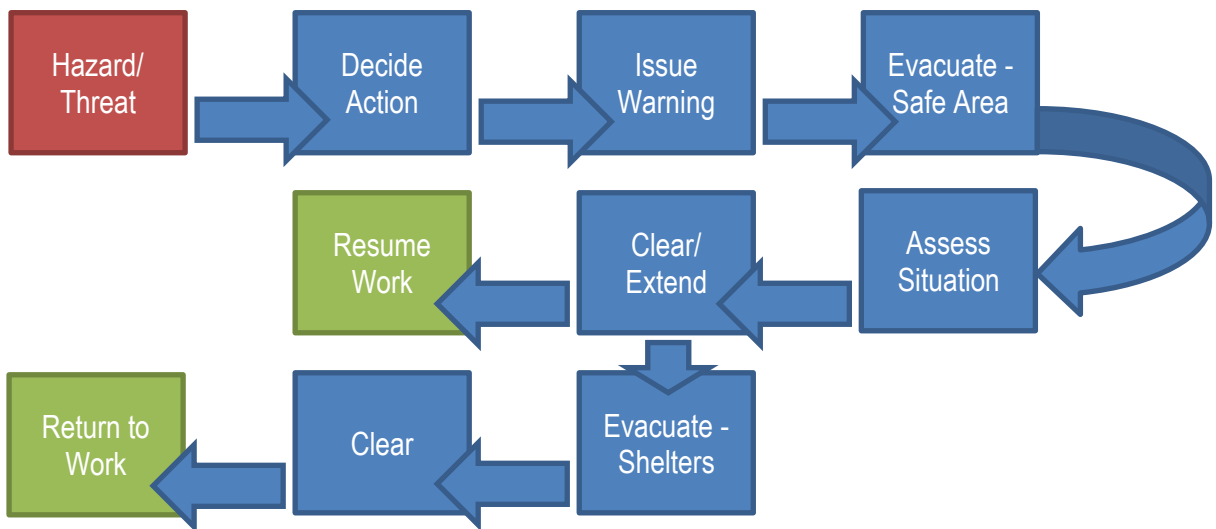
5. EMERGENCY CONTACT NUMBERS

Emergency Services	Contact Number
Fire / Police / Ambulance	000
Police Assistance Line	131 444
NT Worksafe Reportable Incidents (24 Hour Service)	1800 019 115
NT EPA Hotline	1800 064 567
Royal Darwin Hospital Rocklands Drive, Tiwi	8922 8888
Carpentaria Medical Centre First Floor, Carpentaria House, 13 Cavenagh Street	8981 4233
Palmerston GP Super Clinic C/o Roystonea Tce and Temple Terrace	8919 8919

6. STAGES OF EVACUATION



Evacuation Flow Chart



7. SUDDEN EMERGENCY EVACUATION

An evacuation resulting from a hazard or sudden impact, that forces immediate action, thereby allowing little or no warning and limited preparation time.

- Upon discovery of emergency/ fire, close doors and windows that may restrict the emergency/ fire, if safe to do so
- Investigate the cause of the emergency/ fire
- Initiate fire alarm and contact emergency services - 000
- Inform personnel
- Extinguish fire if safe to do so – use fire hose and appropriate fire extinguishers
- Leave building by nearest Exit
- Evacuate to muster point
- Do not delay by collecting personal items
- Remain at muster point
- Do NOT enter the building until advised by emergency services that it's safe to do so
- Return to work after notification by emergency services and Emergency Coordinator
- Go home or to safe area if not safe to return to work as notified by Emergency Services or Emergency Coordinator

8. SITE EMERGENCY EVACUATION

An evacuation resulting from a hazard or impact, that forces immediate action, thereby allowing little or no warning and limited preparation time.

Or,

An evacuation resulting from an event that provides adequate warning and does not unduly limit preparation time. Examples of this type of event may include flood, cyclone and storm surge.

If Sub-Contractor:

- Initiate alarm and contact emergency services upon discovery of emergency– 000
- Inform main contractor and personnel
- Follow main contractor's emergency procedures

If Main Contractor:

- Initiate alarm and contact emergency services upon discovery of emergency– 000
- Inform Emergency Coordinator and personnel
- Evacuate to muster point
- Do not delay by collecting personal items
- Remain at muster point and ensure all people are accounted for
- Do NOT enter the project site until advised by emergency services that it's safe to do so
- Return to work after notification by emergency services
- Go home or to safe area if not safe to return to work

9. TRANSIT/ SPILL EMERGENCY

An incident of sudden impact during transit that forces immediate action, thereby allowing little or no warning and limited preparation time.

