

# Site Emergency Response Plan

## Description

This Site Emergency Response Plan relates to Aurizon Forrestfield Container Terminal and details the critical information, requirements and accountabilities for to meet the requirements of Australian Standard 3745-2010, planning for emergencies in facilities and State specific requirements. This document gives direction to Aurizon Personnel who are responsible for preparing for an emergency or implementing an emergency response.

## Scope

This guideline is a local document and applies to the Forrestfield Container Terminal to ensure the safety and wellbeing of all Personnel, Visitors, Suppliers and Contractors in an informative manner.

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### Site and Emergency Details

#### Site information

Site Name: Aurizon Forrestfield Container Terminal

Site Address: 882 Abernethy Road, High Wycombe, WA, 6057

#### Wardens and Administers of SERP Plan

The on-duty Operations Coordinators and Logistic Leaders make up the Emergency Control Organisation (ECO) to Lead, Coordinate and Support all activities effectively.

Name	Position	Mobile
On-duty Gatehouse Operator	Deputy Warded	
Logistic Leader	Deputy Warded	
On-duty Operations Coordinator	Chief Warden	

#### 1.1 Emergency Numbers

Name	Contact Number / Information
Police, Fire, Ambulance	000
Police, Forrestfield WA	(08) 6371 1555
Fire Service, Welshpool WA	(08) 6454 8610
St John Ambulance, Kalamunda WA	(08) 9334 1233
Container Terminal UHF communication	Radio Channel 28
Aurizon Rail Traffic Crew UHF communication	Radio Channel 35
Electrical - Western Power, Forrestfield	13 10 87
Poisons Information, WA	13 11 26



Name	Contact Number / Information
Explosives information, WA	(08) 9222 3333
Dangerous Goods & Hazardous Chemicals, WA	1 300 307 877
Media Enquires to Aurizon Personnel - refer to	<a href="mailto:media@aurizon.com.au">media@aurizon.com.au</a>
Aurizon Environmental Partner	
Aurizon Principle Safety Partner	
Corporate Emergency Management Notification	
Terminal Operations Manager	
General Manager	

## 1.2 Personal Emergency Evacuation Plans (PEEPS)

PEEPS address situations where identified individuals may need specialty assistance with evacuation from the site.

No Personnel are identified within the Container Terminal as requiring specific assistance.

## 1.3 Neighbouring Organisations

Organisation Name	Direction from Terminal	Contact Number
Ashburton Crane Hire	North East	(08) 9454 7000
Orlando Drilling	North East	(08) 9359 8100
Reef Group	East	(08) 9454 3724
CEVA Vehicle Logistics	East	(08) 9469 7000
Little Loads	East	(08) 9454 5033
Westralian Diesel	East	(08) 6363 5617
Vibe Forrestfield	South East	0475 324 853
Toll Energy Logistics	South East	(08) 9351 0200





Gemco Rail	South	(08) 9365 6901
Stirling Freight Express	South West	(08) 9479 2555
Progress Rail	South West	(US) 1 800 476 8769
Bunbury Freight Services	South West	(08) 9780 1000
SCF Shipping Containers	South West	13 11 32
Boart Longyear	West	(08) 9406 6000
K&S	West	0419 193 527
Force by Emeco	West	(08) 9352 0600
Allied Express Transport	West	13 13 73
Macmahon	West	(08) 9232 1000
DB Schenker Logistics	North West	(08) 6310 2800
Parton Logistics	North West	(08) 9353 2900

## 2. Communications

### 2.1 Communication During an Emergency

In the event of an emergency, it is important ECO members know how to communicate amongst each other for vital information. This may include one or more of the following methods;

- a. Radio (UHF)
- b. Landline
- c. Mobile Phone

### 2.2 Master Emergency Communication Point

A Master Emergency Communication Point is a designated location within, or in close proximity to a building from where the Chief Warden will direct all emergency control operations during a period where an incident impacts on, or could impact on, the safety and well-being of site occupants.

The Master Emergency Communication Point for this site is located;

- a. at Gatehouse Office Entry - Muster Point 1 (MP1) – refer Section 19.



- b. at Future Admin Building - Muster Point 2 (MP2) – refer Section 19.

## 2.3 Media Enquiries

All Media enquiries regarding Aurizon people, property or business activities should be directed through the Media and Communications at [media@aurizon.com.au](mailto:media@aurizon.com.au). Aurizon Personnel shall not make comment to media and provide the above email address to the person making the enquiry.

## 3. Risk Management

Fulfilment of the due diligence obligations within safety related legislations is premised upon Aurizon undertaking the systematic identification and management of potential business interruption risks which could also include scenarios with safety consequences.

Whilst the workplace Leaders are accountable for the workplace operations including the safety of Assets and Personnel, the ECO can positively contribute to the identification and management of those risk scenarios arising internally or externally to the workplace/site or have the capability to affect other workplaces/sites which could require organised emergency response.

Four (4) broad categories of emergencies (source causation) are presented to help organise the risk assessment process:

### 3.1 Human

Bomb; bomb threat; site invasion/armed intrusion; personal threat; chemical, biological and radiological/nuclear incidents; civil disorder; medical emergency; arson, explosion; suspect object.

### 3.2 Natural

Bushfire/grass fire; cyclones, including storm surge; earthquake; explosion; fire and smoke; flood; severe weather/storm damage.

### 3.3 Technological

Hazardous substances incidents (specifically health related issues, zoonoses, lead, etc.); industrial incidents; structural instability; transport incidents; toxic emissions.



