CBESS
Emergency Response Management Plan

Document ID: 201074-SE-PLN-0002

Authority

	Title	Name	Date
Owner	Project Manager	David Gray	22/04/2024
Reviewer	HSEQ Manager	Mike Bentley	22/04/2024
Approver	Project Manager	David Gray	22/04/2024

History

Revision	Date	Amended By (Name)	Details of Amendment
A	22/04/2024	Mike Bentley	Draft Document
B	23/05/2024	Mike Bentley	Edited after client review
C	23/06/2024	Mike Bentley	Minor Changes
D	02/09/2024	Mike Bentley	Minor Changes following client review, addition of Damstra system, evacuation siren.
E	24/09/2024	Aled Evans	Evacuation procedure revision

Table of Contents

1 Introduction,

Emergency response planning is about being prepared for events or incidents that stretch our ability to cope beyond our normal day-to-day capacity. While an emergency event can be devastating in its own right, by preparing as much as possible we can reduce its impact and speed the recovery process. In some cases, being prepared can help prevent an emergency situation turning into another kind of crisis. Planning may not take into account unforeseen events, but it will better prepare an organisation to meet an unforeseen event.

2 Purpose

The SCEE Electrical Emergency Response Management Plan for the project has been developed to ensure an immediate and efficient response to an emergency on site, whilst minimizing its effects on SCEE employees, visitors, contractors, equipment and client.

This Plan does not guarantee automatic control of every emergency situation; however, the procedures are simple, direct and give priority to the evacuation of employees, contractors and visitors to the SCEE Project.

Incidents that may necessitate full or partial evacuation, are:

- Fire, Bushfire, Earthquake, Flood, Severe Weather, Storm Damage, Explosion
- Hazardous Materials Incident (chemical, toxic emission, thermal runaway of battery module)
- Transport Accident, Building Instability
- Bomb Threat, Building Invasion, Armed Intrusion, Civil Disorder, Terrorism
- Collie Power Station event

Adherence to this framework is intended to:
- Avoid or minimise loss of life and property
- Ensure any emergency can be effectively dealt with
- Support a prompt response to any emergency
- Direct key people to act on specific tasks and provide direction
- Provide response mechanisms that support business continuity during/after an emergency

Emergencies on site will be handled locally by SCEE, with referral to local Collie emergency response services as required. The emergency response contact numbers are listed later in this document. The site medic will be located at the medic's office adjacent to the boom gates.

3   General Overview

Specific procedures have been developed within this plan to cover medical, work fronts, environmental/chemical spill, and fire and explosion emergencies. They necessitate the cooperation and assistance of all personnel to minimise their potential impact on life and property.

This Emergency Response Management Plan will be reviewed periodically, and the results of evacuation drills used to identify and correct any deficiencies in the plan.

This Plan has been designed to cover a vast range of emergencies and conform to Australian Standard AS 3745 Planning for Emergencies in Facilities and has been developed from emergency scenarios identified in the Construction Risk Assessment Workshop.

Collie hospital resources have been assessed to ascertain capabilities and capacity. There is a 24-hour emergency department and an on-call doctor for times where one is not on site. There is also a hospital at Bunbury, and access to rescue helicopter via St John Ambulance. It is assumed the decision on which emergency hospital to access will be made by the attending ambulance personnel in an emergency situation

There is a St John ambulance depot in Collie, and a volunteer fire brigade. Travel time is approximately 15-20 minutes, response time will depend on case load and traffic at the time.

This plan is not intended to cover general first aid and low-level incident reporting processes, these are addressed in the project Safety Management Plan and are posted on crib hut and office walls. Nor is it intended to cover low level injury management that is not based on an emergency, this is also in the Safety Management Plan.

- This Plan may be audited from time to time to ensure it meets the criteria of related Australian Standards
- The contents of the Plan will be reviewed every twelve (12) months and/or when changes are made to emergency response personnel, or with a change in scope of work that introduces additional hazards or possible emergency types.

