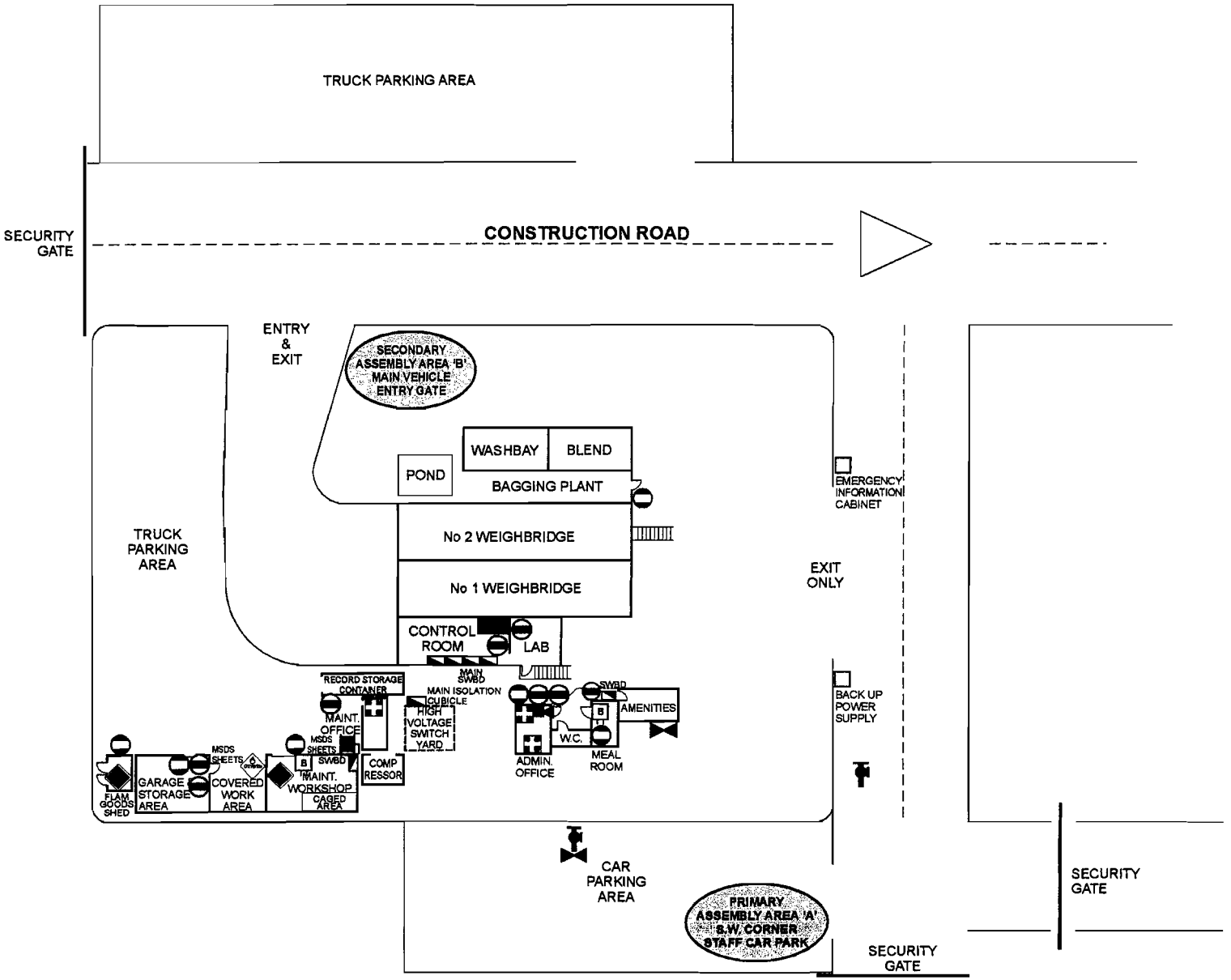
ERARING DEPOT

EMERGENCY EVACUATION RESPONSE MANAGEMENT PLANS

EMERGENCY EVACUATION PLAN



LEGEND

- WATER FIRE EXTINGUISHER
- FOAM FIRE EXTINGUISHER
- CO_2 FIRE EXTINGUISHER
- DCP FIRE EXTINGUISHER
- WATER ISOLATION VALVE
- MAIN ISOLATION VALVE
- FIRE HOSE REEL
- FIRE HYDRANT
- FIRST AID KIT
- SWITCH BOARD
- FLAMMABLE GAS 2
- FLAMMABLE LIQUID 3
- FIRE BLANKET
- OXYGEN
- LOUD HAILER
- LOW VOLTAGE RESCUE KIT

FLY ASH AUSTRALIA
ERARING PLANT
CONSTRUCTION ROAD ERARING NSW

SURVEYED BY:
Firecom
Global Solutions for Your Protection
Phone: (02) 4358 2281 Mobile: 0410 432 711
Email: firecom_services@bigpond.com
Facsimile:(02) 4358 2284
14 Acacia Avenue Lake Munmorah NSW 2259
ABN: 65 419 193 077

DECEMBER 2008

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EMERGENCY PHONE NOS	EMERGENCY CONTROL ORGANISATION	FIRE EVAC PROCEDURE EM EQUIPMENT	CHIEF WARDEN WARDENS	EMERGENCY PROCEDURE CHECKLST	OPERATION OF FIRE EQUIPMENT	SAFETY HOUSEKEEPING SITE RULES	INTERNAL/ EXTERNAL EMERGENCIES	BOMB THREATS AND CHECKLIST	0THER EMERGENCY INFORMATION

EMERGENCY PROCEDURES MANUAL

EMERGENCY PHONE NUMBERS

ROLE OF THE EMERGENCY CONTROL ORGANISATION

FIRE EVACUATION PROCEDURE
FIRE EQUIPMENT

CHIEF WARDENS/DEPUTY CHIEF WARDENS ROLES

EMERGENCY PROCEDURE CHECKLIST

OPERATION OF FIRE EQUIPMENT

SAFETY HOUSEKEEPING
GENERAL SITE RULES/ INDUCTIONS

INTERNAL/EXTERNAL EMERGENCIES

BOMB THREATS/TELEPHONE THREAT CHECKLIST

OTHER EMERGENCY INFORMATION

CONTENTS

1.0	General Information	Page	3
	1.1 Profile: Flyash Australia	Page	3
	1.2 Flyash Australia Health Safety and Environmental Policy	Page	4
	1.3 Smoke Free Workplace	Page	4
2.0	Distribution List	Page	5
	2.1 Definitions	Page	6-7
3.0	Emergency Phone Numbers	Page	8-9
4.0	Emergency Control Organisation	Page	10
	4.1 Role of the Emergency Control Organisation	Page	10
	4.2 Maintaining the Emergency Control Organisation	Page	10
	4.3 Role of the Emergency Planning Committee	Page	10
	4.4 Emergency Control Organisation Structure	Page	11
	4.5 Emergency Operations Flow Chart.	Page	12
5.0	Fire Evacuation Procedure	Page	13
	5.1 Emergency Equipment in your Building	Page	14
	5.2 Emergency Control Point	Page	14
	5.3 Assembly Area	Page	15
	5 .4 Authority of Wardens	Page	16
6.0	Chief Warden Role (Duty Operator)	Page	17-18
	6.1 Deputy Chief Warden/ Senior Staff Member	Page	19
	6.2 Emergency Procedures Checklist	Page	20
	6.3 First Aiders	Page	21
	6.4 Staff Emergency Response	Page	21
7.0	Operation of TWIG Man Down System	Page	22
	7.1 Telephone System Procedure	Page	23
	7.2 Issue and use of Hand Held Radios	Page	23-24
	7.3 Low Voltage Rescue Kit	Page	24
	7.4 Operation of Fire Extinguishers	Page	24-25
	7.5 Guidelines for Attacking a Small Fire	Page	25
	7.6 Fire Blankets	Page	25
8.0	Safety Housekeeping	Page	26
	8.1 Fire Fighting Appliances	Page	26
	8.2 General Site Safety Rules	Page	27
	8.3 Welding Hot Work	Page	27
	8.4 Environmental Considerations	Page	27
	8.5 Visitor Induction	Page	28
	8.6 Visitor Duties/ Responsibilities	Page	28
9.0	Internal/External Emergencies	Page	29
	9.1 Threat Level	Page	29
10.0	Bomb Threats	Page	30
	10.1 Telephone Bomb Threats	Page	30-32
	10.2 Telephone Threat Checklist	Page	33
	10.3 Terrorist Incident	Page	34

	10.4 Civil Disorder/ Demonstrations	Page	34
	10.5 Building/Structural Damage	Page	35
	10.6 Spills/Flammable or Toxic Substance	Page	35-36
	10.7 Gas Leaks	Page	37
	10.8 Earthquake	Page	37
	10.9 Power Failure	Page	38
11.0	Medical Emergency	Page	38-39
	11.1 Armed Hold Up	Page	39
	11.2 Bushfire: Internal/ External Alert	Page	40
	11.3 Deceased Person/s	Page	40
	11.3 Vehicle Accidents/Fire	Page	41
12.0	Crowd Management	Page	42
13.0	Amendments	Page	43
	13.1 Amendments Record	Page	44
14.0	Inventory of Potential Hazardous Substances	Page	45
15.0	Emergency Evacuation Plans	Page	46

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1.0 GENERAL INFORMATION

INTRODUCTION

These Emergency Response Procedures have been designed to provide a step by step summary of actions for the staff, contractors and visitors of: **Flyash Australia**
Construction Rd
ERARING, NSW 2264

These procedures have been prepared to assist all staff and visitors in dealing with an emergency and to abate the hazards to human health and the environment from fire explosion emission of hazardous waste or discharge of hazardous substances.
When following these procedures, the first priority is the safety of the occupants. If safe to do so, ensure protection of records, property and other assets.

Operational hours: – 24 hours Monday to Friday

Rotating Shifts: Day Shift: 6am to 6pm
Afternoon Shift 6pm to 6am

SECURITY

The nominated Security Provider is **YATES SECURITY: Ph. 13 1911**

1.1 PROFILE: FLYASH AUSTRALIA

Flyash Australia Pty Ltd (FAA) is a company jointly owned by Blue Circle Southern Cement Limited (a subsidiary of Boral Ltd) and Australian Cement Holdings Pty Ltd (jointly owned by CSR Ltd and Pioneer International).
The company is dedicated to the collection, processing, and marketing of fly ash from coal fired power stations.

It commenced operations in 1984 with a contract from Pacific Power Pty Ltd to collect fly ash from Eraring Power Station. It has subsequently grown by obtaining fly ash contracts from Delta Electricity (Mt Piper Power Station) and Flinders Power (Northern Power Station).
These contracts where awarded in 1994 and 1984 respectively. It is now the market leader in both New South Wales and South Australia. Recently FAA has been nominated as the Preferred Tenderer for the Stanwell Power Station (Queensland) Fly Ash Collection contract.

Flyash Australia, Eraring site, employs 7 full time staff and 1 part time/casual staff.

1.2 FLYASH AUSTRALIA HEALTY SAFETY AND ENVIRONMENTAL POLICY

Flyash Australia Pty Ltd is committed to conducting all activities in a way that protects the environment, health and safety of employees, customers and the community and prevents incidents at our facilities.
Our policy is to:

- Provide a safe and health workplace for all employees and contractors.
- Make environment, health and safety a part of all business decisions.
- Apply best industry practice to ensure that the health and safety performance in among the best in Australian industry
- Comply with relevant legislation and regulations, and be responsive to community expectations.
- Strive for continual improvement in our environment, health and safety performance by setting and reviewing achievable objectives and targets.
- Maintain effective emergency response systems.
- Use resources efficiently and minimise wastes and omissions.
- Train and motivate employees and contractors to work in a safe and responsible manner.
- Communicate openly with Government and Community environment, health and safety policies and performance.
- Provide information and advice on safe and responsible use of our products.
- Provide effective environment, health and safety management systems at all levels within the company.
- Hold all employees accountable for the environmental, health and safety performance in their area so that they will carry out their duties in accordance with legislation and company requirements.

