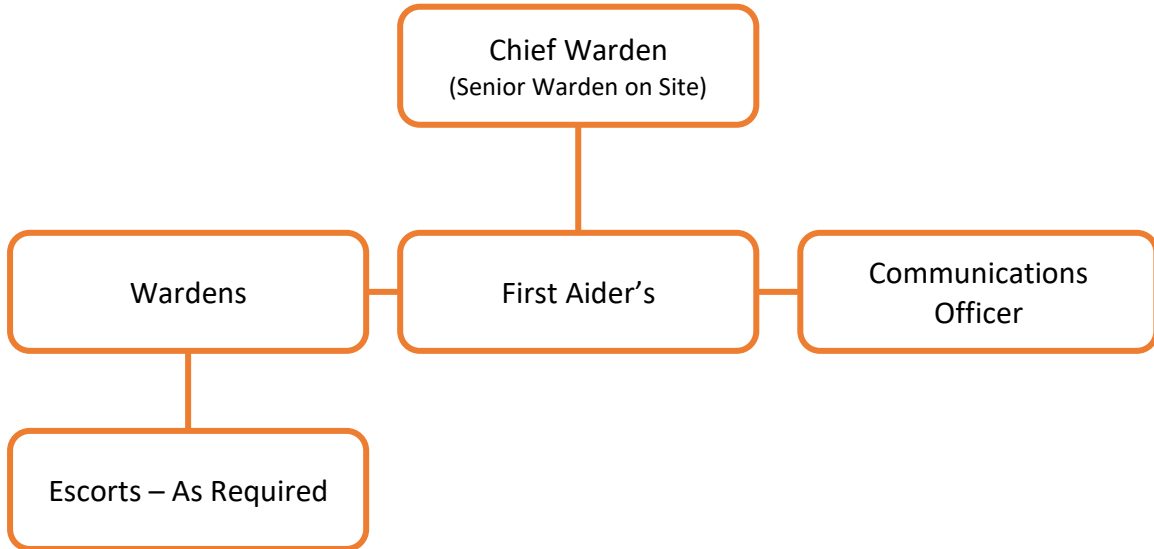


Emergency Plan –

Emergency Control Organisation (ECO)

The ECO at Yard will consist of the following personnel:



FACILITY DESCRIPTION

| | | |
|------------------------------------|---|----------------------------|
| Business Name: | Sell & Parker Pty Ltd | |
| Business Address: | 55-61, McKinnon Road, Pinelands, NT, 0829 | |
| 1) Business Contact Person: | Luke Parker | |
| | Mobile: 0419224795 | Phone: 02 9316 9933 |
| 2) Business Contact Person | Ori van Lingen | |
| | Mobile: 0437 262 015 | Phone: 08 8932 2773 |
| Building Owner: | Sell and Parker Pty Ltd | |
| Owner Address: | 11 Meadow Way Banksmeadow NSW 2019 | |

Emergency Control Organisation (ECO) – Contact list

| Position | Name | Department | Contact Number |
|-------------------------------|-------------------|-------------------|-----------------------|
| Chief Warden | Ori van Lingen | Management | 0437 262 015 |
| Deputy Chief Warden | Colin Busch | Management | 0407 175 503 |
| Wardens | Daniel Riley | Non-Ferrous | 0422 849 161 |
| | Tim Leafe | Ferrous | 0488 577 921 |
| First Aiders | Ori van Lingen | Management | 0437 262 015 |
| | Emma-Louise Loehr | Weighbridge | 08 8932 2773 |
| | Dean Williams | Ferrous | 0474 147 177 |
| Communication Officers | Emma-Louise Loehr | Weighbridge | 08 8932 2773 |

EVACUATION PLAN

FIRE – Scrap Metal

PERSON WHO DISCOVERS THE FIRE

- Warns and removes anyone in immediate danger.
- Notifies the Chief Warden.
- Arrange for the fire to be separated from the rest of the metal
- Extinguishes fire, if it is safe to do so, and the person/s are trained. If not, evacuates area