4   Definitions

Area Wardens	Person(s) appointed to assist in managing the emergency response procedures for work areas and report to the Chief Warden.
Chief Warden	Person selected to head the ECO
CPS	Collie Power Station
Deputy	Person selected to support an ECO role and assume the responsibility of the role in the absence of the nominated person.

Disabled Person	Persons having either temporary or permanent physical, intellectual, visual or auditory functional limitations or impairments.
ECO	Emergency Control Organisation. A group of people nominated to implement the Emergency Response procedures.
Emergency	Any event (internal or external) which may adversely affect persons, company or the community which requires an immediate response.
IMT	Incident Management Team
FRT	Field Response Team

5 Communication

This Plan shall be communicated and made available to personnel who may be affected by a crisis or emergency occurring at this Project. Communication of this plan shall be integrated into the following:

• Health and Safety induction for new employees

• Training delivered to the Emergency Control Organisation (Wardens)

• Training delivered to the Emergency Management Team and Incident Management Teams

6 Emergency Control Organisation (ECO) – SCEE Electrical

The ECO has been established to deal with all emergency incidents that may affect the health, safety or wellbeing of workers at SCEE's Projects. The ECO is comprised of a Chief and Deputy Chief Warden and a number of Area Wardens sourced from the project.

The Emergency Control Organisation (ECO) consists of:

- Chief Warden – SCEE Project Manager or delegate
- Building Wardens – nominated for each major office and stores area, includes wardens for contractors and client
- Site Medic – Medic onsite at the time of the emergency

The responsibilities of the Emergency Control Organisation during an Emergency include:

- Conducting an orderly evacuation of the building occupants, including visitors to a safe assembly area
- Assist external Emergency Response Teams (ERT) where required
- Operate portable firefighting equipment or fire hose reels in the building if it safe to do so

7 Emergency Response Personnel Identification

During any emergency situation it is essential that occupants and Emergency Services can identify Wardens. Area Wardens and the Chief Warden shall wear appropriately coloured hats and hi-vis vest with their title.

Chief Warden – Red helmet and orange vest

Building Wardens – Yellow helmet and orange vest

A Warden register containing the location and telephone contact numbers of all wardens is to be maintained as part of this plan.

7.1 Primary Roles and Responsibilities

The primary role of members of the ECO is to ensure that the protection of life takes precedence over asset protection. Each officer in the ECO shall have clearly defined duties and responsibilities, as follows:

On becoming aware of an emergency, the Chief Warden shall:

- Ascertains the nature of the emergency and determine appropriate action
- Ensure that the Emergency Services have been notified
- Ensure that floor or area wardens are advised of the situation
- Ensure there are no current maintenance works taking place that can cause an issue to the exits or evacuation plan
- If necessary, initiate evacuation and control entry to the affected areas
- Ensure the progress of the evacuation and any action taken is recorded
- Assess if persons are unaccounted for and coordinate any missing persons search as required
- Brief the emergency personnel upon arrival on type, scope and location of the emergency and the status of the evacuation.
- When safe, issue "All Clear" as approved by emergency services to commence work again

Building Wardens shall:

- Assist the Chief Warden and assume the responsibilities normally carried out by the Chief Warden in their absence.
- Instruct and ensure personnel leave operational areas and commence along the evacuation route to the muster point
- Clear building of all personnel
- Take daily site entrance log sheet to the muster point
- Obtain roll calls from field supervisors (uses radio/phone to call other muster points and supervisors where required)
- Obey all directives from the chief warden

Site Supervisors shall:

- Direct all personnel in their area of work to cease work if required and make their work area safe
- Check area of responsibility is clear of personnel
- Report to muster point and musters work crew if required
- Report muster point attendance to building warden by radio/phone
- Obey all directives from the chief warden

Visitor Escorts shall:

- Take visitors to the muster points
- Report to building warden/field supervisor at the muster points

Site Medic shall:

- Stay in medic office unless directly under threat
- Monitor Channel 39, switch to Channel 37 upon notification of emergency
- Assist with advice or treatment as required
- Attend muster points with first aid supplies to assist with injury treatment.

Site Security shall:

- Initiate a lockdown of the site if required
- Control boom gates to enable evacuation of personnel or to restrict re-entry to site.