1.3 SMOKE FREE WORKPLACE.

In accordance with the obligations of the occupational health and safety Act in our N.S.W., Flyash Australia maintains a smoke free workplace. This policy applies equally to all management, employees, contractors and visitors.
Smoking is only permitted in the car park, which is sign posted as a designated smoking area. Smoking is not permitted in other areas within the boundaries of Flyash Australia sites.

Failure to comply with this requirement will lead to disciplinary action.

2.0 DISTRIBUTION LIST

Recipient:

1. Chief Warden / Duty Team Leader.....1 Copy
2. Administration Office.....1 Copy
3. Controlled Copy Management.....1 Copy

Approved by: **Date:**

2.1 DEFINITIONS

ASSEMBLY AREA

Predetermined external area, which is used when a building is evacuated. This area is established to check that persons are accounted for, to brief persons evacuated on future action, and to prevent re-entry to buildings. Assembly Areas are:
Assembly Area A: South Western corner of the staff car park.
Assembly Area B: Inside the fence line at the main vehicle entry gate.

CHIEF WARDEN/ DUTY TEAM LEADER

Person nominated to head the Emergency Control Organisation to control the emergency and communications for the site.
During operational hours this will be the Duty Team Leader.

DISABLED/MOBILITY IMPAIRED PERSON

For the purposes of this buildings emergency plan, a disabled/mobility-impaired person could either be short term or long term:

Long Term

One who uses a wheelchair, walking aid, crutches, etc.
One who suffers form a hearing deficiency or loss and who may not be aware an emergency situation exists or who may not understand instructions issued.
One who suffers from a visual impairment and may need assistance to walk down stairs.
One who suffers from a heart condition, asthma or other such condition, which may put them under stress in an emergency situation.

Short Term

One who is pregnant and may need assistance to walk down stairs.
One who suffers from any temporary condition, such as a sprained ankle, which may necessitate assistance being rendered.

Any staff member who is on long term medication or is short-term disabled and who feels they could become disorientated or unable to cope adequately during an emergency situation, should make this known to the Chief Warden who will ensure they are safely evacuated if the need arises.

EMERGENCY

Any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community generally and requires immediate response by the occupants.

EMERGENCY CONTROL ORGANISATION (ECO)

A structured organisation drawn from staff on site to organise and supervise the safe movement of all occupants of the buildings and site in an emergency.

EVACUATION

Evacuation is the movement of people from immediate danger to safety in a quick and safe manner.

EMERGENCY CONTROL POINT (ECP)

A dedicated point where all emergency situations will be controlled by the Chief Warden/Duty Team Leader. **The ECP is located at the front of the administration office.**

FIRST AID OFFICER

Nominated personnel trained in first aid and holding a current First Aid Certificate.
All Flyash Australia staff are first aid trained and hold a current first aid certificate.

HAZARD

A danger or risk which, if not eliminated or controlled, may result in an emergency.

PATH OF EGRESS

Way out of the Building to the nominated Assembly Area.

STAFF EVACUATION FOLDER

Staff evacuation folder is normally located at the Front reception desk. The folder contains an updated list of all staff employees of Flyash Australia.
This list is to be updated on a regular basis by the Team leader and copies inserted into the Staff Evacuation Folder.

DEPUTY CHIEF WARDEN/SENIOR STAFF MEMBER

Person nominated as part of Emergency Control Organisation, responsible for assisting to remove occupants from the emergency effected area on site to the nominated Assembly area.

DEPUTY CHIEF WARDEN IDENTIFICATION

Wardens will be identified by wearing coloured hats, complete with their designated terminology.
Chief Warden - White
Deputy Chief Warden - White
Hats are located in the administration office.

3.0 EMERGENCY PHONE NUMBERS

Fire Brigade/Police/Ambulance	**000**
After Hours Contact: Geoff Pitty Mobile:	**0416120685**
Media Liaison:	
General Manager Flyash Australia	**(02)99 563861**
Mobile:	**0401 895 893**
NSW Fire Brigade	
• **Morisset**	**(02) 4973 3466**
• **Toronto**	**(02) 4959 1265**
• **Wangi**	**(02) 4975 1107**
Police, Morisset General Enquires	**(02) 4973 1444**
Police Toronto	**02 4950 3699**
Energy Australia (Emergency Services)	**13 1388**
Gas – AGL	**13 1909**
Translating & Interpreting Services	**13 1450**
Poisons Information Centre	**13 2090**
State Emergency Services (SES)	**13 2500**
• **SES Lake Macquarie City**	**(02) 4921 0610**
• **SES Cooranbong Unit**	**(02) 4977 3233**
Dora Creek Medical Centre	**(02) 4973 1877**
Mobile:	**0418 680 788**
John Hunter Hospital	**(02) 4921 3000**
Yates Security : Control	**131 911**
Yates Security : Gatehouse	**(02) 4973 0531**
Yates Security : Steve Waugh Mobile:	**0419 221 099**
Eraring Power Station Security	**(02) 4973 0555**
Internal Ph:	**730 777**

FLYASH STAFF MOBILES

Geoff Pitty	**0416 120 685**
Colin Enright	**0402 303 552**
Jim Hill	**0427 733 621**
Operators	**0439 733 622**

SERVICE PROVIDERS:

Electrical : ATCE Electrical	**0414 591 565**
Plumbing : Ian Russell	**(02) 4390 9236**
Mobile:	**0427 258 449**

NEIGHBOURS:

Eraring Power Station	**(02) 4973 0555**
Ulan Coal: Unloader	**(02) 4970 5846**
Ulan Coal: Peter Neilson	**0418 468 787**

OTHER EXTERNAL AGENCIES:

Environmental Protection Agency	**(02) 4908 6800**
After hours:	**(02) 4969 3488**
Lake Macquarie City Council (LMCC)	**(02) 4921 0420**
LMCC. Manager Waste and Emergency Services	**(02) 4973 2293**

4.0 EMERGENCY CONTROL ORGANISATION

In the event of an emergency situation all occupants may have to be evacuated from the buildings.
To facilitate this an Emergency Control Organisation (ECO) consisting of Wardens drawn from the staff, has been established in accordance with the Australian Standard AS3745 'Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces 2002.

Wardens should be aware that their primary duty is not to combat emergencies, but to ensure, as far as practicable, the safety of occupants and their orderly evacuation from a hazardous area.

4.1 ROLE OF THE EMERGENCY CONTROL ORGANISATION (ECO)

The role of the Emergency Control Organisation is to facilitate the safe and orderly evacuation of all occupants of the building in an emergency situation. The Emergency Control Organisation is composed of staff of Flyash Australia.

The composition of the Emergency Control Organisation for Flyash Australia consists of:
- Chief Warden/Duty Team Leader
- Deputy Chief Warden/Senior Staff Member
- First Aid Officer

The primary functions of the Emergency Control Organisation in an emergency are to;
- Ensure the safe and orderly evacuation of all occupants from the building to a safe area called the Assembly Area.
- Visitors and mobility or sensory impaired persons may require special assistance during an emergency.
- Operate first attack fire fighting equipment, if safe to do so.
- Account for personnel at the assembly area.
- Prevent personnel from re-entering the site whilst evacuation is in progress.
- Assist the Emergency Services upon attendance.

4.2 MAINTAINING THE EFFECTIVENESS OF THE EMERGENCY CONTROL ORGANISATION

A determined effort is required by all occupants of the building, particularly Managers and employees, to ensure the following is maintained:

- Suitable persons are nominated to carry out the duties of the Emergency Control Organisation.
- The Emergency Control Organisation will meet at least once a year.
- At least one (1) full scale evacuation exercise is conducted annually.
- All occupants are encouraged to participate to ensure they are familiar with the emergency response procedures.

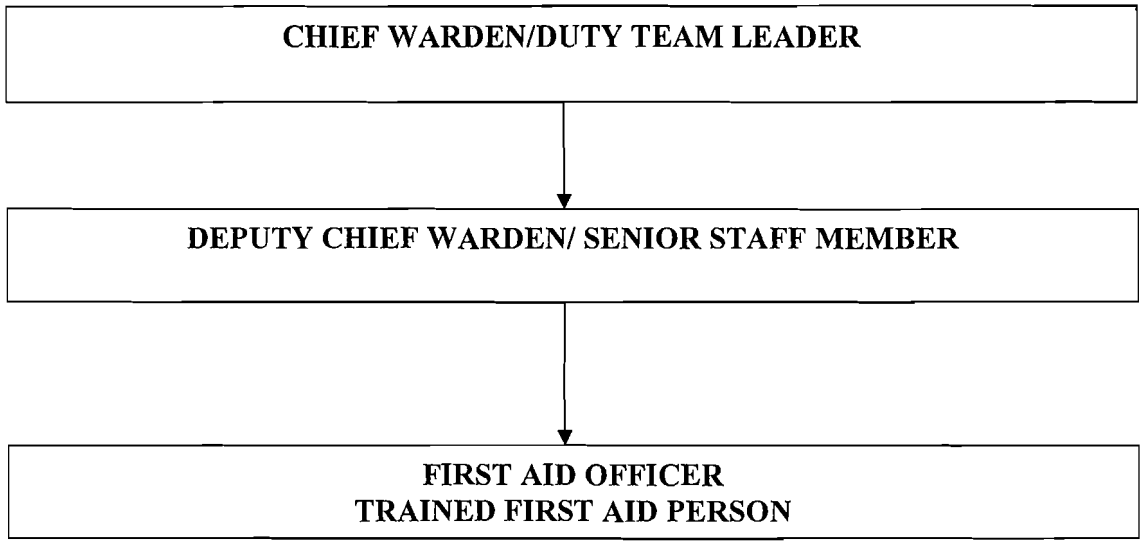
4.3 ROLE OF THE EMERGENCY PLANNING COMMITTEE (EPC)

An Emergency Planning Committee is:
Occupational Health and Safety Coordinator: **Geoff Pitty**
Senior Management

The Emergency Planning Committee of the building has the following duties:

- Ensure that personnel are appointed to all positions on the ECO.
- Arrange for conduct of evacuation exercises, review the effectiveness of evacuation exercises and arrange for procedure improvements.