### 3.4 High Risk Work

Confined Space Entry, Working at heights (i.e. using harnesses), electrical work, asbestos removal

### 3.5 Risk Management Process

- a. The risk management process should Identify the possible consequences of each emergency to Personnel within the workplace/site and their vulnerability before, during and after the emergency.
  - I. Decide which types of potential emergencies are to be included in the emergency plan, potential emergencies scenarios for inclusion in the emergency plan may also be identified from documentation such as fire safety engineers' reports, fire safety plans, other safety reports and risk assessment reports.
  - II. Identify the state legislative obligations for each type of emergency and any specific control mechanisms such as equipment or competencies, First Aid facility risk assessments, identify Emergency Response Team members with competencies to address specific emergency scenarios from High Risk Work identified.
- b. Identify the target audiences and methods for communication implementation of the systems and procedures e.g. the Workplace Leaders must ensure there is equipment and plans for rescue from heights are built into applicable Job Safety and Environmental Assessment, Safe Work Method Statement or relevant Permit Systems etc. but the ECO members should be aware of these processes in the event their assistance is required to respond to an emergency situation.
- c. Any Personnel who is performing the role of Chief Warden or Deputy Warden who has received the required training as specified in AS 3745-2010 and received instructions consistent with the legislative requirements are expected to behave in a competent and responsible manner.
- d. It should be clearly understood that the primary duty of the Chief Warden or Deputy Warden and Personnel is NOT to combat emergencies but to ensure, to the best of their ability, the safety of the Personnel and the orderly evacuation from danger when appropriate.
- e. Workers appointed as Wardens shall:
  - I. Be physically capable of performing their duties;



- II. Be available to undertake their appointed duties;
  - III. Have leadership qualities and command authority;
  - IV. Be familiar with their future areas of responsibility;
  - V. Have a clear diction and be able to communicate with the majority of Personnel in their work area;
  - VI. Have maturity of judgment, good decision making skills and capable of remaining calm under pressure.
- f. The following procedures are meant to provide a basis for response to various types of Site emergencies. They should NOT be regarded as rigid but rather as flexible guidelines to be adapted to cope with unanticipated situations. The procedure shall be implemented when:
- I. There is an unplanned event which requires the assistance of Emergency Services to control the incident.
  - II. There is an evacuation.
  - III. There is a possibility that an event may further develop requiring one or both of the above to occur.

## **4. Definitions**

- a. The word 'shall' indicate that the statement is mandatory.
- b. Emergency Control Organisation - is a structured group of Employees that is responsible to manage events that may occur during an emergency or exercise.
- c. Emergency – is an event that arises internally, or from external sources, which may adversely affect the Personnel at a site, and which requires an immediate response. An emergency is a situation that poses an immediate risk to life or health. Most emergencies require urgent intervention to prevent a worsening of the situation, although in some situations, mitigation may not be possible, and agencies may only be able to offer palliative care for the aftermath.
- d. Emergency Response Team (ERT) (AS 3745) - Specialist Personnel appointed to attend specific incidents, to contain, control or eliminate the emergency using emergency response equipment and plans. Should be identified in the Risk Assessment phase.



- e. Emergency plan – is a written documentation of the emergency arrangements for a site, generally made during the planning process. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements.

## 5. References

Reference material.

- a. Australian Standard 3745-2010 Planning for Emergencies in Facilities.
- b. Applicable State Building Fire Safety Legislation.
- c. Applicable State Fire and Rescue Service Legislation.
- d. Applicable State Environmental Protection Legislation.
- e. Applicable Work Health and Safety Legislation.
- f. HOWED for the Aurizon Safety Management System documents.
- g. Aurizon Asbestos Management - [Bulk & Containerised Freight Growth Program Site - Asbestos Management - All Documents \(sharepoint.com\)](#)
- h. Aurizon Dangerous Goods - [Bulk & Containerised Freight Growth Program Site - Dangerous Goods - All Documents \(sharepoint.com\)](#)

## 6. Emergency Team

During emergencies, instruction given by the Wardens shall take precedence over the normal management structure. The Chief Warden is responsible for the management of the event in an emergency the control, command and coordination of emergency actions.

The table below outlines the responsibilities and activities for the Wardens positions.

The Chief Warden may at times also perform the role of an Incident Commander at an Aurizon site. This is the Person with the authority to command and coordinate resources on behalf of Aurizon and liaise with Emergency Services.

Type	Activity
Pre-Emergency	<ul style="list-style-type: none"> <li>▪ Liaise with Aurizon's Facilities Management to ensure Emergency equipment is to Standard and being maintained</li> <li>▪ Liaise with the site manager to ensure local risk assessment processes address potential emergency response needs and capabilities.</li> </ul>





Type	Activity
	<ul style="list-style-type: none"> <li>▪ Conduct regular exercises</li> <li>▪ Ensure emergency response plan and procedures are up to date</li> <li>▪ Annually (minimum) address the SERP with site safety committee</li> <li>▪ Attend training and emergency exercises</li> </ul>
Post-Emergency	<ul style="list-style-type: none"> <li>▪ When advised the incident site is safe, or Emergency Services return control, notify Workers return to the site</li> <li>▪ Schedule a debrief within 2 weeks of the event or exercise</li> <li>▪ Prepare an action plan for any issues identified through the debrief</li> </ul>
Emergency	<ul style="list-style-type: none"> <li>▪ Respond to the alarm and take control as appropriate</li> <li>▪ Ensure appropriate Emergency Services has been notified</li> <li>▪ Ensure Floor Wardens, Area Wardens and Wardens are advised of the incident</li> <li>▪ Brief Emergency Services upon their arrival of the status of the incident, including any Workers requiring assistance</li> </ul>

The Deputy Wardens undertake the following activities.

Type	Activity
Pre-Emergency	<ul style="list-style-type: none"> <li>▪ Coordinate the completion of PEEP documentation</li> <li>▪ Report any deficiencies of emergency equipment</li> <li>▪ Ensure emergency response procedures are communicated within their area</li> <li>▪ Attend training and emergency exercises</li> </ul>
Post-Emergency	<ul style="list-style-type: none"> <li>▪ Assist in coordinating evacuation activities, taking direction from Chief Warden</li> <li>▪ Maintain contact with Chief Warden through nominated communication method i.e. radio, mobile phone etc.</li> <li>▪ Checking areas and assisting with evacuation</li> <li>▪ Report any persons requiring assistance to the Chief Warden</li> <li>▪ Advise Chief Warden once Floor / Area is clear and all Workers have moved to the Muster Point.</li> </ul>



Type	Activity
Emergency	<ul style="list-style-type: none"> <li>▪ Upon advice from Emergency Services / Chief Warden the incident site is safe, notify Workers to return to the Site</li> <li>▪ Participate in the after incident / exercise debrief</li> <li>▪ Update local plans or procedures following the debrief activity</li> </ul>

The First Aiders undertake the following activities.

