

1. Purpose

- 1.1 The purpose of this Emergency Plan (EP) is to detail possible site specific emergencies, emergency response actions, emergency response training requirements and emergency equipment requirements.
- 1.2 Toll is committed to the following guiding priorities (known as PEARL):
 - **(P) People:** Protect the health, safety, and wellbeing of those involved or affected (i.e. stakeholders, staff, contractors, and the community)
 - **(E) Environment:** Protect, preserve, and restore the environment
 - **(A) Assets:** Repair property and equipment losses, and offset capacity/ capability shortfalls to the extent practical
 - **(R) Reputation:** Preserve and where possible, enhance Toll's reputation.
 - **(L) Livelihood:** Return to safe operating conditions as quickly as possible, maintain business continuity, financial stability, and legal/ regulatory compliance.

2. Scope

- 2.1 This EP applies to 14 Hamaura Road and 8 Hamaura Road, East Arm, Darwin. Locations are known as Yard 1 and Yard 2 respectively.
- 2.2 This EP shall be read in conjunction with *HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident-Emergency Plan* - which provides guidance on the response activities to be initiated whenever a critical incident/ emergency situation arises within a Toll Resources and Industrials Business Unit or associated with an operational activity elsewhere (e.g. public road, customer's site etc).
- 2.3 The emergencies covered by this EP include, but are not limited to:
 - Vehicle or powered mobile plant incident
 - Contamination – atmosphere, environment, personal
 - General site muster/ evacuation
 - Injury to personnel
 - Chemical spill
 - Fire or explosion
 - Personnel trapped or injured
 - Bomb threat
 - Suspicious package
 - Illegal occupancy/ civil disorder
- 2.4 For a cyclone emergency refer to *HSE-14-PLA-GLO-TRE-MOG-DWN-013 Cyclone Emergency Plan*.
- 2.5 For pandemics refer to *HSE-14-PLA-GLO-TRE-MOG-DWN-031 Business Continuity Plan – Darwin*.

3. Responsibility

- 3.1 The Operations Manager is responsible for ensuring:
 - 3.1.1 Compliance to the IMS and the requirements of this EP.
 - 3.1.2 All personnel involved in emergency response have undergone emergency response training e.g. spill control, fire extinguisher, first aid, warden.
 - 3.1.3 Employees are debriefed in relation to any incident or emergency response exercise.

3.1.4 Emergency response exercises are completed

3.1.5 Notification of emergency incidents to customers and Toll senior management.

Reviewing the EP on an annual basis or where significant changes to scope of work or operations occur and communication of the EP.

3.2 The Emergency Response Team is responsible for the provision of immediate response to an emergency in line with their received training and where safe to do so.

Note: ERT positions are defined in Appendix 1 and responsibilities are detailed in Section 9.

3.3 All employees are responsible for ensuring that they understand site emergency response requirements and follow all directions in the event of an emergency.

4. Definitions

4.1 **Critical Incident:** An abnormal and unstable situation resulting in an actual or potential threat to Toll's long term viability (i.e. ability to do business) due to the impact on strategic directives, reputation and/ or safety and wellbeing of employees or others protected by Toll operations. and reputation and has the capacity to attract widespread media and/ or community interest.

4.2 **Emergency:** An actual or imminent event or series of events which disrupts normal operations, endangers or threatens to endanger life, property, assets or the environment, and which requires a significant and coordinated response well beyond normal business process and resourcing levels.

4.3 **Incident:** Any event, which has the potential to impact on workers, neighbours, the Community, the environment or business operations.

5. Abbreviations

5.1 **DERTL:** Deputy Emergency Response Team Leader

5.2 **EP:** Emergency Plan

5.3 **ERT:** Emergency Response Team

5.4 **ERTL:** Emergency Response Team Leader

5.5 **HSE:** Health, Safety, Environment

5.6 **IMS:** Integrated Management System

5.7 **SDS:** Safety Data Sheet

5.8 **TRAC:** Toll Reporting And Compliance (Health, Safety, Environment and Quality incident, risk and compliance system)

6. Site Profile

6.1 Site activities include:

- Loading/ unloading of freight from trucks
- Crane and Material Handling Equipment operations
- Medium to long-term storage of materials and equipment
- Laydown areas
- Loading/ unloading offshore containers
- Storage and handling of tubulars
- Storage and transit of dangerous goods/ hazardous chemicals.