- Immediately barricade area to a radius of 15m from the spill area
- Contact emergency services upon discovery of spill– 000
- Contact the NT EPA and report incident - Pollution Hotline 1800 064 567.
- Contact McMahon Services Emergency Coordinator and National Emergency Coordinator
- Evacuate all people from the area in a radius of 50m from the spill area
- Request hygienist to assess and monitor the level of contamination through the clean up
- Place go-textile filters over stormwater inlets
- Provide relevant equipment and PPE
- Install gravel filled geo fab bags around water table gutters to prevent stormwater contamination
- Don PPE and contain and remove asbestos containing material
- Install gravel filled geo fab bags around water table gutters to prevent stormwater contamination
- Remove geo fab bags last
- Seal all asbestos containing material in special asbestos disposal bags
- Doff PPE and dispose with asbestos containing material
- Remove barricade and open area for public upon clearance from the hygienist

10. PRE-WARNED/ COMMUNITY EVACUATION

An evacuation resulting from an event that provide adequate warning and do not unduly limit preparation time. Examples of this type of event may include flood, cyclone and storm surge.

- Upon notification of disaster inform National Emergency Coordinator
- Inform personnel of the disaster and of the evacuation
- Evacuate to dedicated safe area as advised by NT Emergency Services
- Remain at dedicated safe area
- Contact Emergency Coordinator regularly to update on wellbeing and requirements
- Return to work after notification by NT Emergency Services

11. BOMB THREAT SITUATION

- Record all information immediately and on paper – Refer to Bomb Threat Checklist
- Bring to the attention of colleague in close proximity whilst on phone without alerting caller or causing panic
- Try to keep the caller in conversation. Be sympathetic and ask for repeats of the conversation
- Report incident to area lead and emergency coordinator as soon as possible
- Call Police – 000, give details and request attendance
- Implement evacuation procedure

Bomb Search:

- Once people evacuated, discuss the various areas within the location with the area leads.
- Confirm the presence of lack thereof of unfamiliar and unusual items
- Area Leads to confirm with area assistant leads to assume control of the people at the muster points
- Area Leads to do a quick visual search of their respective areas for foreign and unfamiliar objects
- Area Leads to confirm cleared areas with Emergency Coordinator

12. MEDICAL EMERGENCY

- Call Ambulance – 000, give details and request assistance
- First Aiders to assess and recognise the extent of the emergency and ensure the injured/ ill person is not compromised
- First aiders to attend the injured/ ill person and treat injury/ illness according to first aid training until emergency services arrives
- Ensure to give detailed information to emergency services
- First Aider to notify Emergency Coordinator
- Emergency Coordinator to inform family and next of kin of the situation
- Emergency Coordinator to debrief people involved in medical emergency and arrange for counselling where necessary

13. HSEQ MANAGEMENT

- Collate reports on incidents
- Maintain record of reasons for activation of emergencies
- Ensure debriefing occurs following significant emergencies
- Notify improvements to relevant authorities following incidents.

14. ROLES AND RESPONSIBILITIES**14.1 Emergency Coordinator**

In charge of emergency situations. Coordinate the emergency situation and evacuation with all the relevant parties.

Responsibilities

- Establish emergency coordination centre/ location
- Notify Emergency Services - 000
- Coordinate and communicate with Local Emergency Departments and Officials
- Tracking and communication with employees and their families to ensure their safety.
- Communication and Liaise with National Emergency Coordinator
- Liaise with Emergency Lead personnel on emergency requirements
- Maintain incident register
- Issue “All Clear” to Area Leads
- Coordinate debriefing session
- Media liaison

14.2 Assistant Emergency Coordinator

Assisting/ Relief coordination of emergency situation and evacuation

Responsibilities

- Establish emergency coordination centre/ location if Emergency Coordinator is unavailable.
- Notify Emergency Services - 000
- Coordinate and communicate emergency with Local Emergency Departments and Officials if Emergency Coordinator is unavailable
- Tracking and communication with employees and their families to ensure their safety.
- Communication and Liaise with National Emergency Coordinator
- Liaise with Emergency Lead personnel on emergency requirements
- Maintain communication log
- Assist in debriefing session
- Media liaison