Type	Activity
Pre-Emergency	<ul style="list-style-type: none"> <li>▪ Maintain appropriate training qualification</li> <li>▪ Attend training and emergency exercises</li> </ul>
Post-Emergency	<ul style="list-style-type: none"> <li>▪ Assist Personnel or occupants requiring assistance in evacuation activity if safe to do so</li> <li>▪ Remain with those Personnel who are unable to evacuate, where it is safe to do so</li> <li>▪ Advise Wardens of any Personnel who are injured or unable to safely move to the Muster Point.</li> </ul>
Emergency	<ul style="list-style-type: none"> <li>▪ Participate in the after incident / exercise debrief</li> <li>▪ Update local plans or procedures following the debrief activity</li> </ul>

The following colours should be used to identify Personnel, in accordance with AS3745-2010.

Position	Hard Hat Colour
Chief Warden	▪ White
Deputy Warden	▪ Yellow
First Aiders	▪ White cross on a green back ground



## 6.1 Indemnity

Aurizon has an indemnity in place in favour of Aurizon Personnel that protects them against civil liability resulting from their participation in Emergency activities where the Workers act in good faith and in the course of their emergency control duties.

## 6.2 Implementing Emergency Procedures

It is essential that all levels in Aurizon accept and participate in the implementation and maintenance of these emergency procedures. The emergency procedures *shall* form part of the culture of Aurizon and forms part of our journey to ZeroHarm.

Instruction given by trained Wardens, during drills or emergency situations, *shall* override the normal management structure however such instruction must be issued consistent with Aurizon's Code of Conduct.

The following *shall* apply in implementing these procedures;

- a. The emergency procedures shall form part of the routine management arrangements of Aurizon functions;
- b. To ensure that those affected by these procedures are aware of them, information shall be provided about the procedures;
- c. Training schedule that ensures relevant training shall be provided to nominated wardens and all other Personnel, the training shall be formalised;
- d. At all stages of the implementation process, responsible Leaders / Wardens shall monitor the effect of the procedures on Personnel;
- e. Where it is identified that the procedures have deficiencies or inaccuracies, the responsible Leader / Warden shall make amendments to rectify deficiencies;
- f. The procedures shall be tested annually in a series of evacuation exercises in line with the risks for this site;
- g. Responsible Leaders / Wardens shall document and record all evacuation exercises the document shall capture actions and lessons learnt.



## 6.3 Detection of an Emergency

Any Personnel performing the role of a Warden who has received the required training as specified in AS 3745-2010 *shall* raise the alarm and to the best of their ability ensure the safety of the Personnel and conduct an orderly controlled evacuation.

IF SAFE and the Warden/s have the required training an attempt can be made to control the incident until the emergency services arrives or the area is safe.

## 6.4 Site Emergency Flip Chart

Emergency Flip Charts are designed as a reference tool that *shall* be displayed on the Safety Noticeboard and are **Colour Coded in the Content** page and SERP Headings.

Responsible Leaders / Wardens *shall* make Personnel aware of this Site Emergency Response Plan and the use / location of the Emergency Flip Charts.

The Emergency Flip Charts *shall* be referenced in the event of any emergency listed on the Emergency Flip Charts.

Standard Fire Order *shall* be located around the site to ensure they are in plain view of all entering the site.

A list of resources *shall* be included in this plan that can be utilised for the emergency incident.

## 6.5 Evacuation

### **Numbered “Muster Point” Container Terminal Location;**

1. At site entry, Gatehouse Office - Muster Point 1 (MP1) – Refer Section 19.

Should the nature of the situation prevent either of these locations being used, the Warden shall designate another location. The Warden shall also decide which evacuation route to take as shown on the site map.

When the evacuation alarm is raised, employees shall initiate shut down procedure(s) and make secure any plant and equipment and move in a quiet and orderly manner, directly to the designated Muster Point. Personnel hearing the alarm shall advise any Personnel working in the area who may not have heard the alarm, and then proceed to the Muster Point.

Upon arrival at the Muster Point, Personnel shall remain at this point so that their whereabouts can be accounted for.





At the Muster Point, the Warden or nominated person shall check off Personnel as they arrive using the roster, sign on sheets or other applicable process. All Personnel not accounted for at the Muster Point shall be treated as missing. This information shall be passed onto the Emergency Services upon their arrival.

No Worker shall enter the site until the Emergency Services have given the "All Clear"

## 6.6 Personal Emergency Evacuation Plans (PEEP)

Personal Emergency Evacuation Plans (PEEPs) must be compiled for each identified Worker with a disability. The procedures must also include the details of the Personnel nominated to be the designated assistant/s. Information on the PEEP shall be disseminated to all Personnel responsible for its implementation. PEEP's are held with this SERP.

## 6.7 Outside Normal Working Hours (if applicable)

If an incident occurs in the immediate area that could impact on Personnel's safety or if the emergency warning system sounds outside normal working hours, Personnel working at the site should alert others in their area (if it is safe to do so), activate the emergency warning system by any available means, notify the relevant Emergency Service on (0) "000" and leave their area and proceed to the Muster Point.

If the primary Muster Point (or secondary) is in a remote location where personal safety may be placed at risk it is advisable, and if it is safe to do so, for the Personnel to remain in a well-lit area in close proximity to the site entrance where they can also pass on any relevant information to the responding Emergency Service.

Do not re-enter the site until directed that it is safe to do so by Emergency Services.

If the alarm sounds or an incident occurs outside normal working hours, and the Personnel with a special need and cannot proceed to the Muster Point, telephone the Emergency Services on 000 and pass on relevant information including their exact location at the site.

## 6.8 Raise The Alarm

To notify Emergency Services Dial – (0) 000

State the following details:

- a. Your name
- b. What service you require (Police, Fire or Ambulance)
- c. Your location, nearest cross street and State e.g. Victoria
- d. Nature of the emergency



- e. Approximate number of injured (if any)

Notify the Leaders / Wardens and other Personnel of emergency and conduct evacuation if required.