6.2 The site Evacuation Diagrams are provided at Appendices 2 and 3.

7. Emergency Contacts

- 7.1 Emergency contact details are shown in Appendix 1.
- 7.2 Designated first aid officers' details are displayed on the HSE Noticeboards and in prominent locations throughout the site.

8. HSE Inspection

- 8.1 Site HSE inspections shall be conducted monthly as per *HSE-07-PRO-GLO-TRE-ALL-660 Hazard Identification, Risk Assessment and Control*, using *HSE-17-FRM-GLO-TRE-ALL-622 HSE Inspection Checklist*. Checks shall include but, not be limited to:
 - 8.1.1 Extinguishers – ensuring they are correctly indicated, mounted, charged and in date. (AS1851-2012). A 1m exclusion zone and unobstructed access to the fire equipment shall be in place at all times.
 - 8.1.2 Hose reels, hydrants and hoses – ensuring they are certified, in good condition, and accessible (AS1851-2012).
 - 8.1.3 Emergency exit signs are illuminated above emergency exit doors.. Emergency exit doors shall be unobstructed at all times and open with a single action (as per AS 2293.1 – 2019).
 - 8.1.4 Emergency lighting systems are working correctly and maintained (as per AS 2293.1 – 2019).
 - 8.1.5 All passageways and fire exits are clear. No packaging material, pallets, cartons etc. to cause obstruction in case of emergency.
 - 8.1.6 Hazardous substances are correctly stored and placarded. SDS shall be held in Chemwatch database for all products stored on site and in the SDS folder in the designated place. Hazardous chemical risk assessments shall be completed for all substances held onsite and a copy shall be retained in the SDS folder.
 - 8.1.7 Emergency Plans are readily available.
 - 8.1.8 Fire wardens/ first aiders are identified in accordance with AS 3745-2010. Fire Wardens will familiarise themselves with their dedicated area.
 - 8.1.9 First aid kits stocked.
 - 8.1.10 Perimeter fencing is in-tact.
 - 8.1.11 Spill kits stocked.

9. Emergency Response Team

9.1 Emergency Response Team (ERT) Manager

The Operations Manager shall:

- Contact emergency services (000) and coordinate a response if necessary
- Arrange for immediate evacuation of any casualty
- Contact neighbouring sites, refer to Appendix 1, and inform them of the emergency
- Take note of prevailing weather conditions, or existing threat and relocate personnel to avoid dangerous fumes, smoke or danger
- Liaise with emergency services on arrival, and follow their directions
- Maintain a log of events, refer Appendix 6 in *HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident / Emergency Response Plan*.

- Direct ERT Leader/ Deputy to make contact with relevant Toll Group personnel as per Table 2 of *HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident/ Emergency Response Plan*

9.2 **Emergency Response Team (ERT) Leader**

- Provide backup to the ERT Manager
- Coordinate the Assembly Area and ensure that all staff are accounted for by completing roll call
- Liaise with Communications Officer and ensure staff located at other sites have been accounted for
- Maintain log of events, refer Appendix 6 in *HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident / Emergency Response Plan*.

9.3 **Emergency Response Team (ERT) Warden**

- ERT Wardens are to begin sweep of operational areas in the furthest corner from the main Assembly Area if safe to do so. They are to ensure all personnel are aware of the emergency situation and evacuate to the relevant Assembly Area
- Advise ERT Manager when an area is cleared
- If injured personnel are identified advise the ERT Manager who will assign a first aid team to manage care or evacuation
- Maintain log of events refer Appendix 6 in *HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident / Emergency Response Plan*.

9.4 **Emergency Response Team (ERT) Office Warden**

- Complete sweep of administration areas to ensure all personnel are aware of the emergency situation and evacuate to the relevant Assembly Area
- Advise ERT Manager when an area is cleared
- If injured personnel are identified advise the ERT Manager who will assign a first aid team to manage care or evacuation

9.5 **Communications Officer**

- Take the visitor sign-in book, and the portable first aid kit to the Assembly Area
- Contact any unaccounted for personnel via mobile phone to ensure they are not on site.

