EMERGENCY RESPONSE PLANS ATTACHMENT 1

***SECTION 3*** *Framework for Health and Safety Management*

MODEL EMERGENCY RESPONSE PLAN TEMPLATES

**SITE EMERGENCY RESPONSE PLAN**

***ATTACHMENT***

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Site Location: |  | Site Address: |  | Nearest Intersection: |  |
| Nominated 1st Aiders |  | Site Manager |  | Nominated Emergency Wardens |  |
| **EMERGENCY SERVICES DETAILS** | | | | | |
| Type of Service | Name | Phone Number | Address | Map Ref | |
| Emergency | Police, Fire, Ambulance | 111 |  |  | |
| Medical Clinic |  |  |  |  | |
| Local Hospital |  |  |  |  | |
| Back up Hospital |  |  |  |  | |
| Local Fire Authority |  |  |  |  | |
| **EMERGENCY PLAN** | | | **TELEPHONING INSTRUCTIONS** | | |
| In the event of a fire the evacuation route will be the nearest access point depending on the location of the fire: | | |  | | |

GENERAL EMERGENCY & EVACUATION PROCEDURE

***SECTION 3*** *Framework for Health and Safety Management*

**IN AN EMERGENCY SITUATION IT IS IMPORTANT TO**

REMAIN CALM --- DO NOT PANIC

Respond quickly and decisively Remember your own safety

**FOR ALL EMERGENCIES**

Stop work immediately

Warn other people who may be at risk

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Notify Incident Response Manager (Applied Site Manager) or Emergency Coordinator (WI Group Site Administrator):

 What has happened?

 Where has it happened?

 How many people involved?

**IF IT IS SAFE TO DO SO**

Check for injured or trapped people Reduce or eliminate the hazard Extinguish ignition sources

Disconnect electrical equipment and isolate all power

**IF YOU ARE NOTIFIED TO EVACUATE**

Do not run

Move in an orderly way directly to the Emergency Assembly Area Have your name noted at the Emergency Assembly Area

Remain at the Emergency Assembly Area and await further instructions Return to normal duties only when directed by the Site Manager

|  |  |
| --- | --- |
| **DIAL 111 – REPORT THE EMERGENCY** | |
| My name is….. | DO NOT HANG UP UNTIL TOLD TO DO SO |
| I have an emergency to report…..  The emergency is (eg: medical, fire)….. |
| MAKE SURE YOU HAVE A RESPONSE |
| The emergency location is at….. |
| The danger or injuries are….. | ANSWER ALL QUESTIONS, & REPEAT INFO IF NECESSARY |
| There are ….. number of people hurt |

**KEEP CALM & GET FIRST AID HELP**

Keep CALM so you can help Call for FIRST AID assistance Try to stop any serious bleeding

Don’t move the injured person unless there is danger of further injury Stay with the injured person until help arrives

Apply artificial respiration if necessary, but only if you are qualified Direct someone to the site entrance to guide emergency vehicles

|  |  |
| --- | --- |
| **EMERGENCY EQUIPMENT** | |
| FIRST AID KITS |  |
| FIRE EXTINGUISHERS |  |

ABE fire extinguishers are DRY CHEMICAL fire extinguishers, and are suitable for fires where wood, paper, flammable liquids and / or live electrical equipment are involved.

***SECTION 3*** *Framework for Health and Safety Management*

|  |  |
| --- | --- |
| ENVIRONMENTAL SPILL KIT |  |
| EMERGENCY ALARM |  |

IN THE EVENT OF A MEDICAL EMERGENCY

***ATTACHMENT***

**CONTINGENCY PLAN – MEDICAL EMERGENCY (GENERAL)**

**Background Information**

Medical emergencies and accidents can occur at any time. Some emergencies may only require first aid care, while others may require immediate medical attention. When in doubt, dial 111

Medical emergencies involving any person must be reported to the Incident Response Manager who will if necessary, advise WorkSafe.

**Procedure for Individuals**

 Ensure there is no further danger to you or the injured.

 Don’t leave the injured person.

 If the emergency is a car accident, ensure the vehicle is stable, turn the engine off and isolate the battery.

 Telephone 111 or the Incident Response Manager and advise the following information: Nature and location of emergency, Access point to the site, Your name and phone number

 Do not hang up until advised to do so by the emergency dispatcher.