CHIEF WARDEN

- Arrange for fire to be extinguished, if it is safe to do so, and the person/s are trained
- Arrange for area to be evacuated, if required
- Ensures Emergency Services are called, if required.
- Ensures evacuation route and assembly area are checked for safety.
- Co-ordinates emergency actions.
- Provides liaison with the Emergency Service
- Ensures contractor/visitor book is available
- Ensures all personnel accounted for
- Reports missing/injured people to Emergency Services

WARDEN/S

- Evacuates area if required, or if instructed by the Chief Warden.
- Accounts for personnel
- Acts as requested by the Chief Warden

Notification Procedure

- Event is identified
- Alarm raised to Management / Chief Warden
- Internal team commence first response
- Chief Warden notified relevant emergency authorities
- Directors are Notified
- Relevant Regulators notified.

FIRE – General

PERSON WHO DISCOVERS THE FIRE

- Warns and removes anyone in immediate danger.
- Notifies the Wardens.
- Extinguishes fire, if it is safe to do so, and the person is trained. If not, evacuates area.

CHIEF WARDEN

- Ensures evacuation route and assembly area are checked for safety.
- Ensures Emergency Services are called.
- Co-ordinates emergency actions.
- Provides liaison with the Fire Service
- Ensures contractor/visitor book is available
- Ensures all personnel accounted for
- Reports missing/injured people to Emergency Services.

WARDEN/S

- Evacuates area if required, or if instructed by the Chief Warden.
- Accounts for personnel
- Acts as requested by the Chief Warden

Notification Procedure

- Event is identified
- Alarm raised to Management / Chief Warden
- Internal team commence first response
- Chief Warden notified relevant emergency authorities
- Directors are Notified
- Relevant Regulators notified.

MEDICAL EMERGENCY

If a person is seriously injured or ill, the following procedure must be carried out.

PERSON WHO DISCOVERS THE CASUALTY

- Notifies Supervisor/Yard Manager.
- Notifies the first aider/s.
- Prevents unqualified persons from treating or unnecessarily moving casualty.

FIRST AIDER'S

- Gives First Aid treatment to casualty as required
- Arrange for an Ambulance to be called from the casualty's location, if required
- Advise Chief Warden of situation.

CHIEF WARDEN

- Arranges guidance for Ambulance/Rescue Services.

Notification Procedure

- Event is identified
- Alarm raised to Management / Chief Warden
- Internal team commence first response
- Chief Warden notified relevant emergency authorities
- Directors are Notified
- Relevant Regulators notified as required.

BOMB THREAT

If a Bomb Threat is received, the following procedure must be carried out.

PERSON WHO RECEIVES THE THREAT

- Remain calm and get as much information as possible from the caller.
- If immediately handy, use Bomb Threat Checklist to prompt your questions and complete.
- DO NOT hang up your phone when the call is completed.
- If available record the Call Number Identification
- Quietly, to avoid panic, advise your Warden(s)
- If requested, attend a meeting to elaborate your completed checklist and remain available.

CHIEF WARDEN

- Effects action to safeguard personnel.
- Notifies Police

WARDEN/S

- Notify the Yard Manager and Chief Warden.
- Alarms MUST NOT be activated

Notification Procedure

- Incident is identified / raised by worker to Management
- Police are Notified
- Directors are Notified

Note:

1. Bomb threats may require a different response to other emergencies. For example, if it is thought a bomb is located in or near the assembly area, evacuation to a different area or no

Emergency Plan –

evacuation at all may be ordered.

2. Mobile phones should be turned off, unless otherwise directed.

3. Radios should not be used in a transmit mode unless directed.

SUSPICIOUS MAIL/PACKAGE

PERSON WHO RECEIVES THE THREAT

IF ITEM HAS NOT BEEN OPENED

- Place item in a plastic bag and seal it.
- Place all items in a second plastic bag and seal that also
- Stay in their immediate work area. This also applies to co-workers in the sameroom.
- Prevent others from entering the area and becoming contaminated.
- Notify the Chief Warden
- Keep hands away from face

