

MS NAME:	Emergency Response Management Plan	MS NO.	OHS-001-MS.39
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1 PURPOSE

The Emergency Response Management Plan (ERMP) is an outline of the procedures to be followed by all employees, contractors and visitors at Neumann Steel's Currumbin Facility in the event of the emergency situations specified.

The purpose of the ERMP is to:

- Address a range of potential emergencies that may occur within the site;
- Outline the procedures to be followed;
- Assign responsibilities for specific action;
- Contain and control a major accident, so as to minimise the effects on people, property and the built and natural environment;
- Ensure the safety and well-being of all personnel on the premises at the time of an emergency; and,
- Ensure safe, efficient, and orderly evacuation of all persons within all buildings on site.

2 METHOD STATEMENT DETAILS

Neumann Steel is committed to maintaining a safe and healthy working environment for its employees and others. The ERMP shall be disseminated around the Currumbin Facility so that all employees, contractors and visitors, have access to information and procedures outlined.

The principal function of the ERMP is to ensure the safety of employees, contractors and visitors. Neumann Steel requires your cooperation in strictly following the procedures contained in the ERMP and in the event of an emergency, acknowledge the authority and instructions of the Emergency Response Team (ERT).

Whenever an emergency occurs, it is essential that procedures and organisational arrangements be prepared for the orderly movement of occupants out of the danger area to an area of safety.

All instructions given by the ERT will overrule normal management structure.

Emergency Planning

The ERMP is a key component of emergency management. The four phases of emergency management are prevention, preparedness, response, and recovery, which are defined:

- Prevention** : regulatory and physical measures to prevent emergencies or mitigate their impact;
- Preparedness** : arrangements to mobilise and deploy all necessary resources and services;
- Response** : actions taken during and immediately after an emergency to minimise the impact; and,

Recovery : arrangements to restore the facility to normal as quickly and efficiently as possible and to assist the community to recover.

The Emergency Planning process should:

- Identify the hazards associated with the Currumbin Facility;
- Determine the possible physical consequences of these hazards and their impacts on the Currumbin Facility and surrounding community;
- Define the roles of relevant organisations and personnel;
- Strengthen the emergency network;
- Improve public awareness and education;
- Provide for effective emergency communications and public warning systems; and,
- Result in a concise and simple emergency plan and emergency procedures.

2.0 EMERGENCY EVACUATION PROCEDURES

2.1 Emergency Building Alarms

If you hear an alarm - prepare to evacuate.

2.2 Evacuation Alarm

Evacuation Alarm:

- Employees*
1. Cease all work activities
 2. Shutdown the Plant
 3. Assemble on the direction of the Area Warden.
 4. Proceed calmly to your Assembly Area.
 5. Report any persons who are absent to Area Warden.
 6. Return on the advice of Area Warden.

Visitors and

- Contractors*
1. Follow directions given by Neumann Steel Representative.
 2. Do not to leave the site or re-enter buildings without authorisation of Neumann Steel Representative.

- Area Wardens*
1. Obtain Employee telephone list and/or attendance Sheet.
 2. Ensure all Employees are assembled at fire exits.

3. Direct all Employees to their Assembly Area.
4. Ensure Exit Warden is at building exit.
5. Conduct sweep of building to ensure all persons have evacuated.
6. Attend Assembly Area and ensure all persons present have been accounted for.
7. Report to Chief Warden for further instructions.

2.4 After Hours Evacuation

If an Alert Alarm or an Evacuation Alarm sounds **after hours** (i.e. after 5pm) all persons on site **shall evacuate the area regardless**.

The Bar Shop Team Leader shall assume the role of Chief Warden until relieved.

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|-----------------------------------|--|
| <i>Employees</i> | <ol style="list-style-type: none"> 1. Cease all work activities. 2. Shutdown the Bar Shop & Mesh Shop Plant (although the Heat Treatment Plant and Injection Moulding Plant may remain active if the emergency is in the Bar & Mesh Shop and vice versa). 3. Assemble on the direction of the Area Warden. 4. Proceed calmly to your Assembly Area (Nuban Street Car Park). 5. Report any persons who are absent to Area Warden or Supervisor. 6. Return on the advice of Area Warden or Supervisor. |
| <i>Contractors</i> | <ol style="list-style-type: none"> 1. Follow all directions given by Area Warden or Supervisor. 2. Do not to leave the site or re-enter buildings without authorisation of Area Warden or Supervisor. |
| <i>Area Wardens or Supervisor</i> | <ol style="list-style-type: none"> 1. If possible, obtain Employee telephone list and/or attendance sheet. 2. Ensure all Employees are assembled at fire exits. 3. Direct all Employees to their Assembly Area. 4. Ensure Exit Warden or nominated Employee is at building exit. 5. Conduct sweep of building to ensure all persons have evacuated. 6. Attend Assembly Area and ensure all persons present have been accounted for. 7. Confirm with other Area Wardens or Supervisors for further instructions and contact Emergency Services if required. 8. Contact Chief Warden for further instructions. |

2.5 Engineering Building

Employees in the Currumbin Engineering Building will be alerted by a single alert tone. In this instance, all occupants shall:

1. Return to their normal work area
2. Secure all valuables
3. Continue normal duties until further instruction from the Area Warden
4. On the Area Wardens instructions - evacuate the building and proceed to the Assembly Area

3.0 RESPONSIBILITIES

3.1 Emergency Response Team

The Emergency Response Team (ERT) is designed to provide a structure for the management of emergency situations amongst the site. Members of the ERT must:

- Be physically fit;
- Command authority;
- Have good decision making skills;
- Be able to remain calm under pressure;
- Have clear action and be able to communicate effectively; and
- Be normally available within the work area for which the person is appointed as a team member.

The ERT consists of:

Position	Hard Hat	Vest
Chief Warden (1)	Red	Fluro Orange
Deputy Chief Warden (1)	Yellow	Fluro Orange
Area Wardens (15)	Green	Fluro Green
Mesh Shop (2)	Green	Fluro Green
Bar Shop (2)	Green	Fluro Green
Injection Moulding (1)	Green	Fluro Green
Administration Centre (2) Building 11, Building 10	Green	Fluro Green
Engineering (1)	Green	Fluro Green
Sales & Marketing Centre (1)	Green	Fluro Green
Building 16 (2)	Green	Fluro Green
Hardware (1)	Green	Fluro Green
Timber (1)	Green	Fluro Green
Currumbin SC (1)	Green	Fluro Green
Exit Wardens (17)	Green	Fluro Green
Mesh Shop (3)	Green	Fluro Green
Bar Shop (3)	Green	Fluro Green
Heat Treatment (1)	Green	Fluro Green
Injection Moulding (1)	Green	Fluro Green
Administration Centre (2) Building 11, Building 10	Green	Fluro Green
Engineering (1)	Green	Fluro Green
Sales & Marketing Centre (1)	Green	Fluro Green
Building 16 (2)	Green	Fluro Green
Hardware (1)	Green	Fluro Green
Timber (1)	Green	Fluro Green
Currumbin SC (1)	Green	Fluro Green
Observers (3) Jane Olson, Steve Smee, Phil Unicomb	Blue	Fluro Yellow

It should be clearly understood that the primary duty of the ERT is not to combat emergencies, but to ensure, as far as practicable, the safety of building occupants and their orderly evacuation from the danger zone.

The ERMP is to be read, and thoroughly understood by the ERT. All Employees are expected to read the Plan.

It is important that ERT members are trained in their specific duties, which include but are not limited to:

- Layout of the area they are responsible for;
- Operation and procedures of communication equipment to assist in the evacuation of persons; and,
- Operation of all fire detection systems installed in the building on site.