 Send for a First Aider.

 Advise the Incident Response Manager (and First Aider if different from Incident Response Manager) that an individual has been injured, and an ambulance has been called (if necessary).

 Stay with the injured person until assistance arrives. Do not attempt to move the injured person unless they are in immediate danger.

 First Aider to take charge of situation and render first aid (as necessary) until emergency help arrives.

 Stay calm and keep the victim calm and warm with a coat or blanket.

 Do not move the victim/injured person unless the person is at risk of further injury.

 Do not give the victim anything to eat or drink.

**Procedure for Incident Response Manager**

 If it hasn’t already been done, telephone 111 or direct someone to do so and advise the following information: Nature and location of emergency your name and phone number and the name(s) of any injured person(s). Do not hang up until advised to do so by the emergency dispatcher.

 Clear access routes for emergency vehicles, and if possible, send someone to the access point to the site (with radio / mobile phone) to guide the emergency vehicles and ensure no unauthorised entry to the site (e.g. the media or general public).

 Render all necessary assistance to ambulance officers.

 Vacate the area when assistance arrives.

 Advise management of the incident.

 Complete an Incident Report

 If necessary, advise WorkSafe (under direction from management).

IN THE EVENT OF A FIRE OR EXPLOSION

***SECTION 3*** *Framework for Health and Safety Management*

**CONTINGENCY PLAN – FIRE AND / OR EXPLOSION**

**Background Information**

Construction and process equipment and materials, mains gas and electrical equipment, if present can be subject to the risks of explosion and/or fire.

In any fire, it is important to act quickly and decisively in order to contain the spread of the fire/flames. Remember, ensure the safety of all personnel on the site as a priority, before attempting to fight the fire.

***ATTACHMENT***

**Procedure for Individuals**

 Ensure someone has contacted the Incident Response Manager.

 Activate site emergency alarm

 Attempt to extinguish the fire with a fire extinguisher or fire blanket. Do not place yourself at risk by doing so.

 Evacuate to the Emergency Assembly Area.

 Where possible do not let the fire get between you and your escape route.

 Remain at a safe distance from both the fire and the firefighting operations.

 Render first aid as necessary.

**Procedure for Incident Response Manager**

 Phone the **Fire Service** on **111** and provide the following information: Nature and location of the fire and/or explosion. Location and access point. Chemicals stored on site. Your name and phone number.

**Do not hang up until advised to do so by the emergency dispatcher**

 If it is possible that the event may affect the existing Facility or any of its employees, the site controller for the site shall be contacted immediately and notified of the situation.

 Check the attendance register and confirm all personnel on site are accounted for.

 Ensure all injured person(s) receive prompt medical attention. Do not attempt to move the injured person unless they are in DANGER

 Ensure that the Emergency Assembly Area is safe and appropriate, and provide direction to alternatives if necessary.

 Ensure all persons on site evacuate to and remain at the Emergency Assembly Area until the appropriate authorities declare that it is safe to return. Provide assistance/consideration to any persons on site that may require it.

 Depending on the location of the fire, and in consultation with the emergency services in attendance, determine whether or not the fuel stores should be isolated.

 Clear the access routes for emergency vehicles. Appoint a person to wait at the access point to direct the emergency services to the scene of the incident.

 Render all necessary assistance to emergency service personnel.

 Advise management of the incident.

 Complete an Incident Report.

IN THE EVENT OF A ENVIRONMENTAL SPILL OR LEAK

***SECTION 3*** *Framework for Health and Safety Management*

**CONTINGENCY PLAN – ENVIRONMENTAL SPILL OR LEAK**

**Background Information**

Environmental spills may include but are not limited to spills of hazardous materials/chemicals including oil/petrol, wastewater and biosolids.

***ATTACHMENT***

**Procedure for Individuals**

 Cease work in the area (particularly any hot works/confined space works).

 Stop the source if possible and safe to do so.

 Don’t smoke or cause sparks. Extinguish all sources of ignition.

 Make efforts to contain the spilled material if safe to do so (use spill kits).

 Move away from spill.

 Move upwind as necessary.

 Advise plant operators.

 If a witness to the incident, provide information for the incident report.

