



# Bullsbrook Waste Transfer Station Emergency Response Plan

2016 version 1

## Version Control

This document is subject to version control. Changes will only be issued as a complete document covered by a release notice.

It is the responsibility of any person printing this document to ensure that they use the current version of this document.

Version	Date Authorised	Author	Reviewer	Authoriser
Original V1	01/04/16			

# BULLSBROOK WASTE TRANSFER STATION EMERGENCY RESPONSE PLAN

## EMERGENCY TELEPHONE NUMBERS

SERVICE / CONTACT	BUSINESS HOURS	AFTER HOURS
Emergency Services (Ambulance, Fire and Rescue)	000	
Police (Non- emergencies)	131 444	
Midland Police Centre	9250 0333	
Poisons Information Centre	131 126	
DER Pollution Response Unit	1300 784 782	1800 018 800
DER Program Manager, Environmental Protection	6467 5000	6467 5562 (fax)
City of Swan Rangers	9267 9267	9267 9000
<b>City of Swan Waste Recycling Management</b>	<b>0424 160 970</b>	

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## 1. INTRODUCTION

The *Bullsbrook Waste Transfer Station Emergency Response Plan* (“the Plan”) has been developed to outline the procedures the City of Swan will use to respond to emergency situations at the Bullsbrook Waste Transfer Station or areas directly relating to the Waste Transfer Station to help protect staff, contractors, and customers who may be within the Waste Transfer Station Boundary, from danger and/or injury at the time of and during an emergency situation.

While it is not possible to anticipate every possible emergency situation, the Plan identifies the most probable emergencies that might occur.

The Plan describes the agreed strategies to notify and marshal City of Swan and external resources to minimise impacts on persons and property during or following an emergency at the Transfer Station. The Plan is to provide guidance to all City of Swan employees and relevant contractors and to establish areas of responsibilities in times of emergencies.

The core procedures, roles and responsibilities listed in the Plan are general in nature. If an emergency arises which is not covered, the Chief Warden or his delegate has the authority to modify the Plan, as appropriate for the situation.

This Plan is designed to fulfil the requirements of regulation 3.9 of the *Occupational Safety and Health Regulations 1996*.

### 1.1 Responsibility for this Plan

The City of Swan Fleet and Waste Manager is responsible for the adequacy and quality of this Plan overall and the Coordinator – Waste Services is responsible for the successful implementation of the Plan.

The City of Swan Occupational Health Safety Advisor is responsible for the adequacy of the content of the Plan.

## 2. EMERGENCY RESPONSE

### 2.1 Transfer Station Description and General Information

#### 2.1.1 General

The Bullsbrook Waste Transfer Station has been designed to provide a waste collection service for City of Swan ratepayers in the northern areas of the City of Swan; the Waste Transfer Station is located on the Coastal plain area of Perth directly west of the Darling Scarp, near the township of Bullsbrook (approximately 5 kilometres).

The Waste Transfer Station consists of an onsite office (old farm house), a transfer pad, a rubble stockpile hardstand, a large shed for the storage of used mattresses, two smaller sheds used for the storage of clothing and waste and two stockpiles for the storage of green waste and used timber, both of varying density and size.

General access to site is by two gates located on Stock Road West 180 metres apart.

The total area of the site within which the Waste Transfer Station is located is in the order of 35 hectares with a 385 metre frontage to Stock Road West, Bullsbrook in the City of Swan. (Site Map – Appendix 1)

The closest Fire Station is Bullsbrook Volunteer Bushfire Brigade approximately 11.5 kilometres to the north of the site, the nearest DFES Permanent Station is Ellenbrook

approximately 19.6 kilometres to the south of the site and the nearest ambulance is the Bullsbrook Sub Branch Depot located approximately 10 kilometres north of the site. The nearest Hospital is the Swan Health Campus 28.5 kilometres to the South in the town of Midland.

### **2.1.2 Topography**

The site is flat cleared land and contains minimal residual bush areas (lines of large non - endemic eucalypt trees cross the site).

### **2.1.3 Climate**

The climatic type for Perth is Mediterranean with a long term average rainfall of 850mm the majority of which falls in the winter months. For 2014 Perth received just 675 mm.