To facilitate individuals and teams develop this competency, training should include the following steps:

- Description of the principles and processes involved;
- Physical demonstration and practice;
- Opportunity to demonstrate competency;
- Testing to certify readiness;
- Periodic retraining; and,
- Periodic self-training and reviews.

Training of ERT members should occur immediately after an individual has been identified as a designate for a role. Each member of the ERT must be trained in their duties and be able to demonstrate competence in them.

Annual drills are to be conducted on the site, to test the efficiency of the ERMP, and the awareness of Employees in emergency procedures.

Periodic self-audits must be performed on the ERMP to assure that it is effective and up to date.

3.2 Chief Warden

The Chief Warden shall take charge of all emergency situations and is ultimately responsible for the safety of all personnel involved in the emergency.

The Bar Shop Team Leader shall assume the role of the Chief Warden after hours emergencies until the Chief Warden arrives on site.

The duties and responsibilities of the Chief Warden include, but are not limited to:

- Be familiar with the buildings on site and emergency exits;
- Ensure the Neumann Steel Currumbin Facility ERMP is current and effective;
- Establish and manage the ERT;
- Make the key decisions in response to an emergency;
- During an emergency, assume control and direct operations until appropriate authorities arrive; and,
- Be the primary contact for Emergency Services.

On becoming aware of an emergency situation

- Make initial assessment on information available.
- Obtain Emergency Management Plan and Incident Kit (if possible).
- Initiate additional call outs including Emergency Services if required.
- Commence **Emergency Incident Log CUR-OHS-F 1104**.
- Advise Wardens of location and nature of emergency using mobile phones and/or landline telephones.
- Travel to incident site if possible and re-asses.
- Contact Maintenance personnel in preparation of isolation of energy sources

If evacuation is necessary

- If Alert Alarm is not already sounding - activate.
- Activate Evacuation Alarm at relevant Fire Panel.
- Advise Area Wardens of situation using mobile phones and/or two-way radio system and remain in full communication at all times.
- Advise Maintenance personnel to isolate energy sources.
- Meet and brief Emergency Services upon their arrival

Actions required during Emergency

- Collect list of casualties, equipment damage and status of the ongoing response and additional information.
- Maintain regular updates to Facility Manager and Managing Director.
- Check and sign **Emergency Incident Log CUR-OHS-F 1104** regularly including a record of areas evacuated.
- Ensure all persons are accounted for - if not, notify Emergency Services.
- Comply with **Incident Reporting and Investigation Procedure CUR-OHS-PRO 1077**

Post Incident

- Authorise reoccupation of the buildings on site once it is safe to do so.
- Conduct debrief at the Great Hall, or suitable off-site location, at the completion of the emergency.
- When the situation has stabilised, conduct an investigation into the emergency and prepare a Full Management Report as per **Incident Reporting and Investigation Procedure CUR-OHS-PRO 1077**.
- Ensure energy sources have been re-instated, once area is declared safe.

If a fatality or serious injury is involved, the area must be barricaded off after the recovery has been carried out. The area must be left as is until the Division of Workplace Health and Safety Inspectors and Police has conducted its investigation.

Following a fatality, those involved and the other shift members may be emotionally upset. You must make allowances for this and show due concern and respect for all involved.

3.3 Deputy Chief Warden

The duties and responsibilities of the Deputy Chief Warden include, but are not limited to:

- Assist the Chief Warden;
- Assume responsibilities of the Chief Warden during the absence of the Chief Warden;
- Advise the Chief Warden on any technical matter which may arise in the course of the emergency; and,
- Monitor the emergency and advise the Chief Warden of any possible danger to personnel and property.

On becoming aware of an emergency situation or Alert Alarm

- Make initial assessment on information available.
- Assist in imitating additional call outs.
- Assist in advising Area Wardens of location and nature of emergency.

If evacuation is necessary

- Advise Area Wardens of situation using mobile phones and/or landline telephones and remain in full communication at all times.
- Meet Emergency Services upon their arrival.

Actions required during Emergency

- Assist in collecting list of casualties, equipment damage and status of the ongoing response and additional information.
- Assist in ensuring all persons are accounted for.

Post Incident

- Attend debrief at the completion of the emergency.
- Assist in conducting an investigation into the emergency in compliance with ***Incident Reporting and Investigation Procedure CUR-OHS-PRO 1077.***

3.4 Area Wardens

Certified First Aiders shall assume the role of Area Wardens.

The duties and responsibilities of Area Wardens include, but are not limited to:

- Take charge of all operations until the Chief Warden or Deputy Chief Warden arrives to direct operations. Be familiar with the area of responsibility;
- Be aware of the location of manual call points, fire fighting equipment and obscure areas where people may be located;
- Liase with the Chief Warden and Deputy Chief Warden; and,
- Commence immediate evacuation of the area if the circumstances warrant it.

Upon being given directions to evacuate

- Order evacuation to commence with assistance from Exit Wardens.
- Direct personnel in your area to the exits and proceed to evacuate.
- Carry out inspection of your area ensuring toilets, lunchrooms, etc. are cleared. Close the door once area is clear.
- Once area is clear, proceed to Emergency Assembly Area.

When all occupants are at the Emergency Assembly Area

- Notify Chief Warden or Deputy Chief Warden that your area is all clear.
- Ensure all personnel in your area are accounted for.
- If not all are accounted, advise the Chief Warden or Deputy Chief Warden and await further instructions.
- Ensure persons do not re-enter the building, until advised by the Chief Warden or Deputy Chief Warden, it is safe to do so.
- Attend debrief at the completion of the emergency at the Great Hall or nominated location.

After Hours Emergency

- Assess and direct operations until the arrival of Emergency services.
- Contact Chief Warden, Deputy Chief Warden, and Facility Manager.
- Control incident scene access and preserve the scene.
- Collect list of casualties, equipment damage, and status of the ongoing response and additional information.
- Make a full and detailed report including times and actions of the incident.
- Attend debrief at the completion of the emergency.

3.5 Exit Wardens

The duties and responsibilities of Exit Wardens include, but are not limited to:

- Ensure path of travel to exit is clear and unobstructed;
- Prevent persons from entering the building if told to do so;

- Provide security for entry and exit to buildings;
- Provide security for entry and exit to site;
- Notification of emergency to occupants at other premises at Currumbin site; and,
- Liase with Emergency Services for site security requirements.

Upon being given directions to evacuate by Area Warden

- Position yourself at your designated exit, and assist persons to exit.
- Assist and direct persons entering exit, restrain running and pushing; encourage speed but with safety.
- Prevent persons entering the building.
- Remain at exit system until Area Warden advises area is all clear and to proceed to Emergency Assembly Area.

3.6 First Aiders

The duties and responsibilities of First Aiders include, but are not limited to:

- Upon notification of incident, and instructed, proceed to incident;
- Administer first aid as required;
- If required, notify the ERT to arrange for medical evacuation and other back up as needed;
- Welfare of the injured, at all times whilst at the incident site until Emergency Services arrive;
- Keep an accurate log of all treatments given and times; and,
- Attend debrief at the completion of the emergency.

3.7 Employees, Visitors, and Contractors

The duties and responsibilities of all Employees, visitors and contractors include, but are not limited to:

- Have sound knowledge of emergency procedures;
- Be aware of who is in the Emergency Management Team;
- The identity of their Area Warden;
- During the emergency incident, follow instructions given by members of the Emergency Management Team; and,
- Comply with all directions given by Emergency Services.