4.4 EMERGENCY CONTROL ORGANISATION STRUCTURE



CHIEF WARDEN / DUTY TEAM LEADER
(WHITE HAT)

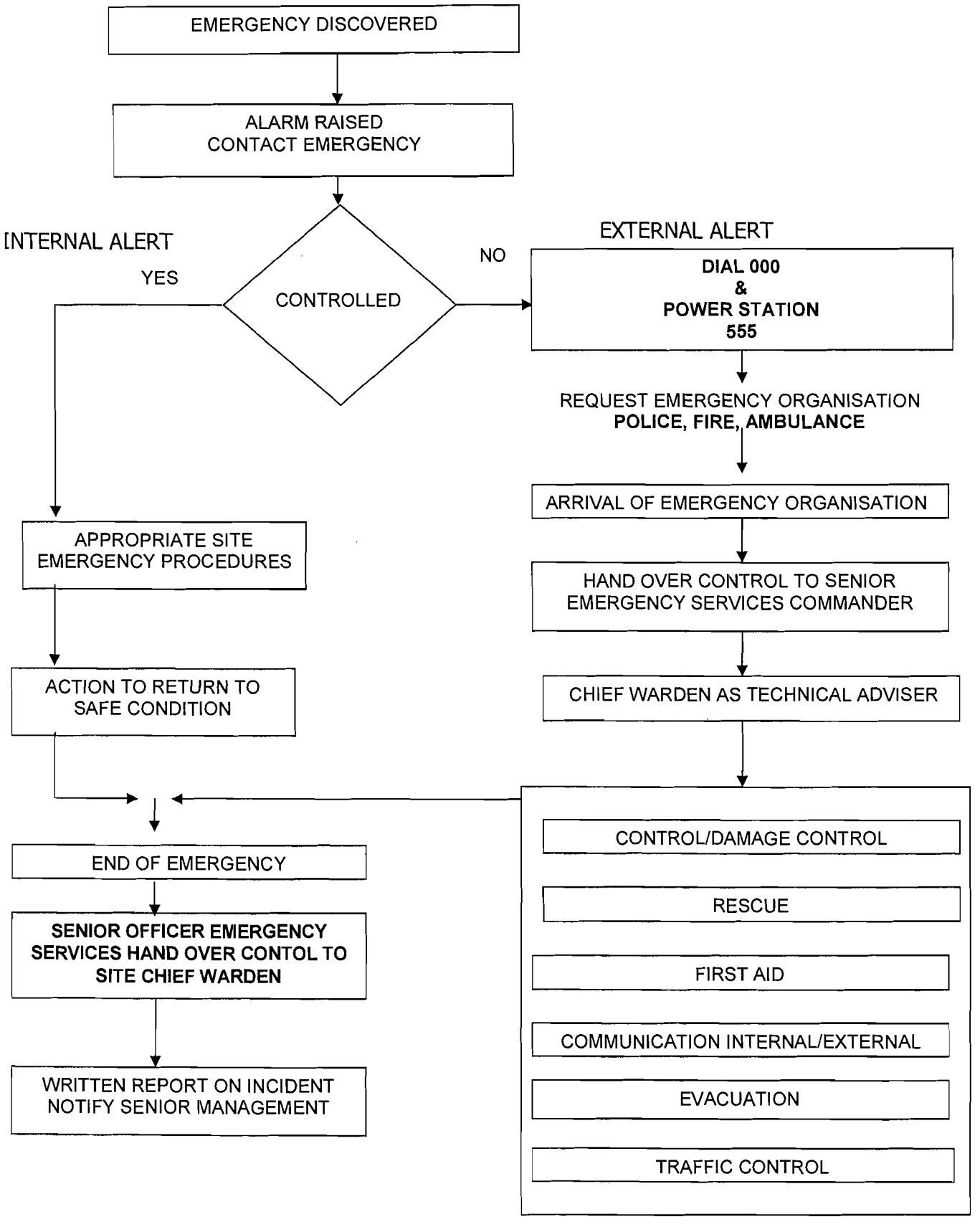
DEPUTY CHIEF WARDEN/ SENIOR STAFF MEMBER

(WHITE HAT)

FIRST AIDER

(GREEN HAT)

4.5 EMERGENCY OPERATIONS FLOW CHART



5.0 FIRE EVACUATION PROCEDURE

ON BEING NOTIFIED OF THE EMERGENCY

Remain calm.

Chief Warden will notify all staff to stand by and await further instruction.
If there is a fire in your area, remove persons from imminent danger.
The Chief Warden is to contact the emergency services to raise the alarm.

Fire Brigade / Ambulance / Police 000

Notify the Fire location: **Flyash Australia**
Construction Road
ERARING
Cross Street: **Rocky Point Road**

Type of fire, affected area and any fire control measures taken.
Details of the evacuation in progress, any other information relative to the emergency.

Assess the fire situation: Location, size and extent.

If trained in the use of fire extinguishers and if it is safe to do so attempt to extinguish the fire.
Do not take unnecessary risks.
Switch off non-essential electrical equipment.
Assemble as directed.

Confine fire and smoke.

Close doors and windows wherever possible to restrict the spread of fire and smoke.

IF EVACUATION IS REQUIRED

Evacuate staff, contractors and visitors as directed by your Chief Warden.

The Chief Warden will direct staff, contractors and visitors to the nominated assembly area via the nearest safe exit.
Ensure that all areas of responsibility are cleared.
Reassure other staff and visitors.
Chief Warden will notify Neighbours as necessary.
Remain at the assembly area to be accounted for by the Chief Warden.
The Senior Officer Fire Brigade / Police will take control of the situation on arrival.
Do not re-enter the building until the all clear has been given by the senior officer in charge of the attending emergency services.

5.1 EMERGENCY EQUIPMENT IN YOUR BUILDING

The following fire and emergency equipment has been provided in your building to ensure the safety of the occupants and the protection of property:

Fire Fighting Equipment
- Fire Extinguishers - Type CO^2, Dry Powder & Air Foam
- Lay Flat Fire Hose
- Fire Hydrants External
- Fire Blankets

Other Fire Equipment
240 volt Hard Wired Smoke Detectors, all Buildings connected to Yates Security, Ph; 13 1911.
In the event that the hard wired smoke detectors activate it will send an alarm to Yates Security.
Yates Security in turn will telephone the on site contact to verify the reason for the alarm.
Yates Security will notify Emergency Services the reason for the alarm.

Other Emergency Communication Equipment
- Hand held and fixed two way radios.
- Telephones - Direct Dial.
- Mobile Phones - Plant Operators.
- Loud Hailer- in the Administration Office
- TWIG Man Down Alarm System See Section 7.0 - Page 23 for Instructions.
- Radios – Set Frequency, Operators only – See Section 7.1 - Page 24 for Instructions.

Medical Equipment
- Three (3) First Aid Kits – One (1) x Permanent Kit - Fixed to the wall in the Administration Office.
  One (1) x Mobile Response Kit in the Administration Office.
  One (1) x Permanent Kit in the Maintenance Office

Rescue Equipment
Low Voltage Kit located in the Control Room- Refer Section 7.2 Page 24

NOTE: For equipment locations refer to the Emergency Evacuation Plan.

Raising an Alarm
If a fire or an emergency situation occurs in any building, the alarm can be raised by:

- A report by a member of the public or adjoining building occupants.
- A report to the Chief Warden/Duty Team Leader by an occupant.
- Emergency services will need to be contacted (**000**) to confirm type of emergency, location and all relevant information.

5.2 EMERGENCY CONTROL POINT (ECP)

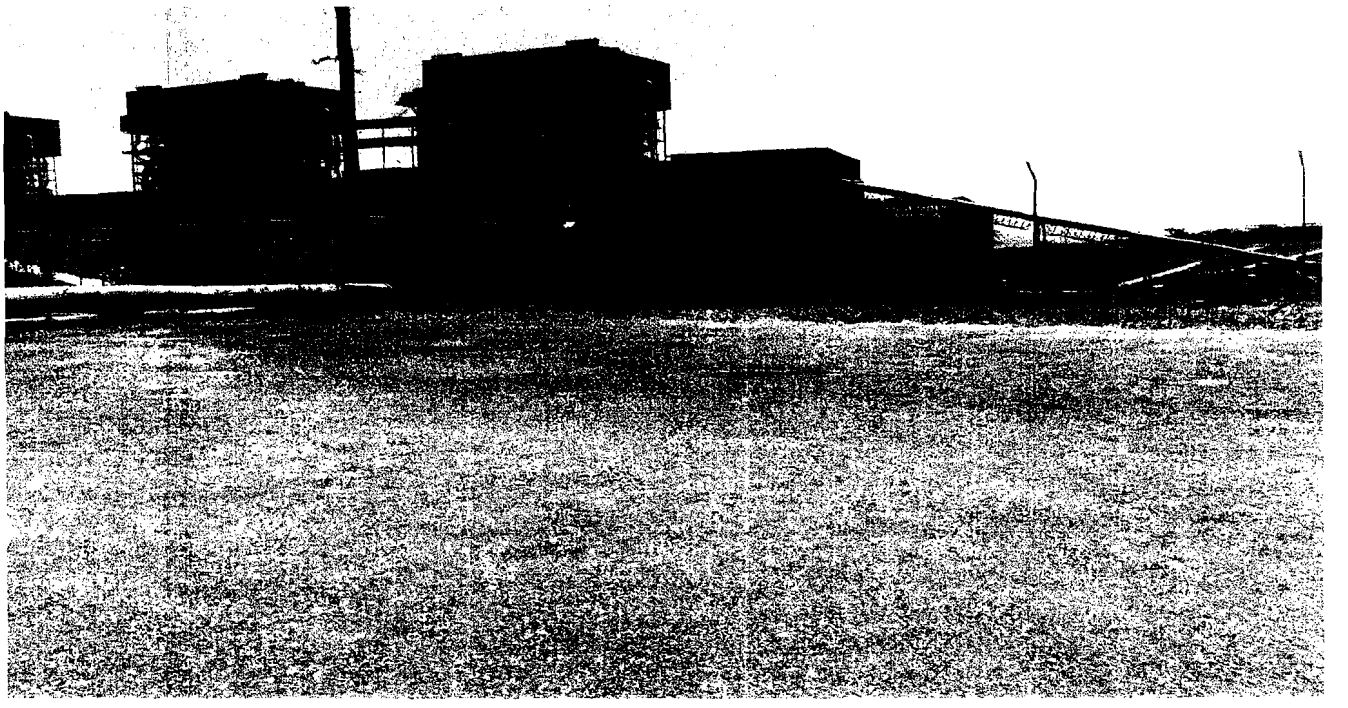
The Emergency Control Point (ECP) is located **at the Front of the Administration Building.**

All emergency situations will be controlled from this point.

If this area is not safe, then an alternative ECP will be designated by the Chief Warden/Duty Team Leader.

From the ECP, the Chief Warden/Duty Team Leader can assess the extent of the emergency and control the response.

5.3 ASSEMBLY AREA



ASSEMBLY AREA A: SOUTH WESTERN CORNER OF THE STAFF CARPARK.

ASSEMBLY AREA B: INSIDE THE MAIN VEHICLE ENTRY GATES.

5.4 AUTHORITY OF WARDENS

All directions given by Wardens in respect of evacuating the site SHALL be obeyed in full.

IF ANY SUCH DIRECTIONS GIVEN BY WARDENS ARE INCONSISTENT WITH THOSE OF THE MANAGEMENT, THE DIRECTION OF THE WARDEN SHALL PREVAIL.

WARDEN INDEMNITY

Wardens shall **NOT** be held legally liable (including liability for negligence) as a result of any act or omission on their part during the course of an emergency (or practice emergency evacuation) of the buildings, when they act in good faith and in the course of their duties.

6.0 CHIEF WARDEN/DUTY TEAM LEADER ROLE

The Chief Warden/Duty Team Leader's day to day duties should not require frequent absences from the site.
It is also the Chief Warden's responsibility to ensure that all staff are made aware of the contents of the Emergency Procedures Manual.

Upon receipt of an alarm, or being made aware of an emergency, the Chief Warden/Duty Team Leader will respond immediately, determine the nature of the emergency, what emergency procedures are required to be implemented and activate the Emergency Control Organisation.

The Chief Warden/Duty Team Leader will assume control of all occupants of the site from the time emergency action is required until the arrival of the Fire Brigade or other Emergency Services.

Pre - Emergency

Conduct practice emergency evacuation exercises annually with the assistance of the OH&ES Coordinator.

Duties of Chief Warden/Duty Team Leader in the event of fire or other emergency;

On being made aware of an emergency: Local Alert

1. Don the Warden helmet/hat (White).
2. Investigate the area where the alarm/ report originated.
3. Assess and take control of the situation.
4. Ensure the appropriate Emergency Services have been contacted: **000 Police, Fire, Ambulance.**
5. Give the address as;

   Flyash Australia
   Construction Road
   ERARING
6. Proceed to the Emergency Control Point and coordinate the evacuation.
7. Advise staff of the present situation and request they stand by their work location, or
8. If an evacuation of part or the whole building is required, give instructions to the relevant Deputy Chief Warden.
9. Evacuate the affected area, adjacent areas and then other surrounding areas if further evacuation is required.
10. Depending on the emergency and the number of occupants instruct a staff member to standby to reassure and direct staff from the site.
11. Ensure access to the site is restricted. This includes motor vehicles and visitors.
12. If a false alarm, inform staff to stand-down.
13. When the attending Emergency Services arrive, advise the Officer In Charge (OIC) of the following:
    - Location and extent of the emergency.
    - Present situation.
    - Confirm that all staff, contractors and visitors have been evacuated and accounted for.
    - Report missing personnel and last known location.
    - Any other relevant information.
14. Obtain the all-clear from the Officer in Charge of the attending Emergency Services.
15. Arrange the return of personnel to areas vacated during the emergency.
16. Stand-down the Emergency Control Organisation when advised of the all-clear.
17. Arrange for the resetting of any plant or equipment shut down due to the alarm, e.g. air conditioning.
18. Co-ordinate clean up activities provide for treatment and or disposal of residues, contaminants etc.
19. Record details in log book.
20. Brief senior management on the cause of the emergency.

