

APPENDIX E

EMERGENCY RESPONSE PLAN

Rum Jungle Meat Exports Pty Ltd – A subsidiary of Central Agri Group Pty Ltd – ABN 75 632 450 527



Head Office
132 Maffra St
Coolaroo VIC 3048
Australia
T +61 3 9302 1258

Operation Address
165 Meneling Road
Batchelor NT 0845
Australia
T +61 8 8976 0085



EMERGENCY RESPONSE PLAN



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1. INTRODUCTION

FIRST AID

The names of first aiders and their qualifications will be included in the Training Register. The First Aid station is located in the Main Office.

All first aid facilities will be clearly identified with appropriate signage that is clearly visible in the workplace. Injury and illness procedures include:

- All accidents and equipment damage must be reported immediately to a supervisor.
- All persons requiring first-aid treatment are to contact the First Aider who will provide treatment and enter details of the injury in the First Aid Register.
- All injuries, no matter how minor, must be reported.
- All persons must be aware of the location of first aid kits and facilities, and the identity of first aid attendants.

First aid kits will be regularly inspected by the WHS Officer and replenished and restocked as necessary.

FIRE AND EMERGENCY PROCEDURES

Emergency control

The members of the workforce who have been appointed as Wardens for the Site are responsible for the evacuation of the occupants in the event of an emergency. The warden on duty at the time the alarm is activated is the designated Chief Warden who is responsible for overall control in the event of an emergency.

The person in control must have a clear understanding of the Fire and Emergency Procedures so that they can instruct those Employees in the location of evacuation procedures, location of Fire extinguishers and evacuation points and assembly area.

ABBREVIATIONS

CAG Central Agri Group

ECO Emergency Control Organisation

DEFINITIONS

Dangerous Goods: Substances that may be corrosive, flammable, explosive, spontaneously combustible, toxic, oxidizing or water reactive. If not controlled they can cause immediate injury, death and/or damage.

Emergency Controller(s): The emergency controller is responsible for any incident from the time it occurs until the senior officer in charge of the emergency services arrives and assumes control of the situation. Control of the situation will be given back to the emergency controller only by the authority of the senior officer in charge of emergency services.

Emergency Response: Actions taken by personnel outside of the immediate work area to address an environmental incident.

Emergency: A non-routine incident or activity that could have serious effects on the environment, property or the health or safety of employees, contract employees, customers or the community. It may be caused on the site or by an external factor (e.g. weather) and may also occur as a knock on effect from an off-site occurrence which has impacts within the facility boundaries.

Site Emergency: An emergency where the impacts are expected to spread to all parts of the facility but not off-site. Emergency services should be required.

Hazardous Substance: Substances that may have the potential to harm human health. These substances may be solids, liquids or gases (they may be pure substances or mixtures). When used, opened, consumed or spilt, these substances can generate vapours, fumes, dusts and mists.

Immediate notification: with reference to incidents threatening or causing material or environmental harm, immediate notification (without delay) must occur. Notification must include all agencies below (in listed order):

NT EPA: Pollution hotline 1800 064 567, and local office (09) 8924 4218

NT Dept of Health: Darwin 08 8999 2400

NT Worksafe: 1800 019 115

NT Fire and Emergency Services: 000 or 131 444

Refer to: NT Worksafe Bulletin: Work health and safety – incident notification (2013)

Safety Data Sheets (SDS): A document that is supplied by the manufacturer and/or supplier of substances that describes the chemical composition and provides vital information on how persons should use these substances safely and in accordance with their designated use. All chemicals held on site must have an SDS.

Notifiable Disease: A disease that must be immediately reported to agricultural authorities.

Time Weighted Average: TWA is the exposure level, of the average airborne concentration that a person can safely work in, over an eight-hour working day, for a five-day week over an entire working life.

2. IMPLEMENTATION OF EMERGENCY RESPONSE PLAN

The implementation of an Emergency Response Plan helps to ensure the effective utilisation of life safety features on site to protect people from fire, bomb threats and other emergency situations and for preventing and mitigating the occupational health and safety impacts, property damage and environmental impacts that may be associated with them.

The following instructions are meant to provide a basis for handling various types of site emergencies. They should not be regarded as rigid procedures to be followed but rather as flexible guidelines to be adopted to cope with any unanticipated situation.

SCOPE

This plan and procedure applies to all employees, visitors and contractors within the boundaries of the CAG processing facility. This document is designed to inform everyone involved as to the procedures to undertake in the event of an emergency.

AIMS AND OBJECTIVES

The plan has been prepared to provide a system and resources to deal with emergency situations to protect people, property and the environment. The objectives of the plan are to:

- ∂ Maintain a high level of preparedness;
- ∂ Respond quickly and efficiently to limit the impacts of an emergency;
- ∂ Manage an emergency until the emergency services arrive and take control;
- ∂ Support emergency services with information, knowledge, skills and equipment;
- ∂ Protect emergency responders, personnel and the community from harm;
- ∂ Ensure correct regulatory notifications are satisfactorily completed in the event of potential or actual environmental harm.

3. SITE SPECIFIC INFORMATION

3.1 Summary of site operations and hazards

CAG is a beef and buffalo processing plant producing box ready beef and buffalo products, edible and inedible offal, rendered by-products and hides. The site utilises a number of chemical products and generates products which can potentially act as pollutants. Specific details on hazards to human health and the environment associated with particular emergency conditions is included in sections below.

3.2 Warning systems and alarms – Fire

Any fire alarm must be raised manually. **[FIRE FIRE FIRE]**

On discovery of a fire or smoke, the Chief Warden must ensure that the Fire Services are contacted by dialling “000” to confirm the emergency or “112”.

Alarms

An alarm may be raised by the following:

- ∂ Verbal warning by someone in the building **[FIRE FIRE FIRE]** ∂
- A bell which can be rung by hand.

Designated assembly areas

- ∂ Muster Point 1 – in front of abattoir, beside stockyards
- ∂ Muster Point 2 – at the back of abattoir, beside maintenance workshop

3.3 Hazardous materials – manufactured, stored or used on site

The chemical register includes details of dangerous goods stored, or used in quantities, which could conceivably be a subject of concern in an emergency and which may have the potential to act as a pollutant under certain circumstances. Electronic copies of the chemical register are stored in the CAG company server. In the event of a power or computer system failure, chemical information can be found in the MSDS folder kept at the chemical store.

3.4 Fire system

The fire system present onsite incorporates:

- 1 water storage tank (300KL);
- 1 bore with fittings to fill water trucks;
- Portable fire extinguishers, located around the site.

3.5 Spill containment equipment

All chemicals stored on site are kept in bunded areas or stored on transportable bunded pallets. This includes all cleaning chemicals, oils, fuels and water treatment products. A bunded concrete pad has been installed on site to capture and prevent the escape of any effluent spills. In the event of an

effluent overflow, all liquid will be captured on the pad and pumped back to the waste water treatment plant.

3.6 Emergency response equipment

The following emergency response equipment is kept on site to protect human health and to limit any potential environmental impacts which may arise from an incident:

- ∂ Breathing apparatus and respirators
- ∂ Ammonia and gas detection kit
- ∂ Spill kits (chemical and other liquid spills)
- ∂ Fire extinguishers (inspected and maintained by Defend Fire)
- ∂ Fire reels (inspected and maintained by Defend Fire)

A register of all equipment on site is maintained.

TYPES OF EMERGENCIES

A site emergency situation may arise as a result of any of the following:

- ∂ Fire or explosion on site;
- ∂ Bomb threat or discovery of an explosive device;
- ∂ Civil disobedience;
- ∂ Site damage caused by natural events such as storms, cyclones or an earthquake;
- ∂ Chemical or wastewater spills;
- ∂ Cyclone or severe weather;
- ∂ Medical emergencies; ∂
- Impact by falling object; or ∂
- Major gas leak.

4. EMERGENCY CONTROL ORGANISATION (ECO)

The Emergency Control Organisation (ECO) is a structured organisation of workers within the building consisting of: Chief Warden; Wardens (persons who have been trained as Fire Wardens); and Deputised Wardens (or visitors to the site who are called upon to provide assistance during an emergency).

4.1 ECO Responsibilities

Their responsibilities are to:

- ∂ Provide information and to assist the Chief Fire Warden, Fire Services, Police and other authorities in their investigation of the emergency if necessary;
- ∂ Oversee the orderly evacuation of all occupants in the building during an emergency situation, and operate firefighting equipment installed on site, if trained, in its correct usage and if safe to do so.

4.2 Membership

Any volunteers forming part of the Emergency Control Organisation and who have received the required training as specified by AS 3745-2010 are expected to behave in a competent and responsible manner. It should be clearly understood that the primary duty of the Chief Warden, Wardens and volunteer Wardens is NOT TO combat emergencies, but to ensure as far as practical and to the best of their ability, the safety of the site occupants and their orderly evacuation from the danger zone is appropriate.

4.3 Chief Warden / Emergency Controller

During an emergency situation, the person in this position is required to respond immediately to the alarm being raised and to lead and direct the Wardens and to bring the Emergency Control Organisation into operation. The Chief Warden is to assume control of the occupants of the building from the time an alarm is raised until the arrival of the emergency services or until the situation has been declared safe.

4.4 Wardens

The persons in this position will assume the duties and responsibilities as assigned by the Chief Warden on duty. The Wardens will assist the Chief Warden in completion of the after-event report.

Fire Wardens should:

- ∂ Follow the instructions and training given to them;
- ∂ Note emergency exits and alternate escape routes as noted on area map;
- ∂ Be aware of all blind passages, toilets, storerooms etc. in which people could be located;
- ∂ Nominate assistants (deputise Wardens) for special duties, e.g. assisting persons with disabilities;
- ∂ Check to ensure exit doors are closed properly;
- ∂ Direct employees and visitors to the designated Muster Point; and
- ∂ Advise the Chief Fire Warden of completed evacuation and any issues which arose from evacuation.

5. ROLES AND RESPONSIBILITIES

5.1 Internal roles, responsibilities, functions and needs

Specific responsibilities in relation to responding to accidents and emergency situations and for preventing and mitigating the impacts are discussed below.

5.2 Emergency Controller or their Deputy

- ∂ Activate the use of this plan and take control of the emergency until the arrival of the emergency services and then assist the Emergency Services until the emergency is terminated.
- ∂ Mobilise the Plant Emergency Response Team to combat the emergency situation if required.
- ∂ Coordinate the incident from the Main Office (if safe to do so) as the incident command centre, including any responses required to a pollution or other incident.
- ∂ Ensure that any incident or situation threatening or causing material environmental harm is reported following the procedures for **immediate notification** and is responsible for liaising with the relevant authorities during the course of any incidents which occur.
- ∂ Ensure that nearby owners and occupiers of premises are immediately notified for any incident which has the potential to impact on nearby owners and occupiers of premises.
- ∂ Coordinate any communications required to update nearby owners and occupiers of premises of actions taken to combat any pollution that may have occurred.
- ∂ Arrange for specialist advice and assistance from company resources to assist the Emergency Services.
- ∂ Keep management informed of situation.
- ∂ Retain ultimate responsibility for the emergency response, but may delegate tasks
- ∂ Notify the emergency services if required;
- ∂ Coordinate health and safety functions such as roll call and search and rescue; and, ∂ Terminate the emergency.

The Deputy Emergency Controller is the understudy of the Emergency Controller and carries out these duties in the Emergency Controller's absence and assists the Emergency Controller during incident. If either of the above positions are off site, the Plant Manager will stand in.

Needs for the Emergency controller:

- ∂ 2-way radio;
- ∂ Mobile phone;
- ∂ Copy of the plan; and,
- ∂ Training in **immediate notification** procedures, identification of environmental impacts and site environmental licence/permit conditions.

5.3 Communications person

The communications person maintains a written log of events during an emergency situation (e.g. evacuation times, arrival of emergency services). This person is the WHS Officer. The communications person needs to maintain close contact with the Emergency Controller.

Needs for the Communication Person:

- ∂ 2-way radio;
- ∂ Mobile phone;
- ∂ Copy of the plan; and,
- ∂ Copy of the emergency evacuation handbook
- ∂ Training in **immediate notification** procedures, identification of environmental impacts and site environmental licence/permit conditions.

5.4 Plant Emergency Response Team (control)

The site emergency response team is drawn from site personnel and include department Supervisors. The role of the site emergency response team is to take immediate action to minimise the effect of the emergency on life and property, prior to the arrival of the Emergency Services.

- ∂ Take charge of the incident under the direction of the Emergency Controller or Deputy Emergency Controller and provide feedback to the Emergency controller on any anticipated pollution or offsite impacts from the incident.
- ∂ Operation of first attack firefighting equipment if trained to do so.
- ∂ Shutdown of plant and equipment in close proximity to the incident.
- ∂ Supervisors will ensure that employees under their direction leave their work area in an orderly manner.
- ∂ Control the evacuation of employees to their designated Evacuation Areas.
- ∂ Provide assistance to injured or handicapped persons. Where Wardens are available, delegate this duty to the Warden.
- ∂ Ensure management is kept informed of the progress of the emergency.
- ∂ Supervisors will conduct a 'role call' of their employees to ensure all employees are accounted for.
- ∂ Report outcome of evacuation role call to the Command Centre
- ∂ In the event of any unaccounted employee/s or contractors, the Supervisor will notify the Emergency Controller as soon as practicable and wait further direction.
- ∂ Be familiar with plant layout, shut down procedures, exit routes and location of firefighting equipment, including breathing apparatus.
- ∂ Meeting and guiding the Emergency Services to the location of the incident.
- ∂ Provide assistance to the Emergency Services if requested.
- ∂ Upon the 'all-clear' signal being sounded, ensure the orderly return of employees back to work.
- ∂ Carry out salvage operations after the incident to prevent secondary damage.