Upon being given directions to evacuate by Area Warden

- Assemble initially at a safe distance from the situation, preferably near the nearest fire exit.
- Advise your Area Warden if there is anybody in your area who has not moved to the exits.
- If fire or smoke situation warrants immediate evacuation, proceed quickly and quietly, and in an orderly manner.
- Move clear of the building and to your external assembly area.
- Do not re-enter the building until it is advised by Chief Warden it is safe to do so.

DO NOT PLACE YOUR OWN OR ANYBODY ELSE'S LIFE IN JEOPARDY AT ANY TIME

Training of Employees shall be conducted when a new Employee commences and on regular refresher training, i.e.:

- Initially - during staff inductions and training; and
- Refresher - to all staff every 12 months.

3.8 OHSE & Training Manager

The duties and responsibilities of the OHSE & Training Manager, include, but are not limited to:

- Provide advice to the Chief Warden in relation to all safety and environmental issues involved in the ERMP;
- During any emergency, assist the Chief Warden;
- Be familiar with the duties of all members of the ERT;
- Ensuring all members are competent in specific role;
- Ensure the ERT follows Neumann Steel's process and procedures for responding to emergencies;
- Regularly test Alert Alarm and Evacuation Alarm;
- Conduct regularly training exercises with ERT;
- Detailed knowledge of available fire fighting equipment and its location;
- Co-ordinate an investigation into the emergency as per ***Incident Reporting and Investigation Procedure CUR-OHS-PRO 1077***;
- Compose a detailed summary of the incident and submit to General Manager as soon as possible; and
- Liaise with Neumann Group Human Resources Manager with regard to interviewing persons involved in the incident and the co-ordination of persons requiring counselling services.

ERT Training Responsibilities

- Ensure every ERT member have their own copy of the ERMP which they have read and understood;
- Periodically conduct an unannounced check of the ability to contact members of the ERT to see how many are contactable during and after hours;
- Ensure ERT members can demonstrate competency in the use of emergency equipment such as fire extinguishers, etc;
- Ensure Emergency Services know how quickly to get on site. Note how long it takes them to arrive after notification during a drill exercise;
- Once a year, conduct a live drill, which includes evacuation of the site. Everyone involved should know it is only a drill. Write a report which documents the state of preparedness evident from the exercise and list the improvements that should be made in any aspect of the ERMP;
- Assist the ERT to conduct a self-audit once a year to check on the readiness of all emergency preparations;
- Ensure the ERT learn whatever lessons area available from drill and actual emergencies; and,
- Ensure new members of the ERT, or new Employees involved in the emergency response, are trained in the ERMP and their specific duties.

3.9 Neumann Group Human Resources Manager

The duties and responsibilities of the Neumann Group Human Resources Manager include, but are not limited to:

- Provide information about Employees and their families that might be required during an emergency; and,
- Act as Media Spokesperson for Neumann Steel.

Actions required during Emergency

- Advise the ERT on the notification of, and assistance to, families of injured Employees;

- If emergency continues for any length of time, arrange for adequate refreshments for personnel involved;
- Consult with Deputy Chief Warden to prepare protocols to deal with relatives of those involved;
- Contact appropriate Emergency Services if required to notify relatives of incident victims;
- Obtain from personnel files all records of incident victims; and,
- Co-ordinate with hospitals, if required, regarding arrangements for patients and relatives.

Post Incident

- Arrange trauma counselling for affected Employees and family members and peer support groups to assist relatives;
- Manage other HR issues; and,
- Attend debriefing after incident.

Media Duties

- Manage all media calls and enquiries;
- Advise families of affected Employees on dealing with the media;
- Provide material and statistics to support the company's image;
- No press statements relating to the incident are to be made unless authorised by the Managing Director or Facility Manager;
- Arrange distribution of authorised press statements to media and appropriate internal and external authorities;
- Liaise with the ERT regarding the state of media activity anywhere;
- Monitor all media reports and record electronic broadcasts; and,
- In agreement with the General Manager, make arrangement for press conference if required.

3.10 Maintenance Personnel

The duties and responsibilities of Maintenance personnel include, but are not limited to:

- Being prepared to assist in emergency situations.
- Advise and assist the Chief Warden or Deputy Chief Warden in the isolation of energy sources when required.
- Reconnection of energy sources when emergency is over.

On becoming aware of an emergency situation or Evacuation Alarm

- Travel to incident site if possible without placing yourself in danger.
- Prepare for isolation of energy sources if required.

If evacuation is necessary

- Attend energy source location and isolate without placing yourself in danger.
- The Duty Fitter and Duty Electrician shall isolate and electrical switchboards respectively to site.

Actions required during Emergency

- Monitor energy isolation from a safe distance
- Assist emergency services when required

Post Incident

- Ensure energy sources have been reinstated, once area is declared safe.
- Attend debriefing after incident.

4.0 EMERGENCY SITUATIONS

4.1 Injury or Medical Emergency

2.1 4.1.1 CASUALTY NOT BREATHING AND NO PULSE IS PRESENT

2.1.1 FIRST AIDERS OR EMPLOYEES

1. Follow DRABC action plan

Danger (to yourself)
Response (check patient)
Airway (check for obstruction)
Breathing (look, listen and feel)
Circulation (check pulse)

2. If casualty still has no pulse -commence CPR.
3. Have someone contact Area Warden.

2.1.1.1.1 AREA WARDEN / FIRST AIDER

1. Contact Emergency Services and guide them upon arrival.
2. Notify Chief Warden of incident and casualties condition.
3. Assist in stabilising casualty.

2.1.1.1.2

2.1.2 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Go to scene if required.
2. Organise for an investigation into the emergency.

2.1.2.14.1.2 Casualty with a laceration and uncontrolled bleeding

2.1.3 FIRST AIDERS OR EMPLOYEES

1. Direct pressure to the wound, sterile if possible. If bleeding continues, add extra dressings - never remove the original dressing.
2. Elevate the injured body part and keep casualty calm.
3. Have someone contact the Area Warden.

2.1.3.1.1

2.1.4 AREA WARDEN / FIRST AIDER

1. Contact Emergency Services, if required, and guide them upon arrival.
2. Notify Chief Warden of incident and casualties condition.
3. Assist in stabilising casualty.

2.1.5 CHIEF WARDEN / BAR SHOP TEAM LEADER

2.1.5.1.1

1. Go to scene if required.
2. Organise for an investigation into the emergency.

4.1.3	<i>Casualty with loss of movement, tingling sensation in limb and pain in lower back</i>
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2.1.6 FIRST AIDER OR EMPLOYEES

1. **Do not** attempt to move casualty until Emergency Services arrive. **Any attempt to move may endanger the patient's wellbeing.**
2. Only attempt to move this person if a life threatening situation exists.
3. Have someone contact the Area Warden.

2.1.7 AREA WARDEN / FIRST AIDER

1. Contact Emergency Services and guide them upon arrival.
2. Notify Chief Warden of incident and casualties condition.
3. Assist in stabilising casualty.

2.1.7.1.1

2.1.8 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Go to scene if required.

2. Organise for an investigation into the emergency.

4.1.4 *Casualty with pain in a limb after a fall or impact type injury*

2.1.9 *FIRST AIDER OR EMPLOYEES*

1. Keep the casualty calm and in a comfortable position.
2. Call for assistance and support the injured limb before moving.
3. Have someone notify the Area Warden/ Supervisor.

2.1.9.1.1

2.1.10 *AREA WARDEN / FIRST AIDER*

1. Contact Emergency Services, if required, and guide them upon arrival.
2. Notify Chief Warden of incident and casualties condition.
3. Assist in stabilising casualty.