IF ITEM HAS BEEN OPENED

- Do not disturb the item any further.
- Do not try to clean it up or brush it from your clothing
- If possible, place an object over the item without disturbing it such as a large wastebin.
- Stay in their immediate work area. This also applies to co-workers in the sameroom.
- Prevent others from entering the area and becoming contaminated.
- If there is a strong/overpowering odour move to an adjoining room closing alldoors and windows.
- Notify Chief Warden
- Keep hands away from face

CHIEF WARDEN

- Ensure any ventilation system is shut down
- Ensures evacuation route and assembly area are checked for safety.
- Ensures Emergency Services are called.
- Co-ordinates emergency actions.
- Provides liaison with the Emergency Services
- Ensures visitors book is available
- Ensures all personnel accounted for
- Reports missing/injured people to Emergency Services.

WARDEN/S

- Evacuates area as instructed by the Chief Warden
- Acts as requested by the Chief Warden

HAZARDOUS SPILL / LEAK

If a hazardous spill, flammable liquid spill or gas leak occurs, the following procedure must be carried out:

Note: Assembly areas and the routes to them will be subject to wind direction.

PERSON WHO DISCOVERS THE SPILLAGE/LEAK

- Warns and removes anyone in immediate danger.
- Notifies Chief Warden
- If safe, protected and trained, contains spill/leak. If not, evacuates area.

CHIEF WARDEN

- Ensures Emergency Services are called, if required.
- Alerts neighbouring, if advised.
- Co-ordinates emergency actions
- Provides liaison with Emergency Services and neighbours.
- Notify Group Environment Manager

WARDEN/S

- Evacuates area if required, or if instructed by the Chief Warden.
- Accounts for personnel
- Acts as requested by the Chief Warden

Group Environment Manager

- To notify the following authorities as per the POEO Act, 2011

Notification Procedure

- Incident Identified and reported to Management
- Chief Warden / Site Manager directs response
- Chief Warden / Site Manager reports to relevant emergency services if required
- Neighbours are alerted if required
- GEM & Directors notified
- Report to relevant Authorities as required.

ARMED HOLD UP

Staff should be on the lookout for any suspicious activities by persons or vehicles near any business.
 Note the description and registration number of suspicious vehicles and/or persons.
 Inform the Police immediately

DURING A HOLD-UP / ASSAULT

Co-operation is more important than **Intervention**.

- Try to remain calm, control your emotions and avoid any action which may incite violence.
- Obey the intruder/s/offender/s instructions, do precisely as you are told, and nothing more. **DO NOT** Volunteer Information.
- Notify the intruder/offender what you are doing, make no sudden movement.
- Observe as much as possible as to the description of the intruder/s/offender/s, including clothing and other distinguishing features. **NO NOT** stare at the intruder/s/offender/s.
- **DO NOT** touch anything which may have been handled by the intruder/s/offender/s.

AFTER A HOLD-UP / ASSULT

As Soon As It Is Safe To Do So:

- Activate any alarm or duress device if applicable.
- Telephone the Emergency Services '000', ask for Police. Tell them "I have been held-up/Assaults"
- Give your name, telephone number, exact location of incident, and description of any person/s and vehicle/s involved.
- State clearly if the person was armed and type of weapon.
- Notifies Chief Warden.

CHIEF WARDEN

- Close the premises completely and **DO NOT** allow any unauthorised people to enter.
- **DO NOT** allow any person to handle or disturb areas used by the intruders.
- ~~Ask witnesses to remain until interviewed by Police or if they insist on leaving ask for their name, addresses and telephone numbers.~~
- Notifies the Group WHS Manager and Health and Wellness Manager.

SIEGE OR HOSTAGE SITUATION

PERSON WHO OBSERVES THE SITUATION

- Avoids direct communication with person/s
- If safe observes the situation
- Communicates the details to the Chief Warden.

CHIEF WARDEN

- Ensures the Police have been notified
- Ensures the situation is isolated if safe to do so, by keeping the public and others away from the incident
- Contains the situation by confining the incident to as small an area as possible.
- Follows any internal policy and Police directions.