7.2 First Aid

Employees who are first aid trained will be available at the assembly area. On notification of evacuation, the medic will bring a first aid kit to the assembly area, unless they are attending to injuries elsewhere, in which case a site first aider will be contacted to present to the assembly area. This will enable them to deal appropriately with medical emergencies and administer first aid to casualties where required. All casualties will be referred to the Site Medic as per procedures. Emergency eyewash equipment will be located in place where hazardous materials are in use. This equipment shall be available and fit for purpose at all times.

All project first aiders will be identified on office and crib hut walls, along with contact numbers.

7.3 Other Roles

SCEE staff trained in the correct use of firefighting appliances will be directed by the Chief Warden to attack any fire if safe to do so. There will be water trucks on site with water cannons attached, associated with civil works, that may be utilised for fire purposes. If further training of SCEE personnel is required when fixed site fire equipment such as tanks and hydrants are functional, this will be undertaken. As fire hydrants are usually attended by DFES, it is not in the usual scope for SCEE personnel.

7.4 Education and Training

The following training needs have been identified:

- General evacuation training - to be undertaken by all employees. Employees are to be made aware of their role and responsibilities in the case of a fire or emergency. Initial training will form part of the employee induction program.
- Emergency Response Personnel training - all emergency personnel require training specific to their role. This will be in the format of a warden training package, evacuation drills and debrief. Wardens will undergo fire awareness training, which will include training on the use of portable firefighting equipment.
- All SCEE First Aiders and the Chief and Deputy Wardens shall hold a qualification in HLTAID003 Provide First Aid.

8 Evacuations

8.1 Evacuation Assembly Areas

Site personnel should be made aware of all Emergency Assembly/Muster Points on site.

- Signs will be placed around designated SCEE controlled areas once on site
- Alternate muster points may be identified during an emergency by the Chief Warden if the usual muster point is determined unsafe.
- Other muster points around the project areas are Sign posted and identified at the site awareness session

8.2 Evacuation Procedure

The evacuation procedure shall be detailed and communicated through site-specific inductions. The evacuation procedure shall be communicated through the SCEE site induction and the Emergency Evacuation Posters. Lessons learned from drills will be communicated at site toolbox meetings

8.3 Evacuation Drills

The aim of any evacuation drill is to train employees through a practical application of emergency procedures and to detect short falls in the emergency plan. To ensure this process is effectively managed recommendations both from the ECO and workers is to be encouraged to improve the efficiency where appropriate. An evacuation drill exercise will be carried out once every six months. Exceptions can be made if an actual evacuation has been carried out in the proceeding twelve months.

8.4 The Decision to Evacuate

SCEE is committed to the safety and wellbeing of its employees and is committed to its obligations under the WA Work Health and Safety Act/Regulations. To this end the management will evacuate areas if at any time it becomes apparent that neglecting to do so could lead to injury, suffering or death of an employee.

In an emergency, each of the following scenarios should be considered:

- No evacuation - if the emergency has been contained or it is a false alarm
- Partial evacuation - if those people with appropriate training are confident of containing the emergency. This would involve clearing all employees/visitors from the immediate vicinity to a safe area. A full evacuation would follow if attempts to contain were unsuccessful. Collie Power Station have offered to assist if an evacuation is required through their premises.
- Complete evacuation - if it is apparent that employees/visitor's safety will be compromised if they do not leave the area

The decision to order a complete evacuation will be made by the Chief Warden or Deputy based on observations and information received. The signal to evacuate will initially be via siren (primary) or air horn (backup), alternative arrangements may be implemented and communicated later in the project. Information will be relayed to those in construction areas via use of mobile phones or site radio. Area Wardens will be advised of the decision to evacuate to commence the evacuation of their areas. Person to person communication can still occur through two-way radios and mobile phones or runners.

8.5 Evacuation of Visitors

Visitors will be advised of evacuation procedure details on arrival to the workfront depending on scope. In the event of an evacuation, the host SCEE employee is to escort their visitor(s) to the emergency assembly area as stipulated in **Section 7.1 – Roles and Responsibilities**.