10. Emergency Scenarios

10.1 **Emergency Evacuation**

10.1.1 An emergency evacuation can be initiated by any Toll or inducted personnel by activating the audible alarm in the event of an emergency.

10.1.2 Any person on site when an emergency evacuation is initiated shall:

- Shut down any machinery or vehicle they are operating (if it is safe to do so).
- Move without panic to the designated emergency assembly area, where a roll call will be made by a warden.
- If the designated emergency assembly area is deemed unsafe to use, the alternative emergency assembly area will be used. Assist any injured person to assembly area, if they are able to be moved.
- The nominated person shall take the visitors sign-in book, Emergency Plans and portable first aid kit to the assembly area.
- Visitors shall follow directions from their host and the Area Warden.
- No person shall re-enter the site without clearance from the ERTL, DERTL or Emergency Services.

- 10.1.3 When notified of an emergency on or affecting the premises the DERTL shall:
- Communicate with Area Warden of affected area and ascertain nature of emergency.
 - Contact appropriate emergency services and coordinate response.
 - Contact neighbouring sites, refer to Appendix 1, and inform them of the emergency.
 - Ensure Area Wardens are directing personnel to meet at assembly area.
 - If evacuation required, Area Warden to check all areas including offices, toilets, lunch rooms etc. - closing all doors after checking and communicate to DERTL.
 - Place an Area Warden in position to stop people from entering affected area if safe to do so.
 - Position Traffic Warden at front gates to stop people entering site by vehicle, and to direct Emergency Services if required.
 - Proceed to the safest assembly area. Take note of prevailing weather conditions, or existing threat and relocate personnel to avoid dangerous fumes, smoke or danger, if necessary.
 - Call the Roll - check all employees and visitors are at the assembly area.
 - Liaise with emergency services on arrival and follow their directions.

10.2 Injury

- 10.2.1 Provide first aid treatment to casualty. Remember D-R-S-A-B-C-D = Danger – Response – Send for help - Airway – Breathing – CPR - Defibrillation
- 10.2.2 Call ambulance, if required, by dialling 000
- 10.2.3 Remove casualty to safe place, if safe to do so
- 10.2.4 Report injury to Operations Manager.
- 10.2.5 Arrange medical treatment if required.

10.3 Spill

- 10.3.1 Evacuate area of spill.
- 10.3.2 Consult SDS for details.
- 10.3.3 Notify Operations Manager.
- 10.3.4 Identify source of spill and terminate if safe to do so. If the nature of spill is unknown, evacuate immediately. Notify neighboring sites as required (refer appendix 1).
- 10.3.5 Restrict all ignition sources when flammable substances are involved without exposing workers to a risk of personal injury.
- 10.3.6 If safe to do so, recover and dispose of any spilt substance in accordance with *OPS-14-PRO-GLO-TRE-MOG-DWN 019 Spill Response*.
- 10.3.7 In case of contact with material, remove any contaminated clothing/ footwear and immediately flush skin or eyes with running water for at least 15 minutes. Call for medical assistance.
- 10.3.8 If evacuation has been undertaken, do not re-enter site until cleared by ERTL, DERTL or Emergency Services.

10.4 Fire

- 10.4.1 Initiate alarm.
- 10.4.2 Attempt to fight only small fires and only if safe to do so. If not or if dangerous goods/ hazardous chemicals are involved, then call emergency services by dialling 000. Inform the Operations Manager who will in turn inform the Regional Manager.

- 10.4.3 Shut off electricity to the affected area if safe to do so.
- 10.4.4 Turn off air conditioners.
- 10.4.5 If safe to do so, remove containers and vehicles from the affected area.
- 10.4.6 Notify neighboring sites if required (Appendix 1)
- 10.4.7 Report to ERTL/ Operations Manager when evacuation complete or fire is extinguished. Operations Manager will inform the Regional Manager.

10.5 **Bomb Threat**

- 10.5.1 Person receiving call to complete Bomb Threat Checklist (Appendix 11 to *HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident - Emergency Response Plan*) – keep calm do not hang up.
- 10.5.2 At end of call raise alarm - enact site emergency evacuation procedure.
- 10.5.3 Inform/ brief Regional Manager.
- 10.5.4 Contact Police.
- 10.5.5 Follow directions issued by Emergency Services.