Following an incident, the Chief Warden/Duty Team Leader will prepare a written report including the following:

1. Site name and full address.
2. Date, time and location of the incident on site.
3. Brief description of the incident and the circumstances causing the incident.
4. Description and estimated quantity of materials or waste involved.
5. An assessment of any contamination of land, water or air that has occurred due to the incident.
6. Estimated quantity and disposition of recovered materials or wastes that resulted from the incident
7. Description of what action the ECO intends to take to prevent a similar occurrence in the future.

Removal of Vehicles in an Emergency

The Chief Warden/Duty Team Leader should prevent the movement of vehicles from car parks and on site during an emergency.
On arrival, the Officer-in-Charge of the Emergency Services will determine if it is safe to allow people to remove vehicles from the property.

External Alert

- Notify immediate neighbours of an emergency situation.
- Notify Eraring Power Station Security, 730777.
- Keep Warden/Staff informed of the situation.
- Receive reports from the Warden.

The Senior Officer of the responding emergency services organisation will take control of the situation upon arrival.
If it is a fire situation the Senior Fire Brigade Officer will take over the duties of the Chief Warden/Duty Team Leader.

The Chief Warden/Duty Team Leader should remain at the Assembly Area to assist as required.

Post Emergency:

- Complete post incident reporting.
- Facilitate reorganization and reconstruction activities so that normal operations can resume.
- Attend post emergency review meeting and advise OH &ES Co-ordinater to adjust procedures/plans where necessary.
- Ensure appropriate resulting goals and strategies are pursued and eventually established.

The Chief Warden/Duty Team Leader will be responsible for the following:

a) The OH&ES Coordinator is to be informed of the identity of materials and wastes being utilized at all times within the site.
b) Quarterly, the OH&ES Co-ordinater will make a careful inspection of the site, to identify potential spill source or sources, checking all fire protection equipment, special hazards and exits, and listing conditions that should be corrected.
c) The OH&ES Co-ordinater is responsible for establishing training and educational programs for emergency control organisation personnel and assist in conducting periodic practice drills.
d) Annually, the Site Emergency Procedure Manual and Emergency Evacuation Plan will be reviewed by the OH&ES Co-ordinater to ensure that it is effective and up to date.
e) Proposed changes in site operation will be reviewed and the Emergency Procedures Manual modified, as required, simultaneously with said operational changes.

6.1 DEPUTY CHIEF WARDEN/SENIOR STAFF MEMBER

Deputy Chief Warden is to ensure that they are familiar with the emergency procedures.

Wardens are appointed for each area to control the emergency procedures and the evacuation of their area, under the direction and control of the Chief Warden/Duty Team Leader.

Wardens have the authority to evacuate their area if they consider there is danger to any person, or if the situation is life threatening.

The Warden should be aware of the layout of their area, all exits and alternative escape routes.

Wardens should be familiar with the location and the operation of fire fighting equipment installed in their area. They should regularly inspect this equipment to ensure it is available, accessible and operable at all times.

The Warden should be aware of any mobility impaired, sight or hearing impaired persons in their area who may require assistance during an evacuation.

Duties of Wardens in the event of fire or other emergency

On hearing the Evacuation Announcement over the PA. System or when notified of an emergency situation:

1. Put on the Warden helmet/hat (White), and carry out the following:
   If the fire emergency is in your area:
   - Remove persons from the danger area.
   - Ensure the appropriate emergency services have been notified by contacting (**000**).
   - Evacuate occupants from the immediate area.
   - Update the Chief Warden/Duty Team Leader of the current situation in your area.
   - Commence fire fighting operations if safe to do so.
   - Co-opt staff to assist with the evacuation as necessary.
   - Co-opt a staff member to stand at the exit door to reassure and direct occupants from the building to the Assembly Area.
   - Ensure an orderly flow of persons to the exits.
2. Advise the Chief Warden/Duty Team Leader of any mobility impaired persons in your area, including their location and their disabilities.
3. Under directions of the Chief Warden/Duty Team Leader order evacuation of the area.
4. Prior to leaving your area ensure that all areas of responsibility have been searched thoroughly and that all occupants have been evacuated. This is more important than a head count at the Assembly Areas.
5. Report to the Chief Warden/Duty Team Leader that your area has been evacuated. (This may be done by telephone, runner or in person at the ECP).
6. If a person refuses to leave the area, ensure that they are aware of the danger involved, then inform the Chief Warden/Duty Team Leader of their location.
7. The Chief Warden/Duty Team Leader will inform the Emergency Services who will take the appropriate action to remove the person.
8. Join personnel from your area at the nominated Assembly Area.
9. Reassure staff at the Assembly Area.
10. Organise first aid treatment for injured persons as necessary.
11. Account for all personnel from your area, using Staff List, and report to the Chief Warden/Duty Team Leader.
12. Remain at the Assembly Area until the all clear (or other action) is given by the officer in charge of the attending Emergency Services.

6.2 EMERGENCY PROCEDURES CHECKLIST CHIEF WARDEN

EMERGENCY DIAL 000, POLICE, FIRE, AMBULANCE.

NAME OF BUILDING: **Flyash Australia**

ADDRESS: **Construction Road ERARING**

NEAREST CROSS STREET: **Rocky Point Road**

INCIDENT AREA:

NATURE OF EMERGENCY:

FIRE/SMOKE	MEDICAL EMERGENCY
BOMB THREAT	EARTHQUAKE
ARMED INTRUSION/HOLD UP	CHEMICAL SPILL
PUBLIC DISORDER	EXPLOSION

CLASS OF FIRE INVOLVEMENT:

CLASS A	Paper/Wood/Fabric
CLASS B	Flammable Liquid
CLASS C	Flammable Gas
CLASS D	Combustible Metal
CLASS E	Involving Electrical equipment
CLASS F	Cooking Oils/Fats

EVACUATION TAKING PLACE: YES / NO FULL / PARTIAL

EMERGENCY SERVICES NOTIFIED: FIRE BRIGADE / POLICE / AMBULANCE

TELEPHONE THREAT CHECKLIST FILLED IN: YES / NO

6.3 FIRST AID OFFICERS

First Aid Officers are persons qualified to render first aid medical assistance when required.
Flyash Australia has fully stocked First Aid boxes on site, any injuries that need more specialist treatment can be looked at by Eraring Power Station nurse, if needed she will organise an ambulance.
All accidents must be reported to one of the Team Leaders on site.

Currently all Flyash Australia staff are First Aid trained.
Depending on the nature of the emergency any Flyash Australia staff member may carry out the role of the First Aid Officer.

They should

- Report to the Chief Warden/Duty Team Leader at the Emergency Control Point (ECP) and assist where necessary.
- Check all personnel at the assembly area for injuries.
- Render first aid treatment as appropriate.
- They should ensure that their qualification is current.

Currently on site there are three (3) First Aid Kits –

- One (1) Permanent Kit - Fixed to the wall in the Administration Office.
- One (1) Mobile Response Kit in the Administration Office.
- One (1) First Aid kit in the Maintenance Office.

(Refer Emergency Evacuation Plan for locations).

6.4 STAFF EMERGENCY RESPONSE

1. On being made aware of the emergency, immediately stop what you are doing.
2. Follow direction from your Chief Warden/Duty Team Leader and assist with the evacuation of contractors and visitors.
3. In the event of fire, if you are away from your normal place of work, do not try to return to it.
4. In the event of a BOMB THREAT, you should collect your personal belongings.
5. Switch off non essential electrical equipment wherever possible and if safe to do so. Do not switch of lights.
6. Close doors and windows wherever possible and if safe to do so, this will inhibit the spread of fire and smoke and contain it in its place of origin.
7. When personnel have been evacuated take the most direct and safe route to the exterior of any building and report to your designated Assembly Area. Evacuate briskly and quietly being sure to look after any visitors or contractors on the way out.
8. At the assembly area report to the Chief Warden. Remain in your group until told to leave.
9. Do not leave this area in search of visitors, staff or contractors
10. Wardens are to ensure that all of their designated area is clear of staff, visitors and contractors and then report clearance to the Chief Warden/Duty Team Leader at the designated Assembly Area.
11. During evacuation and emergency do not use telephones unnecessarily. Lines must be kept open for essential communication.
12. When the emergency is over, staff will be notified when it is safe to return to their normal areas of work.

The effectiveness of these procedures depends on the willingness of occupants at all levels to make themselves aware of the immediate actions they must take in an emergency so that they are capable of acting promptly, calmly and efficiently.

NOTE:
No employee is to talk to the media at any time, in particular following an emergency situation on site.
All media liaison will be done by:

General Manager Flyash Australia: Administration Office: (02) 9956 3861 Mobile: 0401 895 893

7.0 OPERATION TWIG MAN DOWN ALARM SYSTEM

TWIG man down alarm is a GPS system which allows the wearer to be located within half a metre of their position This uses GSM, and satellite technology to track position of the TWIG locator at all times

When the emergency alarm button is pressed it sends an alarm to the Eraring Power Station Security system and the security team will respond
Eraring Energy are using the same emergency alarm system for their staff and have allowed FAA to be part of the system

How It Works

- TWIG alarm has an FAA Sim card, which allows two way communications
- FAA have supplied Eraring Security with contact phone numbers for emergency purposes
- When an alarm is received an SMS will be sent to Eraring Security & FAA mobile phones advising that an emergency alarm has been received
- FAA staff on receiving alarm will contact Eraring Security

Locator Boundaries

- If FAA staff prefer GPS boundaries can be set up in system, by doing this if TWIG locates signal from outside of these boundaries it will automatically send a emergency response signal

Using TWIG Alarm

- TWIG must be kept charged at all times
- TWIG alarm must be worn at all times when FAA staff are on site on their own
- TWIG alarm & Mobile phone have pouches that can be worn on belt supplied, please use as requested

TWIG FUNCTIONS

Turning On & Off

- Look at front page of TWIG Operations manual, right hand button on front of alarm is the On & Off button

Battery Status

- You can check the battery status by pressing the On & Off button, the Status LED indicates the battery level as follows
- 1 blink low battery
- 2 blinks Fairly low battery
- 3 blinks Fairly full battery
- 4 Blinks Almost full battery
- Continuously on Battery full
- When battery is low a message is sent to FAA contact phone numbers advising low battery

Standby Mode

- When TWIG alarm is turned on it enters a standby mode and stays in this mode until it is activated for another process

Alarm Status

- The TWIG emergency response alarm is triggered when the alarm button is pressed for 5 seconds
- When alarm button is pushed an SMS message is sent and voice calls are sent to all the Eraring Energy security and FAA phone numbers
- Emergency indicator button on front left hand side of TWIG indicates that emergency alarm signal has been sent

7.1 TELEPHONE SYSTEM PROCEDURE

Incoming Calls

All calls will come in through the 0249 733 622 line first, if that line is busy then next line will be used

When call is made to FAA the caller will hear the following message

You have reached Flyash Australia's Eraring Depot
- To Contact Control Room or Plant Operators – Press 1
- To Contact Administration – Press 2
- To Contact Maintenance Office – Press 3

Control Room
- If caller selects Control Room and the call is not answered a message can be left
- When operator returns to phone, VMAIL button will be flashing, press button to retrieve messages

Administration Office

If caller selects admin office the caller will hear the following message
- To contact Gary – Press 1
- To contact Colin – Press 2
- To contact Geoff – Press 3
- If the call is not answered a message can be left
- When person returns to phone, VMAIL button will be flashing, press button to retrieve messages

All Phone Stations
- All phones have individual messages which can be changed if required

Night Mode

When plant operator is on site on his own the system can be set for all calls to go to Control Room phone
If phone is not answered, call is diverted to Plant Operators mobile phone

To Transfer Phone System to Night Mode, Which Must To Be Done From Any Handset in Main Office
- Press Night button
- Then Press CNC FWD button
- System will tell you that the Call Forward No Answer feature is on and phone has been diverted

To Transfer Phone System To Normal Mode
- Press Night button
- Then Press CNC FWD button
- System will tell you that the Call Forward No Answer feature is Off and phone has been returned to normal use

7.2 ISSUE AND USE OF FIXED AND HAND HELD RADIOS

Radios are installed in all Flyash Australia Vehicles.
Radios are issued to on site operators at the start of their shift.
There are three (3) hand held radios which are normally kept on charge in the administration office.
All staff issued with Radios are responsible for their security.
Radios should be tested at the commencement of each shift to ensure that they are in working order.