8.6 Security of Valuable Material during an Emergency

Only where safe to do so, workers are to move any electronic commercially valuable/sensitive material to a safe location.

9 Emergency Aides

9.1 Activation of Emergency Response

Where an emergency event has occurred on site, the involved person (IP) stating the emergency shall remain calm and in a slow, clear voice state "emergency, emergency, emergency" via UHF channel 39 or call the Site Medic on 0480 721 751 and shall:
- State their name;
- State the exact location of the emergency;
- State the nature of the emergency

- State the number of casualties and Injuries (if known)
- State what support equipment may be required.

Any person detecting an emergency shall immediately raise the alarm and will then notify the Site Supervisor/HSE Advisor or Site Manager/ Project Manager.

All personnel not directly involved or responding to the emergency shall:

- Make the job safe;
- Ensure all vehicles and mobile plant are parked in a safe position;
- Maintain radio silence, normal radio traffic shall only resume when the general all clear is given;
- Proceed to the nearest muster point when advised;
- Wait and follow instructions from the Site Supervisor.

As soon has the incident occurs and injuries have been dealt with, personnel will ensure the area is preserved in a condition that has not been changed. The area in question shall be left alone undisturbed until a formal investigation can be carried out.

9.2 Evacuation Map

Evacuation maps will be displayed in common areas around site and in all buildings to ensure SCEE employees get maximum access to the information. The map will include: -

- Entrances and exits
- Location of firefighting equipment
- Location of first aid equipment
- Emergency assembly areas

All SCEE employees are to familiarise themselves as to the location of exits, fire extinguishers and equipment, first aid kits and muster points. New employees will get exposure to the Evacuation Map during their induction. Should there be any concerns regarding the accuracy of the Evacuation Map they should be raised with site management at the earliest opportunity. Personnel should only attempt to fight a fire if they are trained and confident to do so.

9.3 Emergency Contact Numbers

A dedicated emergency UHF radio channel (39) and phone number is established for site and is listed in the appendix. Contact details are also posted on office and crib hut walls, along with a dedicated emergency contact section in the JHA.

10 Emergency Priorities

In the event of an emergency, it is essential that all employees follow the following priority order: -

First Priority: Protection of Life

Ensure that all people who may be in danger are warned and that action is taken to ensure their safety before any steps are taken to prevent the spread of the hazard, to secure assets, or to eliminate the hazard.

Second Priority: Prevent Spread of Hazard

Control the extent of the hazard within the building and minimise its release into the environment.

Third Priority: Save Assets in the Affected Area

Prevent personal and head office assets from being damaged.

Fourth Priority: Eliminate the Hazard

Eliminate the hazard if deemed safe to do so by those trained.

11 Types of Emergencies

11.1 Working at Heights

Each JHA for works at heights includes a specific ERP which details action to take in the event of a fall resulting in injury or potential suspension trauma, should a harness be part of the work hazard controls. If the scope of work involves non-standard work from height that is not EWP based, a rescue plan will be developed prior to work commencing.

11.2 Motor Vehicle Accident – MVA

MVA onsite will be managed by SCEE first aiders or medics where required. Beyond this scope, it will be via external emergency response personnel via dialling 000. On external roads outside the facility this shall be managed by Local Government/State Emergency Teams (Police, FESA, Royal Flying Dr Service).

Journey Management Plans are used for accountability for driving offsite.

If a MVA occurs.

- Make the area safe and contact Emergency Services if necessary.
- Ensure you and your passenger can move to a safe area (if not injured)
- Notify Emergency Services if there are injuries
- When contacting Emergency Services, state the following:
  - Your name
  - Company name
  - Type of incident
  - Address of incident and nearest cross street and suburb
  - Types of injuries, Property damage or environmental harm sustained
  - Any other relevant information

- Stay in communication until told otherwise.
- Ensure all vehicles involved in the accident have their ignition switches turned off.
- Extinguish any fires if it is safe to do so.
- First aid treatment to be administered if qualified to do so. Do not move casualties unless necessary.
- Immediately report the incident to your supervisor.
- Where possible, do not leave casualties alone.
- Place warning signs across the road to warn other traffic.
- Await emergency services arrival.