## **7. Evacuation Procedure**

- a. Wardens *shall* have shift rosters; visitors log and this procedure when conducting an evacuation.
- b. Under direction of the Wardens, all Personnel are required to move in a quiet and orderly manner to the designated Muster Point.
- c. All Personnel whilst exiting a multi-storey building, shall use the handrails available and remain in single file down all stairs to the Muster Point.
- d. Workers with PEEPs shall be assisted by a Warden or Nominated Person to the Muster Point.
- e. Warden shall take visitors sign in book to the Muster Point, if applicable.
- f. Upon arrival at the Muster Point, Personnel shall report to the Warden to be accounted for.
- g. Remain at the Muster Point until instructed otherwise.
- h. If any Personnel cannot get to the designated Muster Point, they must report to the Warden as soon as possible.
- i. Missing Personnel will be reported to the Emergency Services.
- j. Personnel shall not re-enter the site until “*all clear*” has been given by Emergency Services or the Chief Warden
- k. Evacuation Options – Full Evacuation, Partial Evacuation, Shelter-in-Place

**Note: Advise adjacent neighbour if the emergency will impact them.**



## 8. Fire and Safety Equipment

### 8.1 Fire and or Smoke

#### **REACT**

- R** – Remove (evacuate) Workers from immediate danger - **IF SAFE**
- E** – Ensure doors and windows are closed to contain smoke and fire.
- A** – Activate the alarm – Alert Others.
- C** – Call the Emergency Services (0) 000.
- T** – Try to extinguish the fire – **If trained and safe to do so.**

#### **PASS**

- P** – Pull out the extinguisher's safety pin – PRE TEST EXTINGUISHER.
- A** – Aim the nozzle at base of fire.
- S** – Squeeze the trigger.
- S** – Sweep the nozzle from side to side whilst discharging

If fire gets too big to extinguish, close the door to slow the spread of heat and smoke.

Notify Emergency Services of missing Personnel.

Workers must not re-enter the area until the "all clear" has been given by Emergency Services.













## 8.2 Extinguisher Guide

### Extinguisher identification chart





Type of Fire			Ordinary Combustible (wood, paper, plastics etc)	Flammable & Combustible Liquids	Flammable Gases	Fire Involving Energised Electrical Equipment	Fire Involving Cooking Oils	
New Colour Coding	Previous Colour Coding	Type of Extinguisher	EXTINGUISHER SUITABILITY					Cautions
 Red	 Red	Water	Yes	No	No	No	No	Electrically Conductive
 Red / Oatmeal Band	 Oatmeal	Wet Chemical	Yes	No	No	No	Yes Most Suitable	Electrically Conductive
 Red / Blue Band	 Blue	Alcohol Resistant Foam	Yes	Yes Suitable for Alcohol Fires	No	No	Yes	Electrically Conductive
		AFF Type Foam	Yes	Yes Not suitable for Alcohol Fires	No	No	Yes	
 Red / White Band	 Red / White Band	AB (E) Dry Chemical Powder	Yes	Yes	Yes	Yes	No	
		B (E) Dry Chemical Powder	No	Yes	Yes	Yes	Yes	
 Red / Black Band	 Red / Black Band	Carbon Dioxide (CO <sub>2</sub> )	Yes	Yes	No	Yes	Yes	Depletes Oxygen in Confined Space



### 8.3 Hose Reel

#### **Hose Reel Operation**

- a. Open stop valve to release nozzle;
- b. Advance hose reel to within safe striking distance of fire;
- c. Open nozzle – turn anticlockwise;
- d. Aim at base of fire;
- e. Adjust spray to achieve an effective pattern;
- f. After use re-wind pressurized hose in even layers;
- g. Replace nozzle in correct stowage area, turn off water supply, then open nozzle to release pressure.





## 8.4 Fire Blanket Operation

A fire blanket consists of a piece of fire-resistant fabric, usually a woven glass fibre, Fire blankets are often installed in kitchen areas where small cooking fires may occur.

**A fire blanket can be used to:**

- a. Smother a small fire;
- b. Wrap around a Person whose clothing is alight;
- c. Wrap around yourself for protection should you be required to go past or through a hazard to get to an exit.

**When using a fire blanket:**

- d. Hold it in front of you, with the fabric rolled back at the edges to protect hands;
- e. Place the bottom of the blanket on the near side of the fire;
- f. Lay the blanket gently over the fire and then tuck in the edges of blanket to seal around container;
- g. Turn **OFF** heat source;
- h. Do not remove fire blanket for a minimum of two hours or until container is cool enough to touch.





- i. Dispose of blanket after use and replace with new one;
- j. Conduct follow up procedures.





## 9. THREAT- Bomb, Chemical, Biological or Radiation.

### In the event that you receive a threat by phone:

- a. Remain calm - fill in Threat Checklist.
- b. Engage the caller in conversation.
- c. Use the Threat Checklist (next page) to gather as much information as possible.
- d. **DO NOT HANG** up the phone, leave line open.
- e. **NEVER USE** mobile phone or radio to contact people.
- f. Alert other Workers while on the phone to raise the alarm - Dial (0) 000
- g. Notify the Supervisor.
- h. Commence evacuation. **Leave all doors and windows open**, visually check area for suspicious articles while leaving the site. Pay attention to Muster Points.
- i. Provide Threat Checklist details to Emergency Services.

### In the event that the bomb or suspicious article is located:

- a. Follow Hot or Not Procedure, Follow the **HOT** principle
- b. Is it:
  - i. **H**idden
  - ii. **O**bvious
  - iii. **T**ypical
- c. Raise the alarm Dial – (0) 000.
- d. Do not operate any electrical or electronic devices in the area.
- e. Commence evacuation while conducting ground to waist, waist to roof / ceiling search until the Muster Point is reached.
- f. Contact Site Management giving full details of nature and location of the suspect package.