Faulty or broken Radios should be immediately reported to site OH&ES Co-ordinater to arrange for repair or replacement.

Radios are to enable normal communication between the Chief Warden/ Duty Team Leader and Staff during normal operational hours and in emergencies.
In the event of an emergency use of Radios should be limited to necessary communication only, please ensure that the selected channel (1) is clear of unnecessary noise.

In the event of an emergency the Chief Warden will go to his Radio and notify staff of the emergency.
On hearing the emergency alert or evacuation tone for the Eraring Power Station staff should listen to their Radios and stand by for instructions from the Chief Warden/Duty Team Leader.

IMPORTANT NOTE:
Radios are not to be used in the event of a Bomb Threat. In these instances the Chief Warden/Duty Team Leader will use runners and/or telephones to communicate with staff. Wardens will be required to use similar means should an evacuation be necessary.

7.3 LOW VOLTAGE RESCUE KIT

There is a Low Voltage Rescue Kit located on the wall inside the Control Room.
This Low Voltage Rescue Kit contains:

- Fire Blanket
- One Pair of 1000V insulated rubber gloves
- Sign/Tag: Isolate here in Emergency
- Weatherproof torch and batteries
- Non conductive fiberglass 1000V rescue crook
- One (1) x Multi Trauma Dressing

Used for safe rescue of victims of electric shock or other injuries when working on low voltage switchboards in electrical supply and industrial substations.

- Designed for rescue of workers in live power situations.
- Used for locating and isolating the supply
- Protecting the rescuer
- Retrieving the victim
- Providing essential First Aid.

7.4 OPERATION OF FIRE EXTINGUISHERS

The OH&ES Coordinator is responsible for organizing training of personnel in the use of fire protection equipment and emergency response equipment.
Monthly fire equipment checklist refer page 38 OHS&R Manual.

A simple method of remembering how to operate a fire extinguisher is using the pneumonic "PASS".

P PULL THE PIN

There is an Anti-Tamper tag fitted that prevents the pin being withdrawn accidentally. It is broken by a sharp TUG. Pulling the pin arms the fire extinguisher.

A AIM THE EXTINGUISHER

If the fire extinguisher has a hose, then the hose is aimed at the fire. On smaller fire extinguishers that do not have a hose, aim the fire extinguisher nozzle.

S SQUEEZE THE HANDLE

To operate the extinguisher, the handle is squeezed. When the handle is squeezed then the fire extinguisher operates. When the handle is released, the fire extinguisher ceases to operate.

S SWEEP

Sweep the extinguishing agent across the fire. Attack the fire from front to back, and from bottom to top.

7.5 GUIDELINES FOR ATTACKING THE SMALL FIRE

Assess the size and type of fire. Select the correct type of fire extinguisher and follow these important instructions:

1. Prior to attacking the fire, you should give the fire extinguisher a short test to ensure that it operates correctly.
2. Ensure that you have a safe exit should the fire become uncontrollable. You must not allow the fire to block off your escape route.
3. Start attacking the fire from a distance, moving in closer as you knock the fire down. A crouching attitude should be adopted to protect you against smoke and heat.
4. When in the open, attack the fire from the windward side. This allows the wind to blow the extinguishing agent onto the fire.
5. Always try to have another person with a fire extinguisher backing you up as a safety precaution wherever possible.
6. Keep low to avoid smoke.
7. Do not turn you back on the fire.
8. Make sure that the fire has been completely extinguished.
9. Do not take unnecessary risks.

7.6 FIRE BLANKETS

Fire blankets should be located adjacent to the applicable risk, such as near stoves in kitchens. They may be used on flammable liquid containers such as deep fat fryers, frying pans, small electrical appliances and clothing fires. There is a fire blanket located in the staff amenities room.

GUIDELINES FOR THE USE OF FIRE BLANKETS

1. Pull tabs downwards to remove the fire blanket from its holder.
2. Shake the blanket open, holding onto the tabs.
3. Hold in the upright position to protect hands.
4. Hold the fire blanket in front of the body to form a heat shield.
5. Gently place over the fire.
6. Turn off the source of the heat.
7. Leave to cool.
8. If the fire cannot be extinguished using the fire blanket attempt to extinguish it using a fire extinguisher.
9. If the fire cannot be extinguished contact the Fire Brigade (**000**).

8.0 SAFETY HOUSEKEEPING

All staff should be aware of the following important information:

8.1 FIRE FIGHTING APPLIANCES:

- Flyash Australia has fire extinguishers at all work stations and they are clearly marked.
- Contractors should make themselves aware of their locations and type.
- Contractors will ensure their employees are trained in the use of are trained in the use of Fire Extinguishers.
- Fire fighting appliances should only be used in an emergency and NEVER removed, operated or tampered with for amusement or malicious purposes.
- First attack fire fighting equipment such as fire extinguishers and lay flat fire hose should only be operated by persons who are competent in their use, providing it is safe to do so and only for the specific types of fires for which they are intended.
- Extinguishers or any other fire detection, suppression or safety equipment which appears to be faulty, missing or in any other way suspect, should be immediately reported to the Duty Team Leader without delay.
- At least a one (1) metre cleared area must be maintained around all fire protection equipment at all times.
- Items must not be stored around fire extinguishers.

8.2 GENERAL SITE SAFETY RULES

(1) While working on site, before the start of each days work, and before leaving site for the day, all contractor employees shall sign the visitor book.
This is a statuary requirement to ensure that we are aware that all have left site for the day.

(2) If contractors are working within Pacific Powers boundaries, they must first go through an approved induction course, and receive a gate pass before access to site is permitted.

(3) The induction will cover site evacuation, as there can be situations on site with, hazardous substances etc, everybody should make themselves aware of site evacuation plan, nearest exits, and in an emergency listen to public address system for information on type of emergency and any special information, our site is also a Drug and Alcohol Free Workplace.

(4) All contractors working on site must use good housekeeping practice. Scrap materials and rubbish are a fire and accident hazard.
They will ensure at the end of each days work, whether completing work in a specific area, or completing contract, that all rubbish is removed to approved container and that the work area is clean.

(5) Whether working within the Power station site, or within Flyash Australia's Distribution plant, all speed limits and safety signs must be observed.

(6) All work will be undertaken using and wearing approved Personal Protective Safety Equipment.
Where specific safety equipment has been identified for certain work, then it must be used, and supplied by Contractor.

(7) Electric powered tools used on site must have an earth leakage breaker system. All tools and extension leads must be tagged as per regulations. All electric leads and cables are to be kept off the ground where possible to avoid damage and tripping hazards.

(8) M.S.D.S.sheets for all paint, chemicals, thinners, etc to be used on site must be submitted by contractors prior to commencement of works.

8.3 WELDING \ HOT WORK:

Contractors doing hot work on site shall agree after a site inspection, on the safest method to complete work. Things that must be considered are, safety equipment needed, inspection of worksite, any combustible materials near by, nearest fire extinguisher, are sparks and molten metal going to impact on cable trays other people and equipment. If working at heights what is going to be effected below your work position, are electric, welding, and gas hoses off the ground to avoid damage, are you working in a confined space, is your work area adequately ventilated, is area below your work area clearly marked off limits with barrier tape.
Check with Maintenance Team Leader if any Hot Work Permits, or special work instructions apply, if so a permit sheet with work instructions will be attached as part of the induction sheets to be signed off.
Flash back arresters must be used at all times.

8.4 ENVIRONMENTAL CONSIDERATIONS :

While on site working, any spillages that could cause environmental problems, fire, etc must be reported immediately.

Spillages should be bunded, or contained to the local area as quickly as possible , every effort must be made to stop spillage entering drains.
Contractor will be responsible for the cost of clean up to the satisfaction of Flyash Australia E.P.A., and Pacific Power.

8.5 VISITOR INDUCTION

All visitors attending Flyash Australia sites must undertake a site specific induction, covering site safety and site evacuation procedures.

The following list of Site Safety Rules will apply for the duration of your visit. Personal Protective Equipment (PPE) must be worn at all times whilst on site.

1) Visitors must remain in the company of a Flyash Australia representative at all times.
2) Always observe traffic movements whilst on site.
3) Fully enclosed leather footwear. (No thongs, joggers, moccasins etc).
4) Hard hats are to be worn as the whole site is a hard hat area.
5) Safety eyewear and hearing protection must be worn in sign posted areas.
6) Site speed limit approaching site and on site is 10 Kph.
7) Children and other passengers are the responsibility of the visitor and must remain within the vehicle and under the visitors supervision at all times.
8) Flyash Australia sites are a smoke free workplace. Smoking is permitted in the designated car park area only.
9) Illegal drugs, alcohol and animals are not permitted on site.
10) No admittance to Offices or maintenance workshop area.
11) Lunchroom, showers and toilet facilities are provided for the use of all and are to be kept clean at all times.
12) Fully equipped first aid boxes are situated in the Main Office as well as the Maintenance Office and workshop.
13) Most Flyash Australia employees hold current Senior First Aid certificates.

8.6 VISITOR DUTIES/ RESPONSIBILITIES

- Avoid putting themselves or others in an unsafe situation.
- Do not endanger themselves or others by using unsafe work practices or equipment known to be faulty.
- Co-operate with employers and comply with all health, safety and rehabilitation requirements.
- Ensure appropriate protective clothing and equipment is worn at all times.
- Observe all current Company Policies and Procedures.
- Not intentionally or recklessly interfere or misuse anything provided in the interest of health, safety or welfare.
- Obey all Power Station and FAA site traffic, speed and advisory signs.
- Notify FAA team Leaders of any hazards that you notice around the site.

Cooperation between staff and management is essential in helping to create and maintain a healthy, safe working environment for all staff, contractors and visitors.
Even though an emergency situation may seem remote in your premises it is every staff member's role to report any dangerous working conditions that may cause injury or create an unsafe workplace.
Observation and awareness of fire safety housekeeping will help to ensure the safety of all occupants in any life and or property threatening situations.

9.0 INTERNAL/EXTERNAL EMERGENCIES

In addition to fire response and bomb threat, the following are some life threatening situations and disturbances, which could impact on the site, buildings and occupants of **Flyash Australia.**

- Bomb Threats
- Civil Disorder/Demonstrations.
- Building Structural Damage.
- Spills of Flammable or Toxic Substances.
- Gas Leak.
- Earthquake.
- Power Failure.
- Medical Emergencies.
- Armed Hold-up or Intrusion.
- Bushfire.
- Terrorist Incident.

In each of these situations/disturbances the Emergency Control Organisation (ECO) may be called into action to assist the occupants of the site.