11.3 Fire/Smoke/Explosion

While strategies can be put in place to minimise the impact of fire, its uncertainty still means that it can occur at any time. As a result, SCEE management will ensure that the correct training, drills and where needed, assistance from emergency services are provided to install confidence in its staff.

After the alarm has been raised, where personnel are confident that they can control the fire, have the required training, and have access to adequate resources such as a fire extinguisher, they may attempt to extinguish the fire. The primary objective is always preservation of personnel, including the person extinguishing the fire. Protection of assets is a secondary objective, at no time should people be placed at risk attempting to extinguish a fire. If required, the site water truck can be called up on the radio to provide assistance where required.

Should a fire develop in the battery area, external authorities shall be called (fire and rescue) and the containers kept as cool as possible utilising the site water trucks until emergency services arrive. Once the hydrant system is connected, hydrants can be utilised to deliver water as required. Water carts (minimum of two) shall have suitable fittings for attachment to FESA appliances, and at least one of these carts shall be available at all times.

Should smoke or heat be observed originating from a BESS container, that container may be in thermal runaway. DFES is to be contacted immediately via 000. Prior to BESS commissioning, the ventilation fans within the BESS units are not active and there is a risk of build-up of combustible gases within the units. Cooling water is to be directed by spray to containers adjacent to the container in runaway from a safe distance. Once apparatus is set up and the container location/number recorded, all personnel are to clear the area and escape to the nearest muster point. The chief fire warden is to inform DFES of the container in runaway. Doors of containers in runaway must not be opened by untrained personnel

The threat of bushfire in the Collie area is present during the summer months. Whilst the risk of bushfire entering the site boundary itself is quite low, the surrounding geography is heavily treed, and exit roads run through these areas. Whilst the main entry to site on Boys Home Road will be the main exit route, alternatives will be sought in consultation with Synergy and identified in site documentation.

11.4 Fire Evacuation

Evacuation is the rapid removal of people in a safe and orderly manner from immediate or threatened danger in a workplace.

The following procedure is to be followed if fire/smoke is identified.

Alert
Chief Warden will notify emergency services if required and move workers away from the fire.

Evacuate
Area Wardens are to evacuate staff and visitors in the following order:
Out of immediate danger (e.g. out of room) – verbal order
Out of area (e.g. to another building) – verbal order/air horn
Total evacuation of the area – air horn
Evacuation routes and muster points should be checked for safety prior to evacuation.

Assembly
On evacuation all personnel should muster at the Emergency Assembly point.

Movement to Safe Area
In the event that a bushfire or other hazard prevents safe evacuation of personnel via Boys Home Road, an alternative route is available through the Collie Power Station. This road is four-wheel drive only at some times of the year and will require evacuation of personnel using company and private 4WD vehicles if required. No bus travel is possible down the power station exit route. Coordination of vehicles and personnel in them will be done by the Chief Warden or delegate.

11.5 Area Warden Check

Check all rooms, toilets, storage areas etc. to ensure all personnel are notified to evacuate.

Doors should be closed after checking the room to slow the fire.

In a fire emergency, isolate ventilation/air conditioning system to prevent migration of smoke.

11.6 Report at Assembly Area

Building Wardens are to report to the Chief Warden at the assembly area and confirm if everyone is out of their area of responsibility or if any people are unaccounted for or if any personnel remain in the area of concern.

The Chief Warden will complete the Chief Warden Muster Point Checklist and advise the attending FRT of any personnel remaining in area.

11.7 Actions to Take on Discovering a Fire

Remain calm - remember **RACE**

RESCUE

- Rescue any people in immediate danger (only if it safe to do so)

ALARM

- Raise the alarm to others
- Notify FRT and ECO - via phone or Emergency radio channel

CONTAIN

- If practicable, close all doors and windows to contain the fire (only if it safe to do so)

EXTINGUISH

- Only try to extinguish the fire if you are qualified/ comfortable in operating firefighting appliances and it is safe to do so

11.7.1 Bomb Threat

Recognised as an unlikely threat, should this issue arise, the problem can be minimised by proper planning, co-ordination by emergency services, assistance by the Chief Warden, and regular drills to install confidence in SCEE employees. Bomb or substance threats are often the result of individuals/groups seeking to inflict alarm and confusion on an organisation usually in the form of a communication, either written or verbal.