With respect to temperature the average daily maximum temperature for the 2014/2015 summer was 33.8°C, with a maximum over 37°C on 21 days.

The worst fire weather conditions and wind direction are: low humidity, high temperature and strong easterly winds.

The risk of fire from lightning strike is very low due to the conditions normally present during lightning.

### **2.1.4 Sources of Fuel / Fire Load**

Most of the site has been cleared of trees and previously used for livestock agistment, therefore has a very light fire load. The bulk of the fire load is from the stock piles of green waste material. There will also be mattresses stockpiled on site at times.

### **2.1.5 Buildings / Fixed Plant assets on site include:**

- Main Site Office (brick and tile house);
- Weighbridge Office (transportable);
- Shed for the storage of Mattresses
- Small oil shed
- Small clothing shed

### **2.1.6 Fuel Storage / Lubricants**

- No fuel or lubricants for use will be stored on site, all servicing of mobile plant will be carried out by a service truck as required coming to the transfer station
- Used waste oil will be stored in a designed covered containment bund with stock control in place to ensure that quantities do not present a large fire risk.

### **2.1.7 Green Waste and Recycled Timber stockpiles**

- 1500 Tonnes (approximately) of Green Waste maximum.
- 1500 Tonnes (approximately) of Recycling timber

### 2.1.8 Site Operations

The on-site operations include:

- Receival of and temporary storage of defined class II and class III waste products for materials recovery (generally of low flammability)
- Receival of green waste, recycled timber, waste hydrocarbons, recycled white goods and mattresses for recycling ;
- Expected Customer transits - currently approximately 50 vehicles per day;
- The use of material handlers, loaders to feed wood waste and green waste shredders and stockpile processed materials

### 2.1.9 Site Security

- The Bullsbrook Transfer station is fully fenced with entry gates locked at the close of business each day.
- All vehicles attending the Site are required to report to the Waste Station Traffic Control Office.

### 2.1.10 Site Inspections and Monitoring

- During working hours machine operators are constantly monitoring the various work areas and, at the end of the day, the operational areas are inspected to ensure that there are no sign of fires.

**Note:** The fire load in non-operational areas is very low.

## 2.2 TYPES OF EMERGENCIES EXPECTED ON SITE

The types of general events which this document caters for include:

Natural Disasters - cyclone; severe storm; and earthquake.

More specific events which are catered for are:

- fire and/or explosion;
- major spillage - chemicals or flammable liquids, any other emergency involving hazardous substances (major spill unlikely – no bulk fuels);
- bomb threat;
- armed hold-up/ physical threat;
- illegal occupation; and
- major bio-hazard situation.

## 2.3 ALARM INITIATION

- When the Chief Warden (or deputy in his absence) has determined that the site has to be evacuated, the alarm / siren needs to be activated. This will be by way of the tone switch on the Megaphone that is located in the Site Office.
- When this siren is activated, all employees or visitors in the Bullsbrook Waste Transfer station must evacuate the site to the main muster point located to the western side of the Site Office. The Chief Warden may well have to also issue verbal instructions over the Megaphone.
- The same Megaphone / siren will be used during practice evacuations to enable staff to recognise the sound of the 'siren'.
- Mobile telephones and two way radios will be used to alert Council vehicles in the field not to return to the Bullsbrook Waste Transfer Station.

### Emergency Operations Centre

The Emergency Operations Centre (EOC) will be the Site Office i.e. the house.

(See Site plan for location – Appendix 1).

## 2.4 EMERGENCY RESPONSE AND CONTROL

Where the Chief Warden needs to consult with other Wardens that may be present, regarding the nature of the threat, this will be done (where practicable) at the EOC. This will be at the Site Office.

In cases where the primary EOC is directly subject to an emergency situation (i.e. fire or petrol spill/ incident), then the alternative location will be the designated in a safe alternate position by the Chief Warden.

When the threat has been substantiated, the Chief Warden together with the other Wardens will ensure the evacuation of employees and any customers or visitors via the appropriate safe exit pathways to the nominated Assembly Area.