Needs of the plant emergency response team:

- ∂ Understand evacuation areas for individual areas within the plant;
- ∂ 2-way radio and mobile phone communication;
- ∂ Knowledge of the plan and layout of the facility;
- ∂ Basic firefighting training;

- ∂ First Aid training;
- ∂ Chemical spill training, including response and clean up procedures
- ∂ General Environmental Awareness training, reporting of pollution incidents’.

5.5 Wardens

Wardens will be appointed to carry out the emergency evacuation procedures, generally, as directed by the Emergency Controller. Wardens shall:

- ∂ On becoming aware of an emergency, notify the Emergency Controller or Deputy Emergency Controller, including notification of any potential or actual circumstances which could cause environmental harm following the procedure for **immediate notification**.
- ∂ Assist with the evacuation of occupants from the immediate danger area.
- ∂ Guide occupants to the assembly area.
- ∂ Assist mobility impaired persons from the building.
- ∂ In a fire, operate fire extinguishers, if safe to do so.
- ∂ Carryout a search of the building to ensure nobody has been overlooked when ordered to evacuate.
- ∂ During a bomb threat, carry out a search for suspicious articles, as instructed by the Emergency Controller and/or External Emergency Services.

Needs of the wardens:

- ∂ Understand evacuation areas for individual areas within the plant;
- ∂ 2-way radio and mobile phone communication;
- ∂ Knowledge of the plan and layout of the facility;
- ∂ Basic firefighting training;
- ∂ Training in the implementation of this emergency management plan and familiarisation with the warnings, actions and responses needed to any incident to limit the risk or harm to human health or the environment.

5.6 First Aid / Medical Centre

- ∂ Direct treatment of injured employees.
- ∂ Guide team members’ efforts of care.
- ∂ Set up station of care in the Main Office. If the Main Office cannot be reached an alternate site will be used.

Needs of the Medical Centre:

- ∂ 2-way radio and mobile phone communication;
- ∂ Knowledge of the health impacts related to the processes used on site;
- ∂ Basic treatment equipment for injuries or illnesses which may arise during an emergency;
- ∂ Training in evacuation procedures and awareness of the existence and basic procedures required under this emergency management plan.

5.7 Office Administration

- ∂ In case of bomb threat, follow bomb threat procedure.
- ∂ Undertake steps to protect all IT equipment and confidential information during an evacuation.

Needs of the office administration:

- ∂ 2-way radio and mobile phone communication;
- ∂ Training in evacuation procedures and awareness of the existence and basic procedures required under this emergency management plan.

5.8 Other site personnel

- ∂ Obey all instructions from emergency controller, site wardens, and emergency services (senior officer).
- ∂ Undertake steps to protect all IT equipment and confidential information during an evacuation.
- ∂ Need training in evacuation procedures and awareness of the existence and basic procedures required under this emergency management plan.

5.9 Community roles, responsibilities, functions and needs – Neighbours and surrounding businesses

Neighbours and surrounding businesses have the same role and responsibilities in an emergency situation.

- ∂ In the case of an offsite emergency, notifies CAG of the details relating to people, property and environment of the emergency immediately;
- ∂ Responds to any advice received from CAG relating to an on-site emergency;

Community needs:

- ∂ To be advised immediately in the event of an emergency or pollution incident as outlined in the definitions within this plan;
- ∂ To advise CAG of any emergency outside the facility which may potentially impact on CAG's people, environment or property;
- ∂ To receive any relevant updates on the progress or closure of any incident.

5.10 External roles, responsibilities, functions and needs

Senior Officer in Charge of the Emergency Services

If any of the Emergency Services or any other agency notified during the procedure for **immediate notification** have responded to the emergency the Senior Officer will assume control of the situation upon arrival to the facility and will coordinate any responses from the relevant services.

During an emergency, the directions of the Senior Officer in Charge shall be observed in all respects, by all persons on the premises and to the extent of any such directions are inconsistent with those

given by management of the premises or the plant Emergency Controller, the directions of the Senior Officer in Charge shall prevail.

The senior officer in charge will also coordinate any communications to external contacts or owners/occupiers of nearby premises, following the initial notification by the emergency controller, based on information received from the emergency services team. This will include notification of any actions taken to combat any pollution which may have occurred.

The Senior Officer in Charge needs:

- ∂ An understanding of this plan to assist in responding to an emergency;
- ∂ Communication with site personnel including the warden and emergency controller.

Emergency Services

The Emergency services will assume control of the situation upon arrival to the facility.

During an emergency, the directions of the Senior Officer in Charge of the emergency services shall be observed in all respects, by all persons on the premises and to the extent of any such directions are inconsistent with those given by management of the premises or the plant Emergency Controller, the directions of the Senior Officer in Charge shall prevail.

Needs of the Emergency services:

- ∂ A six-monthly familiarization of the site and systems to allow any incidents to be responded to;
- ∂ To be informed of any major changes to the operation of the site which are to be included in this plan when revised. A copy is to be submitted to the emergency service following review of this plan.

6. EVACUATION PROCEDURES

6.1 Chief Warden

On receiving an alarm, the Chief Warden will:

STEP 1 Proceed to the main office and announce loudly that there is an emergency situation and that the Wardens should proceed to evacuate.

STEP 2 Collect emergency procedures manual, mobile phone, necessary keys and a hard hat. Proceed to the location of the emergency to determine the situation.

STEP 3 Call emergency services by Dialling 000 or 112 to advice of the alarm activation. **STEP 4** Ensure that the Wardens and any Volunteer Wardens are aware of the assembly point. The Wardens and any Volunteer Wardens must report back on the status of the emergency evacuation to the Chief Warden.

PLEASE NOTE: If communication cannot be established with the area of origin of the emergency you must assume an evacuation procedure and activate the evacuation. Remember to contact the Fire Services to confirm the emergency.

False alarm

If the alarm situation is under control and there is no danger to occupants, the Chief Warden and Wardens will:

STEP 1 Contact emergency services if they have previously been contacted and advise that it was a false alarm.

STEP 2 Deputise a person to proceed to the assembly area and advise that the situation is under control and ask the people to return to their previous activity.

Confirmation of emergency

If there is danger to occupants and/or the situation unexpectedly changes, the Chief Warden will:

STEP 1 Ensure that a “000” or “112” call has been made to the emergency services. **STEP 2** Deputise any extra Volunteer Wardens as required – tell them what is required, giving clear instructions.

STEP 3 Proceed to the designated muster point as marked on the maps, make your way along the designated pathway to await emergency services.

STEP 4 Direct emergency services to the location of the emergency and location points for gas and electricity.

STEP 5 Remain in the designated area in. On the foot path (if safe to do so) and wait for the Wardens to report their evacuation is complete. Render assistance if requested.

Note: if it is unsafe to remain too close to the entrance of the property proceed further along the muster point.

STEP 6 As Wardens report to you, record the following evacuation information for each area:

- ∂ All Clear
- ∂ Persons with disabilities and their location
- ∂ Refusals to evacuate
- ∂ Medical emergencies
- ∂ Occupants remaining in the building

STEP 7 Advise emergency services of the evacuation information noted above as well as the location and status of the emergency.

STEP 8 Prevent re-entry into buildings until authorised by the Emergency Services.

6.2 Building occupants

On becoming aware of a fire emergency, a building occupant will:

- ∂ Evacuate from the immediate danger area, using the designated fire exit.
- ∂ Proceed to the designated muster point.
- ∂ Look for the Warden and notify him/her of the situation.
- ∂ Assist the Warden, if requested to do so, with the evacuating occupants from the immediate danger area, using the designated fire exit.
- ∂ If you are trained, attempt to combat the fire. **(REMEMBER: Only personnel who are trained in the use of extinguishers should attempt to fight the fire, and ONLY if safe to do so. There is to be a minimum of two people present).**
- ∂ If the fire cannot be contained, the Wardens will order the party to withdraw and close all doors to slow the progress of the fire.
- ∂ On evacuation of an area, the Wardens will ensure all occupants have been accounted for (check toilets, blind passageways, etc.).
- ∂ Upon complete evacuation of the area, the Wardens will report to the Chief Warden to give the "All Clear".

6.3 Procedure to account for employees, contractors and visitors

In the event of an evacuation all persons should proceed to the nearest evacuation point and remain there until the "all clear" is communicated. Evacuation is signalled on 2-way radio specifying to please 'evacuate the plant'.

- ∂ Supervisors will account for all employees in their area by referring to the manual time sheets.
- ∂ Contractors and visitors should make their presence known to a Warden.
- ∂ Wardens will communicate to the Emergency Controller the status of the area, including the presence of any persons, such as visitors, contractors or other employees not normally in that department and any persons unaccounted for.

- ∂ The Emergency Controller shall refer to the sign in books in the Main Office to account for all contractors or visitors onsite.
- ∂ The Emergency Controller shall direct the Wardens in searching for any persons unaccounted for.
- ∂ The Emergency Controller shall communicate the status of the evacuation to the Senior Officer in Charge of the Emergency Services, including any persons unaccounted for.

Where a full site evacuation is required, this will be advised by the Senior Officer in charge of the Emergency Services and will be coordinated by the Emergency Controller.

6.4 Persons with special needs

Definition of a person with a special need

A person with a special need is one who is unable to exit the building without the assistance of a Warden or a nominated assistant. They could be for example:



Wheelchair bound or need assistance with walking;



Visually or hearing impaired; and/or



Injured as a result of the emergency.

Register of persons with special needs

AREA	NAME	TYPE OF SPECIAL ASSISTANCE REQUIRED

In the event of an emergency

The Warden will ask a volunteer to assist the person with special needs out of the immediate danger area initially, and then to the Assembly area if able to do so. The Volunteer must remain with the person at all times. The Warden will notify the Chief Warden of the location and status of the mobility impaired person by reporting to him/her at the entrance to the property. The Emergency Services will be notified on their arrival.

6.5 Procedures for refusals to evacuate

Wardens should never use physical force to remove someone who refuses to evacuate.

If a person refuses to evacuate the Warden will:

1. Attempt to verbally persuade the occupant to evacuate;
2. If unsuccessful allow the person to remain;
3. Report the location of this person to the Chief Warden;
4. Ensure that the Emergency Services is notified on arrival.

6.6 Procedures for evacuating unconscious persons

Wardens will evacuate any unconscious person (**in imminent danger only**), on the basis of implied consent, by dragging him/her to the nearest fire safe area outside the building. (Hold the unconscious person under the arms/shoulder and drag him/her to safety – ask for help if needed).

The Warden will ask a volunteer to remain with the unconscious person. The Warden will notify the Chief Warden of the Location and status of the unconscious person. The Emergency Services will be notified on its arrival.

NOTE: Do not move the unconscious person more than is necessary as you may be unaware of the full extent of his/her injuries.

If the unconscious person **is not in imminent danger**, do not move him/her, but ensure that someone remains with that person and the Chief Warden is notified of their location.

7. FIRE

7.1 Procedure

A fire at the plant is an emergency that causes the greatest concern for staff and employees. If all employees accept that fire prevention is their responsibility, the potential for fires can be greatly reduced and the severity of any fire that does start will be minimised. Fire has the potential to burn, cause asphyxiation, create poisonous gases, and impact on the environment by releasing noxious gases, releases chemicals, or allowing additional compounds to be formed by the exposure to heat. Where any fire or related impacts threatens actual or potential environmental harm, the procedures for immediate notification should be followed.

Any person discovering a fire should:

- ∂ Report it to the nearest supervisor
- ∂ Raise an alarm (**FIRE FIRE FIRE**)
- ∂ Rescue any person in immediate danger, if it is safe to do so.
- ∂ Isolate the area (close doors and windows), alert other people in the immediate area.
- ∂ Contact the Plant Manager on 2-way radio and give the following details:
 - Location of fire
 - Extent of fire (or nature of incident, including the type of substance burning and potential fumes generated/other environmental impacts)
 - Are there any injured persons (e.g. is an ambulance or medical assistance required)
 - Name of person reporting the fire or incident. This call should be reported to the Chief Warden.
- ∂ Fight the fire if trained and safe to do so. This will also limit the potential for environmental harm to occur.
- ∂ Take direction from supervisors or wardens

Note: Do not endanger yourself whilst fighting a fire.

The risk of fire is reduced by ensuring all plant and equipment is correctly maintained.

7.2 Firefighting equipment

There are a number of extinguisher types available i.e. Dry Chemical Powder and Water extinguishers, the Wardens should familiarise themselves with the type/s which have been installed on the site. Ensure that the extinguisher has not exceeded its used by date.