9.1 THREAT LEVEL

Threats that could effect the site operation have been identified, considered and classified as a major, minor, moderate or remote "threat level" and a risk assessment carried out as to the "probability" of occurrence.

Type	Threat Level	Probability	Comments
Plant Structural Fire	Major	Low	Occurring in operating plant and equipment, heavy vehicles, Switchboards, distribution, boards.
Bush, Grass and Rural Fires	Major	High	Refer Bushfire Response.
Terrorist attack	Major	Low	Possibility of terrorist attack on main plant and equipment.
Hazardous materials	Major	Low	Particularly involving the storage of flammable liquids, fuel oil and other chemical materials.
Power station accidents	Major	Low	Inside the power station and impacting on surrounding external areas including Flyash Australia.
Transport accident	Moderate	Moderate	Road – general threat but particularly mobile plant and vehicle accidents along the access roads to Flyash Australia.
Wind and severe storms	Moderate	Low	General threat to the buildings on site.
Pollution of waterways	Moderate	Low	Threat to the waterways of Lake Macquarie.
Aircraft impact	Minor	Remote	Mainly confined to helicopter and light aircraft crashes.
Earthquake	Remote	Remote	General threat

ACTION WILL DEPEND ON THE TYPE & SEVERITY OF THE EMERGENCY

The following are brief summaries only, of the involvement of the ECO in the situations shown. If there is a frequent occurrence of a particular emergency a more detailed plan of the response to that emergency should be established by the Emergency Planning Committee.

10.0 BOMB THREATS

Introduction

There are many reasons why people make a threat of the placement of a bomb in or around businesses. Threats usually originate from people who have a personal grudge against your business. They may be staff or ex-staff or other people who wish to disrupt your operations.

The Police have overall authority and control when dealing with bomb threats or an actual bomb placement.
They must be notified in the first instance.

In addition to general building security, disruptive effects of a bomb threat can be reduced by good security planning; good housekeeping and a well trained Emergency Control Organisation.

Good housekeeping includes keeping all areas clear of waste such as packing materials, scrap paper etc. Waste and garbage bins should be regularly emptied and not left standing in areas that are available to the public.
The locking of doors to areas which are infrequently used ensures that there are fewer places available for the placement of devices.

It is also important to ensure that emergency exits are kept completely clear. These measures will minimise the number of potential places to conceal a bomb, and thus reduce the search time in the event of a bomb threat.
It will also contribute to good standard of security and staff safety.

10.1 TELEPHONE BOMB THREATS

An accurate analysis of the telephone threat can provide valuable information on which to base recommendations, action and subsequent investigation. The person receiving the bomb threat by telephone should, as soon as possible, complete the information required on a Bomb Threat Checklist.
A Telephone Threat Checklist should be held by telephonists and other persons who regularly accept incoming telephone calls.

Actions by recipient when a telephone bomb threat is received

1. Try to remain calm.
2. Let caller finish message.
3. Keep caller on line as long as possible.
4. DO NOT HANG UP PHONE - Telephone company may be able to trace the call.
5. Use the Telephone Threat Checklist provided on page 33.
6. Obtain as much information as possible about the bomb.
7. Do not discuss the call with other staff members.
8. Contact Chief Warden/Duty Team Leader immediately after the threat.
9. Complete Bomb Threat Checklist and hand it to the Chief Warden/Duty Team Leader.
10. Be prepared to be interviewed by the Chief Warden, Police and Senior Management.

Threat Evaluation

In order to make a realistic evaluation of the threat, the Chief Warden, Senior Management and Police must be in possession of as much information as possible.
Over-reaction to bomb threats will be avoided by sensible evaluation.

A telephone bomb threat may be assessed as:

1. **Non-specific call**, usually the caller will give very little information before terminating the call. This type of call is considered of a low risk.

2. **Specific call** - the call gives specific information and sometimes, reasons for the threat and the general location of the explosive device.

The non-specific threat is more common, but neither can be immediately discounted without further investigation. Every threat has to be treated as genuine until proven otherwise. The evaluation of the call will involve one of the following four decisions:

1. Take no further action
2. Search without evacuation
3. Evacuate and search, or
4. Evacuate (without search)

The decision to evacuate will normally be made by the Chief Warden/Duty Team Leader.
The Police may offer advice, but will usually leave the decision to evacuate to the above persons.

Search for a suspicious object

The aim of a search is to look for an object that "does not belong" in its present location. The most appropriate personnel to carry out a search in any given area are the occupants of the site.
The persons most aware of what does and does not belong in an area are the persons normally working in that area. The Police are not aware of what is normally in your area and would be less likely to recognise a suspicious object.

Chief Warden/Duty Team Leader should search such areas as around the weighbridge, storage areas and car parks.

Wardens are responsible for directing the search of their area. Where possible they should involve staff to assist.

Remember you are looking for an item, which should not be where it is.

An object that is not readily identifiable becomes suspect, e.g.; a suspiciously labeled object, object similar to that described in the threat, or an object of unusual shape or sound.

The most important areas to search and the sequence are as follows:

1. External areas and particularly the Assembly Areas.
2. Entrances and exits to buildings.
3. Areas where there is public access.
4. All other areas within each building occupancy.

Remember you are conducting a visual search only - look without touching

NOTE
Two way radios and mobile phones should not be used during the search

If nothing is found mark the area with chalk or post-it stickers as **'searched'** or **'clear'**.

- **If a suspect item is found**

DO NOT TOUCH IT! - DO NOT MOVE IT! - DO NOT COVER IT!
DO NOT DISTURB IT IN ANY WAY!

Move persons in the immediate area to safety without delay.

Contact Chief Warden/Duty Team Leader and give the following details:

- Exact location of item.
- Exact description of item.
- Any unaccounted for person/s.

Evacuation

Evacuation of the site should not be considered unless a suspicious object has been discovered or unless there are compelling reasons to convince the decision makers that a real threat exists. A partial evacuation or an evacuation to another area should be considered. In the event of a hoax call, a total evacuation is likely to encourage further hoax calls.

Law enforcement authorities i.e.; the Police, do not normally assist site occupants in searching for suspect bombs unless, a bomb has been located by the site occupants.

The Evacuation Procedures for the Emergency Control Organisation members are basically the same as those for a Fire Evacuation.

The notable exceptions are:

1. If it is safe to do so, windows and doors should be left open to lessen the damage of an internal explosion.
2. Building occupants should take with them those personal belongings which are close at hand, thus making the search for a suspect object easier.
3. Panic can be avoided by the sensible use of the telephone and word of mouth, especially in the threatened area.
4. Wardens should request staff to visually check their areas for any suspicious items as they evacuate their area.
5. The removal of vehicles from the car parks should be prevented by the Chief Warden/Duty Team Leader until the building is declared safe or the Officer in Charge of Emergency Services gives permission to move vehicles.
6. If a bomb threat is received after hours the person receiving the call should immediately report the matter to the Police, inform other occupants where possible and evacuate the site. Leave via the nearest exit and do not return until the Police give the all-clear.
7. The decision to return to the building will normally be made by the Chief Warden/Duty Team Leader. The Police will give advice on this matter but generally will leave the decision to the occupants.

Care should be exercised in the use of mobile phones, wireless technology transmission (eg; cordless microphones) or any other equipment producing electro-magnetic radiation where improvised explosive devices are suspected.

10.2 TELEPHONE THREAT CHECKLIST

-KEEP CALM-

Recipient Name (print):
Telephone Number:
Signature:

GENERAL QUESTIONS TO ASK:

1. What is it? .....
2. When is the Bomb going to explode? .....
   OR
3. When will the substance be released? .....
4. Where did you put it? .....
5. What does it look like? .....
6. How will the bomb explode? .....
   OR
7. How will the substance be released? .....
8. Did you put it there? .....

CHEMICAL / BIOLOGICAL THREAT QUESTIONS

1. What kind of substance is in it ?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas ?

BOMB THREAT QUESTIONS

1. What type of bomb is it?
2. What is in the Bomb?
3. What will make the bomb explode?

EXACT WORDING OF THE THREAT

ACTION (OBTAIN DETAILS FROM SUPERVISOR)

Report call immediately to: .....
Phone number: .....

CALLERS VOICE

Accent (specify): .....
Any impediment (specify).....
Voice (loud, soft etc): .....
Speech (fast, slow etc): .....
Diction (clear, muffled): .....
Manner (calm emotional etc): .....
Did you recognize the caller? .....
If so who do you think it is? .....
Was the caller familiar with the area?

THREAT LANGUAGE

Well Spoken: .....
Incoherent: .....
Irrational: .....
Taped: .....
Message read by caller: .....
Abusive: .....
Other: .....

BACKGROUND NOISES

Street Noises:
House Noises
Aircraft:
Voices:
Music:
Machinery:
Other:
Local Call:
STD Call:

NOTES

OTHER

Sex of caller: Estimated Age:

CALL TAKEN

Date: Time:
Duration of call:
Number called:

10.3 TERRORIST INCIDENT

The following is to be actioned in relation to a suspected or actual terrorist incident.
The Chief Warden/ Duty Team Leader will:

- Assess the threat
- Contact Emergency Services **000** as soon as possible
- Record all information relating to the threat.

Contact and communicate the details by telephone to the following persons.

Eraring Power Station Security

- **(02) 4973 0555**
- **730 777**

General Manager Flyash Australia:

- **Ph: - 0299 563 861**
- **After Hours: Mobile 0401 895 893**

Clear the site as per bomb threat procedures.

10.4 CIVIL DISORDER/DEMONSTRATIONS

On becoming aware of Civil Disorder occurring in the vicinity of the premises notify the Chief Warden/Duty Team Leader;

The Chief Warden will;

1. Notify Police and Security (if applicable)
2. Alert other members of the ECO
3. Ensure that occupants:
   - lock doors and windows
   - restrict entrance to the building
   - confine presence of demonstrators etc; to front entrance
   - avoid contact with demonstrators
   - follow instructions of Police

DO NOT ATTEMPT ANY ACTION THAT PLACES YOU IN DANGER

10.5 BUILDING STRUCTURAL DAMAGE

If your building is damaged by unexpected events such as a structural collapse, building works, mine subsidence or work being undertaken on an adjacent site;

The Chief Warden will;

1. Notify Emergency Services.
2. Alert members of the ECO.
3. Evaluate need to evacuate.
4. Ensure gas and electricity are shut-down.
5. If safe to do so evacuate occupants - ensure fire exits are safe and the route to the Assembly Area is safe.
6. Direct first-aid personnel to injured persons.

Wardens should report to the Chief Warden/Duty Team Leader any hazards, gas leaks or persons illegally entering the building.

10.6 SPILLS OF FLAMMABLE LIQUID OR TOXIC SUBSTANCES

Internal:

In the event of a flammable liquid spill or accidental release of a toxic substance **within** the building,
The person discovering the incident is to:

1. Ascertain the type of material leaking.
2. Quantity released and flow rate.
3. Location and direction of the flow.
4. Number and nature of casualties if any.
5. Effect or possible effect on personnel, plant or equipment.
6. Notify the Chief Warden/Duty Team Leader.
7. In the absence of the Chief Warden/Duty Team Leader, attempt to contain the spill if safe to do so.
8. If the spill is toxic, too large or cannot be contained contact the **Fire Brigade** on **000.**

The Chief Warden will:

1. Assess the extent and nature of the spill.
2. Notify the appropriate Emergency Services as necessary.
3. Evacuate people in the immediate area and restrict onlookers.
4. Alert other members of the ECO.
5. If necessary evacuate persons in danger to a position well upwind of the building. Initially move sideways to the wind to escape fumes and vapor.
7. Request staff to keep unauthorized persons away.
8. If safe to do so contain the spill and prevent it from reaching drains by covering it with absorbent material e.g. sawdust or drisorb. Ensure Personnel involved in the cleanup of spills are wearing full protective clothing including face shield, goggles boots gloves and cartridge respirator.
9. If the on site resources cannot contain the spill report to emergency services on arrival, the nature of the spill and the extent. Standby to assist as necessary.
10. Contact other Emergency Services as necessary.
11. Complete hazardous material incident report.