2.1.10.1.1

2.1.11 *CHIEF WARDEN / BAR SHOP TEAM LEADER*

1. Go to scene if required.
2. Organise for an investigation into the emergency.

4.1.5 **Electrocution**

2.1.12 *FIRST AIDERS AND EMPLOYEES*

1. **DANGER - do not touch or go near the casualty.** If you have to move the casualty from further danger, do so with non-conductive material, eg. wood.
2. Isolate power at the Emergency Stop, power point or switchboard. If this is not known, **locate maintenance personnel to do so.**
3. When confirmed power is isolated, remove person from danger.
4. Follow DRABC action plan
Danger (to yourself)

Response (check patient)
Airway (check for obstruction)
Breathing (look, listen and feel)
Circulation (check pulse)

5. If casualty still has no pulse -commence CPR process.
6. Have someone notify the Area Warden.

2.1.13 AREA WARDEN / FIRST AIDER

1. Confirm that power has been isolated. Contact Emergency Services and Maintenance Department, if required, and guide them upon arrival.
2. Notify Chief Warden of incident and casualties condition.

EXIT WARDENS

1. Secure area around scene and ensure no unauthorised persons enter scene.

2.1.14 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Go to scene if required.
2. Organise for an investigation into the emergency.

4.1.6 A fatality has occurred on site as a result of an incident

2.1.15 ALL EMPLOYEES

1. Notify Area Warden immediately
2. Secure scene - try to cover the body from others without disturbing the scene.

2.1.16 AREA WARDEN / FIRST AIDER

1. Evacuate area immediately.
2. Notify Emergency Services and guide upon arrival
3. Notify Chief Warden of incident
4. Secure area and move all persons away from scene

EXIT WARDENS

1. Secure area and move all persons well away from scene.
2. Do not let any unauthorised persons into scene.

2.1.17 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Go to incident scene and liaise with Area Warden.
2. Once information has been confirmed, notify the following parties at once and ensure their attendance immediately.
3. Ensure full security is provided on the scene.

4.2 Fire

4.2.1 Fire on Bar Shop

4.2.2 Fire on Mesh Shop

4.2.3 Fire in the Engineering Workshop

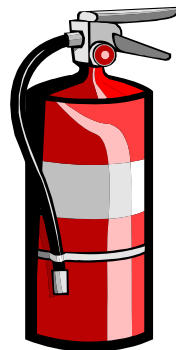
4.2.4 Fire in the Heat Treatment Plant

4.2.5 Gas Fire

4.2.6 Gas Cylinders on Fire

4.2.7 Fire in Injection Moulding Plant

4.2.8 Building Fire



Type of Extinguisher		Water	Foam	Carbon Dioxide	Dry Chemical
Colour		Red	Blue	Red with Black Band	Red with White Band
		Conductive		Non-conductive	
Type Of Fire	<ul style="list-style-type: none"> • Wood • Paper • Textiles • Rubbish 	YES	NO	YES	YES
	• Flammable Liquids	NO	YES	YES	YES
	• Live Electrical Equipment	NO	NO	YES	YES

4.2.1 Fire on the Bar Shop

2.1.18 ALL EMPLOYEES

1. Try to confine the fire - remove any flammable chemicals such as gas bottles, paint drums, etc. if possible.
2. Alert all persons in the vicinity.
3. Isolate the fire and shut down the appropriate area of the Bar Shop where the fire exists, if necessary.
4. Notify Area Warden/ Supervisor – use mobile telephone and/or landline telephones.
5. Assemble on the direction of the Area Warden.
6. Proceed calmly to your Assembly Area
7. Report any persons who are absent to Area Warden.
8. Return on the advice of Area Warden

2.1.19 AREA WARDEN / FIRST AIDER

1. Assess the situation (where is the fire, what is burning, how big is the fire).
2. Combat the fire **ONLY if safe to do so and using the correct extinguisher**, call upon assistance if necessary.
3. Withdraw if the situation becomes uncomfortable or unsafe.
4. If necessary shutdown the entire shop.
5. Notify the Chief Warden of the nature of the incident, steps being taken, and assistance required.
6. If fire is not under control, activate Evacuation Alarm or Manual Call Point

2.1.20 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Keep in contact with the Area Warden and updated on all current situations.
2. Call for Emergency Services if fire is not under control.
3. Organise for an investigation into the emergency.

FIRE EXTINGUISHER TO BE USED

- **Dry Chemical Powder**

- **Water**

4.2.2 Fire on the Mesh Shop

2.1.21 ALL EMPLOYEES

1. Try to confine the fire - remove any flammable chemicals such as gas cylinders, aerosols, etc. if possible.
2. Alert all persons in the vicinity.
3. Isolate the fire and shut down the Plant.
4. Notify Supervisor/ Area Warden - use mobile phone and /or landline telephone.
5. Assemble on the direction of the Area Warden.
6. Proceed calmly to your Assembly Area
7. Report any persons who are absent to Area Warden.
8. Return on the advice of Area Warden

2.1.22 AREA WARDEN / FIRST AIDER

1. Assess the situation (where is the fire, what is burning, how big is the fire).
2. Combat the fire **ONLY if it is safe to do so and with the correct extinguisher**, call upon assistance if necessary.
3. Withdraw if the situation becomes uncomfortable or unsafe.
4. Notify the Chief Warden of the nature of the incident, steps being taken, and assistance required.
5. If fire is not under control, activate the Evacuation Alarms via the Fire Panel or Manual Call Points.

2.1.23 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Keep in contact with the Area Warden and updated on all current situations.
2. Call for Emergency Services if fire is not under control.
3. Organise for an investigation into the emergency.

FIRE EXTINGUISHER TO BE USED

- **Dry Chemical Powder**

- **Water**

4.2.3 Fire in Engineering Workshop

2.1.24 ALL EMPLOYEES

1. Try to confine the fire - remove any flammable chemicals such as gas cylinders, aerosols, electrical equipment, etc. if possible.
2. Alert all persons in the vicinity.
3. Notify Area Warden immediately - use two-way radio or mobile phone.
4. Assemble on the direction of the Area Warden.
5. Proceed calmly to your Assembly Area
6. Report any persons who are absent to Area Warden.
7. Return on the advice of Area Warden

2.1.25 AREA WARDEN / FIRST AIDER

1. Assess the situation (where is the fire, what is burning, how big is the fire).
2. Combat the fires ONLY if safe to do so and with the correct extinguisher, call upon assistance if necessary.
3. Withdraw if the situation becomes uncomfortable or unsafe.
4. Notify the Chief Warden of the nature of the incident, steps being taken, and assistance required.
5. If fire is not under control sound the Alarm and commence evacuation procedures.

2.1.26 CHIEF WARDEN /BAR SHOP TEAM LEADER

1. Keep in contact with the Area Warden and updated on all current situations.
2. Call for Emergency Services if fire is not under control.
3. Organise for an investigation into the emergency.