## 9.1 Threat Checklist



Fill out this column while on the phone

Fill out this column after you have reported to the Warden as soon as possible

## THREAT CHECKLIST

- keep calm
- do not hang up

### EXACT WORDING OF THREAT

Calling Number ID: \_\_\_\_\_

### GENERAL QUESTIONS TO ASK

- What type of threat is it?  
 bomb ☐ radiation ☐  
 biological ☐ chemical ☐
- What is it? .....
- When is the bomb going to explode? OR  
 When will the substance be released? .....
- Where did you put it? .....
- What does it look like? .....
- When did you put it there? .....
- How will the bomb explode? OR  
 How will the substance be released? .....
- Did you put it there? .....
- Why did you put it there? .....
- What is your name? .....
- Where are you? .....
- What is your address? .....

### 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? .....

## THREAT REPORT

### CALLER'S VOICE

Accent (e.g. Australian, American): .....

Any speech difficulties (specify): .....

Voice (e.g. loud, soft): .....

Speech (e.g. fast slow): .....

Manner (e.g. calm, emotional): .....

Did you recognise the voice? .....

If so, who do you think it was? .....

### THREAT LANGUAGE

Well spoken: Yes ☐ No ☐

Confused: Yes ☐ No ☐

Threatening: Yes ☐ No ☐

Taped: Yes ☐ No ☐

Message read by caller: Yes ☐ No ☐

Other: .....

### BACKGROUND NOISES

Street noises: Yes ☐ No ☐ Machinery: Yes ☐ No ☐

Aircraft: Yes ☐ No ☐ House noises: Yes ☐ No ☐

Voices: Yes ☐ No ☐ Internet call: Yes ☐ No ☐

Music: Yes ☐ No ☐ Long distance: Yes ☐ No ☐

Other: .....

### OTHER DETAILS

Sex of caller: Male ☐ Female ☐

Estimated age: .....

Did the caller know the area? .....

### CALL DETAILS

Date: ..... / ..... / ..... Time: .....

Duration of call: .....

Number called: .....

### PERSON WHO RECEIVED CALL

Name (print): .....

Telephone number: .....

Signature: .....

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## 10. Medical Emergency

### **In the event of a medical emergency:**

- a. Assess the situation, check for danger to yourself and others.
- b. Check for a response from the victim.
- c. Raise the alarm - Dial (0) 000.
- d. If safe to do so, commence First Aid.
- e. Stay with the victim. Send for assistance.
- f. Notify your Supervisor.
- g. The Supervisor is to advise Manager, Manager will discuss with the Principal Safety Partner to determine notification requirement for Work Health & Safety in the relevant state.
- h. Complete any follow up procedures.

## 11. Severe Weather Events

### **During a severe weather event:**

- a. Remain calm and try to reassure others.
- b. The safest place is to remain in the building.
- c. When indoors:
  - i. Stay away from any glass
  - ii. Locate on the side of the floor opposite from where the severe weather event is occurring, if safe to do so
  - iii. If in a multi-storey building and your floor is affected, relocate to a lower floor if safe to do so.
  - iv. If the room in your building is affected, relocate to another room, if safe to do so.
- d. Do not use elevators
- e. Do not use electrical equipment
- f. Do not use mobile phones or devices
- g. Listen to announcements from the Chief Warden (if applicable).



**After a severe weather event.**

- a. Stay away from windows or items that could fall or have been affected by the event
- b. Listen to announcements from the Chief Warden (if applicable)
- c. If safe evacuate Personnel.
- d. If safe render assistance to injured Workers.
- e. Treat all electrical wires as live.

## **12. Earthquake**

**During an Earthquake.**

- a. Remain calm and try to reassure others.
- b. The safest place is an open space away from a building (site) and away from trees and other structures.
- c. If indoors stay there.
  - i. Stay away from any glass, mirror, glass walls, windows.
  - ii. Lie down beside a weight bearing wall, beside strong furnishing, this creates a wedge if the roof dislodges and will provide protection.
  - iii. Protect your head and neck
  - iv. Try to stay away from shelves, racks, book cases and cabinets etc.
- d. Do not use elevators.

**After an Earthquake.**

- a. Stay away from windows or structures that could fall.
- b. Turn off electricity, gas and water.
- c. Raise the alarm – Dial (0) 000.
- d. NO SMOKING.



- e. If safe evacuate Personnel.
- f. If safe render assistance to injured Personnel.
- g. Put out small fires.
- h. Treat all electrical wires as live.
- i. Expect aftershocks.

### **13. Personal Threat**

- a. If you or another Worker receives a threat in person or via phone it is important to alert someone around you.
- b. Do not place yourself at risk.
- c. Do not escalate the situation.
- d. Get someone to discretely notify security or your Leader or the Chief Warden.
- e. Keep a safe distance between yourself and the offender.
- f. Take note of exits and try to keep an eye on these and try to move towards the exit.
- g. Record description of offender and record details of discussion / interaction as soon as possible.
- h. If confronted by an armed intruder, obey the offender's instructions, but do only what is told and nothing more, and do not volunteer any information.



## 14. Dangerous Goods and Hazardous Material

The Dangerous Goods storage area is located on the North West end of the Container Terminal, refer (Dangerous Good Storage) – refer Section 19.

This SERP and relevant licencing information is located in a Manifest tube at the Entry to the Container Terminal (M) – refer Section 19.

- a. Turn off all ignition sources.
- b. Walk away from chemical spill and raise the alarm – Dial (0) 000.
- c. If safe to do so evacuate injured Personnel and provide First Aid.
- d. If possible wash chemically affected area of body with water.
- e. Evacuate area upwind.
- f. Keep upwind – Be aware of wind changes
- g. Set a guard, upwind, minimum 100 metres to prevent unauthorised access.
- h. When evacuating avoid buildings, plant, equipment, power lines and poles.
- i. Do not re-enter until all clear is given by Emergency Services.

## 15. Electrical Incident

### If Safe

- a. Shut down the operation of all Plant, Equipment and appliances that operate with an electrical motor to prevent them from burning out or possibly catching fire.
- b. Contact Facilities Management to advise of electrical fault.
  - I. Call - Regional Facilities Maint Lead – 0499 007 094,
  - II. Email - [FacilitiesManagement@aurizon.com.au](mailto:FacilitiesManagement@aurizon.com.au)
- c. Turn off main switch at the site's main electrical switchboard cabinet until power returns to normal supply.