Types of fires and appropriate extinguishers

There are three main classes of fire as follows:

CLASS A:	Ordinary, free burning materials such as paper, clothing, packing materials, wood and textiles. This type of fire is best combated using the following extinguishers: ∂ Water (Red or Silver) ∂ Dry Chemical Powder (red with a white band)
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*CLASS B:	Liquids such as petrol, spirits, paint lacquers, thinners and chemicals in liquid form. This type of fire is best combated using the following extinguishers: ∂ Dry Chemical Powder (red with a white band)
*CLASS E:	Fire which originates at electrical equipment. To combat these fires, extinguishers must be non-conductors of electricity such as the following: ∂ Dry Chemical Powder (red with a white band)

***NOTE: Do not use water or foam extinguishers on this type of fire.**

Fighting fires with extinguishers

The following procedure should be used when fighting a fire with an extinguisher:

- ∂ Remain calm
- ∂ Announce a fire warning to everybody in the area **(FIRE FIRE FIRE)**
- ∂ Request that someone contact the Chief Warden and have it confirmed that you are attempting to fight the fire/evacuate the area
- ∂ Always stay between the doorway and the fire
- ∂ Check if you have the correct type of extinguisher to fight the fire ∂ Have someone back you up with another extinguisher if one is available ∂

Remember the PASS formula:

PULL THE PIN
AIM THE NOZZLE
SQUEEZE THE HANDLE
SWEEP THE FIRE

- ∂ After the emergency has passed, notify the Chief Fire Warden of the extinguishers used so that they can be replaced.

8. INTERNAL EMERGENCY

This section deals with emergency situations that can arise due to certain system failures, structural concerns and or services failures. Such incidents can cause major disruption and inconvenience to the plant, which in turn can lead to greater risk to the welfare of employees and also have the potential for an unplanned environmental release or situation. There are various factors which could influence the likelihood of an internal emergency, these include: inclement or severe weather conditions, change to operating systems, unplanned site access, changes to working hours, or during major projects underway.

The risk of these situations is reduced through regular maintenance of plant and equipment, completion of risk assessments prior to major works and taking appropriate action if severe weather systems are approaching the site.

Emergency Action:

- ∂ Quickly assess the situation
- ∂ Raise the alarm, notify your supervisor, including any instances of potential or actual environmental harm, which need to be reported as per the procedure for **immediate notification**
- ∂ Evacuate (if necessary)
- ∂ Assist and guide other people
- ∂ Take care not to move people from safety to danger!
- ∂ Administer first aid if needed
- ∂ Liaise with emergency services and maintenance staff to control any environmental impacts including potential release of contaminants to the environment. This may include the containment and capture of spilled liquids, or isolation of leaking gases.

8.1 Power failure

There will be times when the power goes off. There are two basic causes - faults and overloads. In either case, protection equipment operates to switch off supply to limit any damage and prevent further problems. Power failure can cause the failure of plant cooling systems, electrical processes, air extraction systems impacting on employee wellbeing. It can also cause odour collection systems, water transfer and treatment systems to fail, impacting water treatment and/or effluent transfer.

Faults are mainly caused by accidents or weather conditions, and therefore have an increased likelihood of occurrence during storms, severe rain, extreme winds or hail.

Overloads occur when the demand for electricity exceeds the capacity of the distribution system to supply it. Faults and overloads can also occur inside particular buildings and subsystems.

Emergency Action:

- ∂ Contact maintenance to determine the cause of failure ∂
Instruct employees to remain still and calm.

Assess situation and evacuate if necessary, giving consideration to any pumps which may have stopped and the potential for water to over top its normal containment structures. Power failure is also likely to result in the odour collection systems ceasing operation. Odour collection systems may need to be reset following the power failure.

- ∂ Isolate critical systems (such as refrigeration) in extended outages, as liquids and gases can expand causing damage to infrastructure.

8.2 Water leaks or flooding

Floods caused by domestic systems usually do not endanger people but can cause extensive damage to buildings and equipment and may cause or threaten environmental harm (requires **immediate notification** in this instance). The risk of environmental harm is increased when the leak involves the effluent pipe from the Save All to the waste water treatment plant. Floods caused by the extreme weather are extremely dangerous and may require the evacuation of buildings. Flooding is caused by extreme rainfall (locally or upstream in the catchment) or failure of pressurised water systems, or water storage on site and is therefore more likely during wet seasons, or a rapid change in weather conditions which may causes ground movement. Floods may also cause the release of contaminated waters, or the mixing of clean and contaminated water streams.

Safety and environmental issues to consider:

- ∂ What is in the water? Has it mixed with dangerous chemicals, sewerage, etc.?
- ∂ Where will the water drain or flow to? Is there a risk of pollution or contaminant release?
- ∂ What is floating in the water that you cannot see?
- ∂ How deep is the water? You might not be able to see the large hole or basement stairs covered in water. Access pit lids usually float off in flooded water.
- ∂ Is the water live with electricity? For floods inside buildings, this is especially dangerous with most power points and power boards close to the floor.

Emergency Action:

- ∂ Notify maintenance, including any potential risks to the environment.
- ∂ Turn off water at source if possible.
- ∂ If possible, isolate electrical sources at the switchboard or call maintenance.
- ∂ If available and considered useful, local spill kits or bags of ice could be used to restrict the flow of water.
- ∂ Isolate area by closing doors, using temporary bunding, or blocking off stormwater drains of exit points where the water quality may have been impacted.
- ∂ Mobilisation of earthmoving equipment located on site or nearby may assist where fill is available to contain the water

Consider evacuation:

- ∂ Partial evacuation of affected area by word of mouth
- ∂ Building evacuation
 - Don't move people from safety to danger! Floodwaters may be unsafe and evacuees should not walk through water.

8.3 Uncontrolled hazardous material releases

Hazardous substances may have the potential to harm human health or to release contaminants to the environment. These substances may be solids, liquids or gases (they may be pure substances or mixtures). When used, opened, consumed or spilt, these substances can generate vapours, fumes, dusts and mists. Uncontrolled reactions may be more likely to occur when new chemicals are being used, new employees are handling chemicals, or temporary chemical/substance storage is occurring due to planned maintenance or other project work.

Emergency Services (Hazmat) should be notified for any emergency involving uncontrolled hazardous material reactions. **Immediate notification** procedures should be followed for any circumstances which threaten or cause environmental harm.

Onsite this may include:

- ∂ Reactions between acids and alkalis
- ∂ Violent reaction between ammonia and water
- ∂ Uncontrolled spread of fire involving polystyrene insulating panel
- ∂ Violent depressurization of compressed ammonia

8.4 Gas leaks (flammable or toxic)

8.4.1 Ammonia

The properties of ammonia gas are that it is lighter than air and will dissipate into the atmosphere in the unlikely event of a leak outside. If the leak is within the building the situation needs more care.

General information:

- ∂ Time Weighted Average (TWA) for ammonia is 25 ppm. TWA is the exposure level, of the average airborne concentration that a person can safely work in, over an eight- hour working day, for a five-day week over an entire working life.
- ∂ Ammonia reacts violently with water. DO NOT attempt to hose or wash away.
- ∂ Do not disturb any liquid ammonia that may have pooled. Non disturbance of the ammonia will also limit the potential for soil and surface water pollution.
- ∂ Maintenance personnel specifically trained in ammonia and refrigeration are best equipped to deal with this type of emergency. ∂ Ammonia has zero global warming potential.

The purpose of the ammonia gas detection kit is to give employee's early warning of a potential ammonia incident. The system comprises ammonia monitor that is used in the refrigeration engine room, ceiling spaces and throughout plant production spaces for detection.

Exposure to anhydrous ammonia can have the following health effects:

- up to 100 ppm – no adverse effect for the average worker with no deliberate exposure for long periods permitted
- ∂ 400 ppm – immediate nose and throat irritation with no serious effect after 30 minutes to one hour
- ∂ 700 ppm – immediate eye irritation with no serious effect after 30 minutes to one hour
- ∂ 1700 ppm – convulsive coughing, severe eye, nose, and throat irritation; could be fatal after 30 minutes

∂ 2000-5000 ppm – convulsive coughing, severe eye, nose, and throat irritation; could be fatal after 15 minutes

∂ over 5000 ppm – respiratory spasm, rapid asphyxia and fatal within minutes.

Levels of emergency

At CAG, we differentiate between the following levels of an emergency:

Level 1: Ammonia leak can be contained inside the engine room or is of small scale outside of the engine room, but not in close proximity to any working area, in which staff are permanently present; no danger to any personnel in any of the work areas

Level 2: Ammonia leak cannot be contained to the engine room or is of larger scale and outside of the engine room and may affect staff in particular work areas; **evacuation of staff in particular work areas**

Level 3: Leak cannot be contained to the engine room or is of very large scale outside of the engine room and may affect staff working on site as well as neighbouring areas outside of the plant's boundaries; **evacuation of all staff on site and initialising of community protection actions.**

Organisational structure: responsibilities and training

Below is an overview of how specific training relate to different roles:

∂ Visitors: complete site induction and registration at security hut, need to be accompanied by a company employee and in the event of an emergency, follow directions of the company representative

∂ All staff and contractors: site safety induction including recognition of alarms and evacuation procedures as announced by emergency response team

∂ Selected operational staff: first aid training, use of fire extinguishers

∂ Emergency response team (for the purpose of this document called 'designated maintenance staff'): incident management training, use of PPE (in particular breathing apparatus and chemical protective clothing), emergency procedures including use of gas detectors, location of isolation of valves and emergency shutdown

∂ Senior Management: incident management training, media training

Appropriate training records (who, when and what) are kept in the Main Office. The level of staff is checked on a regular basis by:

∂ Observing performance

Written testing, and/or ∂

Oral testing.

Training documentation reflects how the level of understanding was measured and/or verified.

Resources and equipment

The following resources and equipment are available to respond to an emergency and assist in the recovery phase:

Respiratory and skin protection

Breathing apparatus and canister type masks are located in the maintenance workshop.

Communication Equipment

Two-way radios, mobile phones and landlines can be utilised in case of an emergency.

Identifying the source of a leak

At CAG designated and trained maintenance staff are responsible for identifying the source of an ammonia leak, determine the extent and the actions to take.

Portable hand-held gas detector is a valuable tool for helping to determine the location and extent of the leak. Detector is located in the maintenance workshop. For the detection of low level leaks sulphur sticks can also be used. These are located in the maintenance workshop.

Those entering an area where ammonia is likely to be present for fault-finding or rescue must wear an appropriate level of personal protective equipment. Because of ammonia's heavier-than-air behaviour when cold, a person entering an area where ammonia is present may experience a wall effect where a relatively low concentration is followed by a rapid increase in concentration.

Wearing appropriate personal protective equipment will protect against this wall-effect. A high level of personal protection (e.g. breathing apparatus) can be reduced once the situation is known and controlled. Under no circumstances should anyone enter areas where a flammable concentration of gas is likely to exist. Note: Smell must not be relied on to locate the source of the leak.

Triggers for action

This emergency plan includes trigger levels that recognise abnormal atmospheres and initiate specific actions. Trigger levels can be based on the concentration of ammonia gas present and the selected trigger level will be determined by the required outcome. For example, a low trigger level would be set to initiate an evacuation of a process area, but a relatively high trigger level would be set to initiate electrical isolation of a plant room.

Specified trigger levels are used in the emergency procedures to guide specific actions such as:

- ∂ wearing specifically identified personal protective equipment
- ∂ initiating electrical isolation of an enclosed area
- ∂ initiating evacuation procedures
- calling external emergency services, and ∂
- initiating community protection actions.

Emergency action:

- ∂ Notify maintenance and safety departments immediately;
- ∂ Rescue any person in immediate danger if safe to do so. Use of self-contained breathing apparatus is only appropriate for trained persons working in pairs;
- ∂ Isolate leak and repair if possible. This should only be attempted by trained and competent persons in refrigeration;
- ∂ Once the leak is repaired, escaped ammonia in liquid or gaseous form can be dealt with by ventilating the area with fresh air by use of fans, evacuating the ammonia using exhaust fans or by applying dry ice snow or carbon dioxide vapour to the area to neutralise the ammonia. CAUTION – always monitor oxygen levels in areas where carbon dioxide has been used to treat the ammonia leak. Monitoring should be undertaken using the portable gas detector.
- ∂ Continue to treat the area with CO₂ and do not allow re-entry of people to the area until the ammonia level drops and remains below 25 ppm & the oxygen level is 19.5% to 21%.
Again, monitoring for CO₂ should be undertaken using the portable gas detector.

Consider evacuation:

- ∂ Determine concentration of ammonia in working parts of the plant using a monitor.
- ∂ Partial evacuation of affected area may be required if levels greater than 25 ppm.
- ∂ Assess emergency evacuation paths prior to moving people.
- ∂ Do not re-enter area until advised by the Chief or Deputy Warden, site Emergency Team member or Warden that it is safe to do so.

8.4.2 Oxygen

Oxygen is a non-toxic atmospheric gas, but any alteration in the concentration of oxygen affects life processes. Although not flammable, high oxygen levels support combustion. Normal oxygen concentrations within the atmospheric air sit between 20 and 22%.