FIRE EXTINGUISHER TO BE USED

- **Dry Chemical Powder**
- **Water**

2.1.27 ALL EMPLOYEES

1. Alert all persons in the vicinity
2. Notify Area Warden immediately

2.1.27.1.1

2.1.28 AREA WARDEN / FIRST AIDER

1. Assess the situation (where is the fire, what is burning, how big is the fire).
2. Combat the fires ONLY if safe to do so with a **DRY CHEMICAL POWDER** extinguisher, call upon assistance if necessary.
3. **DO NOT USE** water, foam or CO₂ on oxidising agents - it may generate hydrogen gas, which creates an extremely dangerous explosion hazard.
4. Withdraw if the situation becomes uncomfortable or unsafe.
5. If fire is too large to extinguish, commence immediate evacuation of the area, considering clearing 800m in all directions
6. Notify the Chief Warden of the nature of the incident, steps being taken and assistance required.
7. Assemble on the direction of the Area Warden.
8. Proceed calmly to your Assembly Area
9. Report any persons who are absent to Area Warden.
10. Return on the advice of Area Warden

2.1.28.1.1

2.1.29 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. If large fire commences alert all Area Wardens and commence evacuation of the entire Injection Moulding Facility.
2. Contact Emergency Services if fire is not under control.
3. Organise for an investigation into the emergency

FIRE EXTINGUISHER TO BE USED

- **Dry Chemical Powder**

2.1.30 ALL EMPLOYEES

1. If possible, try to confine the fire - locate gas isolator switch and shut off gas. Remain upwind & notify those downwind of hazard.
2. If not possible, leave gas to burn. Do not extinguish burning gas leak unless leak can be stopped.
3. Alert all persons in the vicinity.
4. Notify Area Warden.
5. Assemble on the direction of the Area Warden.
6. Proceed calmly to your Assembly Area
7. Report any persons who are absent to Area Warden.
8. Return on the advice of Area Warden
- 9.

2.1.30.1.1

2.1.31 AREA WARDEN / FIRST AIDER

1. Assess the situation (where is the fire, what is burning, how big is the fire).
2. Confirm source of gas has been isolated.
3. Combat the fire **ONLY if safe to do so with DCP, CO₂ or water spray extinguishers**, call upon assistance if necessary. Do not use water jets.
4. Withdraw if the situation becomes uncomfortable or unsafe.
5. If necessary shutdown any mills or processing areas surrounding the fire.
6. Notify the Chief Warden of the nature of the incident, steps being taken, and assistance required.
7. If fire is not under control commence evacuation procedures.

2.1.32 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Keep in contact with the Area Warden and updated on all current situations.
2. Call for Emergency Services if fire is too difficult to stop.
3. Organise for an investigation into the emergency.

FIRE EXTINGUISHER TO BE USED

- Dry Chemical Powder
- CO₂
- Water

4.2.6 Gas Cylinder on Fire

2.1.33 ALL EMPLOYEES

1. Alert all staff in the vicinity and immediately evacuate the area of the emergency.
2. If possible, try to cool the cylinder with water spray (**not water jet**) until the relief valve closes.
3. Notify Supervisor/ Area Warden - mobile phone

2.1.34 AREA WARDEN / FIRST AIDER

1. Assess the situation (where is the fire, what is burning, how big is the fire)
2. Confirm source of gas has been isolated.
3. Combat the fire **ONLY if safe to do so with DCP, CO₂ or water spray extinguishers**, call upon assistance if necessary. **Do not use water jets.**
4. Withdraw if the situation becomes uncomfortable or unsafe.
5. If necessary shutdown any mills or processing areas surrounding the fire.
6. Notify the Chief Warden of the nature of the incident, steps being taken, and assistance required.
8. If fire is not under control commence evacuation procedures.
9. Assemble on the direction of the Area Warden.
10. Proceed calmly to your Assembly Area
11. Report any persons who are absent to Area Warden.
12. Return on the advice of Area Warden

2.1.35 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Keep in contact with the Area Warden and updated on all current situations.
2. Contact Emergency Services if fire is too difficult to stop.

3. Liaise with other Area Wardens on site and notify them of the current situation, and that evacuation of their area may be required.
4. Organise for an investigation into the emergency.

FIRE EXTINGUISHER TO BE USED

- **Dry Chemical Powder**
- **CO₂**
- **Water**

4.2.7 Fire in Injection Moulding Plant

2.1.36 ALL EMPLOYEES

1. Alert all persons in the building and bar shop.
2. Notify Area Warden immediately.

2.1.37 AREA WARDEN / FIRST AIDER

1. Assess the situation (where is the fire, what is burning, how big is the fire).
2. Combat the fires **ONLY if safe to do so with DCP or CO₂ extinguishers**, call upon assistance if necessary.
3. Withdraw if the situation becomes uncomfortable or unsafe.
4. If necessary shutdown the plant.
5. If large amounts of chemicals are burning commence immediate evacuation, consider clearing 800m in all directions.
6. Notify the Chief Warden of the nature of the incident, steps being taken and assistance required.
7. Assemble on the direction of the Area Warden.
8. Proceed calmly to your Assembly Area
9. Report any persons who are absent to Area Warden.
10. Return on the advice of Area Warden

2.1.38 CHIEF WARDEN /BAR SHOP TEAM LEADER

1. If large fire commences alert all Area Wardens and commence evacuation of the entire Currumbin Facility.
2. Contact other companies nearby to the Injection Moulding Plant of current situation and advise they should evacuate.
3. Contact Emergency Services if fire is not under control.
4. Organise for an investigation into the emergency.

FIRE EXTINGUISHER TO BE USED

- **Dry Chemical Powder**
- **CO₂**
- **Water**

2.1.38.1 4.2.8 Building Fire

2.1.39 ALL EMPLOYEES

1. Alert all persons in the vicinity.
2. Notify Area Warden immediately.

2.1.39.1.1

2.1.40 AREA WARDEN / FIRST AIDER

1. Assess the situation (where is the fire, what is burning, how big is the fire).
2. Depending on the location of the fire, activate Alert Alarm for that building.
3. Combat the fire **ONLY if safe to do so and using the correct extinguisher**, call upon assistance if necessary.
4. Withdraw if the situation becomes uncomfortable or unsafe.
5. Notify the Chief Warden of nature of the incident, steps being taken and assistance required.
5. If fire is not under control, activate Evacuation Alarm for area.
6. Assemble on the direction of the Area Warden.
7. Proceed calmly to your Assembly Area
8. Report any persons who are absent to Area Warden.
9. Return on the advice of Area Warden

2.1.41 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. If large fire commences, alert all Area Wardens and commence evacuation of the entire Facility.
2. Contact other companies nearby of current situation and advise they should evacuate.
3. Contact Emergency Services.
4. Organise for an investigation into the emergency.

4.3 Chemical Spill

4.3.1 Chemical or Fuel Spill

2.1.42 ALL EMPLOYEES

1. Identify spill if possible.
2. Do not touch or walk through spilled material.
3. Notify Area Warden.
4. If possible, isolate the spill using spill containment bunds from appropriate Spill Kit. Ensure you are wearing appropriate protective clothing if you are to handle the substance.

2.1.43 AREA WARDEN / FIRST AIDER

1. Obtain Material Safety Data Sheet on spilt substance.
2. Confirm spill identification if possible.
3. Ensure the spill is contained and prevent it from entering stormwater system.
4. Prevent any traffic from entering area.
5. If spill is too large, contact Emergency Services and upon their arrival update them on the present situation.
6. Notify Chief Warden.

2.1.44 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Keep in contact with the Area Warden and updated on all current situations.
2. Decide on the level of danger.
3. Liaise with other Area Wardens on site and notify them of the current situation, and that evacuation of their area may be required.
4. Ensure spill is cleaned up properly and dispose of contaminated material.

5. Organise for an investigation into the emergency.
6. If spill has travelled to a potential contamination area (eg. stormwater drain), ensure Queensland Environmental Protection Agency is notified. (Telephone: 1300 130372.)

4.3.2 Hydrochloric Acid Spill

2.1.45 ALL EMPLOYEES

1. **ELIMINATE** all ignition sources for at least 100m.
2. Do not touch or walk through spilled material.
3. Do not touch damaged containers.
4. Notify Area Warden.
5. If possible, isolate the spill using spill containment bunds from appropriate Spill Kit. Ensure you are wearing appropriate protective clothing if you are to handle the substance.