### Electrocution (Suspect Still Attached to Live Power)

- a. Do not panic.
- b. Turn off the power to the area.



- c. Raise the Alarm
- d. Assess any other dangers.
- e. If Safe To Do So: Conduct rescue as per training.

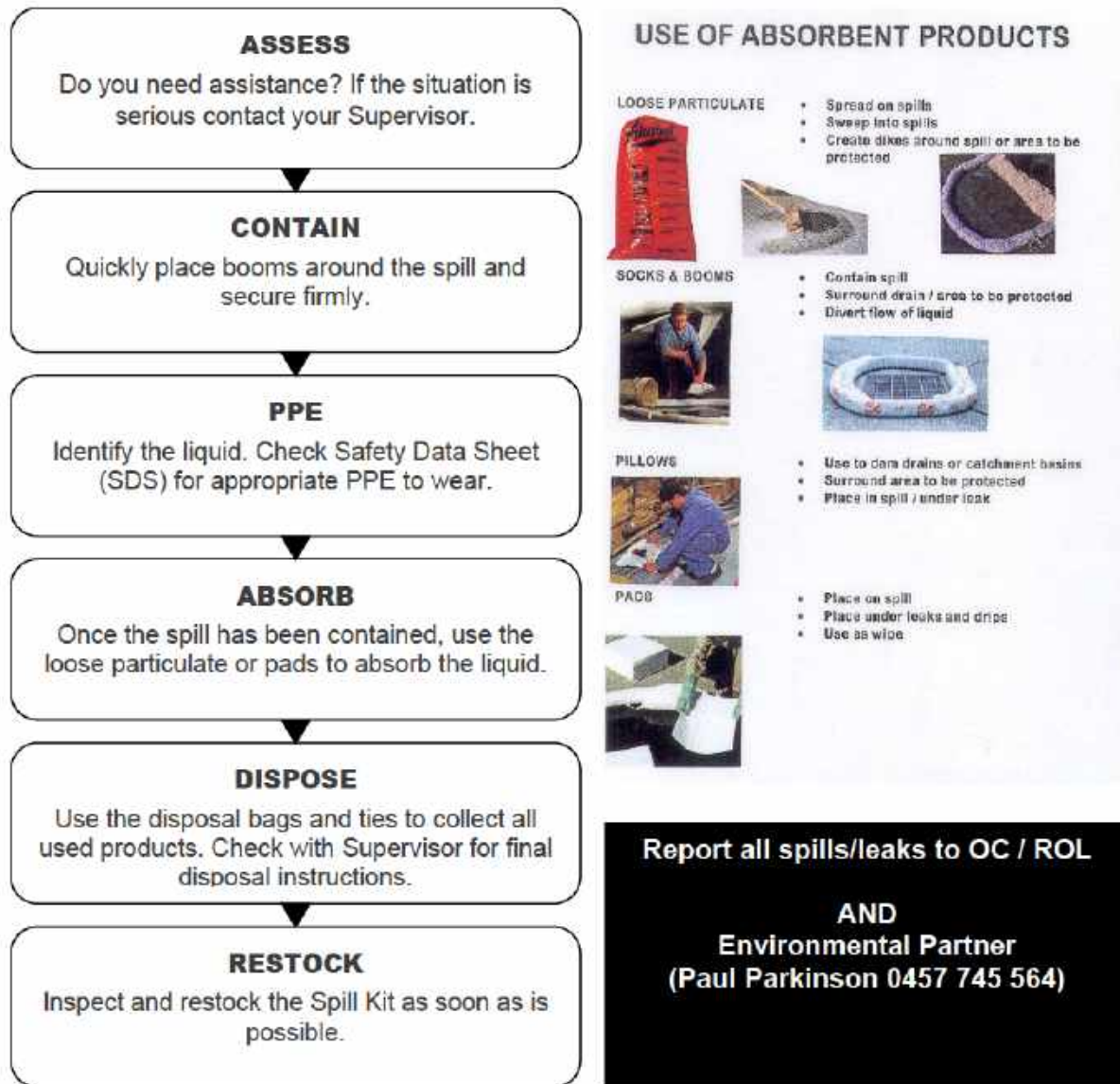
**Note:** Move casualty clear and perform emergency first aid and send someone to call Emergency Services on 000.





## 16. Environmental Incident

**Environmental Incident** is any event, which has, or has the potential to have, a negative impact on the environment or causes environmental harm. **IF SAFE TO DO SO**

