Emergency situations consist of the following type of events:

1. Fire
2. Medical episode / injury
3. Major Storm Damage
4. Earthquake
5. Explosions
6. Civil Disturbance
7. Toxic Emissions / Hazardous Substances
8. Bomb Threat
9. Cyclone
10. Flooding

In the event of an emergency that has the potential to affect lives or the well being of employees or the general public on site, or in the immediate neighbourhood, the following evacuation procedure must be followed and the sites emergency response plan must be referred to:

- Assist all persons in danger – but only if **SAFE** to do so
- Restrict Danger Area. Remove all sources of ignition if safe to do so
- Raise the alarm with the Area Warden

1) On witnessing an accident / incident, the Area Warden must be notified **IMMEDIATELY, who will then contact the Chief Warden**.
   The Chief Warden will then decide if an evacuation is required. This could be either a partial or full evacuation. If an evacuation is required, the Chief Warden will advise the Weighbridge staff – providing specific details of:
   - Type of emergency (eg. fire, explosion, medical)
   - Which emergency service(s) to contact (eg. fire brigade, ambulance)
   - Location of emergency in the yard
   - Which groups must evacuate and any assembly areas are **NOT** to be used

2) If the incident can be managed locally:
   - Ensure that trained workers are allocated to clean-up
   - Use appropriate personal protective equipment
   - Absorb any free liquids, collect any solids and/or ventilate the area
   - Collect, label and dispose of spill residue as hazardous waste
   - Decontaminate the affected area and equipment

3) If Emergency Services assistance is required:
   - Call triple zero (000) or 112 (secondary Emergency number from a mobile)
   - Contact the Yard Manager
   - The Yard Manager shall ensure employees and other persons involved in the incident are available to assist the Emergency Services if safe to do so.

4) Sirens are located in the area identified in the Emergency Response Plan. The first person in the vicinity of the sirens shall push the button to activate the alarm.

5) As people are evacuating, they must collect those around them and those who have no radio communication, for example: oxy-cutters, maintenance, general public, etc.

6) The Area Wardens are responsible for ensuring people move out of the Administration building and checking toilets are checked prior to leaving.

7) Level of evacuation:
   - Partial – where an area can be isolated and controlled
   - Total – all areas are evacuated

8) The Transport Supervisor or delegate will notify SMM drivers of evacuation via their two-way radio network. The intent of this instruction is to avoid congesting the site in the event of emergency services vehicles entering.
The Transport Supervisor or delegate will then proceed to the front gates to manage incoming traffic. Incoming traffic should be diverted away from the entrance, suggest parking on street, to ensure access for any emergency services vehicles.

9) If Admin building only evacuated, switchboard operator will contact Yard Supervisor, Maintenance and Non Ferrous area to advise of circumstances in order that people on site are kept clear of any danger. Transport Supervisor or delegate will contact SMM drivers to advise to stay clear.
An inspection of all offices, toilet amenities, kitchen, etc. will be undertaken by an appointed staff member to ensure all areas are clear of personnel.

10) The Area Wardens must ensure a site inspection of the areas under their control has been carried out.

11) The Chief Warden or delegate will meet the Emergency Services at the weighbridge (if safe to do so) and access the sites emergency plans and other relevant information from the "Emergency Information" container.

12) Nobody is to make external telephone calls during the emergency without prior authorisation from a Senior Manager.

13) Nobody is to leave the site, or return to work, until given permission to do so by the Chief Warden or delegate.

14) All media inquiries are to be directed to the General Manager SA/NT. No one is allowed to make any comment and/or material available to the media on behalf of Management regarding the incident.

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Authorised: General Manager SA/NT

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Version 6

Date: 28/1/2020

1.   PURPOSE

The function of the Emergency Management Plan is to ensure the health and wellbeing of all SMM SA/NT Workers and other persons in the event of an emergency. The Emergency Management Plan considers any special processes and provides shut down processes. Emergencies can occur at any time and for a variety of reasons.

2.   WHAT IS AN EMERGENCY

An emergency is an abnormal, dangerous or life threatening situation requiring action to protect people, property and the environment from harm. Emergencies usually develop quickly and require an equally quick response

Emergencies have high impact consequence and may be outside the capacity of the site to deal with alone. Emergency may require support from external agencies from fire brigade, ambulance and police.