2.1.46 AREA WARDEN / FIRST AIDER

1. Ensure flexible bunds have been placed to prevent entry into waterways, drains or confined areas.
2. If spill is small, cover with non-combustible material from Acid Spill Kit.
3. Prevent any traffic from entering area.
4. If spill is too large to confine, contact Emergency Services and notify Chief Warden.
5. Begin evacuation of the area.
6. Liaise with Emergency Services upon their arrival

2.1.46.1.1

2.1.47 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Keep in contact with the Area Warden and updated on all situations.
2. Decide on the level of danger.
3. Alert Area Warden in Heat Treatment to eliminate ignition sources and to consider evacuating the area.
4. Ensure spill is cleaned up properly and dispose of contaminated material.
5. Organise for an investigation into the emergency.

6. If spill has travelled to a potential contamination area (eg. stormwater drain), ensure Queensland Environmental Protection Agency is notified.

4.4.2 LPG or Acetylene Gas Leak

2.1.48 ALL EMPLOYEES

1. Eliminate all ignition sources (no smoking, flares, sparks or flames) within 200m.
2. Stop source of leak **ONLY if safe to do so**.
3. Remain upwind & notify those downwind of hazard.
4. Notify Area Warden.

2.1.49 AREA WARDEN / FIRST AIDER

1. Notify all Employees to eliminate all ignition sources in surrounding area, if necessary shut down operating mills - use mobile phone.
2. Keep unauthorised personnel away and isolate leak area.
3. Stop leak **ONLY if safe to do so** - if possible, turn leaking container so that gas escapes rather than liquid
4. Use water spray, fog or vapour-suppressing foam to knock down vapours or direct vapour clouds.
5. **Do not** direct water at source of the leak as icing may occur.
6. Allow substance to evaporate and ventilate the area.
7. Withdraw if the situation becomes uncomfortable or unsafe.
8. If appropriate, contact Emergency Services and notify Chief Warden.
9. Begin evacuation of the area if required.
10. Liaise with Emergency Services upon their arrival.

2.1.50 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Keep in contact with the Area Warden and updated on all current situations.
2. Organise for an investigation into the emergency.

4.5 OTHER EMERGENCIES

- 4.5.1 Bomb Threat
- 4.5.2 Suspect Object is located
- 4.5.3 Threat made against Employee
- 4.5.4 Unauthorised or Suspicious Person on Site
- 4.5.5 Armed Intruder
- 4.5.6 Building Damage from unexpected forces
- 4.5.7 Off-site emergency

4.5.1 Bomb Threat

2.1.50.1.1 ALL EMPLOYEES

1. Any personnel answering incoming calls must be aware of how to apply the bomb threat checklist and must take all calls seriously.
2. Remain calm and try to obtain as much information as possible.
3. If possible, obtain **Bomb Threat Checklist CUR-OHS-CK 110**
4. **Do not hang up on the completion of the call.** Telecommunication organisations have the facility to keep the line open, enabling a trace to be made on the origin of the call.
5. Notify the Area Warden or Chief immediately.

2.1.50.1.2

2.1.51 AREA WARDEN / FIRST AIDER

1. Notify Emergency Services regardless of Emergency level.
2. Ensure the telephone line has been left open.

2.1.51.1.1 WHEN BOMB THREAT IS ASSESSED AS CREDIBLE

2.1.52 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Liase with Area Wardens and carry out a full site evacuation and assembly at the NUBAN STREET Assembly Point.
2. Assist Emergency Services on their arrival.

WHEN SUSPECT OBJECT IS LOCATED

2.1.53 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. **DO NOT TOUCH, TILT OR TAMPER WITH THE DEVICE.**
2. Liaise with Area Wardens and carry out a full site evacuation and assembly at the NUBAN STREET Assembly Point.
3. Assist Emergency Services on their arrival.

2.1.53.1.1 All Employees will return to normal duties when "All Clear" given by Emergency Services.

4.5.2 Threat made against Employee

ALL EMPLOYEES

1. Take whatever steps to reduce or eliminate the risk without putting anyone in danger.
2. If there is a confrontation, try to calm the situation or disengage from the confrontation. **Reasonable force** may be used to remove the person from the premises.
3. Notify the Area Warden of the situation.

2.1.53.1.2

2.1.54 AREA WARDEN / FIRST AIDER

1. Move Employees well away from the area of threat.
2. Notify the Chief Warden and inform them of the situation.

2.1.55 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Try to eliminate risk if appropriate with assistance. Use **reasonable force** if required to remove person from premises.
2. Contact Emergency Services if required.
3. Ensure all events are documented.

4.5.3 Unauthorised or Suspicious Person on site

2.1.56 ALL EMPLOYEES

1. Challenge all unidentified persons on site in a polite and courteous manner. Verify their identity and purpose for being there.

2. Remain calm and do not become aggressive. Note the person's description (height, weight, complexion, dress, etc.).
3. If unauthorised person refuses to leave, notify the Area Warden.
4. If there is a confrontation, try to calm the situation or disengage from the confrontation. **Reasonable force** may be used to remove the person from the premises.

2.1.56.1.1

2.1.57 AREA WARDEN / FIRST AIDER

1. Move Employees well away from the area of threat.
2. Notify the Chief Warden and inform them of the situation.

2.1.58 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Try to eliminate risk if appropriate with assistance. Use **reasonable force** if required to remove person from premises.
2. Contact Emergency Services if required.
3. Ensure all events are documented.

4.5.4 Armed Intruder

2.1.59 ALL EMPLOYEES

1. **Do not put yourself or any other Employee in danger.**
2. Notify Area Warden immediately.

2.1.59.1.1

2.1.60 AREA WARDEN / FIRST AIDER

1. Commence Evacuation of area.
2. Notify the Chief Warden immediately.

2.1.60.1.1

2.1.61 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Notify Police immediately and liaise with Area Wardens of the situation and if needed to evacuate the entire site.

4.5.5 Building damage from unexpected forces

2.1.62 ALL EMPLOYEES

1. Take immediate refuge under a desk or benches, in doorframes, archways, etc.
2. Stay clear of filing cabinets, shelves, windows, bookcases, etc.
3. Maintain refuge until structural safety checks are completed.
4. Evacuate area when alarm sound or instructed by Area Warden.

2.1.62.1.1

2.1.63 AREA WARDEN / FIRST AIDER

1. When safe to do so, contact the Chief Warden.
2. Organise assessment of injury and damage in your area.
3. Transmit damage report to Chief Warden and be prepared to commence evacuation.
4. Commence evacuation when directed by Chief Warden.

2.1.64 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Notify Emergency Services
2. Organise for any main gas supply to be isolated.
3. When safe to do so commence evacuation ensuring that evacuation routes are safe.
4. Ensure first aid personnel are available to assist the injured.

4.5.6 Off-site Emergency - vehicle accident, light plane crash

2.1.65 ALL EMPLOYEES

1. Check for dangers, which could affect the first person on the scene (fire, on-coming vehicles, leaking fuel, fallen power lines, etc.)
2. Follow DRABC action plan
 - D**anger (to yourself)
 - R**esponse (check patient)
 - A**irway (check for obstruction)
 - B**reathing (look, listen and feel)
 - C**irculation (check pulse)
3. Advise someone to contact nearest Area Warden and required Emergency Services.