 Render first aid as necessary, but only after ensuring your own safety.

 Provide further help as necessary.

**Procedure for Incident Response Manager**

 Stop work in the immediate area.

 Secure sources of ignition.

 Shut down/isolate the source of spill or leak

 Shut down non-essential sections of plant (depending on severity of spill).

 Contain the spillage (i.e. prevent from spilling/flowing any further). Possibly use absorbent booms/material to form a continuous bund surrounding the spill.

 If spill is considered too large to control, phone emergency services and inform them of: the nature of the spillage; the spillage/ leaking material; your name and phone number. Do not hang up until advised to do so by the emergency dispatcher.

 Notify the Site manager.

 Remain at the scene until made safe.

 Clear access routes for emergency vehicles.

 Prevent contaminant from entering stormwater system and/or watercourses.

 Clean up contaminant – this should be a priority once the substance has been contained and the area has been made safe for a clean-up.

 Place any contaminated soil in a 44-gallon drum or similar for later treatment.

 After incident, return the spill kit to its original location and replenish used stock.

IN THE EVENT OF A PERCEIVED OR ACTUAL THREAT TO PUBLIC HEALTH

***SECTION 3*** *Framework for Health and Safety Management*

**CONTINGENCY PLAN – THREAT TO PUBLIC HEALTH**

**Procedure for Individuals**

 Immediately contact the Incident Response Manager if an incident occurs where there is reason to believe that a threat to public health could develop. Report any suspicious circumstances.

 Give details of the incident and follow any instructions given to you.

***ATTACHMENT***

 If there are any immediate safety risks associated with the situation, vacate the area.

 If possible, secure the area and prevent any public access.

 Do not switch off any devices and/or valves unless given prior permission to do so by Site Management.

 If in doubt about any procedures to follow, always ask the Site Manager or their representative.

**Procedure for Incident Response Manager**

 Immediately inform the organisation of any incidents which may adversely affect the health of the public.

 If any injuries have occurred ensure those persons receive prompt medical attention. Follow the procedure for Medical Injuries.

 Contact the emergency services as necessary.

 Identify the areas of business which may be affected and agree the course of corrective/controlling actions to be carried out.

 Provide assistance and support to staff where necessary in order to rectify the situation.

 Adhere to organisations back-up or business continuity procedures and assist in implementing these where possible.

 Do not communicate with public/media including the issuing of publicity, media releases and responses to media inquiries without the prior consent of the organisation.

IN THE EVENT OF SIGNIFICANT PROCESS OR CONTROL FAILURE

**CONTINGENCY PLAN – LOSS OF PROCESS CONTROL**

**Background Information**

Failure of any process controls associated with the existing plant could have a significant effect on a facility. This could lead to a serious environmental incident and could also pose health & safety risks to the public at large. A organisation should have procedures in place to deal with such an event however prompt response to such events is vital. Failure of controls within a proposed facility that only occur at commissioning phase of the construction works should not be as serious.

**Procedure for Individuals**

 Immediately cease work in the affected area.

 Inform the Incident Response Manager immediately. Give details of the incident, if known.

 If any isolation switches/valves are immediately evident, attempt to switch off if safe to do so. Only attempt this if you are certain it will not adversely affect any operations and are confident that what you are attempting is correct. If in doubt do not attempt to alter any valves and/or switches.

 Await instruction from the Incident Response Manager.

**Procedure for Incident Response Manager**

 Immediately report the failure to senior management and operations. It may affect the site and back-up systems may need to be implemented.

 If any injuries have occurred, provide first aid and contact the emergency services.

 Follow any procedures that may be in place with regard to the existing facility.

IN THE EVENT OF A BOMB THREAT (OR OTHER THREAT)

***SECTION 3*** *Framework for Health and Safety Management*

**CONTINGENCY PLAN – BOMB THREAT (OR OTHER THREAT)**

**Background Information**

 It is possible a bomb or other threat could be made. All such threats are to be taken seriously.

***ATTACHMENT***

**Procedure for Individuals**

 If a bomb or other threat is received by phone, follow the procedure below:

Attempt to maintain the conversation, remain calm; attract someone else’s attention – get them to notify the Incident Response Manager, or if possible, transfer the call to the Incident Response Manager.