HAZARDOUS CLASS: UNKNOWN

Evacuate area, remove ignition sources and identify the hazard involved.

Combustible Liquid
Evacuate area, remove sources of ignition, attempt to stop leak, contain spill, salvage material if possible, absorb spilled material, place in salvage drum, seal container, label and date drum. Move drum to combustible (flammable) liquid storage area for disposal.

Flammable Liquid
Same as above for Combustible liquid.

Flammable Gas
Evacuate area, remove sources of ignition move tank (if possible) to a well ventilated area.

Non-Flammable Gas
Evacuate area, move tank or container to an isolated area.

Other Materials
Not listed above; Oils, Non Regulated Materials Etc. – Attempt to control leak, absorb or clean-up spilled material; Dispose of collected material in compliance with local, state or provincial regulations.

External:

If the spill or accident is **outside** or adjacent to the building;

The Chief Warden/Duty Team Leader will:

1. Direct Wardens to request staff to remain in building if safe to do so.
2. Close all windows and doors.
3. Shut down air conditioning.
4. Contain the spill and prevent it from reaching drains.
5. Cover the spill with absorbent material e.g. Sand, sawdust or drisorb.
6. If on site resources cannot contain the spill contact appropriate Emergency Services. NSW Fire Brigade—Hazmat Unit.
7. Report to the responding Emergency Services on arrival the nature and extent of the spill.
8. Direct Wardens to remain at entry doors and exits.
9. Prevent people leaving the building until the all clear is given by the Emergency Services.
10. Standby to assist as necessary.
11. When the incident has concluded complete post incident reports.

10.7 GAS LEAK

A gas leak in a building is dangerous for all occupants. The gas can be ignited by heat, sparks or flames and is explosive when mixed with air.
The main gas hazard on site is stored cylinders of Oxygen and Acetylene. Cylinders are normally located in the Maintenance Workshop.

In the event of a gas leak, the Chief Warden/Duty Team Leader will:

1. Have the gas supply shut down where possible.
2. Contact Police and Fire Brigade - **000. As necessary**
2. If safe, try to contain the leak.
3. Shut down the air conditioning systems to prevent induction of fumes.
4. Eliminate ignition sources.
5. Instruct staff, contractors and visitors not to smoke or use lighters.
6. If necessary evacuate the building occupants to an area well upwind from the incident. Be aware of changes in wind direction.
7. Request staff to keep unauthorized personnel away from the building.
8. Report to the Emergency Services on arrival the nature and extent of the incident.
9. Standby to offer assistance as necessary.
10. When the all clear has been given, arrange for the return of staff to the building and resetting of air conditioning systems.
11. On conclusion of the incident complete post incident report.

10.8 EARTHQUAKE

Tremors varying in intensity have been felt in many areas of Australia, but modern buildings in Australia are designed to withstand earthquakes, and it is usually more dangerous outside the building. Major movement can cause structural damage to buildings and additional dangers are after shocks which can occur hours or days later.

During an earthquake ECO members should instruct occupants to move away from windows, seek shelter under a desk, table or arch of a strong doorway. If safe to do so, move to the centre core of the building.
After the earthquake:

The Chief Warden/Duty Team Leader will:

1. Evaluate the need to evacuate the occupants.
2. Establish communications with ECO members.
3. Ensure that electricity, gas and water are shut down where necessary.
4. Arrange first aid treatment where necessary.
5. Request reports of any structural damage, fires, gas leaks or other hazards.
6. If necessary evacuate personnel from dangerous areas.
7. Instruct ECO members to warn staff:
    - Not to light matches or cigarette lighters.
    - Stay in their area if it is safe. Wandering through the building could hamper rescue operations and may be dangerous.
8. Contact Emergency Services **000** as appropriate.
9. Complete post incident reports.

10.9 POWER FAILURE

In the event of a power failure in the building;

The Chief Warden/Duty Team Leader will:

1. Inform ECO of the loss of power and cause, if known.
2. Direct ECO to inform staff of the reason for failure of power.
3. Direct staff to switch off all non essential equipment and await further instruction.

If the power failure is prolonged it may be necessary to evacuate the occupants.
Power failure also presents a security risk within the building.
The Chief Warden/Duty Team Leader will give instructions to the ECO who will evacuate the occupants as for a fire situation to the nominated Assembly Area.

11.0 MEDICAL EMERGENCY

It is possible that a Medical Emergency may occur in your building at any time and it may involve one person or it may involve many people suffering smoke inhalation etc.

FIRST AID OFFICERS

First Aid Officers are persons qualified to render first aid medical assistance when required. They should report to the Chief Warden/Duty Team Leader at the Emergency Control Point (Front of Administration Office) and pick up the Portable first aid kit and assist where necessary. All Flyash Australia staff are first aid trained and may be required to act as the First Aid Officer at any time.

Immediate Action at the scene the Chief Warden/Duty Team Leader will:

1. Ensure the Ambulance has been contacted **000** and that they are aware of the medical problem involved.
2. Ensure that no one in the area is in danger.
3. Arrange for first-aid to be administered by a qualified and competent First-Aid person.
4. Cordon off the area and restrict on-lookers.
5. If possible move the patient to a more private area and ensure the patient is made as comfortable as possible to await the arrival of the Ambulance Services.
6. If evacuation of the area is necessary;

- Evacuate walking patients to the Assembly Area.
- Move non-walking patients to a safe area of the site. (If the patient has fallen, do not move unless in immediate danger).
- **DO NOT** move a casualty if you suspect a back injury.
- Ensure that anything which could inflict further injury is removed or neutralised or electrical hazards removed/switched off.

7. Remember it is important to re-assure and calm a first aid casualty from the time you first attend to them. Shock from an accident in many cases is the cause of further injury, and also many unnecessary deaths. Treat for shock.
8. Arrange for a person to meet the Ambulance and escort them to the location of the injured/sick patient.
9. Request a qualified First Aid person to remain with patient/s until no longer required by medical/para-medical officers.
10. Adult patients may not want medical attention after initial first aid is rendered, therefore tactfully suggest that they see their doctor.

- Where appropriate or at the specific request of an individual, transportation to their doctor must be arranged.
- Next of kin to be notified by the Chief Warden/Duty Team Leader.

FURTHER ACTION

The Chief Warden/Duty Team Leader or their delegate is to ensure that:

1. An Accident/Property Damage Report is raised.
2. An informal investigation is conducted as soon as practical after the event to ascertain the cause of the emergency.
3. The incident is reported to the Insurance Manager.
4. Appropriate remedial action is taken to ensure all hazards or maintenance is reported and that the area is rendered safe before it is used again, and;
5. The relevant information is recorded in the "Occurrence Register".

11.1 ARMED HOLD-UP OR INTRUSION

Businesses with a cash flow should ensure that cash and valuables are kept to a minimum workable level. Employees who may be exposed to a hold up should be given special instruction to ensure they know how to react in a threatening confrontation.

NO AMOUNT OF CASH OR EQUIPMENT IS WORTH A HUMAN LIFE

A summary of the actions if you are confronted by an armed intruder are;

1. Obey their instructions, but do only as you are told and nothing more.
2. Try to remain calm or appear to be calm.
3. Do not make any sudden movement. Always convey intentions to offender/s.
4. Be courteous, answer questions.
5. Hand over valuables/cash on request.
6. Avoid direct eye contact. Do not take unnecessary risks.

Try to make mental note of speech, mannerisms, clothing, scars, age, height, build, tattoos or other distinguishing features of the intruders.
No attempt should be made to apprehend the assailant/s.
If possible take note of the direction taken, the vehicle colour, make and registration number.

DO NOT GIVE CHASE

When the intruders have departed;

The Chief Warden/Duty Team Leader will:

1. Ensure the Police have been advised.
2. Restrict onlookers.
3. After the intruders have left leave the area Ensure no item in the vicinity is touched or removed.
4. Request persons involved to write all observations of the intruder/s as soon as possible about the intruders such as speech, mannerisms, clothing, tattoos, scars etc..
5. Arrange for a person to meet Police and direct them to the location of the incident.
6. Organise first-aid assistance if necessary.
7. Request witnesses to remain until Police arrive.

Any person involved in an armed hold up should receive **trauma counselling** as soon as possible following the incident.

11.2 BUSHFIRE

In the event of a bushfire impacting on the site, the major threat is posed by hot embers being carried by the wind. Smoldering embers can travel quite long distances (up to 20km) if the prevailing wind conditions are right.

INTERNAL BUSHFIRE ALERT

An internal alert is raised when the bushfire threat rating is high and a fire is within a 10km radius of the site.
The following actions are to be taken:

- Clear all unnecessary flammable and combustible material from exposed areas of the site wherever possible.
- Set up water hoses and run out lay flat fire hoses in preparation to protect buildings
- Monitor fire progress.

EXTERNAL BUSHFIRE ALERT

An internal alert is raised when the bushfire threat rating is high and a fire is within a 5km radius of the site, and downwind of the fire.
In the event of an external fire alert:

- Watch for flying embers
- If the fire approaches the site boundary, use the connected hoses or lay flat fire hose to douse the external parts of the buildings
- Attempt to extinguish all spot, and boundary fires if safe to do so.
- Assist responding emergency services.
- Standby to Evacuate. Follow the direction of emergency services

11.3 DECEASED PERSON/S

1. Notify the Chief Warden / Duty Team Leader
2. Isolate the area where the incident has occurred.
3. Segregate any witnesses in private area away from the incident scene.
4. Disperse any spectators.
5. Avoid contact with blood and the body fluids by using protective gloves.
6. If practicable. Cover the body and make sure it can not be disturbed.
7. Do not interfere with any evidence.
8. Comfort witnesses/ colleagues.
9. Collect accurate information (written & photographic if feasible) about the incident.

Post Incident

1. Ensure that Police and first aid (or Ambulance Service if applicable) are informed.
2. If a staff member is involved request Police to advise when next of kin have been informed and ensure that the Secretary Manager is promptly informed.
3. Inform applicable senior management.
4. If appropriate inform applicable counselling personnel.

Complete post incident reports and investigation form and any other relevant statutory requirements

11.4 VEHICLE ACCIDENTS/FIRE

If involved in a motor vehicle accident or if you have been informed of the incident, be aware of the following.

"Always consider your safety."
Contact Emergency Services, Police, Fire, Ambulance-000

Vehicle fires are often a combination of A and B Class Fires.

VEHICLE TIP/ROLL

A vehicle involved with fire may tip over, continue to free roll, or even drive under its own power. This may endanger entrapped persons in the vehicle and onlookers and may contribute to the spread of fire.

Vehicle roll can be prevented by switching off the ignition if safe, applying the handbrake and chocking the vehicle's wheels. Emergency response personnel should not position themselves downhill of the vehicle.

EXPLOSIONS

When exposed to a severe and sustained fire a vehicle's fuel tank/cylinder, whether it contains petrol, diesel or LPG, may burst. Personnel should remain well clear, not position themselves, appliances or equipment downhill of the fire, and should concentrate the initial fire attack(where persons are not trapped) on cooling the fuel container.

A sustained flammable liquid spill fire under a vehicle can cause a vehicle's fuel tank/cylinder to burst. LPG cylinders may vent without warning during a fire, in some cases resulting in a torch like flame extending several metres out to the side or rear of the vehicle.

On vehicles powered by batteries (e.g. forklift truck) a flash fire may result from the release of hydrogen gas during recharging in a poorly ventilated area. If well involved in fire, batteries may explode, or release liquid acid and dangerous fumes.

Sealed components, such as inflatable bumpers, tyres, air shocks and drive shafts may burst or explode during a fire. This is particularly hazardous with large vehicles. Semi trailers for example may have air bag suspension and if the burst it may result in the vehicle dropping several centimeters.