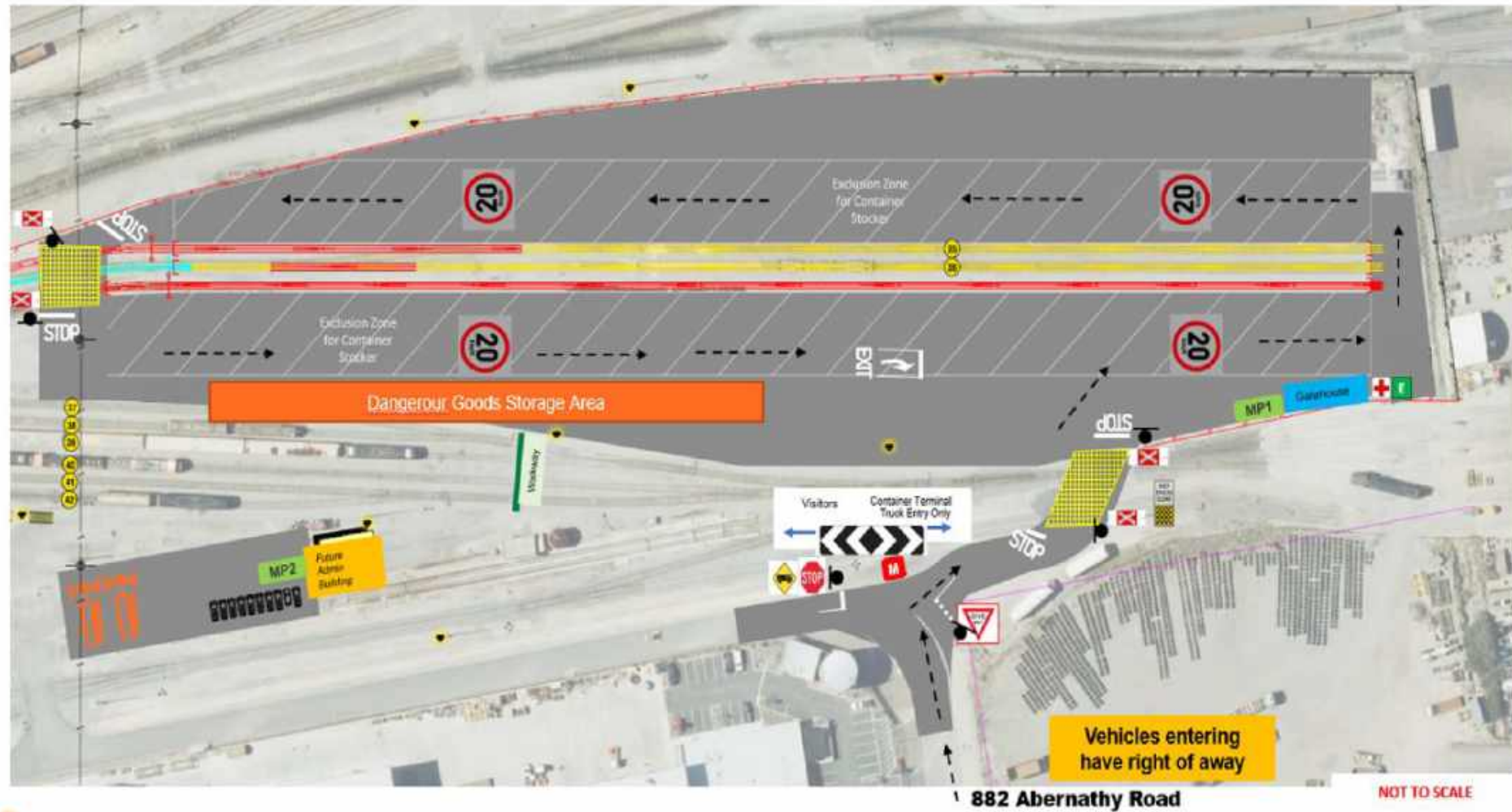




If the spill has contaminated land or come into contact with an un-sealed surface, contact the Environment Team to get further advice on the appropriate restoration of the site.

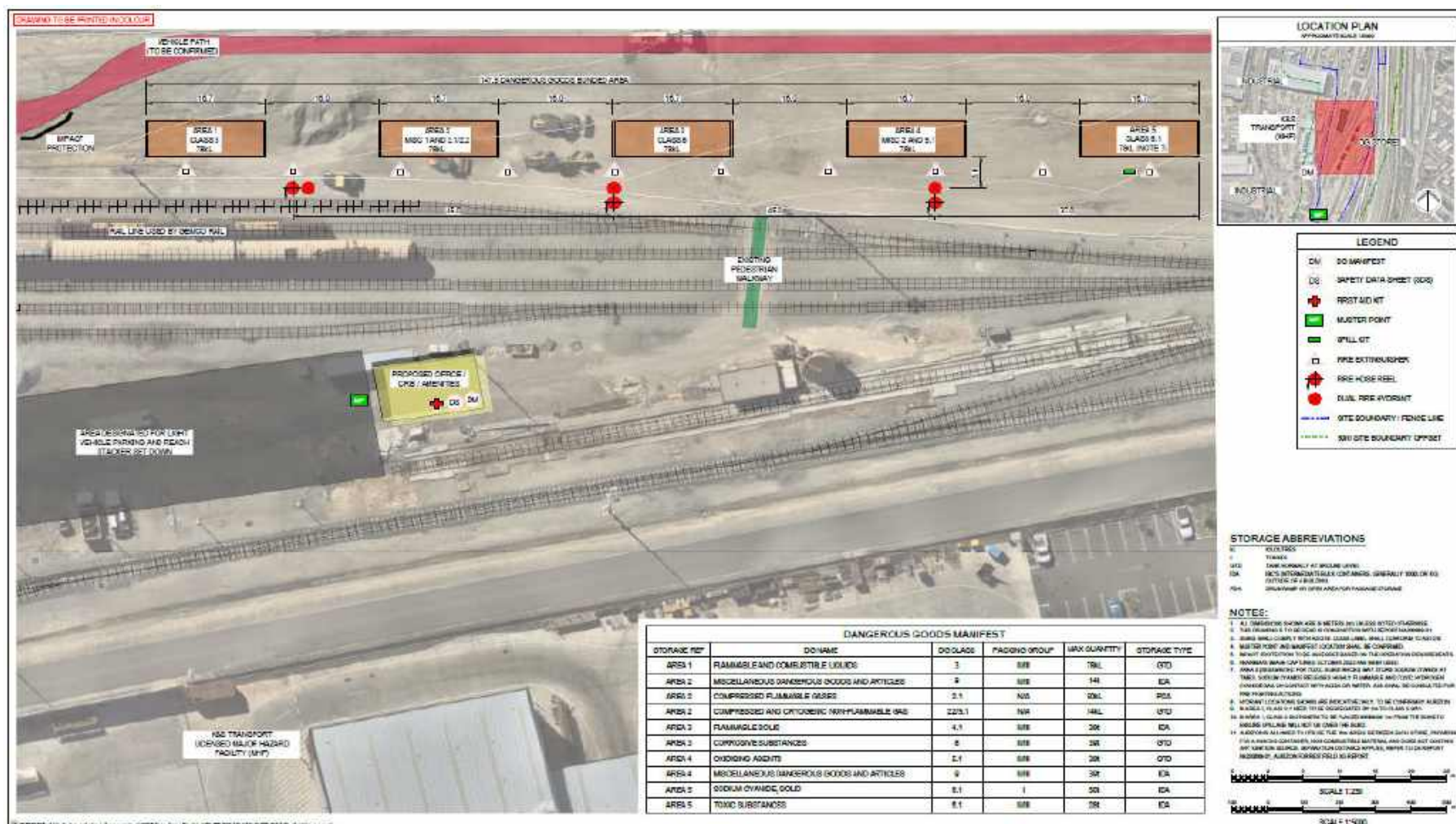
## Guideline – Forrestfield Container Terminal