4. Render first aid until Emergency Services arrives.

2.1.65.1.1

2.1.66 AREA WARDEN / FIRST AIDER

1. Stabilise scene until Emergency Services arrive.
2. Have someone meet Emergency Services and liaise with them on the incident on their arrival.
3. Notify Chief Warden

2.1.67 CHIEF WARDEN / BAR SHOP TEAM LEADER

1. Go to scene if required
2. Assist Emergency Services and Area Warden if required

5.0 POST EMERGENCY PROCESS

5.1 Emergency Conclusion

When the emergency is concluded and declared over by the Chief Warden, the following shall be conducted:

- Secure all records, including the names of all Employees involved, and documents - obtain legal representative's advice on record retention. Initial retention shall be by the OHSE & Training Manager.
- Clean up and store equipment - decide on what equipment should be added to supplies and equipment that was not available at the outset of the emergency
- Investigation - as per ***CUR-OHS-PRO 1077 Incident Reporting and Investigation***. Ensure scene has been properly secured from all traffic, personnel, etc, which could damage evidence or otherwise hinder an investigation.

5.2 Debriefing

Within 8 hours, Employees involved in the serious event shall attend a debriefing session co-ordinated by the Chief Warden.

The aim of the debriefing should cover, but not limited to, the following points:

- Ensure all immediate requirements and concerns have been met;
- General information sharing;
- An outline of the recovery process for which roles and responsibilities may be allotted;
- improvement should be made to the ERMP;
- emergency response training;
- notification process;

- decision making process; and,
- assessment of how the ERT would have responded if the emergency had escalated.

5.3 Recovery

In the event that the building is damaged following a disaster, the Engineering Department is to assess the level of damage.

Prior to recommencement, the Engineering Department shall ensure:

- the scene of the emergency is completely clear of any danger;
- a proper investigation has been completed; and,
- an assessment of Neumann Steel's response to the emergency has been completed.

Employees shall be sent home and be notified upon recommencement of operations.

Management shall make contact with Neumann Steel Insurance Manager as soon as possible to arrange for an insurance assessor to assess the extent of the damage.

Preferred contractors shall be requested to assess damage and submit a quote for restoration.

It is most important that in communicating information and undertaking consultation in the recovery phase:

- Information provided is authoritative, factual and up-to-date;
- Information is conveyed responsibly and openly, preferably through established channels of local agencies or individuals perceived to be trusted and respected by an affected community.
- Information is provided in easy to understand language and, where appropriate, translated into other languages;
- Dissemination of the information is both effective and efficient in that it reaches as much of the target group as possible, as timely as possible;
- Where concerns arise from information provided, that every effort is made to address those concerns; and,
- Consultation sessions are used efficiently to ensure that all information provided is understood; to receive feedback and discuss any concerns; to collect further data as required and appropriate.

5.4 Effects on Employees

During a disaster, people face severe emotional and physical distress, expressed in strong emotional and physical reactions. These are quite natural and normal responses to an abnormal situation.

There are two types of stress which people face in a disaster and its aftermath:

- a less severe form whereby the majority of people come to terms with their losses quite naturally, using their own resources and those of family and close friends; and
- a more severe, traumatic stress which can cause long term psychological problems even 'going underground' and surfacing as a physical illness, months or years later. This post traumatic stress will not go away by itself and requires active intervention by suitably trained professionals.

During the first few days and weeks after the disaster, most individuals will experience waves of distress. As the traumatic events repeatedly run through people's minds, vivid images and memories may dominate their waking hours.

At night, disturbed sleep, dreams and nightmares are common. Physically, headaches, fatigue, palpitations, sweating, shaking, shortness of breath and dizzy spells are also frequent.

Emotional reactions are common responses in the face of distressing circumstances. They are to be expected and do not imply that individuals necessarily need help to deal with their emotions.

The majority of people facing severe stress during a disaster will resolve it without outside intervention. Talking out of the shock and fearful thoughts and images of the disaster that are fresh in their minds with a comforting and supportive friend is a natural way to release tensions and is the beginning of the process of resolving stress.

However, in some people, despite their efforts, such stress will remain and professional help can restart the natural resolution process.

If sleeping problems, nightmares, feelings of anxiety and physical symptoms are not settling by about 6-8 weeks after the trauma, there is a reasonable chance that these experiences may last for many months or years. At this stage people are advised to seek help sooner rather than later, as the problems become more difficult to control the longer they are left.

Everyone involved in a disaster can be severely distressed (some with long term suffering). A disaster does not discriminate between:

- People who have directly confronted threat of death, injury, loss of home and livelihood, or sudden evacuation and relocation;
- Emergency service personnel fighting the disaster;
- Relief workers trying to help those who suffered losses; and
- Onlookers, i.e. people who did not necessarily suffer great losses in the disaster or families of the workers involved.

5.5 Counselling

Where Employees are experiencing stress related illness as a result of the emergency, counselling may be an appropriate treatment. Those involved may include psychologists, psychiatrists, social and welfare workers.

Employees should contact the OHSE & Training Manager for referral to one of the specialists mentioned.

Counselling should be offered for as long as is required. It is important that counsellors are appropriate for the target group and the type of incident.

Confidentiality of individuals should be maintained at all times. Counsellors and agencies should be encouraged to provide appropriate feedback for the purpose of monitoring and evaluation.

6.0 APPENDICES

6.1 Emergency Contact Numbers

Position	2.1.68 NAME	Work Number	After Hours Number
Chief Warden			
Deputy Chief Warden			
Area Warden – Mesh Shop (1)			
Area Warden – Bar Shop (2)			
Area Warden – Heat Treatment			

Area Warden – Injection Moulding			
Area Warden – Administration Centre			
Area Warden - Engineering			
Area Warden – Sales and Marketing			
Area Warden – Timber and Hardware			
Area Warden -			
Area Warden -			
Area Warden -			
Exit Warden – Mesh Shop			
Exit Warden – Bar Shop			
Exit Warden – Heat Treatment			
Exit Warden – Injection Moulding			
Exit Warden – Administration Centre			
Exit Warden - Engineering			
Exit Warden – Sales and Marketing			
Exit Warden – Timber and hardware			
Exit Warden -			
Exit Warden			
Exit Warden -			
Exit Warden -			
Exit Warden -			

General Manager		
Production Manager		
OHSE & Training Manager		
Human Resources Manager		
Police/ Fire/ Ambulance	000	
Division of Workplace Health and Safety	1300 369 915	3309 2037 (after hours)
Environmental Protection Agency	1300 130 372	
Legal Representative		
(Counsellor)		
(Counsellor)		

6.2 EMERGENCY EVACUATION PLANS

6.2.1 Site Evacuation Plan

6.2.2 Bar Shop Evacuation Plan

6.2.3 Mesh Shop Plant Evacuation Plan

6.2.4 Heat Treatment Evacuation Plan

6.2.5 Injection Moulding Evacuation Plan

6.2.6 Administration Centre Evacuation Plan

6.2.7 Sales and Marketing Evacuation Plan

6.2.8 Engineering Evacuation Plan

6.2.9 Timber and Hardware Evacuation Plan

6.3 COUNSELLING SERVICES

Should counselling services be required in the event of an emergency, please contact the following persons and/or organisations. They are available to attend on site 24 hours.

Interlock

Inergise

7.0 FORMS

The following forms are available separately but are included as examples in this plan.

- 7.1 **Bomb Threat Checklist CUR-OHS-CK 1101** (example only)
- 7.2 **Armed Hold-up Checklist CUR-OHS-CK 1102** (example only)
- 7.3 **Emergency Incident Debriefing Form CUR-OHS-F 1103**(example only)
- 7.4 **Emergency Incident Log Form CUR-OHS-F 1104**(example only)

BOMB THREAT CHECKLIST

RECIPIENT NAME: **Signature:**

Date of call:/...../..... **Time of call:**am/ pm

Length of call:min.....secs **Telephone Extension:**

Call reported to:

Number displayed:

Exact wording of threat:

.....