14.3 Office Lead

Lead the emergency situation and evacuation process in the office section

Responsibilities

- Assess situation and decide action
- Notify Emergency Coordinator
- Issue Warning/ Notify people in office
- Keep people calm
- Lead the people of the office to the muster point
- Count the people of the office and notify the Emergency Coordinator
- Communicate with Emergency Coordinator, Local Emergency Departments and Officials
- Action emergency instructions/ requirements of Emergency Coordinator, Local Emergency Departments and Officials
- Keep Assistant Office Lead informed
- Assist with further evacuations where necessary – to other safe areas.
- Notify people at muster point once emergency cleared

14.4 Assistant Office Lead

Assisting the emergency situation and evacuation process in the office section

Responsibilities

- Ensure all people in office are aware of the situation
- Keep people calm
- Check individual offices to ensure no person remains in the office.
- Last to evacuate the building thus ensuring no person gets left behind.
- Remain with the people at the muster point and ensure no person leaves
- Assist with further evacuations where necessary – to other safe areas.

14.5 Compound Lead

Leads the emergency situation and evacuation process in the Bishop St Compound

Responsibilities

- Decide Action and notify Emergency Coordinator
- Issue Warning/ Notify people in workshop
- Keep people calm
- Lead the people in the workshop to the muster point
- Count the people of the workshop
- Communicate with Emergency Coordinator, Local Emergency Departments and Officials
- Action emergency instructions/ requirements of Emergency Coordinator, Local Emergency Departments and Officials
- Keep Assistant Workshop Lead informed
- Assist with further evacuations where necessary – to other safe areas.
- Notify people at muster point once emergency cleared

14.6 Stores

Assisting the emergency situation and evacuation process in the workshop

Responsibilities

- Ensure all people in the workshop are aware of the situation
- Keep people calm
- Check all areas in the workshop to ensure no person remain in the workshop.
- Last to evacuate the building thus ensuring no person gets left behind.
- Remain with the people at the muster point and ensure no person leaves
- Assist with further evacuations where necessary – to other safe areas.

14.7 Project Site Lead

Leads the emergency situation and evacuation process on the project site

Responsibilities

- Ensure all people on project site are aware of the situation
- Ensure conformance with main contractor's emergency procedures - if sub-contracting
- Keep people calm
- Check all areas on the project site to ensure no person remains.
- Last to evacuate the site thus ensuring no person gets left behind.
- Remain with the people at the muster point and ensure no person leaves
- Assist with further evacuations where necessary – to other safe areas.

14.8 National Emergency Coordinator

Remotely coordinate crises evacuation situations to ensure that the employees and their families have assistance in the case of a community disaster.

Responsibilities

- Coordinate Emergency with applicable Emergency Departments and Officials
- Liaise with Emergency Coordinator for requirements
- Tracking of employees and their families to ensure their safety
- Provision of transport, shelter, food, etc in case of community disaster
- Media liaison

14.9 First Aider

Assess and recognise the extent of the emergency and ensure the injured/ ill person is not compromised

Responsibilities

- Call Ambulance – 000, give details and request assistance
- Attend the injured/ ill person and treat injury/ illness according to first aid training until emergency services arrives
- Keep onlookers away from injured/ ill person
- Ensure to give detailed information to emergency services
- Notify Emergency Coordinator

15. CYCLONE PREPAREDNESS

Darwin is known for experiencing cyclones. McMahon Services have an approach of “prepare and secure”. What this means is that McMahon Services Australia (NT) Pty Ltd constantly and diligently check and track the weather. In the event of a cyclone approaching McMahon Services Australia (NT) ensures that all employees are informed and all work sites and facilities are secured to maximise safety and minimise damage.

15.1 Emergency Contact Numbers During Cyclones

Emergency – Police, Ambulance, Fire	000
Ambulance – Darwin	8922 8888
Ambulance – Darwin & Palmerston	8922 1503
Fire Services – General After Hours	8922 1555
Police – 24 Hour Line	131 444
Police – Berrimah	131 444
Police – Casuarina	8922 7333
Police – Darwin	8901 0200
Police – Nightcliff	8948 9120
Police – Palmerston	8999 3422
Bureau of Meteorology	8922 3630
Power and Water	1800 245 090
Councils	
Darwin	8930 0300
Palmerston	8935 9922

Other Numbers

AANT Road Services	131 111
Australian Red Cross	8924 3900
Australian Maritime Rescue	1800 019 112
NT Gas	1800 019 112
RSPCA	8984 3795