10.6 **Suspicious Package**

- 10.6.1 Raise alarm – Evacuate building.
- 10.6.2 Inform DERTL.
- 10.6.3 Contact Police.
- 10.6.4 Follow directions issued by Emergency Services.

10.7 **Illegal Occupancy and Civil Disorder**

- 10.7.1 Notify the police and request assistance.
- 10.7.2 Alert ERT.
- 10.7.3 Restrict illegal occupants to affected area (illegal occupancy) or restrict access and egress from the facility (civil disorder).
- 10.7.4 Restrict facility occupants and visitor's access to affected area.
- 10.7.5 Inform occupants and visitors of unaffected areas to remain at their location unless otherwise advised.

11. Emergency Security Provisions

- 11.1 The DERTL will be responsible for ensuring that a response team and equipment is available and that the site is made appropriately secure.
- 11.2 Key Emergency Response Team members are detailed in *HSE-14-PLA-GLO-TRE-ALL-664 Critical Incident - Emergency Response Plan* Appendix 7 Emergency Response Team Leaders/ Coordinators and Appendix1 Emergency Response Personnel of this EP.

12. Notification of Neighbours

- 12.1 It is the responsibility of the ERTL, or in his absence the Operations Manager or DERTL, to ensure that neighbours adjoining the premises are notified of particular emergency situations on the site.
 - A fire occurs on site.
 - A major leak of a hazardous chemical occurs.
- 12.2 Neighbours should be aware in advance that if a fire emergency or a major chemical leak occurs and they are notified, certain procedures should be addressed to ensure the safety of all personnel

on their respective premises. Neighbours should consider the following precautions on their premises;

- Close all windows and doors to buildings
- Turn off all air-conditioners
- Eliminate all ignition sources on their premises
- Ensure all personnel are moved as far away from any adjoining fence line or common boundary as possible
- Prepare to evacuate their premises
- Prepare to give possible assistance

12.3 A list of neighbours to be notified is located in Appendix 1.

12.4 Where a neighbour notifies Toll of an emergency incident the ERTL must be notified and the actions as listed above followed.

13. Remediation

13.1 Spills shall be cleaned up in accordance with *HSE-14-PRO-GLO-TRE-MOG-DWN-019 Spill Response*.

13.2 Toll Group has contracted ISS as Toll's national emergency responder. ISS have:

- Personnel with appropriate knowledge and experience who can respond in a timely manner to a dangerous situation or an incident involving dangerous goods/ hazardous chemicals.
- Equipment that may be required for clean-up after an incident or product release.
- National Towing and Salvage Service.
- ISS can be contacted 24 hours / 7 days per week:
 - Telephone Number: 1300 131 001 or 1800 639 621

13.3 The person contacting the emergency responder is responsible for requesting that they take any necessary soil samples and forward them to a NATA accredited laboratory, to verify that the spill has not resulted in a negative impact to the environment.

13.4 Regulatory reporting shall be accordance with *HSE-13-PRO-ALD-ALL-001 Incident Management and Reporting Procedure*.

14. Emergency Response Exercises and Training

14.1 Two scheduled emergency response exercises shall be held per annum, based on scenarios identified within this EP and operational risk assessments.

14.2 Emergency response exercise drills shall be documented using *HSE-14-FRM-GLO-TRE-ALL-656 Checklist and Summary for Emergency Response Exercise*.

14.3 The ERT Leader shall ensure that all Area Wardens have undergone Warden training to enable effective management of emergencies.

14.4 First Aiders shall complete HLTAID011 Provide First Aid. The number of First Aiders is determined on completion of *HSE-14-TMP-ALD-ALL-004 First Aid Risk Assessment*.

14.5 All workers shall be inducted which will include site familiarisation, including manual activation points for alarms, location of fire extinguishers and first aid kits, identification of first aiders, wardens, location of the EP and the Assembly Area.

15. Incident Reporting and Investigation


- 15.1 All incidents are reported, recorded and investigated in accordance with *HSE-14-PRO-ALD-ALL-001 Incident Management and Reporting*.
- 15.2 In the event of a serious injury, fatality or major incident, all directly affected equipment shall be isolated and left in the same condition as when the incident occurred, until authorities and/ or the Regulator have released the site – this requirement is not to restrict or impede any rescue efforts or environmental pollution controls.
- 15.3 All personnel directly involved in an incident resulting in a reportable injury, or injury to a member of the public, or significant plant or equipment damage, or damage to customer freight or materials, or a reportable environmental/ controlled waste incident, must undergo Drug and Alcohol testing, wherever possible.
- 15.4 Initial notification for all Significant Safety Incidents, Lost Time Injuries (LTI), Medical Treatment Injuries (MTI) and reportable environmental spills, shall be reported within two hours. This will ensure timely notification to relevant parties that have or may be able to assist in the ensuing incident.