The primary or default Assembly Area is at the western side of the Site Office a secondary location is near the main entrance to site.

**Note:** In most instances, staff will not be permitted to remove their private vehicles from staff parking areas during the emergency.

Other than as specifically instructed by the Chief Warden or his nominated deputy, no person is to re-enter the area until the "all clear" has been given.

When the "all clear"\*\*\* has been given by the Chief Warden or a delegated person, people may proceed back into their normal work area. Advice to mobile vehicles in the field to proceed to the Bullsbrook Waste Transfer Station will be broadcast by the Chief Warden or his delegate.

**\*\*\* In cases where State government agencies e.g. FESA have attended, it is likely that the "all clear" announcement will come from the agency in charge.**



#### 2.4.1 Role and Identification of Wardens

**Chief Warden (Site Supervisor) Helmet Colour - White**

**Deputy Chief Warden (Person as nominated) Helmet Colour - White**

- The Chief Warden (or his / her nominated Deputy in the Chief Warden's absence) will be responsible for the overall control of the emergency.
- Upon receiving notification of an emergency, the Chief Warden will investigate the situation where practicable and proceed to the Emergency Operations Centre if deemed necessary.
- Activate Evacuation siren, i.e. use of the Megaphone (if required).
- Ensure that the appropriate emergency service(s) and the Coordinator – Waste Services are notified.
- Ensure that the Manager – Fleet and Waste Services is notified.
- Area wardens if available may be assigned to assist the Chief Warden
- Officers acting as "Wardens" will wear appropriate identifying helmets:

Chief and Deputy Chief Warden      - White  
Area Wardens (when present)        - Yellow

#### 2.4.2 Communications

This most important aspect of the coordination of the response will be by way of two way radios and mobile telephones to which staff will have immediate access.

#### 2.4.3 Notification of Authorities

It is the responsibility of the Chief Warden (or his/her Deputies) to ensure that in the event of a major spillage, fire or an explosion the following services will be notified.

#### **Fire and Rescues Services WA - Dial 000**

The person notifying these services will provide information as to:

- The address of the Bullsbrook Waste Transfer station – **Lot 6 Stock Rd West, Bullsbrook.**
- the precise location of the emergency event within the Bullsbrook Waste Transfer Station;
- the size of the fire or spillage and if possible, the type of materials involved;
- the extent of any injuries already sustained; and
- the extent to which the situation is under control.

**Note:** *Normal response time for FESA at this site is approximately 20-25 minutes (19.6kms from nearest full time station). Bullsbrook Bushfire Brigade is 11.5kms to the north.*

#### 2.4.4 Notification of Neighbours

Because of the location of the Bullsbrook Waste Transfer station, it is possible that some emergencies on site could directly affect neighbouring properties and/or businesses. If the

neighbours are likely to be affected by the emergency the Chief Warden (or his Deputy) should delegate a runner to notify neighbours of the emergency.

### 2.4.5 Evacuation Plan and Warden Structure

Should it seem likely that the situation will damage the health of people in the Bullsbrook Waste Transfer Station or immediate vicinity, the Chief Warden or his Deputy in his absence will order the evacuation of the Waste Transfer station (See Section 2.3 - Alarm Initiation). The most likely scenario is thought to be a major fire.

All Wardens are to ensure that there is no one left in their respective areas. The Chief Warden should ensure that a First Aid kit is taken to the Assembly Area.

Upon direction from the Chief Warden or his nominated deputy all people in the Waste Transfer station at the time of the event will proceed to the nominated Assembly Area, at the front of the western side of the Site Office or alternative Assembly Area as decided by the Chief Warden.

**Note:** this location may change as a result of the nature of the emergency and wind direction).

(See Site Plan – Appendix 1)

The Chief Warden or his nominated deputy will guard the Waste Transfer Station entry point to stop vehicles and persons from entering until the all clear is given.

The Chief Warden or his/her nominated deputy will conduct a staff count and confirm the presence of staff and visitors.

Search and rescue will only be carried out by the relevant emergency service.