Consider the following hazards in the event of a vehicle fire:

- Passing Traffic
- Downed Power lines/ Damaged Power pole
- (LPG vehicles) – gas may vent and burn without warning
- Possible hazardous load
- Some vehicle components may burst/explode
- Broken Glass
- Vehicle may tilt or roll
- Spilt fuel on the ground

ELECTRICAL HAZARDS

A vehicle fire or accident may involve downed power lines. Be on the alert for any such electrical hazard and remain well clear until the electrical supply authority staff have confirmed that the electrical power supply has been shut off.

HAZARDOUS MATERIALS

Apart from carrying hazardous cargo some vehicle components may be hazardous when involved in a fire.

VEHICLE INCIDENT –NO FIRE

Approach the vehicle from upwind and uphill. Where a vehicle incident involves a fuel spillage without a fire, the possibility of ignition can be reduced by blanketing the spillage with a coating of Foam or Dry Chemical Powder, prohibiting smoking and other ignition sources in the area and disconnecting or cutting the vehicle's battery lead. (earth terminal first)
Have adequate and appropriate fire-fighting equipment ready.

12.0 CROWD MANAGEMENT IN AN EMERGENCY

In any evacuation of a site, it may be necessary for the members of the Emergency Control Organisation to control the movement of a large number of persons.
The following is a brief guide for the management of crowds in an Emergency.

Positioning

Members of the Emergency Control Organisation responsible for the movement of people out of a danger area should, in the first instance, position themselves so that they are:

- Clearly visible and identifiable by wearing Warden Hats and uniforms.
- Not exposing themselves, or any other person, to danger.
- Able to exercise control over persons leaving the confines of the site.

Movement Control

Wardens should direct persons towards the exits using:

- A calm but firm voice.
- Smooth and commanding hand signals.

It is imperative that Wardens, at the very outset, prevent panic from infiltrating the crowd.
Words such as "HURRY", "FASTER", "BOMB", "FIRE" and "TRAPPED" should be avoided at all costs.

People will be bewildered and curious as to the cause of the evacuation, but Wardens must not engage in lengthy explanations with people at the exit points.
The objective is to quickly, calmly and safely move people out of the building.

Exits must not be obstructed by persons stopping to ask questions or attempting to manhandle bulky items through the door.

In directing the crowd, Wardens should use such terms as:

- "This way please".
- "Move directly outside".
- "Quickly move that way".

Positive and commanding hand signals should be used to augment verbal directives.
Once people have left the building they must not be permitted to re-enter until it is safe to do so.

POST TRAUMA COUNSELLING

It is strongly recommend that any persons subjected to any Emergency which may be life threatening should seek immediate professional counseling.
Employers should organise the counseling to assist the employees through the after effects, as smoothly and quickly as possible.

13.0 AMENDMENTS

A copy of this Emergency Procedures Manual and all revisions of the plan shall be maintained at the facility.

This manual shall be reviewed and immediately amended, if necessary, whenever:

- The Procedures fails in an emergency.
- The facility changes in its design, construction, operation maintenance, or other circumstances, in a manner that materially increases the potential for fire, explosion, emission or discharge of hazardous waste or hazardous waste constituents, or changes in the response necessary in an emergency.
- The members of the emergency control organisation changes.
- The list of emergency equipment changes.
- Any Flyash Australia named individual or phone number changes.

At all times, there shall be at least one employee on the premises with the responsibility for co-coordinating all emergency response measures (Chief Warden/Duty Team Leader).

13.1 AMENDMENTS RECORD

(Amendments are to be entered immediately on receipt)

Amendment			
Date	Page Number	Amendment Made By	Approval

14.0 INVENTORY OF POTENTIAL HAZARDOUS SUBSTANCES

15.0 EMERGENCY EVACUATION PLANS

Environmental Incident Notification

Emergency Services

Fire - Police - Ambulance

Dial - 000

Environmental Incident Notification

Ministry of Health

02 9391 9000

Environmental Incident Notification

Local Area Fire Brigades

Morisset - 02 49 73 34 66
Toronto - 02 49 59 12 65
Wangi - 02 49 72 14 14

Environmental Incident Notification

State Emergency Services

SES Cooranbong - 02 49 77 32 33
SES Lake Macquarie - 13 25 00

Environmental Incident Notification

Local Area Police

Morisset - 02 49 73 14 14
Toronto - 02 49 50 36 99

Environmental Incident Notification

Medical Services

Dora Creek Medical Centre -
Ph- 02 49 73 18 77
Mob: - 0418 680 788

John Hunter Hospital

02 49 21 30 30

Environmental Incident Notification

Energy Australia

Energy Aust Emergency Services
13 13 88
Gas - AGL
13 19 09

Environmental Incident Notification

External Agencies

EPA - 02 49 08 68 00
After Hours - 02 49 69 24 88
LMCC - 02 49 21 04 20
Waste Emerg Services - 02 49 73 32 93

Environmental Incident Notification

Service Providers

Electrical Contractor ATCE
Rob Parkhill - 0414 591 565
Plumbing Toronto Plumbing -
Gary Deamer - 0407 934 421

Environmental Incident Notification

Poisins Information Centre

13 20 90

Environmental Incident Notification

Yates Security

Control Room - 13 19 11

Eraring Guardhouse - 02 49 73 05 31

Environmental Incident Notification

Eraring Power Station

Charge Engineer - 02 49 730 402

Control Room - 02 49 730 421

Emergency Response Team 02 49 730 555

Fire & Emergency Evacuation Procedures

The following procedure shall be followed in the event of a fire or emergency situation at Flyash Australia's Eraring Depot.

Medical Emergency:

1) Call 000 and request an ambulance, supply relevant information such as cross streets etc.
2) If medical emergency is life threatening call 02 49 730 555 and request assistance from the Eraring Energy emergency response team.
3) If comfortable to do so render first aid as per First Aid Training.
4) Person in charge of site will inform FAA General Manager and shareholder companies

Fire Emergency:

Large Fire Control Room

1) Fire detection system alarm sounds after it has read the presence of smoke
2) Attend one of the local alarm panels to identify which building has alarm
3) If fire in Control Room, use one of the local E Stops to shutdown truck loading
4) If safe to do so advise trucks to leave weighbridges, and park in the EE laydown area
5) Evacuate all other persons from the Control room, smoko room and immediate vicinity
6) Access fire risk, if not safe evacuate building
7) If safe to do so collect portable first aid kit and take to nominated evacuation assembly area
8) Close Control Room door as you leave to slow down fire
9) Call 000 and request fire brigade, supply relevant information such as phone number, cross streets etc
10) Inform person in charge of site.
11) Person in charge on site will if safe ask drivers to remove their trucks from weighbridges and to park in the EE laydown area, then report to nominated evacuation assembly area.
12) Person in charge will ensure all persons on site are evacuated to nominated evacuation assembly area, visitors book will be checked off to ensure all are accounted for.
13) Person in charge will nominate 1 of the maintenance staff to isolate main power supply to Control Room as they evacuate workshop area
14) Person in charge will instruct 1 person to stop arriving vehicles at a safe distance from site
15) Person in charge will contact FAA employees working on the EE site, advise them of situation and instruct them to either stay where they are until the situation is under control, or report to nominated emergency evacuation area.
16) Person in charge will inform FAA General Manager and shareholder companies as soon as possible.
17) If fire was an electrical fire then person in charge will organize an electrical inspection by a licensed electrical tradesperson prior to anyone entering the Control Room.
18) No persons shall approach or enter building until instructed by fire brigade and electrical tradesperson that it is safe to do so
19) When building considered safe to enter, building will be ventilated until atmosphere is safe to work in

Fire Emergency

For All Other Buildings

1) Fire detection system alarms sounds after it had read the presence of smoke
2) Attend local alarm panel to identify which building has alarm
3) First person in attendance will evacuate all persons from building and immediate vicinity
4) Access fire risk, if not safe evacuate building
5) Close building door as you leave
6) Call 000 and request fire brigade, supply relevant information such as phone numbers, cross streets etc
7) Inform person in charge of site.
8) Person in charge will ensure all persons on site are evacuated to nominated evacuation assembly area, visitors book will be checked off to ensure all are accounted for.
9) Person in charge will nominate 1 person to isolate power to building if safe to do so
10) Person in charge will instruct 1 person to stop arriving vehicles at a safe distance from site
11) Person in charge will nominate one person to collect portable first aid kit and take to nominated evacuation assembly area
12) Person in charge will inform FAA General Manager and shareholder companies as soon as possible
13) No persons shall approach or enter building until instructed by fire brigade that it is safe To do so
20) If fire was an electrical fire then person in charge will organize an electrical inspection by a licensed electrical tradesperson prior to anyone entering the building.
21) When building considered safe to enter, building will be ventilated until atmosphere is safe to work in

Fire Alarms

1) If a smoke detector detects the presence of smoke an alarm will be sounded through the dedicated external audible fire protection system
2) If there is time and no localized fire is apparent FAA employees should check their local alarm panel which will display a written message informing all of the building which has the alarm.
3) When persons hear a fire alarm but the fire is not at their location they shall stay at their location until contacted and instructed which is the safest evacuation route and which is the nominated evacuation assembly area.

Grab Card Instructions - Step by Step Reminder List
Fire or Emergency Situation Evacuating to Assembly Areas

1) Check local alarm indicator panel to locate fire
2) Grab visitors book, site map and keys to emergency information cabinet from wall inside of Control Room door.
3) Nominate someone to call fire brigade
4) Nominate someone to grab portable first aid kit from Control Room
5) Decide which evacuation assembly area is the safest to use
6) Nominate someone to inform all persons, all locations onsite to evacuate by safest route to evacuation area
7) Grab Dry Chemical Powder extinguisher
8) Proceed to building and access fire risk
9) Evacuate building
10) If area unsafe close door
11) If safe remove trucks from weighbridge and inform them to park in the EE laydown area
12) Confirm fire brigade has been called
13) Nominate someone to isolate main power supply
14) Nominate someone to check FAA car park area
15) Proceed to assembly area, do head count and confirm all present
16) Nominate someone to stop all traffic entering site
17) Confirm power isolated
18) Confirm FAA car park empty
19) Access condition of all persons at evacuation area, if required call ambulance and provide first aid
20) Give status report to fire brigade

Flyash Australia

Fire Emergency Evacuation Procedures

Large Fire MCC – PLC Building

1) **Fire detection system alarms sounds after it has read the presence of smoke**

2) **Check alarm indicator panel to locate fire**

3) **Use one of the local E Stop buttons to shutdown truck loading**

4) **If safe to do so, advise trucks to leave weighbridge and park in the EE laydown area**

5) **Evacuate all other persons from the building and immediate vicinity**

6) **Grab Fire Extinguisher, Access fire risk, if not safe evacuate building**

7) **Close MCC-PLC Room door as you leave**

8) **Call 000 and request fire brigade, supply relevant information such as phone numbers, cross streets etc**

9) **Inform person in charge of site.**

10) **Assist person in charge or evacuate to nominated evacuation assembly area**

Flyash Australia

Fire Emergency Evacuation Procedures

Lone Operator Onsite

1. **Fire detection system alarms sounds after it has read the presence of smoke**

2. **Check local alarm indicator panel to locate fire**

3. **Grab Fire Extinguisher, Access fire risk from doorway if safe to do so. Do not enter building unless the fire risk is very small, and the fire can be extinguished very quickly**

4. **Call 000 and request fire brigade, supply relevant information such as phone numbers, cross streets etc**

5. **Use one of the local E Stop buttons to shutdown truck loading**

6. **If safe to do so, advise trucks to leave weighbridge and park in the EE laydown area, otherwise evacuate driver/s to nominated evacuation area**

7. **If safe to do so shutdown ash transfer from CCP plant and SCADA system**

8. **Evacuate all other persons onsite to the nominated evacuation area**

9. **Check that all persons onsite have been evacuated to the nominated evacuation assembly area**

10. **Inform person in charge of site.**