### 17. Terminal Site Plan



## **18. Terminal Dangerous Goods Storage Plan**







## Guideline – Forrestfield Container Terminal

### 19. Terminal Dangerous Goods Manifest

Safety Data Sheets link - [Safety data sheets](#) | [Safe Work Australia](#)

Dangerous Goods	UN Number	Class / Sub Risk	Location	Induction	Signal Word	Hazard Statement Code	Personal Protective Equipment
Aerosol	1950	2.1 / 6.1, 8	Forrestfield Area 2	Forrestfield Container Terminal Induction	Danger	H225, H301, H311, H320, H331, H260D, H370, H373	Refer SDS
Carbon Dioxide	1013	2.2	Forrestfield Area 2	Forrestfield Container Terminal Induction	Warning	H280	
Argon (Refrigerated Liquid)	1951				Warning	H281	
Carbon Dioxide (Refrigerated Liquid)	2187				Warning	H281	
Adhesives (flammable)	1133	3	Forrestfield Area 1	Forrestfield Container Terminal Induction	Warning	H225, H312, H315, H319, H332, H336, H402 H226, H304 H225, H315, H336	
Ethanol	1170				Danger		
Paint (flammable)	1263				Danger		
Combustible Liquid n.o.s	1993				Danger		
Hydrocarbons, liquid, n.o.s	1263				Danger		
	3295				Danger		
Flammable liquid, poisonous, n.o.s	1992	3 / 6.1	Forrestfield Area 1	Forrestfield Container Terminal Induction	Danger	H226, H301, H411	
Polyamines, flammable, corrosive, n.o.s	2733	3 / 8	Forrestfield Area 1	Forrestfield Container Terminal Induction	Danger	H225, H314	
Paint, flammable, corrosive	3469				Danger	H314, H317, H318, H412	
Potassium Nitrate	1486	5.1	Forrestfield Area 4	Forrestfield Container Terminal Induction	Warning	H272	Refer SDS
Calcium hypochlorite, hydrated, with not less than 15.5% but not more than 16% water	2880				Danger	H272, H302, H314, H335, H400, AUH031	
Hydrogen peroxide, aqueous solution, with not less than 20% but not more than 60% Hydrogen peroxide (stabilised as necessary)	2014	5.1 / 8	Forrestfield Area 4	Forrestfield Container Terminal Induction	Danger	H302+H332, H318	Refer SDS
Methylene chloride	1593	6.1	Forrestfield Area 5	Forrestfield Container Terminal Induction	Danger	AUH066, H315, H320, H332, H336, H351	Refer SDS
Sodium cyanide, solid	1689				Danger	H290, H300+H310+H330, H315, H318, H372, H410	
Pesticide, liquid, poisonous, n.o.s	2902				Danger	H301+H311+H331, H372, H410	
Caustic alkali liquid, n.o.s	1719	8	Forrestfield Area 3	Forrestfield Container Terminal Induction	Danger	H314, H335	
Formalin (corrosive)	2209				Danger	H301+H311+H331, H314, H317, H335, H341, H350, H370	
Batteries, wet, filled with acid	2794				Danger	H203, H302, H312, H332, H314, H350, H360FD, H362	
Corrosive liquid, acidic, organic, n.o.s	3265				Danger	H314, H290	
Acrylic stabiliser, stabilised	2218	8 / 3	Forrestfield Area 3	Forrestfield Container Terminal Induction	Danger	H226, H314, H335, H302+H312+H332	
Amines, liquid, corrosive, flammable, n.o.s	2734				Danger	H226, H314, H335	
Other regulated substances, n.o.s	3082	9	Forrestfield Area 2	Forrestfield Container Terminal Induction	Danger	H302, H317, H318, H361	
Lithium ion batteries (including lithium ion polymer batteries)	3480				N/A	N/A	



## 20. Revision History

Version No.	Section No.	Description of Change	Preparer (P) Reviewer (R)
0.1	All	New SERP for Container Terminal Facility	Mark Mykytiuk (P) 02-10-2023 Damian Downes (R) 02-10-2023
0.2	All	Review post Terminal Commissioning	Craig Treleaven (P) 17-01-2024 Mark Mykytiuk (P) 17-01-2024 Damian Downes (R) 18-01-2024
Review 18-01-2025			



## 21. Assessment

<b>Employee Name</b>		<b>Service Number</b>	
<b>Depot Name</b>	Forrestfield Terminal	<b>Date</b>	
<b>Supervisor Name</b>		<b>Service Number</b>	

### Instructions

The assessment is to confirm an Employees understanding and knowledge of the requirements of this Guideline.

The assessment is comprised of short written questions.

The assessment must be completed and emailed to the Employees Supervisor for evaluation of competency.

The pass rate requirement is 100% correct.

### Questions

1. What colour is the Chief Wardens Hat ?  
\_\_\_\_\_  
\_\_\_\_\_
2. What Fire Equipment is available on site?  
\_\_\_\_\_  
\_\_\_\_\_
3. Who makes up the Emergency Control Organisation at the Forrestfield Terminal?  
\_\_\_\_\_  
\_\_\_\_\_
4. Use of Absorbent Products helps to control what type of incident?  
\_\_\_\_\_  
\_\_\_\_\_
5. Where is the SERP located on site?  
\_\_\_\_\_  
\_\_\_\_\_
6. Where is the Master Emergency Communication Point for the site located?  
\_\_\_\_\_  
\_\_\_\_\_



**Assessment Outcome – Completed by Supervisor**

Competent		Not Yet Competent	
Areas for Improvement			

**Competency Sign Off**

The competent Employee understands and agrees to undertake the requirements of this Guideline.