11.7.2 Written Threat

Any letter received containing a bomb threat should be placed with its envelope in a plastic folder, plastic bag or a large envelope and given to the police.

11.7.3 Telephone Threat

This type of call would usually be received by the site administration, but may be received by anyone. The person receiving the call should keep the caller on the line for as long as possible and remain calm. Try to get as much information as possible regarding the caller and the threat. When the call is finished, the telephone should be left off its cradle until the Police arrive. Use another telephone to dial 000 and report the bomb threat and to advise the Police the information gathered on the call.

Refer: Appendix A – AFP Phone Bomb Threat Checklist

11.7.4 Suspected Bombs

A suspicious item may come in the post or be found on the premises and felt to be, by virtue of its appearance, location and circumstances, a possible threat. In such cases:

- Report the item to a Warden or the Chief Warden - give the location and description of the item
- Clear people from the immediate area
- Do not handle the item
- Do not try to open, squeeze, and prod it
- Do not immerse it in water or sand or put it in a metal container
- Do not smoke or use a radio transmitter near the item - both could set off a bomb
- If possible open windows and doors near the suspicious item
- Lights should be left on, and plant and machinery shut down where practicable

11.7.5 Evaluation of Threat

The Chief Warden on collation of all data appertaining to bomb threat will determine the degree of threat, this falls into two separate categories:

11.7.6 Notification

On receipt of a bomb threat or discovery of a suspect object/device the police need to be notified immediately. The Police may conduct a bomb search, or they may elect to wait for specialist bomb squad officers from either the Police or Defence forces.

11.8 Bomb Evacuation Options

Due to the Uncertainty associated with Bomb Threats such as type, location and potential trigger, bomb threats need careful evaluation, as such the Chief Warden may decide one of the following based on knowledge received or under guidance from Emergency/ Military Services:

a. Partial Evacuation
b. Search without evacuation
c. Evacuate and search
d. Evacuate without search

Should evacuation occur under no circumstances is the area or building to be re-entered until the all clear is given by the Chief Warden or emergency service personnel.

11.9 Medical Emergency

A medical emergency should not be confused with a first aid incident. A medical emergency is an injury or illness, which the SCEE First Aid Officers may not be able to stabilise immediately and requires urgent medical assistance - usually emergency services. If a medical emergency arises:

- Notify emergency services – Utilise site emergency contact numbers and send another employee to find a First Aid Officer
- First aid officers in conjunction with the area supervisor will;

- o Clear the immediate area
- o Apply first aid as appropriate and qualified
- o Assist emergency services officers if required
- It may be the case that a medical emergency arises as a side effect of another emergency, e.g. an explosion causes injuries and the need to evacuate. In these cases, efforts should be directed at isolating the cause of the emergency, preventing further casualties through evacuation and attending to those who have already been injured. Note: moving or evacuating casualties should be a last resort but may be necessary
- Defibrillators are located in the site medic office and at the switchyards office, these will be marked on location drawings to be posted on walls of buildings.

The medical emergency process will be followed for emergencies relating to mobile plant and pedestrian interaction.

12 Other Emergencies

12.1 Emergencies at Villages

Emergencies at villages will be managed according to village procedures. These are posted in rooms and in common areas in the village. Emergencies related to SCEE personnel health or medical issues will be managed by SCEE site supervision and SCEE Corporate.

12.2 Emergencies at Port

Emergencies at the port of Bunbury shall be managed according to the separate Emergency Management Plan for Bunbury Point.

12.3 Emergencies at Collie Power Station

Emergencies at Collie Power Station (CPS) shall be managed according to Worley Power Services Collie Power Station Emergency Response Plan.