~ Note details of the caller (e.g. voice characteristics), including background noise, and where possible record details of the call including time and duration.

~ If possible, ask for details of the bomb/threat, such as its location and when it might be detonated.

 If a suspect package is received by mail or other delivery, do not attempt to handle it and under no circumstances open it.

 Advise the Incident Response Manager.

 In the event the Incident Response Manager is not available, notify Emergency Services on 111, providing the following information:

~ Nature of the threat

~ Your name and phone number

~ Do not hang up until advised to do so by the emergency dispatcher

 Evacuate to the Emergency Assembly Area, ensuring that any person requiring assistance/consideration receives is given it.

Where possible avoid any known areas of risk (e.g. suspected bomb locations).

 Remain at a safe distance from the location until the appropriate authorities advise that it is safe to return.

 If a bomb or suspect device is located or identified, under no circumstances is it to be touched, handled or approached.

 Under no circumstances assume that the location or the explosion/activation of a bomb or suspected device is the only threat – there may be other bombs/devices; a second device has often been used to attack those rendering assistance to the victims of a first bomb.

**Procedure for Incident Response Manager**

 Evacuate all staff & visitors to the Emergency Assembly Area, including ensuring that any person requiring assistance/ consideration receives it. Where possible avoid any known areas of risk (e.g. suspected bomb locations).

 Clear access routes for emergency vehicles.

 Check the attendance register and confirm all persons on siteare accounted for.

 Remain at a safe distance from the location until the appropriate authorities advise that it is safe to return.

 If possible, isolate the area, and ensure that the attending authorities are aware of the bomb or suspect device.

 Render all necessary assistance to emergency service officers.

IN THE EVENT OF VANDALISM

***SECTION 3*** *Framework for Health and Safety Management*

**CONTINGENCY PLAN – VANDALISM**

**Background Information**

In the unlikely event that acts of vandalism are carried out the following procedures should be carried out.

**Procedure for Individuals**

 Report any acts of vandalism or any suspicious activities.

***ATTACHMENT***

 Be diligent in site security and report any instances of unauthorised personnel entering the site.

 If an act of vandalism is noticed, report it to the Site Management team immediately.

 If the act of vandalism results in damage to equipment which may lead to an incident such as those tabulated above (i.e. spillage/ fire/flood/contamination) attempt to immediately stop the hazard from being realised if it is safe to do so.

**Procedure for Incident Response Manager**

 If there are any dangers presented by the act of vandalism, secure the area and restrict personnel movements into the area until made safe.

 Relay details of the act of vandalism to Incident Reponse Manager.

 Incident Reponse Manager to contact law enforcement agencies and give all relevant details.

 Assess the damage caused by the act of vandalism and advise of any delays this may cause to the site.

 Contact the relevant insurers where applicable.

 Complete Incident Report.

IN THE EVENT OF EXTREME WEATHER

**CONTINGENCY PLAN – SEVERE WEATHER AND EARTHQUAKE**

**Background Information**

The Facility may be subject to severe weather events and/or earthquakes which can produce some or all of the following effects:

 Lightning damage to buildings or electrical equipment.

 Hail damage to vehicles or buildings.

 Loss of electrical power.

 Fire due to lightning strikes.

 Death or injury caused by windblown debris, falling trees, hail or lightning strike.

 Problems due to stormwater.

**Procedure for Individuals**

 Stay inside during lightning or hail storms.

 Do not use the telephone during lightning storms.

 Wear appropriate protective clothing.

**CONTINGENCY PLAN – SEVERE WEATHER AND EARTHQUAKE**

***SECTION 3*** *Framework for Health and Safety Management*

**Procedure for Incident Response Manager**

 If extreme weather is anticipated weather systems and forecast should be closely monitored.

 If an event seems imminent, site materials should be secured to prevent any chance of materials being blown away by wind or washed away.

 If an event occurs, cease work and ensure all employees, visitors and contractors are accounted for.

 Check for injuries and render first aid as necessary.

***ATTACHMENT***

 Inspect all structures and equipment and ensure no damage has been sustained.

 In the event damage has been sustained, take appropriate remedial action.

 Should the storm event or earthquake cause a consequential emergency such as indicated above, the appropriate emergency plan