General Information:

- ∂ Increases in oxygen levels are not easily detectable by human senses
- ∂ Oil and grease are highly combustible in the presence of oxygen. These materials should not be used to lubricate oxygen equipment.
- ∂ Most non-flammable textiles will burn rapidly in air containing just 30% oxygen

Emergency Action:

- ∂ Notify maintenance and safety immediately
- ∂ Rescue any person in immediate danger if safe to do so.
- ∂ Isolate leak and repair if possible. This should only be attempted by trained and competent persons.
- ∂ Allow gas to dissipate to atmosphere.
- ∂ Nitrogen and argon assist with inhibiting combustion
- ∂ If exposed to high concentration levels of oxygen, clothing will need to be changed.
Smoking is NOT to occur during this period as the clothing will be highly combustible.

8.4.3 Explosions

An explosion is caused by a rapid expansion of gas from chemical reactions or incendiary devices. Signs of an explosion may be a very loud noise or series of noises and vibrations, fire, heat or smoke, falling glass or debris, or building damage. Thus, explosions impact both personnel safety and have significant potential to impact the environment. A leak of any flammable material, including ammonia, would increase the likelihood of an explosion on site.

Untrained persons should not attempt to rescue people who are inside a collapsed building. Wait for emergency personnel to arrive.

Emergency Action:

- ∂ Get out of the building as quickly and calmly as possible.
- ∂ Contact First Aid and Emergency Services on 000 if people have been injured.
- ∂ If there is a fire, stay low to the floor and exit the building as quickly as possible
- ∂ If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.
- ∂ Assist others in exiting the building and move to the designated assembly areas.
- ∂ Be on the alert for any burning chemicals, ruptured gas or water lines or spilt/uncontained hazardous substances which have the potential to cause pollution. If any of these events are observed, follow the procedure for immediate notification.
- ∂ Keep roadways and walkways clear for emergency vehicles and crews.

8.4.4 Boiling liquid expanding

Boiling liquid expanding vapour explosion (BLEVE) is an explosion caused by the rupture of a sealed container holding pressurised liquid above its boiling point. If the pressurised container ruptures, the pressure that inhibits the liquid from reaching boiling point is lost. When the rupture of the containers is significant to the point where it is unable to hold any pressure, it causes the entire volume of liquid to boil instantaneously. This in turn causes a rapid expansion of the liquid. Depending on the substance, pressure and temperature within the container, the expansion may be so rapid that it is classified as an explosion capable of causing severe damage to surrounding areas.

Fires that come into contact with containers holding pressurised liquid can also cause a BLEVE. The structural integrity of a tank is compromised as the fire weakens the metal, whilst heating up the liquid inside. As the liquid heats up, the level of vapours in the tank increases causing a large build up of pressure. Eventually the build up will cause the container to blow apart as the fire has weakened the metal holding it all together. Due to the sudden decompression, a blast occurs followed by the liquid inside the tank reaching its atmospheric boiling point. This causes the liquid to transform into vapour, causing any nearby liquid droplets to ignite into a fireball.

Signs of an impending BLEVE include a bulge or bubble within the metal container, sounds associated with heating and expanding metal, and discolouration of the metal container.

Emergency action:

- ∂ Get out of the building as quickly and calmly as possible.
- ∂ Contact First Aid and Emergency Services on 000 if people have been injured.
- ∂ If there is a fire, stay low to the floor and exit the building as quickly as possible
- ∂ If you are trapped in debris, tap on a pipe or wall so that rescuers can hear where you are.

- ∂ Assist others in exiting the building and move to the designated assembly areas.
- ∂ Be on the alert for any burning chemicals, ruptured gas or water lines or spill/uncontained hazardous substances which have the potential to cause pollution. If any of these events are observed, follow the procedure for immediate notification.
- ∂ Keep roadways and walkways clear for emergency vehicles and crews.
- ∂ Ensure that Emergency Services are aware of the danger of a BLEVE. A Boiling Liquid Expanding Vapour Explosion can occur when there is a fire impinging on or heating a LPG vessel. A BLEVE may happen within 10 minutes despite application of cooling water.

8.5 Storm or Storm Damage

Natural hazards, which affect communities most often, and cause the most damage, are severe storms. They can occur at any time but are more numerous in spring and summer. Severe storms may be land gales (continuous winds of 62km/h or more) or thunderstorms with damaging winds, intense rain, large hail or eventropical low pressure systems.

Don't leave loose objects lying around, they could become missiles. Listen for storm warnings on radio and television. They will warn of what's coming, usually with enough time to prepare for the storm's arrival. Keep under cover (not a tree) and avoid using telephones during violent electrical storms.

Be alert during the storm:

- ∂ Stay inside and shelter clear of windows
- ∂ Listen to a portable radio for storm updates
- ∂ If outdoors, find emergency shelter

Remain vigilant after the storm:

- ∂ Check buildings for damage.
- ∂ Keep listening to the local radio station for official warnings/advice.
- ∂ Beware of fallen power lines, damaged buildings, trees and flooded drains. ∂ Check trees near buildings for damage and stability.

8.6 Unplanned releases, leaks or spills This can refer to:

- ∂ Discharges to air including odour;
- ∂ Discharges onto soil;
- ∂ Discharges to storm water drains, gutters, creeks, channels and dams;
- ∂ Contaminated storm water as a result of another emergency such as fire, storm or flood; ∂ Overflow or rupture (pond wall failure) of waste water pits or ponds.

Any unplanned leak or spill that threatens or causes material environmental harm should be immediately reported following the immediate notification procedure.

Immediate notification: with reference to incidents threatening or causing material environmental harm, immediate notification (without delay) must occur.

8.6.1 Containment and clean up

General Information

Proper task procedures must be followed when handling chemicals. Always read the labels attached to the chemical container and know what you are dealing with before handling or using the chemical. The site chemical register and copies of SDSs are available on site servers or in hard copy at security.

Knowledgeable and experienced personnel should only do the clean-up of a chemical spill. Spill kits with instructions, absorbents, reactants, and protective equipment are available to clean up minor spills. A minor chemical spill is one that laboratory/maintenance/safety staff is capable of handling safely without the assistance of emergency personnel. All other chemical spills are considered major.

In the event of a chemical spill or hazardous material release which poses a serious danger to personnel:

Immediate actions:

- ∂ Clear the area
- ∂ Check for any persons involved
- ∂ Isolate the spill (if safe to do so) and limit the potential for further environmental impact
- ∂ Stop the source of the release (if safe to do so)
- ∂ Contact the area supervisor or Safety Officer
- ∂ The primary concern is to protect health and safety. No action should be taken during an emergency response that directly or indirectly violates this principle. ∂ The secondary concern is the protection of the environment.

Considerations for containment:

- ∂ Utilise spill kits
- ∂ Prevent discharge from entering storm water drains, gutters, creeks, channels and dams.
- ∂ Use sand/soil to isolate and/or control the flow of contaminated water run-off

Considerations for evacuation for unplanned releases, leaks or spills:

- ∂ Uncontrolled open flame
- ∂ Uncontrolled compressed gas release
- ∂ Any situation which poses imminent threat to human health or safety
- ∂ Elimination of potential sources of ignition should only be done if it can be accomplished without personal risk.

High risk spills:

- ∂ Contact the emergency services by calling 000 and explain the situation and follow the procedure for immediate notification, where environmental harm is threatened. ∂ Contact the site Maintenance Department;
- ∂ Follow any advice or information provided by the Emergency Response Team.

Low risk spills:

- ∂ Have at least two trained workers to handle the spill;
- ∂ Use the proper protective equipment;
- ∂ Ensure fire protection is available for flammable spills;

- ∂ Control the source;
- ∂ Contain free liquids by damming, absorbing if appropriate;
- ∂ Place all spill residues in an appropriate container;
- ∂ Decontaminate the affected area using an appropriate material;
- ∂ Decontaminate the salvage equipment;
- ∂ Analyse the area to ensure proper decontamination has taken place;
- ∂ Examine walkways, floors, stairs equipment etc. for other hazards or damage.

Debriefing:

- ∂ All personnel involved in the spill response should be debriefed after the spill has been resolved. This should include a review of the events for any written reports which are required to be submitted following the incident.
- ∂ All spill control supplies should be restocked.
- ∂ All damaged or used equipment should be repaired or refilled.
- ∂ When the area is deemed clear, it can be re-opened for operations.

8.6.2 Reporting requirements

All leaks, spills or unauthorised releases must be immediately verbally reported to the Plant Manager, whether or not the spill, leak or release stayed on site or went off site.

The Plant Manager will consult with the WHS Officer as to whether the incident is reportable to the EPA. In deciding whether it is reportable, they will consider whether the incident:

- ∂ Involves actual or potential material harm to the health or safety of human beings or the environment that is not trivial, or
- ∂ Results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000.

Noise and odour incidents are not reportable. Where potential or actual environmental harm is caused or threatened, the incident or event must be immediately reported using the procedure for **immediate notification**.

Immediate notification: with reference to incidents threatening or causing material environmental harm, **immediate notification** (without delay) must occur.

8.7 Vehicle accident

Road safety is the responsibility of not only drivers, but cyclists, pedestrians and all other road users.

- ∂ Slow down and be aware of pedestrian movement around the plant and pedestrian areas -never assume a pedestrian has seen you.
- ∂ Never assume that a driver has seen you and will stop for you. Before crossing the road, think about whether the approaching driver can see you.
- ∂ At night wear something light in colour or wear reflective clothing
- ∂ The chance of an accident increases with increasing driver fatigue (late and night, end of working week), during darkness or with the onset of inclement weather.

Emergency action:

- ∅ Contact emergency services on 000 or 112, as required.
- ∅ Assist any injured people, until arrival of Ambulance Paramedics.
- ∅ Prevent unauthorised persons from causing congestion at the accident scene.
- ∅ Assist and liaise with authorities at scene.
- ∅ Move the vehicle from the roadway and secure if possible. Be alert of hazards such as other traffic and potential fuel leaks.
- ∅ At scene of accident seek full details of any other vehicle(s) including registration numbers, names and address of both drivers and/or owners.
- ∅ Remain at scene until completely clear of people, animals, vehicle and debris.
- ∅ Admission of liability must not be made if CAG employees are involved. ∅ Report all damage immediately to the Safety Department.

8.8 Structural damage

During construction works, renovations, and general maintenance or through accidents, buildings and infrastructure may be damaged. In some cases the damage may be substantial and occupants may find themselves in a similar situation to those who have experienced an earthquake. In other cases it may be caused by severe storm damage or an explosion.

In minor situations the building may need to be inspected by engineers and maintenance staff to ensure it is safe to continue working in or around it.

Emergency Action:

- ∅ Watch for hazards
- ∅ Contact Maintenance and Safety Department. Explain what has happened.
- ∅ Turn off electricity, gas, water and steam. Do not light matches until checks for gas, steam or fuel leaks have been completed.
- ∅ Check for injuries. Apply first aid. Do not move the seriously injured unless in immediate danger.
- ∅ Check for broken water, sewerage or electrical mains.
- ∅ Check for cracks/damage, in roof, walls, gantries etc.
- ∅ Evacuate if badly damaged.
- ∅ Stay calm and help others if possible.

8.9 Personal threat

Personal threat encompasses a number of areas all of which will display numerous variables and characteristics:

- ∅ Confrontation with an armed person
- ∅ Confrontation with an unarmed person
- ∅ Armed Hold-Up
- ∅ Assault / Physical Injury
- ∅ Threatening the life of others or oneself
- ∅ Hostage / Kidnap scenarios

Due to the inherent nature of personal threat type emergencies, i.e. dealing with people, it is always difficult to expect or plan for certain outcomes. It is the volatility of human nature and emotion that

ultimately dictates the way in which this type of emergency will play out. This also limits the extent to which these circumstances can be predicted.

To cater for these characteristics, personal threat emergency procedures must be clear and concise and allow for built in improvisation and flexibility when the situation requires. Common sense and clear thinking are paramount considerations and such factors must always be considered when following the guidelines during this type of response. It is imperative to remember that the welfare and safety of all could be seriously breached during such an incident. Do not act in such a manner that may exacerbate the threat or cause it become a catalyst for life threatening outcomes. Be responsible and understanding whilst never compromising the safety to yourself and the others around you.

Any employee witnessing a personal threat situation should always alert the nearest supervisor.

Emergency Action:

- ∂ Try to remain calm.
- ∂ Alert a supervisor.
- ∂ Be firm but polite with the person and let them know that their behaviour is not acceptable.
- ∂ If the behaviour of the person is such that outside intervention is required, contact or arrange to have contacted Security and the Police.
- ∂ You should not feel obliged to rectify the situation on your own.
- ∂ Abusive phone calls: hang up the phone and notify your supervisor.

8.10 Mass Mortality

Livestock mortalities as part of routine abattoir operations are minimised as far as practicable by implementing good animal welfare practices during unloading and in the holding yards. Small numbers of mortalities will occur as part of day-to-day operations and the carcasses will be disposed of by rendering or collected by a licenced waste contractor for off-site disposal.

Disposal of large numbers of animal carcasses on site would only be required in the event that the on-site vet identifies a disease that must be contained and the containment strategy prohibits rendering or off-site disposal. These options may also be suitable for disease-affected animals; however, the decision is made by the on-site vet on a case-by-case basis in accordance with the guidance documented in the AUSVETPLAN Operation Manual Disposal (National Biosecurity Committee, 2015).