## 2.5 FIRE EMERGENCIES

### 2.5.1 Fire History

Historically the area sees wild fires across the paddocks on a yearly basis, normally during the dryer months of December to February

### 2.5.2 Sources of Fire

As a function of the above operations, the main on-site sources of fire include:

- Overheating of heavy plant and truck components that are in contact with flammable matter or fluids;
- Vehicle electrical faults causing heat or sparks;
- Building electrical faults causing heat or sparks;
- Plant maintenance operations e.g. grinding and cutting with carborundum disks;
- Discarded cigarette butts that are still burning;
- Lightning.

### 2.5.3 Fire Mitigation

To further mitigate fire risk from the waste stockpiles, all stockpiles will have been designed with segregated designated areas.

A two wheel drive water truck with 12,000lt storage tank is available for use on site.

Nine 9 Kg fire extinguishers are located at various points around the plant and buildings and are inspected every 6 months by a qualified contractor. A register is maintained of all extinguishers and other fire fighting equipment.

A water storage tank located on south side of the site office a capacity of 40 kilolitres supply FESA compatible firefighting couplings located at the tank. The tank is fed from an onsite bore and has a pump to supply water from the tank.

In addition to the water storage tank the paddocks surrounding the Waste Transfer Station have plumbed irrigation sprinklers that can be activated to dampen down the ground and grass covering in the event of a fire exposure either from on site or threat of fire from off site.

All equipment is regularly serviced and maintained in order to ensure its availability in an emergency. Electrical hand tools are inspected and tagged quarterly by a licensed electrical contractor to ensure that the wiring is not faulty.

#### **2.5.4 Fire Breaks**

All boundaries have fire breaks as required by the City of Swan. The risk of fires spreading into the site from surrounding areas is minimised by these perimeter firebreaks.

**Note:** the fire load on adjoining properties is very low.

#### **2.5.5 Permit to Work Process – Hot Works**

The City of Swans Permit to Work process (PRO-HR-006) applies to all hot work carried out at the Waste Transfer Station.

All contractors who may be required to work on-site must comply with the City of Swans Permit to Work process.

#### **2.5.6 Plant and Vehicle Use Protocols**

On high fire hazard days, plant and vehicle use is restricted to hard-stand or road access areas only.

#### **2.5.7 Fire Alarm – During Business Hours**

In the event that the fire alarm is raised during business hours, the Chief Warden will inspect the fire as soon as possible and determine the level of response required. If the fire cannot be extinguished using equipment and personnel available in a safe manner, the Chief Warden will call 000 to request assistance from DFES.

Contact with other stakeholders may be required in the event of a fire. An emergency contact list of relevant organisation and persons is located at the front of this Plan.

#### **2.5.8 Fire Alarm – After Business Hours**

In the event that a fire alarm is raised after business hours and 000 is called, DFES will be despatched. Contact details for the afterhours - Waste Recycling Management is listed on the front gate, and it is expected that Emergency Services will contact the afterhour's number for assistance in accessing the Waste Transfer Station.

#### **2.5.9 Protocol for Fire Fighting**

Protocols for fighting fires on site include the safety of all employees and others on site first then if safe to continue, the appropriate method should be used to contain, control and extinguish the fire if possible:

- **Electrical Fires** - Electrical fires are to be extinguished using dry powdered extinguishers, which are fitted in each vehicle and item of heavy equipment and at key locations around the site.

- **Flammable Liquid Fires** - Fires in flammable liquid storage areas are to be controlled using foam dispensing extinguishers, with material from the dirt stockpile being available to smother a fire. Vehicle-based flammable liquid fires are to be controlled using dry powder extinguishers.

**Under NO circumstance is water to be used on flammable liquid fires.**

- **Building Fires** – Small fires in buildings and storage sheds are to be controlled via dry powder extinguishers. Alternatively, the water truck can be quickly mobilised to this area if required.

**Electrical Power must be removed from the building or shed prior to the use of any Water.**

- **Fire in Green Waste and Timber Stockpiles** - Fires in green waste or timber stockpiles are to be controlled using the mobile water truck if possible without risking injury to employees. Earthmoving equipment may be used to spread out the stockpiles to allow wetting or covering with sand.