16. Distribution and Revision

- 16.1 This EP shall be reviewed by the Operations Manager and Team Lead/s on an annual basis or where significant changes to scope of work or operations occur.
- 16.2 This EP will be issued to members of the Emergency Response Team after each review.

17. Amendments

Date	Description of Amendment
02/05/2008	Update Contact list. Amended 1.3 to remove cyclone and storm
15/02/2010	Updated contact list – Darren Parker
08/09/2010	Updated contact list
22/10/2010	Reformatted procedure & updated numbers
04/04/2011	Comprehensive review and update
12/07/2011	Reformatted and renamed procedure. Updated site plans. Deleted wording Evacuation Procedure from paragraph 8.5 & 8.6
12/09/2011	Change of Warden Appendix TEDWOP014.1 and updated references
13/02/2012	Referenced Cyclone Emergency Procedure paragraph 2, Fire Warden caps and First Aiders Updated. Paragraphs 8.2, 8.3, 8.4 and 8.5 updated to reflect National Crisis Emergency Response Plan TEM HSE P664 Scenario requirements
09/10/2013	Reviewed and updated contacts internally and externally. Review of section 8. Site Plans updated. Added section 8.7. Added 14.2
09/01/2014	Updated numbering format to suit requirement

Date	Description of Amendment
01/07/2014	Added requirements for Lillwall Road site
11/08/2014	Added requirements for 51 O'Sullivan Circuit
28/02/2015	Added requirements for 21 O'Sullivan Circuit
03/06/2015	Removed requirements for 21 O'Sullivan Circuit. Included alternative muster point.
31/10/2015	Removed references to 51 O'Sullivan Cct, 12 Muramats Road, 42 O'Sullivan Cct. Changed title to be site specific to 8 Hamaura Road. Update reference of muster point to assembly area.
31/10/2017	Annual review. Reformatted. Added sections 4 – Definitions, 5 – Abbreviations. Deleted section 8 – Safety requirements (repetition). Updated site and neighbours contacts.
31/03/2020	Added 26 Muramats Road to scope. Updated references and definitions. Renamed document.
31/10/2020	Reformat document, title number changed. Updated personnel references Update document, new address for yard 1.
31/10/2021	Update to include new yard (yard 1). Refreshed purpose (section 1) to include PEARL. Updated section 9 Emergency Response Team. Added yard 1 evacuation diagram.
28/02/2023	Updated roles and contacts
29/02/2024	Updated roles and contacts. Updated site plan for 14 Hamaura Road to include internal walkways in warehouse
Author:	Peter Thorne \ Regional HSE Manager
Approver:	John Emery \ Operations Manager 
Date:	28 February 2023