.....

QUESTIONS TO ASK:

1. **When is the bomb going to explode?**
2. **Where is the bomb now?**
3. **What does the bomb look like?**
4. **What kind of bomb is it?**
5. **What will cause the bomb to explode?**
6. **Why did you place the bomb?**
7. **Did you place the bomb?**
8. **What is your name?**
9. **Where are you now?**
10. **What is your address?**

Callers Voice (tick all applicable)

- | | | | | | | | | |
|--------|--------------------------|-------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--|
| Angry | <input type="checkbox"/> | Nasal | <input type="checkbox"/> | Disguised | <input type="checkbox"/> | Crying | <input type="checkbox"/> | |
| Calm | <input type="checkbox"/> | Slurred | <input type="checkbox"/> | Distinct | <input type="checkbox"/> | Normal | <input type="checkbox"/> | |
| Soft | <input type="checkbox"/> | Muffled | <input type="checkbox"/> | Deep Breathing | <input type="checkbox"/> | Excited | <input type="checkbox"/> | |
| Slow | <input type="checkbox"/> | Stutter | <input type="checkbox"/> | Clearing Throat | <input type="checkbox"/> | Loud | <input type="checkbox"/> | |
| Deep | <input type="checkbox"/> | Familiar | <input type="checkbox"/> | Laughter | <input type="checkbox"/> | Lisp | <input type="checkbox"/> | |
| Accent | <input type="checkbox"/> | Type: | Raspy | <input type="checkbox"/> | Taped | <input type="checkbox"/> | | |

Do you recognise the voice? **If so, who do you think it is?**

Language Used (tick all applicable)

- | | | | | | | | |
|------------|--------------------------|------------|--------------------------|--------------------|--------------------------|----------|--------------------------|
| Foul | <input type="checkbox"/> | Educated | <input type="checkbox"/> | Taped Message | <input type="checkbox"/> | Abusive | <input type="checkbox"/> |
| Incoherent | <input type="checkbox"/> | Irrational | <input type="checkbox"/> | Read out by caller | <input type="checkbox"/> | Humorous | <input type="checkbox"/> |

Background Noises (tick all applicable)

- | | | | | | |
|--------------|--------------------------|-----------------|--------------------------|-----------------|--------------------------|
| Mobile phone | <input type="checkbox"/> | Aircraft | <input type="checkbox"/> | Shopping Centre | <input type="checkbox"/> |
| STD phone | <input type="checkbox"/> | Familiar noises | <input type="checkbox"/> | PA System | <input type="checkbox"/> |
| Public phone | <input type="checkbox"/> | Animals | <input type="checkbox"/> | Office | <input type="checkbox"/> |
| House noise | <input type="checkbox"/> | Machinery | <input type="checkbox"/> | Motor | <input type="checkbox"/> |
| Clear | <input type="checkbox"/> | Street noise | <input type="checkbox"/> | Radio | <input type="checkbox"/> |
| Static | <input type="checkbox"/> | Factory noise | <input type="checkbox"/> | Other people | <input type="checkbox"/> |

Other details:

Age: **Sex:** **Race:** **Other:**

REMEMBER - DO NOT HANG UP !

ARMED HOLDUP CHECKLIST

Date of incident:/...../.....	Time of incident:am/ pm
Length of incident:min.....secs	Incident reported to:
How many persons were involved: (use separate form if more than one)	
Sex:	Age:
Height:cm	Weight:kg
Build	
Thin <input type="checkbox"/>	Average <input type="checkbox"/>
Obese <input type="checkbox"/>	Muscular <input type="checkbox"/>
Posture	
Erect <input type="checkbox"/>	Slouched <input type="checkbox"/>
Stooped <input type="checkbox"/>	Nervous <input type="checkbox"/>
Walk	
Limp <input type="checkbox"/>	Walk on heels <input type="checkbox"/>
Quick <input type="checkbox"/>	Slow <input type="checkbox"/>
Pigeon <input type="checkbox"/>	Walk on toes <input type="checkbox"/>
Voice	
Clear <input type="checkbox"/>	Loud <input type="checkbox"/>
Muffled <input type="checkbox"/>	Husky <input type="checkbox"/>
Accent <input type="checkbox"/>	Quiet <input type="checkbox"/>
If so, what type:	
Complexion	
Fair <input type="checkbox"/>	Dark <input type="checkbox"/>
Tanned <input type="checkbox"/>	Make-up <input type="checkbox"/>
Hair (tick all applicable)	
Blonde <input type="checkbox"/>	Brown <input type="checkbox"/>
Black <input type="checkbox"/>	Red <input type="checkbox"/>
Grey <input type="checkbox"/>	White <input type="checkbox"/>
Short <input type="checkbox"/>	Long <input type="checkbox"/>
Bald <input type="checkbox"/>	Receding <input type="checkbox"/>
Straight <input type="checkbox"/>	Wavy <input type="checkbox"/>
Curly <input type="checkbox"/>	Dreadlocks <input type="checkbox"/>
Wig <input type="checkbox"/>	Beard <input type="checkbox"/>
Goatee <input type="checkbox"/>	Moustache <input type="checkbox"/>
Sideburns <input type="checkbox"/>	Unshaven <input type="checkbox"/>
Eyes (tick all applicable)	
Blue <input type="checkbox"/>	Green <input type="checkbox"/>
Brown <input type="checkbox"/>	Grey <input type="checkbox"/>
Glasses <input type="checkbox"/> If glasses, what type, colour, shape:	
Abnormalities:	
Teeth (tick all applicable)	
Good <input type="checkbox"/>	Bad <input type="checkbox"/>
Uneven <input type="checkbox"/>	Missing <input type="checkbox"/>
Buck <input type="checkbox"/>	Protruding <input type="checkbox"/>
Other:	
Lips	
Shape: Size:	
Ears	
Shape: Abnormalities:	
Nose	
Shape: Abnormalities:	
Hands	
Soft <input type="checkbox"/>	Hairy <input type="checkbox"/>
Stained <input type="checkbox"/>	Calloused <input type="checkbox"/>
Gloves <input type="checkbox"/> If gloves, what type and colour:	
Other	
Disguise:	
Scars or Marks:	
Tattoos - type and location:	
Clothing:	
Weapon type:	
Direct escape route:	
Car - Make, Model, Colour, Rego:	
Action of Offender/s - what did they do, say, carry, touch, etc:	
.....	
.....	
.....	

NAME: **Signature:** **Date:**/...../.....

EMERGENCY INCIDENT DEBRIEFING FORM

Date of incident:/...../.....	Time of incident:am/ pm
DESCRIPTION OF EMERGENCY:	
.....	
.....	
.....	
NAMES OF EMPLOYEES INVOLVED	ATTENDED THE DEBRIEF SESSION
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
	Yes <input type="checkbox"/> No <input type="checkbox"/>
ISSUES AND CORRECTIVE ACTIONS	
Issue:	
Action:	
.....	Who: By:/...../.....
Issue:	
Action:	
.....	Who: By:/...../.....
Issue:	
Action:	
.....	Who: By:/...../.....
Issue:	
Action:	
.....	Who: By:/...../.....
COMMENTS:	
.....	
.....	

NAME: Signature: Date:/...../.....

4 DEFINITIONS/TERMS

Term	Description

5 RECORDS

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6 MODIFICATION HISTORY

Date	Version	Modification	Author	Approval
30/10/04	1	Initial Draft	Phil Unicomb	
11/1/06	1.1	Division into IMS structure	T Robinson	Phil Unicomb
13/06/07	2	Update	L Main	Phil Unicomb