Site Burial

The Batchelor Abattoir has capacity to hold 320 head onsite at any given time. Allowing for burial of this number of carcasses piled one deep (to minimise depth and potential impacts to groundwater) and covered by at least 2 m of soil, the land area required for the disposal site would be approximately 640 sq m. The large size of the property on which the Batchelor Abattoir is located means there is a large land area within which suitable mass disposal areas can be sited, whilst minimising impacts to surface water and groundwater. The following criteria have been used to identify sites that would be suitable for mass disposal:

- ∂ At least 250 m from defined depressions, watercourses and surface water catchments (such as streams, rivers, creek beds and wetlands).

- ∅ At least 250 m from the nearest bore and neighbouring residential building.
- ∅ Soils with clay subsoil are most suitable for burial trenches or composting areas. Soils with high leaching properties (sand, gravelly or rocky soils) are to be avoided where possible. On the Batchelor site landunit 3b has loamy soils that will meet this requirement.
- ∅ The base of the trench should be at least 2 m above the water table. Noting this is not a major constraint for the Batchelor abattoir operations as site operations are suspended during the peak of the wet season when water table are higher.
- ∅ The site should be accessible.

Site that meet the above criteria are shown in Figure 1.

The following guidelines are to be used for constructing burial pits are as follows (Source: *NSW EPA Authorised Officers Manual - Dead Stock Disposal*):

- ∅ the pit should be only about 3m wide as narrow, deep pits eliminate the need to move carcasses once they are in the pit;
- ∅ deep enough to allow for a 2m cover of soil over the top;
- ∅ when the pit is being dug, topsoil should be separated from the subsoil so that it can be replaced on top later;
- ∅ appropriate diversion banks constructed to prevent water entering the pit;
- ∅ Each carcass should be covered with a layer of soil, approximately 30cm deep immediately after disposal in the pit.

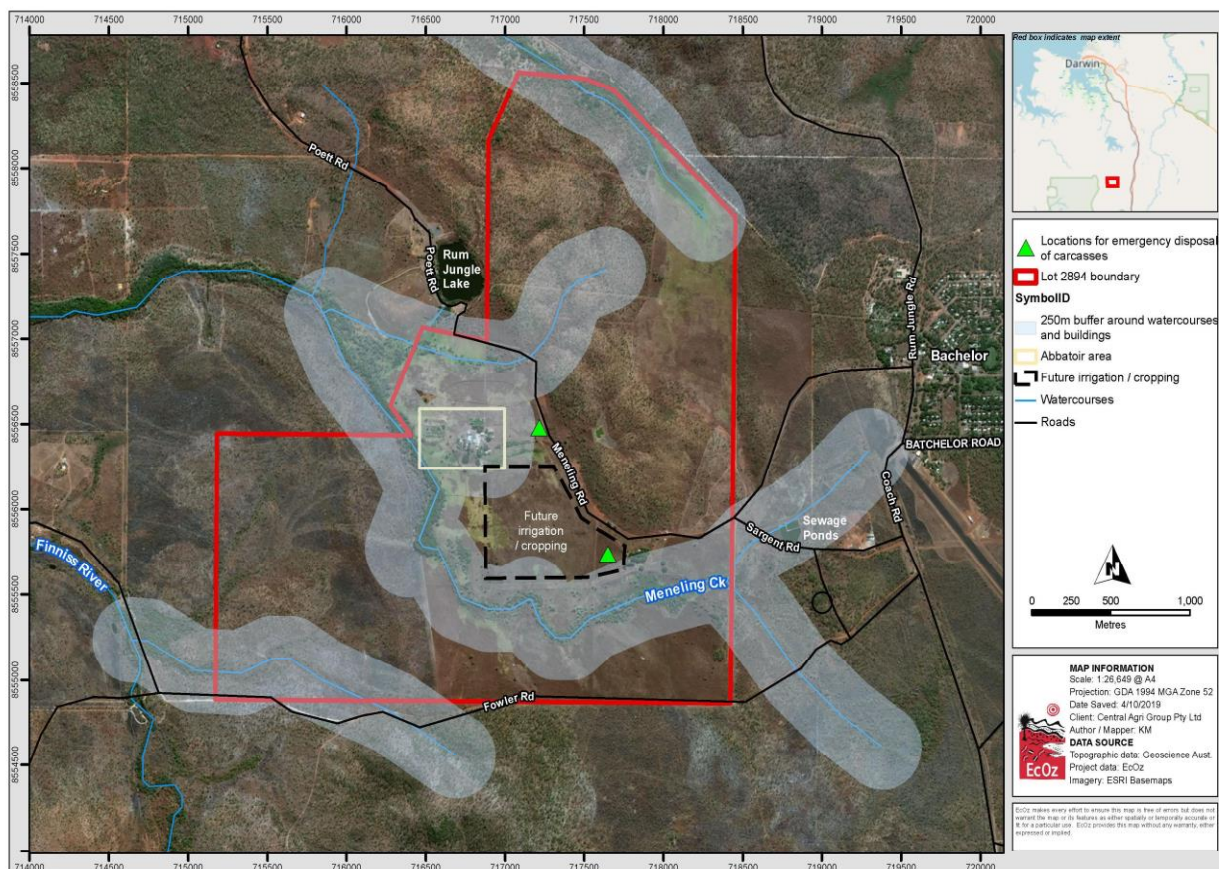


Figure 1. Map showing locations for emergency mass disposal of carcasses

9. BOMB THREATS

When a bomb threat is received it should always be taken seriously. All people who answer the phone should be aware of the location of the *Bomb Threat Check List* (see appendix A) readily available to complete in the event of receiving a threat.

Telephone threats

- ∂ Recipients of telephone threats should attempt to remain calm and obtain as much information as possible about the caller, recording the exact message if possible. Generally speaking the callers do provide considerable information either knowingly or unknowingly. It should be noted that these callers will attempt to verbally abuse you.
- ∂ Attempt to discreetly notify others of your caller this can be achieved by holding up a sign which would have the following statement in big bold letters **“I AM RECEIVING A BOMB THREAT, CONTACT THE POLICE”**.
- ∂ Ask as many questions contained in the Bomb Threat Check List as possible.
- ∂ Hold the caller in conversation for as long as possible to enable you to become as familiar with this person as possible.
- ∂ Do not hang up the phone on completion of the call. Some modern telephone systems have the ability to keep a line open enabling a trace to be made to the place of origin.

Fire warden duties on receipt of a bomb threat

Chief Fire Warden duties:

On receiving notice of a bomb threat the Chief Fire Warden will:

- ∂ Notify the Police by telephone – dial “000” or “112”
- ∂ Evaluate the level of threat
- ∂ Contact Wardens who are on the premises via phone or by deputising a person to arrange a meeting point and instigate search procedures (refer to search procedures)
- ∂ Ensure specific search of escape routes, immediate exterior of the building, car park and assembly area and
- ∂ Evacuate the building if necessary using normal evacuation procedures unless the evacuation route needs to be changed to avoid suspected location of the threat.

Warden duties:

On receiving notice of a bomb threat, the Warden will organise his/her Deputy Wardens to carry out a search, keeping in mind to:

- ∂ Remain calm
- ∂ Confine all messages to the search party
- ∂ Not wear safety helmets
- ∂ Search the entire building including storerooms, toilets etc. and fire exit paths and
- ∂ Notify the Chief Fire Warden by telephone, or in person once the search is completed or suspicious object found (refer search procedures).

Search procedures

Concentrate initially upon the room or area designated in the bomb threat and observes the following procedure:

- ∂ **VISUALLY** search from floor level to waist height, e.g. under and on chairs, tables and cabinets. Start and finish at a common point
- ∂ **VISUALLY** search from waist to ceiling height, e.g. light fittings, behind drapes, window ledges, wall decorations and tops of cupboards.

PLEASE NOTE: If no particular area has been specified in the bomb threat concentrate initially on areas accessible to the public starting at the lowest level within the building.

IF A SUSPICIOUS OBJECT IS FOUND:

- ∂ Do not remove the object
- ∂ Evacuate area around object (if considered appropriate) and ∂ Inform the Chief Fire Warden immediately.

The Chief Fire Warden will:

- ∂ Inform the Police/Bomb Squad and
- ∂ Seek instruction on further evacuation.

10. SHUT DOWN PROCEDURES

In the event of an emergency requiring shut down of utilities, persons should contact the Maintenance Department immediately.

10.1 Water

The water is supplied by an on-site bore that can be isolated by closing the ball valves. The water delivery system is a ring main system, so the main water tank valve is required to be shut off to isolate the fresh water supply to the site. In the event these valves need to be closed, the maintenance department should be contacted.

10.2 Electricity

Electrical supply enters the site from the Batchelor town substation. Site electrical supply can be isolated from the High Voltage switching station adjacent to the waste water Save-all system. Only certified High Voltage switching personnel are authorized to perform the switch.

10.3 Gas

Gas supply can be isolated turning off the valve on the gas supply line at this point (valve located at the back of the render plant). The isolation point is contained within a locked enclosure. If the gas supply is required to be shut down, the maintenance department should be contacted.

10.4 Steam

Steam is generated in the site boilers. The site steam supply to different areas of the plant can be isolated at the steam header located in the boiler house (located in the rendering plant). If steam is required to be isolated, contact the maintenance department.

10.5 Ammonia

The ammonia systems on site are highly complex. It is essential that in the event of an emergency, persons notify Maintenance immediately on 2-way radio. Appropriate supply valves can be closed to isolate supply to the plant or to different sections of the plant.

10.6 Effluent System

In the event the effluent system needs to be shutdown due to a pipe failure, transfer pumps can be isolated through the render control panel of emergency stop button at the Save All.

11. EXTERNAL EMERGENCY

Very similar to an internal emergency but located off site. An external emergency may/ will impact the site in some way.

Examples of an external emergency include:

- ∂ Aircraft crash
- ∂ Truck crashing into a building
- ∂ Fire and smoke (car fires, other buildings, bushfire, volcano, etc.)
- ∂ Dangerous gas clouds
- ∂ Terrorism incident
- ∂ Dangerous or aggressive people
- ∂ Earthquake
- ∂ Hazardous material release from neighbouring facilities
- ∂ Efforts to demonstrate at, blockade, or deface the location

Emergency Action:

- ∂ Assess the situation
- ∂ Raise the alarm
- ∂ Explain what sort of emergency it is and how it will affect the plant
- ∂ Follow instructions given by Safety or your supervisor

11.1 Protestors / demonstrators

Industrial unrest, emotional international situations or unpopular political decisions may lead to public demonstrations which could threaten the security of the plant. Management should coordinate the response to an incident until the arrival of the police to whom they should provide as much assistance as required.

As soon as the Emergency Controller is aware of civil disorder occurring in, or in the vicinity of the building, the following action should be taken:

- ∂ Notify the Police and request assistance (dial 000 and ask for the Police Operator)
- ∂ Notify Plant Manager.
- ∂ Restrict entry to the building.
- ∂ Confine presence of demonstrators to the car park, or reception area.
- ∂ Restrict contact between demonstrators and plant employees.
- ∂ Alert other members of the plant.
- ∂ Offices should be locked, cash, valuables and files secured.
- ∂ Windows, blinds and curtains should be closed and staff directed not to agitate the demonstrators.
- ∂ Management should promote an air of confidence and calm.

11.2 Armed intrusion / threat / hold-up

Procedures

Employees and visitors on the site should ensure cash and valuables are secured and kept to a minimum. Employees and visitors who may be subject to such an incident should be given instruction to ensure their safety.

If you are confronted by an armed intruder

- ∂ Obey the instructions
- ∂ Try to remain Calm
- ∂ Do not take any action to excite the intruder.
- ∂ Hand over cash/valuables on request.
- ∂ Try to make a mental note of the description, clothing, speech, scars and any/or other markings.

When the intruder departs

1. Contact police by dialling “000” or “112” and ask for police.
2. Provide details of robbery.
 - a) Your name
 - b) Address: Central Agri Group Batchelor

165 Meneling Road, Batchelor, NT 0845

If you have a description of the car, or direction of the intruders travel advise police.

12. CYCLONE PROCEDURE

12.1 Cyclone procedure

CAG, has a responsibility in relation to matters that form part of its undertaking, to endure so far as reasonably practicable that the health and safety of its workers and other people is not put at risk while they are at work. In areas of Australia prone to extreme weather events and cyclones, this responsibility include providing information and assistance to workers in relation to such extreme weather events they may be exposed to whilst at work.

12.2 Cyclone season

The cyclone season in the Northern Territory runs from 1 November each year through to the end of April of the following year. There are on average 7.7 days per season when a cyclone exists in the Northern Region. The north-western Gulf of Carpentaria near Gove has the highest concentration of cyclone days. The Gulf of Carpentaria averages two cyclones a year, while the Arafura and Timor Seas (close to Darwin) tend to follow more regular tracks to the southwest. Over half the cyclones generated in the Northern Region move either southwest or southeast into adjoining regions.