15.2 Preparing the Workplace for Cyclones**Cyclone Watch Warning**

- Upon notification from the Bureau of Meteorology of the existence of a **cyclone watch**, ensure all equipment tie downs are readied in the event of a cyclone forming.
- Ensure all employees know about the cyclone and safety precautions
- Secure all facilities, sites and office location, board up/ tape up windows, doors and ensure no loose materials lying around.
- Tie down all equipment, containers, machinery that has to remain outdoors.
- Fuel all vehicles
- Move vehicles into workshop and secure workshop
- Ensure first aid kits in vehicles and offices are stocked and ready for crises situations

Cyclone Warning

- Ensure all employees know about the cyclone and safety precautions
- Ensure all employees receive a contact number list of the National Emergency Coordinator
- Notify National Emergency Coordinator and provide a list of current employees, contact phone numbers and addresses.
- Unplug electrical equipment and turn main electricity to office/ yard location off
- Send people home to ensure they have enough time to prepare their homes
- Ensure employees know to remain home until the all clear has been given by emergency services

15.3 Preparing the Home for Cyclones**Cyclone Watch Warning**

- Ensure all people in household are informed of the procedure to follow.
- Upon notification from the Bureau of Meteorology of the existence of a **cyclone**, ensure rubbish and garden refuse is removed.
- No item remains in yard that could be turned into a projectile with strong winds.
- Ensure cyclone and first aid kits are prepared and ready for use
- Ensure enough water to last at least three to four days is in containers in the cyclone shelter
- Cyclone shelter is identified, secured and ready for use
- Arrangements for pets are in place

Cyclone Warning

- Secure all loose items in yard
- Tie down all equipment, machinery, etc that has to remain outdoors.
- Board up/ tape up windows, doors and ensure no loose materials lying around.
- Fuel all vehicles
- Ensure all people in household knows about the cyclone and safety precautions

Evacuation Warning

- Unplug electrical equipment, turn off gas and turn off main electricity to home
- Evacuate all people and pets of the household to the respective shelters
- Notify family and friends outside the cyclone area of what is happening and what to expect
- Listen to the radio to get regular updates of the cyclone conditions
- Remain in the shelters until the all clear has been given by emergency services

Shelters

If your house has been built to code and has been well maintained you can shelter at home. If it is not, you should consider sheltering with family or friends who have a house built to code. When sheltering in any home it is important to use the strongest, most protected part of the house. This is usually the smallest room.

Emergency Shelters

These are made available by the NT Government and the locations will be broadcasted before a cyclone event.

Cyclone Kits

- Portable Radio & batteries
- Waterproof Torch & Batteries
- Utility Knife
- Water Purifier
- Blankets or sleeping bags
- Strong plastic bags
- 10+ Litres of water per person
- Portable stove, cooking gear & utensils
- Prescription Medication
- Spare clothes & shoes – durable
- Copies of important documentation – wrapped in waterproof plastic
- Pet food & supplies
- Toiletries – including toilet paper
- Food for 3-4 days – long life preferably
- Books & Games
- First Aid Kit
- Scissors

15.4 Post Cyclone Clean Up

Emergency services will be overwhelmed after severe weather situations and always appreciate self-efficiency or volunteers to help with the clean-up.

Always be aware of the hidden dangers after natural disasters. Examples of these hidden dangers are:

- Flash flooding
- Active electrical cables
- Trees falling
- Dangerous road conditions – especially where visibility is restricted

16. DEFINITIONS***Evacuation Plan***

McMahon Services Australia (NT) Pty Ltd Emergency Evacuation Plan

Emergency

An unplanned event that threatens the lives of people, property or the environment. This can be either sudden event or pre-warned situation.

Evacuation

The orderly movement of people from an area of danger to a place of safety.

Community Centres

A centre established to provide emergency welfare services to people affected by an emergency. It may be an evacuation centre, accommodation centre or relief/ recovery centre.

Authorised Officer

Person authorised under an Act of Parliament.

Immediate evacuation

An evacuation resulting from a hazard or impact, that forces immediate action, thereby allowing little or no warning and limited preparation time. Hazardous materials accidents/ incidents, air crash, wildlife or earthquake are examples of events that may require immediate action.

Pre-Warned Evacuation

An evacuation resulting from an event that provides adequate warning and does not unduly limit preparation time. Examples of this type of event may include flood, cyclone and storm surge.