12.4 Natural Disasters

Winds, storms, flood, earthquake are natural disasters and have the potential to cause death, injury and significant damage. SCEE has the procedures of the Emergency Response Management Plan and the services of the SES and emergency services available. The ECO will take control and determine action's that may be necessary depending on the nature of the emergency. Fire equipment must be kept ready to be used during these incidents.

13 Critical Incidents

Any situation faced by an individual that causes him or her to experience unusually strong emotional and/or physical reactions that can interfere with their ability to productively carry on with their everyday lives and which has a detrimental impact on the efficient productive operations of the Project, is termed a Critical Incident. Also considered to be any situation that could adversely affect SCEE or the Client, such as public perception and/or outrage.

In the event that SCEE personnel are involved in a Critical Incident, Project Management shall refer to the Critical Incident Management process. SCEE personnel shall be provided the following in the event of a critical incident:

- Appropriate counselling services for as long as required
- Access to the Worker assistance program
- Notification or contact with their family or next of kin
- Direct access to communications such as phone lines

14 Employee Assistance Program

SCEE Electrical provide access to an Employee Assistance Program, which is accessible using the numbers provided on office and crib hut walls, or from the site supervisor. The EAP may assist personnel who are affected by a site emergency or critical incident.

15 Information for Emergency Services

Emergency services will require information such as the location and quantity of hazardous chemicals stored on site. A copy of the Hazardous Materials Register and Site Map and any other information Emergency Services may need will form the SCEE Emergency Manifest and will be stored in the HazMat Manifest, which is located at the front gate. The manifest will also include any relevant emergency shutdown procedures and a diagram showing the location of gas and electricity mains. It is the responsibility of the ECO to ensure a copy of this document is available when the emergency service arrives.

16 Media Contact

An emergency event can be a high-profile event, which attracts media attention. The nature of the emergency may result in negative publicity for Synergy and SCEE. For this reason, only the MD/CEO or an authorised delegate shall speak to the media during or following an emergency event. No project related communication with the media shall occur without first consulting with the Synergy Project Manager

During a prolonged emergency, the MD/CEO or the most senior person on site shall be responsible for communicating any necessary details of the emergency to the public. The most effective way to do this may be to use the media.

17 Emergency Shut Down Procedures - Plant and Equipment

17.1 Key equipment

The Chief Warden shall comply with any requests by any Emergency Service to shut down key equipment such as electricity supply at the mains, or isolation of batteries. The chief warden will have knowledge of this to advise the DFES emergency services coordinator. Consultation with emergency procedures provided by battery suppliers and design shut down procedures is required once the plant is energised, as isolation of some equipment can result in increased hazards such as accumulation of explosive fumes due to venting fan shut down.

Chief Warden and Site Manager must instruct DFES and/or other fire responders not to de-energise auxiliary power supply to BESS in case of thermal runaway or if any other fire risk is present in the BESS area.

17.2 Other Plant and Equipment

Anyone who is operating machinery when the order to evacuate is given should follow the shutdown procedures they would normally use at the end of their shift; however, employees should evacuate immediately if following normal shut down procedures would place them at risk. Equipment being used in the workshop should be made safe prior to evacuation. Employees who are cutting or welding should take precautions to ensure that any hot items or equipment will not be the source of a secondary fire.

17.3 Utilities

Any Emergency Service present has the authority to isolate utilities at any time after they arrive on site. Until they arrive, it may be necessary to isolate the electricity supply.

The electricity supply can be isolated at the main distribution board near the temporary offices, or via isolation points in the switchroom when the plant is energised. It may be possible to isolate specific circuits without stopping the mains supply.

17.4 Preservation of the Scene

In any emergency situation where there is the possibility of a subsequent statutory investigation or coronial inquiry, the Chief Warden must ensure that all evidence relating to the event including documents, computers, personnel and materials is preserved.

The Chief Warden must ensure that there is no interference with evidence and that any cleaning up, movement of bodies, repairs and so on, apart from that necessary to bring the emergency under control, does not occur without approval of investigating officers.