#### **Fire Emergency Response Key Actions:**

- Alarm raised and communicated via two-way.
- Chief Warden informed of emergency situation.
- Chief Warden investigates and assesses situation.
- Fire attacked using available equipment (if appropriate).
- Emergency Services notified and requested (if required).
- Emergency Services briefed and incident control reassigned (if required).
- Evacuation procedure initiated (if required).
- Waste Transfer station staff, contractors and customers notified of emergency situation.
- Neighbours notified of emergency situation if required.
- Traffic control implemented, Area Warden assigned.
- Attend to any injuries.

## 2.6 BOMB THREAT

Bomb threats may be received over the telephone or in written form by letter, fax or email. All threats should be treated as serious until properly evaluated. In all cases, the Chief Warden should be informed of the threat as soon as possible.

In the case of a telephone bomb threat, staff should treat all calls as serious. During the call (if possible) or immediately afterward, a Bomb Threat Checklist should be completed (see Appendix 2). Following an analysis, the Chief Warden or his delegate should assess the seriousness of the bomb threat, and decide on appropriate responses. Where specific information regarding the threat is given such as the type of bomb or why it was placed, the threat may be considered more credible.

Bomb threats should be reported immediately to police, who may provide advice regarding correct responses. The Chief Warden must decide whether to close and evacuate the Waste Transfer Station, in which case normal evacuation procedures should be followed. A thorough search of all areas should be conducted (if possible) for suspicious packages or devices, making reference to any information provided during the threat. When conducting a search, do so with caution and paying particular attention for objects which are foreign to a given setting, and in an area accessible to the public. Any suspicious findings must be reported to the Chief Warden immediately.

In the case of receiving a written bomb threat, the same response should be followed as for a telephone threat. In addition, all documents (letters, envelopes and faxes) must be preserved as evidence. Avoid handling physical documents to preserve handwriting, fingerprints and postmarks. Do not photocopy any written threats and restrict access to the documents.

### **Bomb Threat – Emergency Response Key Actions:**

- Alarm raised and communicated via two-way.
- Chief Warden informed of emergency situation.
- Physical evidence of threat secured (letter, fax, etc).
- Police notified of situation.
- Evacuation procedure initiated (if required).
- Waste Transfer Station staff, contractors and customers notified of emergency situation.
- Neighbours notified of emergency situation if required.
- Traffic control implemented, Area Warden assigned.
- Attend to any injuries

## 2.7 ARMED HOLD UP/PHYSICAL THREAT

Due to the nature of staffing arrangements, it may be that staff members are subject to armed hold-ups or physical threats whilst they are alone.

In this situation:

- Try to remain calm.
- Follow the offender's instructions.
- Do not provoke the offender.
- Try to observe as much as possible about the offender.
- After the incident, contact the Site Manager and the Police as soon as possible.

Where other staff members become aware of a situation, they must advise the Chief Warden immediately. Staff and visitors should be kept away from the situation, and the Police contacted as soon as possible. Assistance should be rendered when the situation is over. It is very important for staff to record information about the offender(s) on the Armed Hold-up Checklist form as soon as practical after the event (see Appendix 3).

### Armed Hold-Up / Physical Threat – Emergency Response Key Actions:

- Alarm raised and communicated via two-way.
- Chief Warden informed of emergency situation.
- Police notified of situation.
- Evacuation procedure initiated (if required).
- Waste Transfer Station staff, contractors and customers notified of emergency situation.
- Traffic control implemented, Area Warden assigned.
- Persons involved in the incident to record details of the incident and offender(s).

## 2.8 MAJOR CHEMICAL OR FUEL SPILL

A major chemical or fuel spill is one that cannot be managed adequately using onsite equipment. In the event of a major spill at the Waste Transfer station (e.g. rupture of a fuel storage tank), the Chief Warden will assess the situation. The Chief Warden will determine whether the spill can be managed effectively using onsite equipment, and request the attendance of Emergency Services or other specialised services if required. Where possible, details of the spilled material should be obtained and communicated to all parties as soon as possible (typically using chemical manifests, MSDS, or Dangerous Goods placards). The DEC Pollution Response unit should also be notified promptly of any serious chemical or fuel spills onsite.