Emergencies could develop within the workplace or it could come from an external set of events, having a direct impact on the workplace

3.   KEY REQUIREMENTS

3.1   To address the responsibilities that are set out in within the Australian Standard "Planning for Emergencies in Facilities"

3.2   During emergencies, instructions given by the Emergency Control Organisation shall take precedence over the normal management structure

3.3   The Emergency Planning Committee (EPC) has the responsibility for the development, implementation and maintenance of the Emergency Management Plan, Emergency response and related training. The EPC is required to meet annually to ensure the continued safety of all persons engaged by SMM SA/NT and to ensure emergency procedures are established and updated as required;

3.4   The Emergency Control Organisation (ECO) has the responsibility to initiate an appropriate response to an emergency by co-ordinating the Emergency Response Team depending on the type of emergency;

3.5   This plan shall be reviewed periodically to monitor and identify where there may be mobility/hearing impairment, which results in a person requiring assistance during an emergency evacuation. Wardens should be aware and report to the ECO of any persons with mobility impairments in their work area. In this situation a Personal Emergency Evacuation Plan shall be implemented;

3.6   All communications within SMM Sites are by 2-way radios. As all workers and contractors are familiar with the radio use on SMM Sites, the most appropriate form of communication during an emergency is by 2-way radio.
Once an emergency is declared by the call "EMERGENCY", "EMERGENCY", "EMERGENCY" ALL OPERATORS STANDBY UNLESS URGENT. Upon hearing this over the 2-way radio, all radio traffic is to cease and the Emergency Controller is to take charge of the airway. No one is to talk on the radio unless it is urgent.
At the end of the Emergency the Emergency Controller will announce:
"ALL CLEAR", "ALL CLEAR", "ALL CLEAR" RESUME NORMAL RADIO OPERATIONS.
Once this is given over the 2-way radio, normal business operations are to continue.

3.7 When dealing with the media in relation to an emergency on any SMM site only those employees authorised by Head Office are to liaise with the media.
If any SMM employees are approached by the media the following is to be given to the media:
Please refer all enquiries to the General Manager SA/NT.

3.8 After an emergency is declared over and before operations can resume, the site Manager / Supervisor must carry out a debriefing with all affected staff. This will help identify how the emergency occurred and how it has impacted upon people and on the business. This information is necessary to help determine what further actions or steps are required to restore normal operations At the debrief it should be established if counselling is required to help people overcome the trauma of the emergency. The debrief must be documented by the site Manager / delegate using the Emergency Response Assessment and Debrief.

3.9 All SA/NT workers shall be adequately trained in Emergency Procedures. Training may include practicing evacuations, identifying assembly points, location of emergency equipment, first aid arrangements and how to safely shut down plant and equipment.

4. EMERGENCY MANAGEMENT PLAN STRUCTURE

4.1 The Emergency Planning Committee consists of the following personnel:
- General Manager SA/NT
- Emergency Controller / Chief Warden (Operations Manager SA/NT)
- Deputy Chief Warden
- SHECS Manager SA/NT
- Executive Assistant

4.2 The Emergency Control Organisation structure that will initiate an appropriate response to an emergency event consists of:
- Emergency Controller / Chief Warden
- Deputy Chief Warden
- Yard /Site Wardens
- Communication Officer / delegate
- On site First Aiders

4.3 Emergency Procedures shall be constructed for each site, clearly identifying the key personnel for that Site inclusive of the Emergency Response Plan.

5. DOCUMENT AND RECORD CONTROL

Copies of the Emergency Management Plan must be kept in the workplace and be readily available to everyone who needs to consult it. Versions superseded need to destroyed.

6. MONITORING AND REVIEW

This document and all related documents are to be reviewed annually. Site Emergency Procedures are to be reviewed in consultation with the Site Managers / Supervisors of each site and the Emergency Controller.

AMENDMENT REGISTER

Revision	Date	Details of revision
1	20/2/17	New procedure
2	28/01/2020	Process review

Immediately notify the Emergency Service(s) required:

When using a fixed landline dial '0' for outside line, then '000' Australia's Primary Emergency Call number.

If calling from a mobile phone '112' is the Secondary Emergency Call number or 106 is a text-based replay service for people who have a hearing or speech impairment.

When answered, nominate the emergency service(s) required, and give the following information:

Name of Company	Sims Metal Management
Street	35 McKinnon Road
Suburb	Pinelands
State	Northern Territory
Nearest cross street or prominent landmark	Stuart Highway
Nature of incident	Eg. fire, injury, explosions, gas leak, etc.
Whether or not persons are injured or trapped	

EMERGENCY TELEPHONE NUMBERS

Ambulance	000 or 112
Fire	000 or 112
Police Emergency	000 or 112
Police – Non Emergency	131 444
Power and Water	1800 245 090
Darwin Occupational Services	(08) 8981 1074
Royal Darwin Hospital	(08) 8922 8888