12.3 State emergency services communication

Local authorities and government agencies, including Northern Territory Emergency Services, Northern Territory Counter Disaster Control, and the Bureau of Meteorology ('BOM') communicate via radio, television and internet the latest watches, warnings and supporting information.

There are three key types of broadcasts in relation to cyclones that all workers should make themselves aware of:

- ∂ **Tropical cyclone Information Bulletin** – Issued whenever a tropical cyclone exists in Australian waters, but is not expected to cause gale force winds overland in Australia within 48 hours.
- ∂ **Tropical cyclone watch** – Issued if a cyclone is expected to affect coastal communities within 48 hours, but not expected within 24 hours.
- ∂ **Tropical cyclone warning** – Issued if a cyclone is affecting or is expected to affect coastal communities within 24 hours. Employees should be advised that attendance at work is not mandatory if a cyclone warning has been declared by the Bureau of Meteorology but employees must contact the office to advise this.

12.4 Information bulletin

An information bulletin is issued whenever a tropical cyclone exists in Australian waters, but is not expected to cause gale force wind overland in Australia within 48 hours. While the cyclone remains in Australian waters, a tropical cyclone information bulletin will be issued every six (6) hours. Further

information can be obtained from the Bureau of Meteorology website at www.bom.gov.au/weather/cyclone/.

12.5 Cyclone watch

A cyclone watch is issued if there is an indication that an area will be affected by a cyclone within the next 48 hours. A cyclone watch is updated by the Bureau of Meteorology at maximum six (6) hour intervals. Further information can be obtained from the Bureau of Meteorology website at www.bom.gov.au/weather/cyclone/.

12.6 Cyclone warning

A cyclone warning is issued if there is an indication that an area will be affected by a cyclone within the next 24 hours. A cyclone warning is updated by the Bureau of Meteorology at maximum three (3) hour intervals. Further information can be obtained from the Bureau of Meteorology website at www.bom.gov.au/weather/cyclone/.

12.7 Operational Cyclone Response Plan

Level of Alert Issued by BOM	Risk	CAG and workers shall carry out the following operational requirements
Pre-season Readiness		CAG individual employee responsibilities: - Follow all NTG recommendations for pre cyclone season preparation of appropriate emergency kit. http://pfes.nt.gov.au/Emergency-Service/Public-safety-advice/Cyclones.aspx - Seek contact details for all appropriate management staff.
Information Bulletin	Tropical cyclone exists in Australian waters, but is not expected to cause gale force winds overland Australia within 48 hours.	CAG individual employee responsibilities: Monitor the low pressure system via radio alerts and the Bureau of Meteorology website www.bom.gov.au/weather/cyclone
Watch (tropical cyclone watch)	Cyclone may produce gales within 48 hours	CAG individual employee responsibilities: - Monitor the low pressure system via radio alerts and the Bureau of Meteorology website www.bom.gov.au/weather/cyclone - Information to be sought from local State Emergency Service office about appropriate cyclone preparations and actions required http://pfes.nt.gov.au/Emergency-Service/Public-safety-advice/Cyclones.aspx - Identify loose material, furniture and equipment on site and relocate indoors.

Warning (tropical cyclone warning)	Significant risk of destructive winds within 24 hours	CAG individual employee responsibilities: • Monitor the low pressure system via radio alerts and the Bureau of Meteorology website www.bom.gov.au/weather/cyclone • Information to be sought from local State Emergency Service office about appropriate cyclone preparations and actions required http://pfes.nt.gov.au/Emergency-Service/Public-safety-advice/Cyclones.aspx
Level of Alert Issued by BOM	Risk	CAG and workers shall carry out the following operational requirements
		∂ Employees are advised that being at work during a cyclone warning is not mandatory. Employees should follow the directives of Government based advice during this period. Directives are issued every three (3) hours by Bureau of Meteorology through their website (detailed above), local television and local radio. ∂ Based on predicted wind speeds and storm surge heights, evacuation may be necessary. Official advice from BOM will be given on local television or radio regarding safe routes and when to move. ∂ No employees to remain on site where evacuation and/or seek shelter advice has been received from NTG – all personnel must cease work and vacate to their selected refuge.
Official advice received, threat has left	Beware of fallen power lines, damaged buildings and trees and flooded water	∂ individual employee responsibilities: Monitor the information bulletins via radio alerts and the Bureau of Meteorology website www.bom.gov.au/weather/cyclone Information to be sought also from local State Emergency Service office about appropriate course of actions required ∂ http://pfes.nt.gov.au/Emergency-Service/Public-safety-advice/Cyclones.aspx Employees will be responsible for contacting their supervisor or manager for direction on return to work. ∂ Employees shall assess their own situation first to ensure it is safe to attend work over the needs of their family and/or property. Should personal circumstances prevent employees from attending work once the plant has reopened then this is to be discussed with their supervisor/manager.

12.8 Workers and your home

CAG understands that its employees will be concerned to undertake all necessary preparatory tasks in relation to the safety of their family or loved ones, homes and other property. To assist workers to do this if necessary, with the permission of the Plant Manager employees will be permitted to leave the workplace to secure their homes and any other property. To help this process the company will

make early decisions around closure of the site based on the best information in line with a Tropical Cyclone Warning for Batchelor area. Workers are encouraged to review guidance material, watches and warnings provided by the Bureau of Meteorology www.bom.gov.au and the local State Emergency Service Office www.pfes.nt.gov.au and to take all precautions recommended by those agencies where appropriate particularly in regards to NT government recommended pre-season preparedness prior to any cyclone watch event.

12.9 Animal welfare

At that notice of a Warning (tropical cyclone warning – 24 hours notice) any planned cattle deliveries could be put on hold or cancelled. Any cattle on site that cannot be processed within timelines will be released onto adjoining grazing land to the site. **12.10 Cyclone action matrix**

Stage	Task	Person Responsible
Pre season Readiness	Attend yearly Cyclone Season Briefing in October to review cyclone policy and sign attendance sheet.	All
	Identify approved cyclone shelters.	PM/WHS
	Prepare personal emergency kits.	All
	Ensure emergency contact details are recorded and current.	All
Stage 1 – Low Pressure System/Information Bulletin	Monitor low pressure system.	PM/WHS
	Heed all NTG warnings and follow advice given by governing authorities.	All
Stage 2 – Cyclone Watch	Monitor system via media sources.	All
	It is recommended staff stay in communication with one another through appropriate means of contact.	All
	Heed all NTG warnings and follow advice given by governing authorities.	All
Stage 3 – Cyclone Warning 24 hours	Monitor system via media sources.	PM/WHS
	It is recommended staff stay in communication with one another through appropriate means of contact.	All
	Heed all NTG warnings and follow advice given by governing authorities.	All
	Attendance at work is not mandatory.	All
	Identify loose material, furniture and equipment on site and relocate indoors.	All
	All cattle deliveries cancelled/postponed.	PM
	Cattle on site released into adjoining grazing land.	Yards Supervisor
Stage 4 – Safety Management and Lockdown	An official announcement is made by the Northern Territory Emergency Services advising the public to seek shelter.	All
	Heed all NTG warnings and follow advice given by governing authorities.	All
Stage 5 – All Clear Pending	Monitor the information bulletins via radio alerts and the bureau of Meteorology website	All
	Employees will be responsible for contacting their supervisor or manager for direction on return to work.	All
	Heed all NTG warnings and follow advice given by governing authorities.	

12.11 Counter disaster links

@ www.bom.gov.au/cyclone/about/checklist
 @ www.bom.gov.au/nt
 @ www.bom.gov.au/water/floods/floodWarningServices.shtml
 @ www.lrm.nt.gov.au/bushfires
 @ www.pfes.nt.gov.au
 @ www.redcross.org.au/emergency-services
 @ www.ses.org.au
 @ www.stormwise.com.au/surviving-storm @
www.bom.gov.au/cyclone

12.12 Cyclone briefing attendance sheet

I have attended the yearly Cyclone Season Briefing, viewed the counter disaster links and understand CAG's cyclone procedure.

Date	Attendee Name	Signature

13. BUILDING DAMAGE

Generally buildings in Australia can withstand a certain amount of damage without placing the occupants at risk. However, recent experience has shown that there is a remote possibility of building failure due to unexpected forces such as severe storms or earthquake. Other possible causes of failure may be explosion, internal failure and collision.

If damage occurs:

- ∂ Take immediate refuge under a desk, bench, door frame or archway
- ∂ Stay clear of filing cabinets, shelves and bookcases ∂
- Maintain refuge until structural safety checks are completed ∂
- Do not use matches or lighters.

The Chief Warden will:

- ∂ Notify emergency services
- ∂ Contact and organise Wardens to carry out an injury/building safety check and to report back
- ∂ Commence evacuation ensuring that:
 - Evacuation routes are safe ○ First aid personnel are available to assist ○ All personnel are accounted for.

NOTE: Where possible, evacuation should be discussed with emergency services such as State Emergency Service, Fire Services and the Police.

The Warden will:

- ∂ Maintain contact with the Chief Warden
- ∂ Organise assessment of injury and damage in his/her area and transmit damage report to Chief Warden
- ∂ Commence evacuation when directed.

14. MEDICAL EMERGENCY

The possibility of a medical emergency has to be considered during the course of a normal day. Although not directly related to the operation of the site, Management and Staff must be prepared to take appropriate steps to assist the ill or injured. If any person is made aware of a medical emergency, they should follow the following procedures:

Procedure

- 1. Contact Senior First Aider
- 2. Dial “000”or 112 and advise ambulance of details of the injured person, give
 - a) Address: Central Agri Group Batchelor
 165 Meneling Road Batchelor,
 NT 0845
 - b) Nearest entrance: From Meneling Road
 - c) Details of injury
 - d) Your name
- 3. Based on their training, the first aider should render assistance to the injured and makethem comfortable and will remain with the injured person until arrival of the ambulance.
- 4. If the injury has resulted from a fall, do not move the person and where possible do not leave them unattended.
- 5. Ensure responding emergency services personnel have a clear path of access to theinjured person.

Emergency – CPR

- ∂ Check for danger
- ∂ Stay with the person
- ∂ Get help – dial 000 or 112 and ask for ambulance service
- ∂ Start resuscitation

AIRWAY	BREATHING	CIRCULATION
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∂ Quickly turn person on side ∂ Remove foreign material from mouth ∂ Place neck and jaw in correct positions ∂ Listen for Breathing ∂ Watch for chest movement ∂ If breathing, leave person on side – keep airway clear	If not breathing: ∂ Quickly turn person on back ∂ Open airway ∂ Start mouth to mouth or mouth to nose ∂ Check neck pulse ∂ If pulse is present, resuscitation at a rate of 30 per minute (1 every 4 seconds) – Check the circulation after 1 minute and then every 2 minutes ∂ If breathing returns ○ place person on side ○ keep the airway clear	Check the neck pulse. If absent begin external cardiac compression. ∂ Begin external cardiac compression ∂ Place the heel of one hand on the lower half of the sternum ∂ Lock the other hand to the first by grasping wrist of interlocking fingers ∂ Keep fingers off the chest One operator ∂ 2 ventilation and 30 compressions Two operators ∂ 1 compression per second ∂ 1 ventilation after every 5
		compressions.

15. RESUME NORMAL OPERATIONS

During and after an emergency can be a confusing and frantic time. This can present hazards when attempting to resume normal operations. It is the emergency controller that signifies the end of any emergency.

15.1 Returning to work after an emergency

Actions taken during an incident or emergency are frequently different to those that occur during normal operations.

It is possible that:

- ∂ Equipment was left running or was shut down incorrectly
- ∂ Hazards are present in the workspace that were not there when you left, i.e. fallen equipment, poor lighting
- ∂ Utility supplies have been interrupted or come back on unexpectedly, i.e. electricity, steam, hot water etc.

Emergency Action:

- ∂ Assess the situation
- ∂ Assume equipment and supplies were not shut down correctly, so do so when returning
 - ∂ Complete a thorough inspection of the immediate area and equipment for correct operation.
- ∂ Consider having maintenance complete a full start up check prior to employees entering the area in the event of a major emergency.
- ∂ Report any concerns to your supervisor immediately.

- ∂ Do not start or operate suspect or damaged equipment.
- ∂ Follow instructions given by Safety or your supervisor.
- ∂ Remain calm.
- ∂ Food Safety requirements in the Approved Arrangement are to be followed – e.g. if anyone sits on grass or footpaths clothing must be changed.

15.2 Reducing the effects of exposure to critical incidents

Traumatic incidents are often outside the usual range of experiences and are so powerful and sudden that they can overwhelm a person's ability to cope. Different people have different reactions. The degree to which they are affected, and for how long will depend on many factors. The greater the significance of the incident to a person, the more likely the person is to suffer some effects.

Common reactions are the inability to dismiss the incident during quiet times or when resting or sleeping and disturbed or restless sleep. Thoughts turn to the incident despite trying to concentrate on other things. Anger with oneself or the 'system' may tend to overwhelm a person who perceives other actions may have averted the incident. Others may become sullen or moody.

Any reaction that is outside the usual behaviour of the individual should be referred, preferably by the individual, alternatively by peers or management.