EVACUATION

CHIEF WARDEN

- Ensures evacuation route and assembly area are checked for safety.
- Orders Evacuation of:
 - Immediate danger area > Adjacent areas > Entire building
- Ensures:
 - Emergency Services are notified
 - Re-entry is restricted, if safe to do so.
 - Missing or injured are reported to Emergency Services
 - Liaison with Emergency Services
- Undertakes re-entry/restoration actions, when safe to do so.
- Ensures staff re-enter before visitors.
- Notifies Emergency Services.

WARDEN/S

- Evacuates occupants using nearest safe exits.
- Searches all areas if safe.
- Moves occupants clear of building.
- Reports area clear to Chief Warden.
- Prevents re-entry if safe to do so.
- Accounts for staff
- Reports missing or injured to Chief Warden.
- Acts as requested by Chief Warden/Emergency Services.

STAFF - GENERAL

- Act as directed by Wardens
- Assist in evacuation of visitors and people with disabilities.
- Do not collect belongings unless directed to do so.
- Go to assembly areas.
- Do not re-enter unless authorised to do so.

FLOODING EMERGENCY

PERSON WHO DISCOVERS THE FLOOD

- Warns and removes anyone in immediate danger.
- Notifies Supervisor/Yard Manager.
- Notifies warden/s.
- Prevents access into flooded area.

CHIEF WARDEN

- Ensures Emergency Services are called, if required.
- Co-ordinates emergency actions
- Provides liaison with Emergency Services, if required.
- Notifies Group Environment Manager

WARDEN/S

- Evacuates area if required, or if instructed by the Chief Warden.
- Accounts for personnel in area
- Acts as requested by the Chief Warden

Group Environment Manager

- Notifies Directors
- Enacts PIRMP, if required.
- Notifies authorities as per PIRMP, if required.

ALARM SIGNALS

The alarm system for the site is a long sounding siren. Communication to staff is also via 2 way radio.

EMERGENCY CONTACT LIST

| Emergency: | Contact Name | Phone Number |
|----------------------------------|-----------------------------|----------------|
| Police, Fire Brigade & Ambulance | | 000 |
| SES (Storm Damage) | | 132 500 |
| Medical: | Contact Name | Phone Number |
| Hospital | | (08) 8922 8888 |
| Palmerston GP Super Clinic | | (08) 8919 8919 |
| Poisons Information Line | | 131 126 |
| Trauma Counselling – EAP | | 1300 364 273 |
| Utilities: | Contact Name | Phone Number |
| Power | Electricity Services | 1800 245 090 |
| Phone | Telstra | 1800 565 833 |
| Water | Water Services | 1800 245 090 |
| Plumbing | G J Wigg Plumbing | 08 8947 0321 |
| Other: | Contact Name | Phone Number |
| Building Manager | Catherine Maddox | 0419 771 550 |
| Police | Palmerston Police | 08 8999 3422 |
| Fire Station | Palmerston Fire Station | 08 8932 1335 |
| Security System | Central Monitoring Services | 1300 655 009 |
| SafeWork NT | | 1800 019 115 |
| Council | City of Darwin Council | 08 8930 0300 |

Emergency Plan –

| | | |
|--|---|---------------------|
| Department of Environmental & Climate Change | Northern Territory Environment Protection Authority | 1800 064 567 |
| Public Health Unit (Disease Control) | | (08) 8922 8044 |
| Fire and Rescue NT | | 08 8946 4107 |
| Neighbour Contacts: | Contact Name | Phone Number |
| Wilkinson's Engineering | Kevin/Ben | 0415 409 912 |
| austech | Vin | 0455 344 899 |
| Pineland Autos | | 0405 521 679 |
| Stans Steel and Welding | | 08 8932 2610 |
| NT Ducting and Sheetmetal | | 0413 353 780 |
| CBS Civil Contracting | David | 0411 98 8717 |

HARDCOPY DISTRIBUTION LIST

| Copy Number | Copy Holder (Position) | Copy Holder (Name) | Copy Issued Date |
|-------------|------------------------|--------------------|------------------|
| 1 | | | |
| 2 | | | |
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