18 De-Brief

The ECO will conduct a review of the events and processes affecting the emergency to ensure that the emergency response procedures and organisational preparedness remain relevant and effective. This debrief will include all members of the ECO. Where deficiencies or improvements are identified, a strategy will be developed to implement any identified changes. Findings from the debrief will be presented to the work crew at the earliest possible time.

19 Distribution List

The Chief Warden and Deputy Chief Warden shall hold a complete copy of the Emergency Response Management Plans. All other emergency personnel will receive an amended version of the plan describing their duties. All new employees will receive an outline informing them of emergency procedures and employee responsibilities as part of their induction.

20 Emergency Contact Numbers

Outside normal working hours, employees shall contact one of the following staff members to inform them of the emergency.

Project Manager   David Gray   0407 019 660

Site Manager   Andrew Baxter   0419 710 054

21 Appendix A Emergency Services

Emergency Services - Fire - Police - Ambulance	000
Local Police Station	9734 6333
Nearest Hospital	Collie – Deacon Street 9735 1333 (Admin) **9735 1433 - EMERGENCY**
Royal Flying Doctor Service	1800 625 800
Redimed	1300 881 301
Poisons Information Centre	13 11 26
SES	132 500

22 Appendix B – Bomb Checklist

AFP
AUSTRALIAN FEDERAL POLICE
AUSTRALIAN BOMB DATA CENTRE

PHONE BOMB-THREAT CHECKLIST
Remember to keep calm

Important questions to ask

Where did you put it?

When is the bomb going to explode?

What does it look like?

Exact wording of threat

Threat:

General questions to ask

How will the bomb explode?
or
How will the substance be released?

Did you put it there?

Why did you put it there?

Bomb threat questions

What type of bomb is it?

What is in the bomb?

What will make the bomb explode?

Chemical/biological threat questions

What kind of substance is in it?

How much of the substance is there?

How will the substance be released?

Is the substance a liquid, powder or gas?

For immediate or emergency advice please contact your local police service.

PHONE BOMB-THREAT CHECKLIST
Remember to keep calm

Other questions to ask

What is your name?

Where are you?

What is your address?

Notes for after the call

CALLER'S VOICE

Accent (specify):

Any impediment (specify):

Voice (loud, soft, etc):

Speech (fast, slow, etc):

Dictation (clear, muffled):

Manner (calm, emotional, etc):

Did you recognise the caller?

If so, who do you think it was?

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:

Local call noise:

STD:

OTHER

Sex of the caller: Estimated age:

CALL TAKEN

Duration of call: Number called:

ACTION (Obtain details from supervisor)

Report call immediately to:

Phone number:

Who received the call

Name (print):

Telephone number:

Date call received:

Time received:

Signature:

23 Appendix C – First Aid and Emergency Risk Assessment

Collie BESS

The size and location of the workplace	
Nearest hospital	Collie Hospital approx. 15 min
Nearest medical or occupational health service	Collie Hospital approx. 15 min
Maximum time to medical service	15 minutes

The number and composition of the workers and other people at the workplace	
Number of workers	300 per shift at peak
Number of other people	2 to 10 visitors per day max
Shifts	10 days on, 4 days off & 5 days on 2 days off - two crews
Overtime worked	Yes—regularly
Remote or isolated workers	Yes

Injuries, illnesses and incidents	
Last 12 months injury types (all of SCEE)	Abrasions, laceration, crush,
Other	Potential for electric shock, fall from heights, heat illness, crush, vehicle incident, Pedestrian/mobile plant interaction

Required first aid

Number of first aiders needed	Minimum 1 per 20 personnel, minimum of 1 per shift required
Training and competencies for first aiders	HLTAID003 Provide First Aid
Number and location of kits	• Work fronts • Vehicles • Medical Office
Contents of first aid kits and modules	Standard Workshop Kit, Standard Car Kit. Add burn dressing to Standard Workshop Kit if not included, add Snakebite kit.
Kit maintenance	HSE Advisor/site supervisor
Additional equipment	**Defibrillator:** • Medic Office • Switchyard Offices **Fire extinguishers:** • Stores Area • Vehicles • Work front as applicable.