Emergency Response Personnel

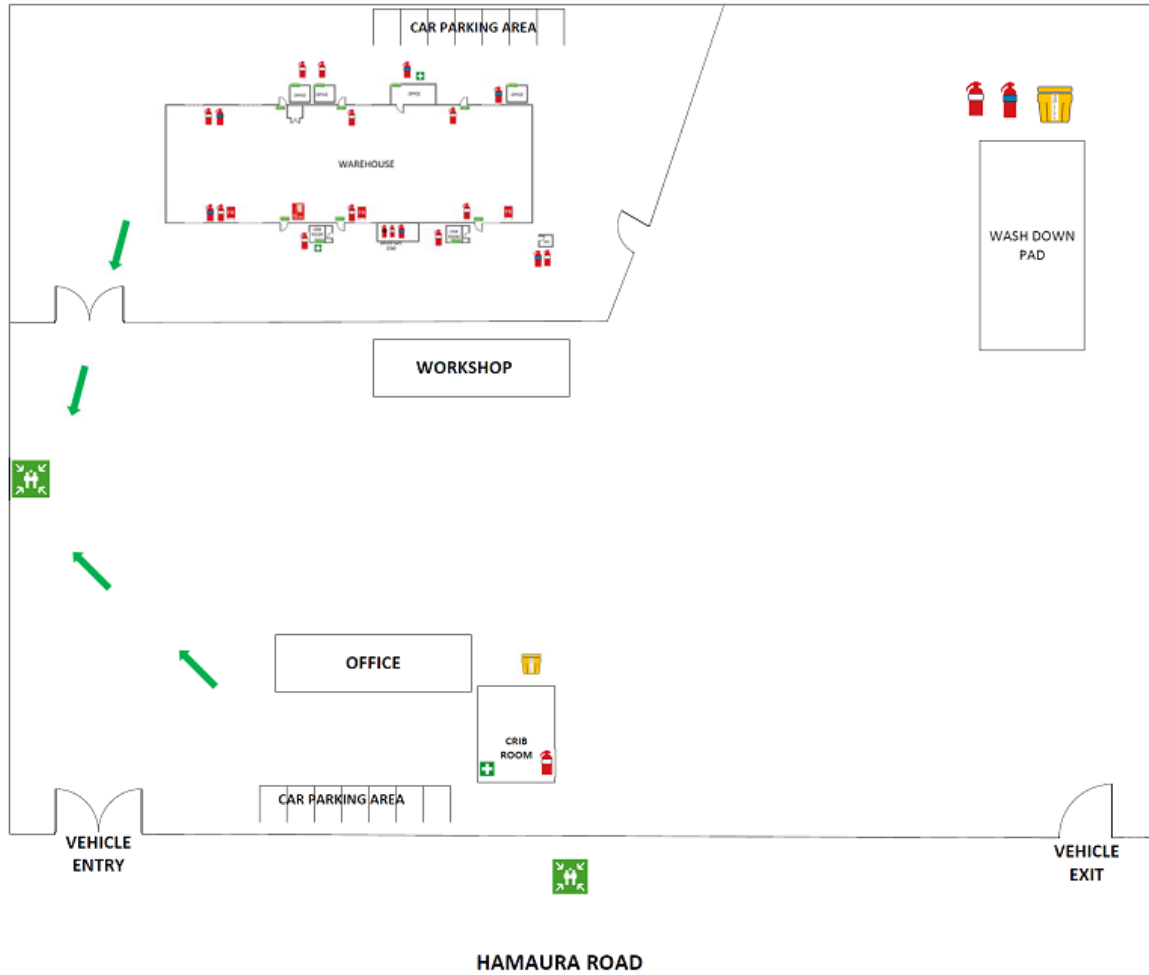
8 Hamaura Road & 14 Hamaura Road			
	Name	Contact	First Aider?
Emergency Response Team Leader	Operations Manager	0417 367 127	No
Deputy Emergency Response Team Leader	Andrew Bert	0487 411 217	No
Area Wardens – Yard 2			
Office Areas	As Designated by ERTL		
Traffic	Raffy Misagal	NA	Yes
Operational Area Warden	Alvin McKenzie	0429 438 393	Yes
Area Wardens – Yard 1			
Office Area & Traffic	Danielle Anderson	0498 509 669	No
Operational Area	Rohan Mitchell	0409 768 636	Yes
Neighbouring Companies			
East Arm Electrical Refrigeration	Steve	0429894760	
East Arm Civil	Scott Chapman	0418 898 202	
DCF Subsea		8947 0996	
Refresh Waters Darwin	Pamela Thomas	1300 883 288	

Note: All Wardens need to be able to assume the role of the more Senior Person within the Emergency Response Organisation should that person be absent or injured at the time of emergency.
All emergency response team members will be issued with caps as a visible means of identification.
Caps should be donned where possible. The importance of saving life comes first.



Toll Energy and Marine Logistics
Integrated Management System
Evacuation Diagram – 8 Hamaura Road

Doc No: TEM DWF 067
Revision No: 003
Date: 30/10/2017



	FIRE BLANKET
	EMERGENCY EXIT
	FIRST AID KIT
	SPILL KIT
	EMERGENCY ASSEMBLY AREA
	EVACUATION DIRECTIONAL ARROW
	YOU ARE HERE
	CO2 EXTINGUISHER
	POWDER EXTINGUISHER
	FOAM EXTINGUISHER