Alternative to Evacuation

Although evacuation is considered an important element of emergency response which may be effective in many situations, there will be occasions when it may be assessed that people would be safer to stay and shelter in place. Depending on the nature of the hazard, measures such as closing windows, isolation of air conditioning systems and listening to the radio and/ or TV to receive information can be taken to reduce vulnerability.

ANNEXURES

Annexure A: Emergency Spill Instructions (SWI 0241)





Safe Work Instruction **Emergency Plan for Asbestos and PCB Spills During Transport** **SWI 0241**

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COMPETENCY PRE-REQUISITE	Minimum Qualification(s)	Mandatory Pre-requisite Training Modules	Mentor Timeframe (Min)
None		SWI 0223 RPE – Sundstrom 1/5 Face Mask	3x clean up of minor spills

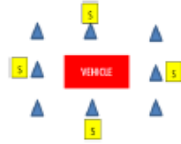

DO NOT use this machine unless **YOU** are **TRAINED** and **COMPETENT** (Refer Employee Skills Matrix)

POTENTIAL HAZARDS / PPE REQUIRED



Asbestos dust	Slip and trip	Cuts and abrasion	Eye injury
 <ul style="list-style-type: none"> Wet down release material P2 dust mask required Wear disposable suit / boot covers / gloves Personal decontamination processes must be adhered with 	 <ul style="list-style-type: none"> Safety boots with good tread Do not stand on material at any time Face tray when climbing 3 points of contact when climbing Use approved access method (ladder) 	 <ul style="list-style-type: none"> Cut rated 3 gloves req'd 	 <ul style="list-style-type: none"> Safety glasses req'd

DO NOT this task unless **YOU** are **TRAINED** and **COMPETENT** (Refer Employee Skills Matrix)












Action Plan – Secure The Spill Zone

#	Major Step	Key Point (Success / Safety / Ease)	Reason to follow key point	Illustration
1	Establish Exclusion Zone	Use cones and signage to restrict any access to area. Place cones a minimum of 10 metres either side of the vehicle (where practicable) where there is potential for pedestrian access. (Warning Signage – 4 off / Cones – 8 off)	Restrict potential exposure to any person	
2 FOR ALL SPILLAGE CALL THE SPILL RESPONSE TEAM FOR ADVICE - PHONE – 0419 542 921				
3	Advise Neighbours / Public	Verbally advise the neighbours / public of spillage if their premise is within a 15m radius of the spillage or directly in front of the spillage. Advise neighbour to stay inside until spillage is cleaned up and area.	Restrict potential exposure to any person	

Action Plan – Friable Asbestos & PCB

#	Major Step	Key Point (Success / Safety / Ease)	Reason to follow key point	Illustration
 Do not attempt to clean up spill unless you <ul style="list-style-type: none"> Have gained permission from the spill response team, and Hold an 'a' class removal licence, and You have appropriate tools to perform the task 				
1	Call Asbestos Team to Clean Up Spill	Call asbestos team for emergency response to the spillage. NSW Refer to project plan SA 0419 542 921 NT-Alice 0417 820 221 SA-Port Pirie / Whyalla 0458 028 628 NT-Darwin 0417 587 086 VIC Refer to project plan QLD 0408 088 879 WA 0420 714 291	Gain Assistance from qualified / competent workers	
Important – EPA Must be notified within 2 hours of a Friable Asbestos spillage occurs				

Action Plan – Non-Friable Asbestos Spill Clean-Up

To clean up a NON-FRIABLE asbestos spill you must hold a B CLASS Asbestos Removal Licence		If the spill response team permits you to clean up the spillage then perform task as follow					
1	Put On PPE	 Safety Goggles	 Chemical Resistant gloves	 Respirator – P2 Half Mask	 Disposable Suit Coveralls	 Disposable Boot Covers	
2	Access Spill Kit	 Double line plastic bags	 Disposable Towel	 Water supply (20 litres)	 Water spray bottle	 Shovel	 Tape
#	Major Step	Key Point (Success / Safety / Ease)				Reason to follow key point	
3	Clean up Spill	<ol style="list-style-type: none"> Wet spray material down Pick up loose material and place in double lined 200um plastic bags. Only fill bag half full or weighs a maximum of 10kg. Shovel up remaining material and place in double lined 200um plastic bag. Goose neck bags and tape to seal in contaminant. Wet bags down to suppress dust Dispose of the material to approved landfill / receiving point. 				Safety clean up spillage	