Early professional assistance and counselling can assist by speeding up the usual healing and coping process most people have. Some people have limited reactions that last only a few days. Others may take weeks or even months to again feel comfortable. Healing can be significantly assisted by sharing feelings about the incident with others and by timely referral to professional support when necessary.

Suggestions:

- ∂ Alternate periods of rest with physical exercise.
- ∂ Don't drink alcohol for a few days after the critical incident.
- ∂ Reduce caffeine intake.
- ∂ Structure your time –keep busy.
- ∂ Talk to people –let your family or friends know what is going on.
- ∂ Keep your life as normal as possible in the days following the incident.
- ∂ Eat well (regular meals).
- ∂ Don't expect memories to just go away. They will take time to dissipate.

16. RECORD KEEPING

To comply with the requirements of the Australian Standard AS 3745-2010, a form has been developed for recording training and instruction of Emergency Procedures (see below). The Master Record Book must be kept on the premises (preferably in a fireproof cupboard) for inspection by the authorities if requested.

Emergency procedures training

Warden Training was conducted at CAG

The training was conducted in accordance with AS3745-2010 and to Level 3 on the Competency Standard – Fire Emergency Response.

The follow topics were covered:

- ∂ Operate as part of an Emergency Response Team
- ∂ Safeguarding endangered people
- ∂ Participation in control of emergencies
- ∂ Conducting routine inspections and maintenance of equipment
- ∂ Undertaking emergency prevention

17. EMERGENCY COMMUNICATION

17.1 Internal Communications

The methods of communication within the site are:

- ∂ Persons
- ∂ 2-Way Radio
- ∂ Telephone
- ∂ Mobile phones

A combination of the above will be used to communicate emergency information to plant employees during an emergency. The site has UHF FM 2-way radio system in place.

Mobile handsets are issued to the management and key personnel.

17.2 External Communications

Communication with neighbouring premises

The Emergency Controller (or delegate) is to contact neighbouring businesses/residents detailed in the Emergency Communication Checklist and Contact Details of this plan. A record is to be maintained of all contact to allow for follow up after an incident.

18. EMERGENCY COMMUNICATION CHECKLIST

1. Have all federal, state, local or other reporting requirements been met, including **immediate notification** of actual or potential environmental harm as per the **immediate notification** procedure.
2. Have businesses and residents potentially affected by the incident been contacted?
3. Internal Contacts:
 - Group management
 - Environment
 - Safety
 - Loss control (legal if required)
 - Public Relations
 - Insurance
 - Food Safety
4. Have provisions been made for advising the following?
 - Employees and families (if appropriate)
 - Public officials
 - Customers and suppliers
5. Have all employees been reminded to direct all inquiries from the media or general public to the designated spokesperson?
6. Have all relevant facts been gathered, noting what can as well as what cannot be verified to begin developing talking points or a public statement? Are the appropriate background materials readily available?
7. Have you made provisions for monitoring media coverage to follow up on erroneous reports?
8. Have you made provisions for follow-up information to employees, media, customers, suppliers, public officials, local residents, public officials and business leaders or others who may have been affected by the emergency?

The following information need to be provided where available:

 - Name and location of the facility (suburb, street, nearest cross street to relevant site entry);
 - Number of injured persons or casualties and the nature of injuries;
 - Type and scale of emergency including a brief description;
 - The hazards involved, including details of substances, names and quantities;
 - Telephone contact number for return messages;
 - Name of person making the call; and,
 - Any other useful information such as wind speed and direction.
9. Has follow up been made to potentially affect businesses and residents to update on control of the incident?

19. EMERGENCY CONTACT INFORMATION

During a major incident Management shall appoint a media release officer who will act as the point of contact for media and to provide media releases on behalf of the company. All contact with media should be through the media release officer only. Communications/Public Relations will compile a list of missing and injured people. They will coordinate the communication with the company (on and offsite) and outside officials.

19.1 Emergency Services

National Emergency Number 000

On most mobile phones you can dial 112 or 000 to access the Fire, Police or ambulance services.

NT Fire and Rescue 13 14 44

For notification of pollution incidents: State

Emergency Service (SES) 132 500

For Storm or flood emergencies:

Poisons Information Centre 131 126

Environmental Hotline 131 555

19.2 Utilities suppliers

Palmerston City Council 08 8935 9922

Electrical Supply - Power & Water – 1800 245 090 (Emergency only)

Natural Gas Supply – Elgas – 13 11 61 (Emergency only)

Telstra – 1800 687 829

19.3

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Government agencies

WorkCover - 13 10 50

Regional Office –NT WorkSafe - 1800 019 115

EPA –Environmental Hotline 131 555

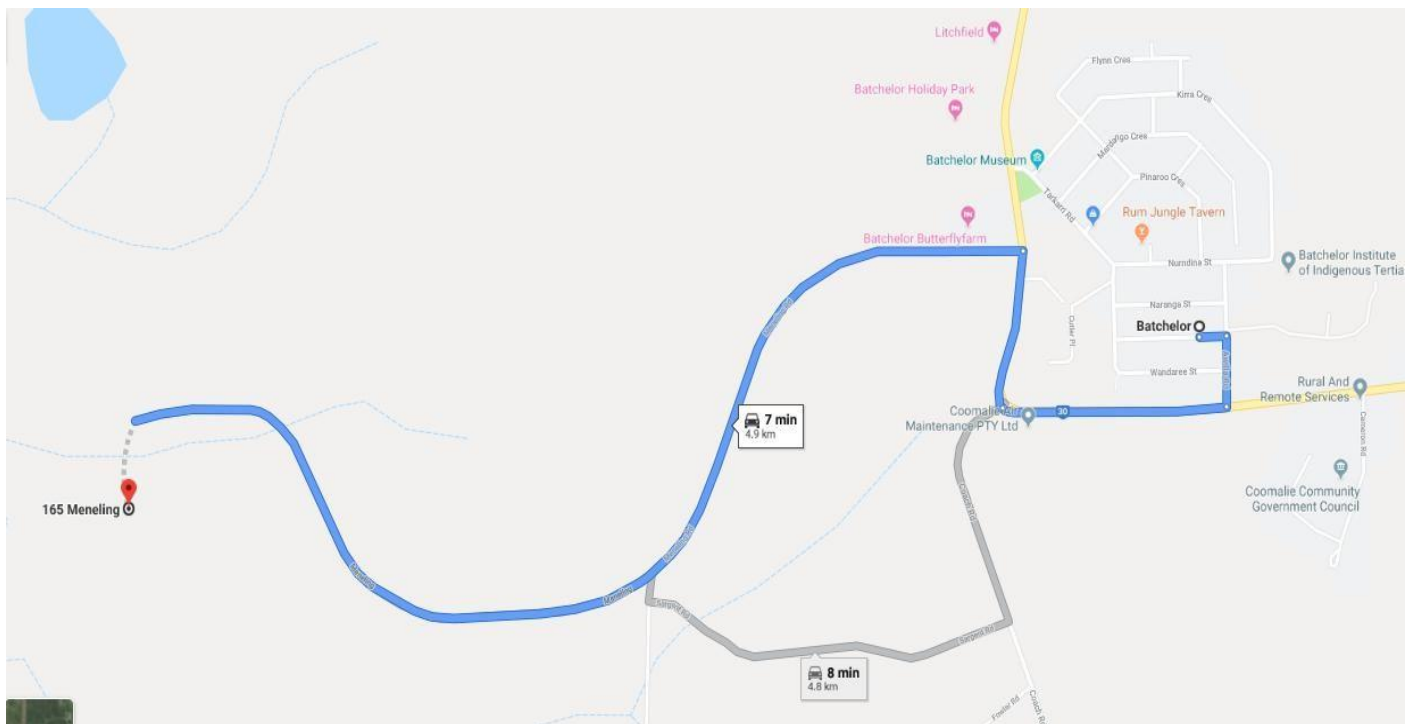
Regional Office – Parap 08 8942 6554

NT Department of Health –Darwin Office 08 8999 2400

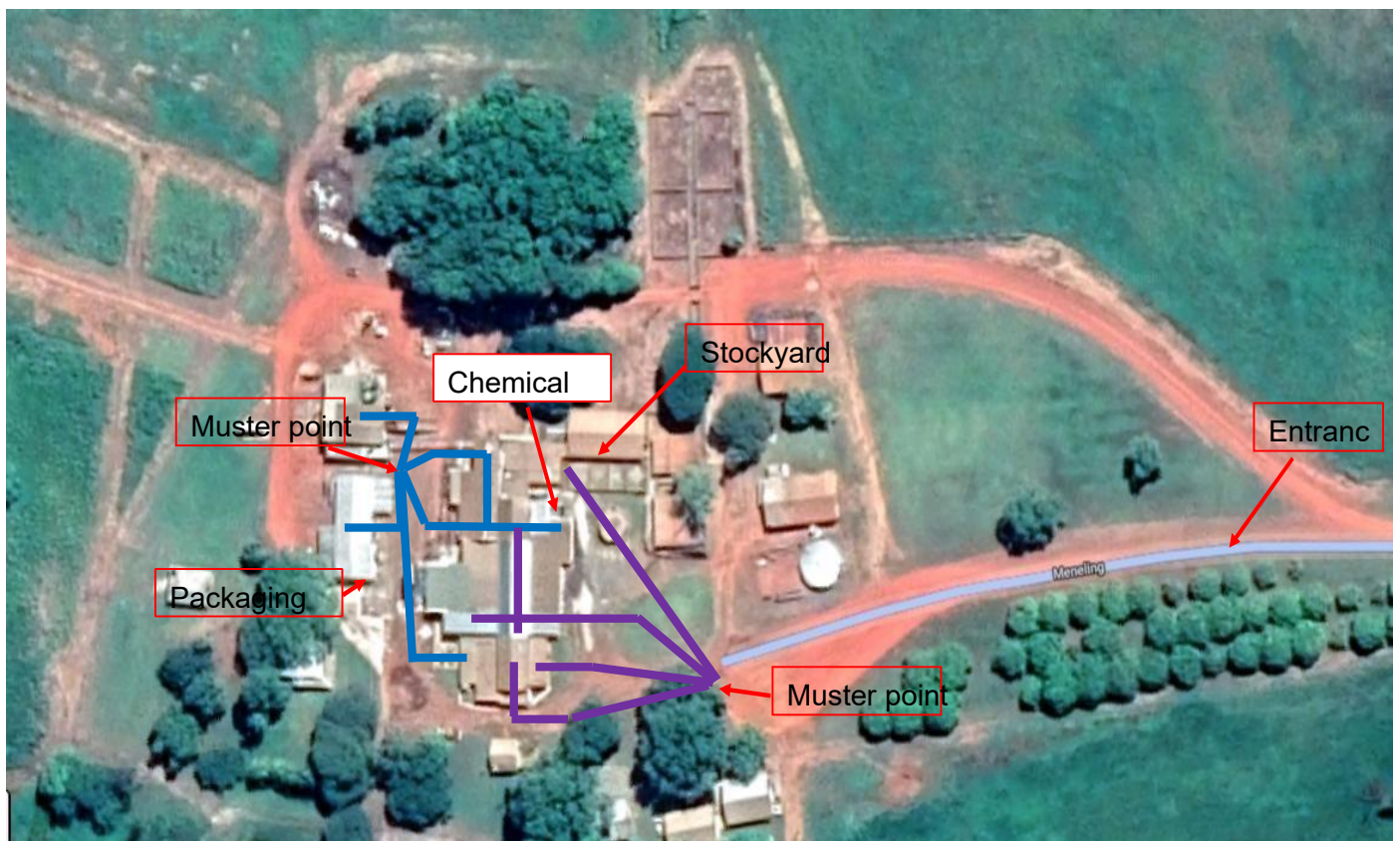
ERP – EMERGENCY RESPONSE PLAN

20. SITE MAP

Driving directions from Batchelor town to the abattoir



Muster points and evacuation



APPENDIX A: Bomb Threat Check List

Bomb Threat Check List Place this under your telephone	
∂ QUESTIONS TO ASK:	
When is the bomb going to explode?	
What will make the bomb explode?	
Did you place the bomb?	
What is your name?	
What is your address?	
∂ EXACT WORDING OF THREAT	
∂ ACTION	
Report immediately to:	Telephone number:
a) CALLERS VOICE	
Accent (specify)	Any speech impediment? Specific
Voice (loud, soft, etc.)	Speech (fast, slow, etc.)
Diction (clear, muffled)	Manner (calm, emotional, etc.)
Did you recognise the voice?	Was the caller familiar with the area?
If, who do you think it was?	
b) THREAT LANGUAGE	
Well spoken	Incoherent
Irrational	Taped
Message read by caller	Abusive
c) BACKGROUND NOISES	
Street noises	House noises
Aircraft	Long distance
Local call	Voices
Machinery	Other
d) OTHER	
Sex of caller	Estimated age
e) CALL TAKEN	
Date	Time

Duration of call	Telephone number called
f) RECIPIENT	
Name (print)	Telephone number
Signature:	
DO NOT HANG UP! POLICE MAY BE ABLE TO TRACE THE CALL	

APPENDIX B: Chief Warden evacuation

checklist DATE OF EVACUATION:

TIME OF EVACUATION:**CHIEF WARDEN, WARDENS IN ATTENDANCE OR DEPUTISED WARDENS WHO PROVIDED ASSISTANCE:**

Chief Warden:			Warden:		
Warden:			Warden:		
Warden:			Warden:		
Warden:			Warden:		
Warden:			Warden:		
Warden:			Warden:		
Area	All Clear (x)	Disabled Persons	Refusal to Evacuate	Medical Emergency	Comments (including location of remaining occupants)

Other Comments:

APPENDIX C: Armed hold-up checklist**Page 1 of 4**

Witness Name	
Address	Phone
Occupation	
<u>DESCRIPTION OF OFFENDER (S)</u>	

RUM JUNGLE MEAT EXPORTS PTY LTD – EMERGENCY RESPONSE PLAN

NUMBER OF OFFENDERS:	1	2	3	4	5	
SEX:	Male	Female	Transvestite	Unknown		
RACE:	Caucasian	Asian	European	Aboriginal	Indian	Negro
	Islander	Maori				
AGE:	5-10	10-15	16	17	18	19
	20	20-25	25-30	30-35	35-40	40-45
	45-50	55-60	70-80	Unknown		
HEIGHT:	4'/122cm	4'6"/137cm	5' /152cm	5'6"/168cm	5'8"/173cm	5'10"/178cm
	6'/183cm	6'2"/188cm	6'4"/188cm	Unknown		
WEIGHT:	8st/51kg	8½st/53kg	9st/57kg	9½st/61kg	10st/64kg	10½st/67kg
	11st/70kg	11½st/74kg	12st/76kg	12½st/80kg	13st/83kg	13½st/89kg
	14st/94kg	14½st/97kg				
BUILD:	Thin	Slim	Medium	Heavy	Husky	Muscular
	Fat	Stout				
HAIR:	Black	Brown	Blonde	Dirty-Blonde	Red	Grey
	White	Silver	Dyed.....	Bald	ShavedHead	Straight
	Curly	Wavy	Neat	Wig	Afro	Tied
	Tapered	Shoulder	Long	Spiked	Flat	Crew Neck
TOP:	Dirty	Specific....	Unknown			
EYES:	Black	Brown	Hazel	Blue	Green	Grey
	Unknown					

RUM JUNGLE MEAT EXPORTS PTY LTD – EMERGENCY RESPONSE PLAN

GLASSES:	Sunglasses	Prescription	Wire Frame	Plastic Frame	Rimless	Clear
	Bifocal	Brown	Black	Gold	Silver	Specific
COMPLEXION:	Pale	Fair	Medium	Swarthy	Ruddy	Tanned
	Brown	Black	Acne	Freckled	Scarred	Fresh
	Specific....	Unknown				
FACIAL HAIR:	Moustache	Beard	Sideburns	Unkempt	Goatee Full	Stubble
	Colour.....	Specific....	Unknown			
SPEECH:	Normal	Foreign	Impediment	Uneducated	Swearing	Husky
	Deep	High	Squeaky	Quiet/Loud	Type of Accent.....	
PECULARITIES:						
JEWELLERY:	Earrings	Studs	Bangles	Rings	Necklaces	Anklets
	Description					
TATOOS:	L/R Hand....	L/R L/U Leg.....	Face.....	Fingers	Torso.....	L/R L/U Arm.....
CLOTHING	<u>Head</u>	Balaclava	Beanie	Stocking	Baseball cap	Akubra
		Straw	Colour.....	Design.....	Patches.....	Specific... ..
	<u>Upper</u>	Pullover	Jacket	T-Shirt	Windcheater	Flannel Shirt
		Dress Suit	Collar/Tie	Parka Colour.....	Design.....	Labels.....
		Specific.....				

	<u>Lower</u>	Jeans/Shorts	Slacks	Cords	Belt Y/N	Colour
		Design.....	Labels.....	Stains.....	Holes.....	Length.....
		Specific.....				

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CLOTHING cont.	<u>Underwear</u>	Y Front	Boxer	Jockette (no Openings)	Cotton/Nylon	Colour.....
		Design.....	Specific.....			
	<u>Shoes</u>	Runners	Bare Feet	Thongs	Slippers	Boots
		Desert Boots	Colour.....	Laces.....	Labels.....	Specific.....
	<u>Dresses</u>	Short/Long	Waist/Knee/Full	Summer / Winter	Colour.....	Design.....
		Labels.....	Specific.....			
	<u>Accessories</u>					
	<u>Make Up</u>					
DISGUISES:	Balaclava	Beanie	Handkerchief	Stocking Colour.....	Rubber Mask Type.....	(Face) sunglasses
	Plastic Mask Colour.....	Specific.....				
HANDS:	<u>Gloves</u>	Cotton	Leather	Rubber	Motorbike	Garden
		Washing	Colour.....	Type.....	Specific.....	
WEAPON:	<u>Handgun</u>	Long/Short Barrel	Blue/chrome	Revolver/ Automatic	Specific.....	
	<u>Rifle</u>	Bolt/Auto/ Pump/Lever Actions	Short/Long	Barrel Full Length/Sawnoff	Telescopic	Sight
		Magazine	Specific.....			

	<u>Shotgun</u>	Pump/ Automatic/ Double/Single Side by side/Underover	Full length	Sawn-off	Specific.....

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RUM JUNGLE MEAT EXPORTS PTY LTD – EMERGENCY RESPONSE PLAN

WEAPONS cont.	<u>Knife</u>	Sheath	Carving	Kitchen	Butterfly Flick	Retractable Blade
		Stanley	Fishing	Cleaver	Folding pocket type	Multi Bladed
		Serrated Blade Y/N	Length of blade....	Length of handle....	Colour of handle.....	Colour of blade....
		Width of blade....	Specific.....			
		Witness able to I.D. weapon Y/N				
<u>VEHICLE:</u>	<u>Body</u>	Sedan	S/Wagon	P/Van	Coupe	Van
		Commercial	Sports	4x4	Motorcycle	Moped
		Ute	Specific....			
	<u>Make</u>	Holden	Ford	Toyota	Mitsubishi	Daihatsu
		Hyundai	Honda	Nissan	Rover	Fiat
		Australian	European	American	Japanese	
	<u>Model</u>	Commodore	Falcon	Specific...		
	<u>Colour</u>		Soft Top Y/N	Metallic Y/N		
	<u>Damage/ Fittings</u>	Nearside/ Far side	Front/Rear	Rust	Specific....	
	<u>Accessories</u>	Aerial (CB)	Tow ball	Bull bar	Roof rack	Alloy Wheels
		Spotlights	Sunroof	Specific....		
	<u>Interior</u>	Bucket/Bench Seats	Seat Covers	Auto/Manual	Column/Area Shift	Electric Windows
		Upholstery Colour.....	Specific.....			
	<u>Stereo</u>	Standard	Fitted	Equaliser	Specific....	
	<u>Registration</u>	VIC/NSW/SA/QLD/WA/TAS/NT/ACT				
	<u>Colours</u>	Black/White	Green/White	Specific....		

APPENDIX D: Evacuation procedure – Chief Warden**In the event of emergency:**

1. Do not panic and put on a hard hat
2. Pick up radio, mobile phone and keys
3. Chief Warden to proceed to location to investigate (access if false alarm or emergency).
4. If there is an emergency:
 - a. Contact emergency services – giving clear instructions as to the location of the site. It is important that you can tell the operator which town and state/territory you are calling from.
 - b. Ring '000' or '112'
 - c. Chief Warden to deputise other wardens to evacuate other buildings
5. Deputise a warden to do a roll call and take charge of the assembly area
6. Proceed to the entrance on the Meneling Road, beside Police Station, and liaise with emergency services on arrival – advise them of the location of electricity and gas connections.
7. At the muster point – ensure that there is room for emergency services to drive through the entrance.

APPENDIX E: Roll call procedure**The Warden in Charge of the assembly area should organise the following:**

1. Ask the employees or visitors to form area groups (slaughter floor, boning room, loadout, render plant etc).
2. One person from each group to report to the person in charge of the assembly area
3. Report that all are present or report that a person cannot be located
4. Other visitors to site should be identified and accounted for
5. Staff to be identified and accounted for
6. A summary of this information including the last known location of the missing person is to be provided to the Chief Warden in Charge to give to emergency services.

APPENDIX F: Warden**In the event of emergency:**

1. Put on a hard hat
2. Evacuate area as per direction of Chief Warden OR
Follow directions of maps located in each building – direct occupants towards exits and advise them of the muster point
3. Get assistance to help evacuate any sick or disabled people or those who may have been overcome by smoke
4. Ensure that all people have vacated the building
5. Advise the Chief Warden that your area is all clear
6. Unless otherwise directed by Firefighters or Police, proceed to assembly point to await All Clear from emergency services

7. In conjunction with other wardens or deputised wardens, write a report on the outcome of the evacuation procedure.

APPENDIX G: Emergency procedures – training log

Warden Training was conducted at _____

Date of training _____

The training was conducted in accordance with AS3745 – 2010 and to level 3 on the Competency Standard – Fire Emergency Response.

The following topics were covered:

- ∂ Operate as part of an Emergency Response Team
- ∂ Safeguarding endangered people
- ∂ Participation in control of emergencies
- ∂ Conducting routine inspections and maintenance of equipment
- ∂ Undertaking emergency prevention

Please indicate in the table below whether you are a Warden (W) or Chief Warden (CW).

NAME	POSITION & AREA	FIRST AID CERT (Y/N)	SIGNATURE	OFFICE USE (Competency Achieved)
Training conducted by:				
Signature:		Date:		

APPENDIX H: Caustic soda spill response guide

HAZARDOUS SUBSTANCE/ DANGEROUS GOODS STATUS

Caustic soda (sodium hydrate) is classified as a hazardous substance under the ASCC [NOHS:1009 (2004),] also classified as a dangerous goods under the Australian Dangerous Goods Code (ADG Code)

PERSONAL PROTECTION EQUIPMENT PROVIDED

- ∂ splash goggles and mask
- ∂ boots and the clean-up (impervious gloves, pants and coat)
- ∂ impervious head wear

HAZARDOUS WASTE HANDLING MATERIAL

- ∂ absorbent material (sand bags, pads, spill pillows)
- ∂ brush with a long handle
- ∂ suitable weak base (sodium carbonate or calcium carbonate)
- ∂ pH papers
- ∂ shovel (plastic)
- ∂ water

CLEAN UP METHODS

- ∂ Isolate the contaminated area
- ∂ Turn off any equipment operating in the contaminated area.
- ∂ Wear all appropriate PPE gear prior to entering the contaminated area and avoid breathing in vapours.
- ∂ As quickly as possible bund the contaminated area using sand bags, spill pillows, pads or any absorbent material provided to prevent liquid from leaching further.
- ∂ Use a weak neutraliser (such as acetic acid) if necessary. If the spill was in a contained area use water to dilute the solution further.
- ∂ Use the neutraliser slowly to avoid any splattering by working from edge of spill inwards.
- ∂ Mix the neutraliser with a brush (with a long handle) to ensure that the contaminated area is neutralised.
- ∂ Test the pH of the contaminated area to determine the level of neutralisation
- ∂ When pH is 6-8 it is no longer considered hazardous waste, therefore the neutralised material can be carefully washed down or scrapped off and disposed in designated listed waste material bins to be disposed of at the land fill.
- ∂ Be mindful when handling items used to absorb the acid as these items remain as corrosive and should be handled with extreme care by avoiding direct contact with the skin and dispose into designated listed waste disposal bins.
- ∂ After the area has been fully cleaned, spray the area lightly with water and test with pH paper to ensure there is no further contamination.

- ∂ Thoroughly ventilate the area after clean-up.
- ∂ Clean the equipment and PPE gear with water and detergent after spill clean-up has been complete.

APPENDIX I: Non-corrosive chemicals / solid material response guide

HAZARDOUS SUBSTANCE/ DANGEROUS GOODS STATUS

N/A

PERSONAL PROTECTION EQUIPMENT PROVIDED

- ∂ splash goggles
- ∂ mask
- ∂ boots
- ∂ the clean-up suite (impervious gloves, pants and coat)
- ∂ impervious head wear (optional)

HAZARDOUS WASTE HANDLING MATERIAL

- ∂ absorbent material (sand bags, pads, spill pillows)
- ∂ brush with a long handle
- ∂ suitable weak base (sodium carbonate or calcium carbonate)
- ∂ pH papers
- ∂ shovels (plastic)
- ∂ water

CLEAN UP METHODS

- ∂ Isolate the contaminated area
- ∂ Turn off any equipment operating in the contaminated area.
- ∂ Wear all appropriate PPE gear prior to entering the contaminated area and avoid breathing in vapours.
- ∂ As quickly as possible bund the contaminated area using sand bags, spill pillows, pads or any absorbent material provided to prevent liquid from leaching further.
- ∂ Use the shovel to pick up all solids and dispose them in the listed waste bins to be transported off to the land fill.
- ∂ If the spill was in a bunded area use water and detergent to wash down the contaminated area.
- ∂ If the spill was on soil scrape the top contaminated layer and dispose contaminated material in a designated listed waste bin.
- ∂ Thoroughly ventilate the area after clean-up.
- ∂ Clean the equipment and PPE gear with water and detergent after spill clean-up has been complete.