The area around the accident should be secured in order to isolate the spill, prevent possible injuries and allow the spilled material to be effectively managed. As a matter of priority, spilled material should be contained on hardstand areas using bunds (clay or soil). Traffic control should be implemented where appropriate, and an Area Warden assigned to supervise the area.

### Major Chemical Spill – Emergency Response Key Actions:

- Alarm raised and communicated via two-way.
- Chief Warden informed of emergency situation.
- Situation investigated and assessed.
- Emergency Services notified and requested (if required).
- Spill area cordoned off.
- Spilled material contained
- DER Pollution Response unit notified.
- Waste Transfer Station staff, contractors and customers notified of emergency situation.
- Neighbours notified of emergency situation if required.
- Traffic control implemented, Area Warden assigned.
- Attend to any injuries.

## 2.9 VEHICLE ACCIDENT

In the event of a serious vehicle accident at the Waste Transfer Station (e.g. a vehicle roll-over while tipping), Waste Transfer Station staff will assess the situation and report to the Chief Warden. The Chief Warden will assess whether the situation requires attendance by Emergency Services. The area around the accident may need to be secured in order to prevent further injuries and preserve the scene for investigation.

In the event that the accident results in fuel or chemical spillage, emergency procedures to manage the spill should also be initiated. Traffic control should be implemented where appropriate, and an Area Warden assigned to supervise the area.

### Vehicle Accident – Emergency Response Key Actions:

- Alarm raised and communicated via two-way.
- Chief Warden informed of emergency situation.
- Situation investigated and assessed.
- Accident area cordoned off.
- Spill emergency control procedures initiated (if required).
- Traffic control implemented, Area Warden assigned.
- Emergency Services notified and requested (if required).
- Waste Transfer Station staff, contractors and customers notified of emergency situation.
- Neighbours notified of emergency situation if required.
- Attend to any injuries



## 2.10 LETTER BOMB / SUSPICIOUS PACKAGE

Letter bombs are normally designed to cause minor injury or to frighten. In recent years, it has also become more common to receive suspicious substances by mail (e.g. white powder). In the event of an actual letter bomb being received and detonating, actions to manage the emergency situation must be taken. Inform the Chief Warden immediately, provide first aid to victims and consider evacuation of the immediate area. Police services should be notified immediately, as well as any additional Emergency Services (ambulance, fire-fighters, etc).

In the event of a suspicious letter or package being received, immediately notify the Chief Warden. The letter or package should be secured, and handling should be minimised to preserve evidence such as finger prints. Police should be notified promptly, and they may advise of other specialised services that are required. Staff should never attempt to open a suspect letter or package themselves. The Chief Warden will determine appropriate actions to respond to the situation, such as evacuation from the immediate area, closing the Waste Transfer station, moving Emergency Assembly area to a further distance, etc.

### Letter Bomb / Suspicious Package – Emergency Response Key Actions:

- Chief Warden informed of emergency situation.
- Physical evidence of threat secured (letter, package, etc).
- Police notified of situation.
- Evacuation procedure initiated (if required).
- Waste Transfer Station staff, contractors and customers notified of emergency situation.
- Traffic control implemented, Area Warden assigned.
- Neighbours notified of emergency situation if required.
- Attend to any injuries

### 3. TRAINING AND AWARENESS

Relevant Facility Employees are trained in the use of equipment used to respond to emergencies (such as first-aid supplies and firefighting equipment) as part of normal City of Swan Operations.

A training exercise is conducted twice per year, to ensure that staff are aware of their responsibilities in the event of an emergency. The results of each training exercise should be documented and recorded, in order to address shortcomings with current procedures, training and equipment.

In March and October of each year, the Site staff will be presented with a summary of this Fire Plan to ensure that they are aware of how they may be required to assist with its implementation.

#### ● REVIEW

This Plan has been developed with input from the City of Swan Construction and Maintenance Engineer, EMRC Waste Environmental Services and the Occupational Safety & Health Coordinator of EMRC. This Plan is to be reviewed every year for currency and compliance with appropriate standards and licence conditions.

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Adopted / Reviewed by:

Approved by: Colin Pumphrey

Date: April 2016

Next Review:

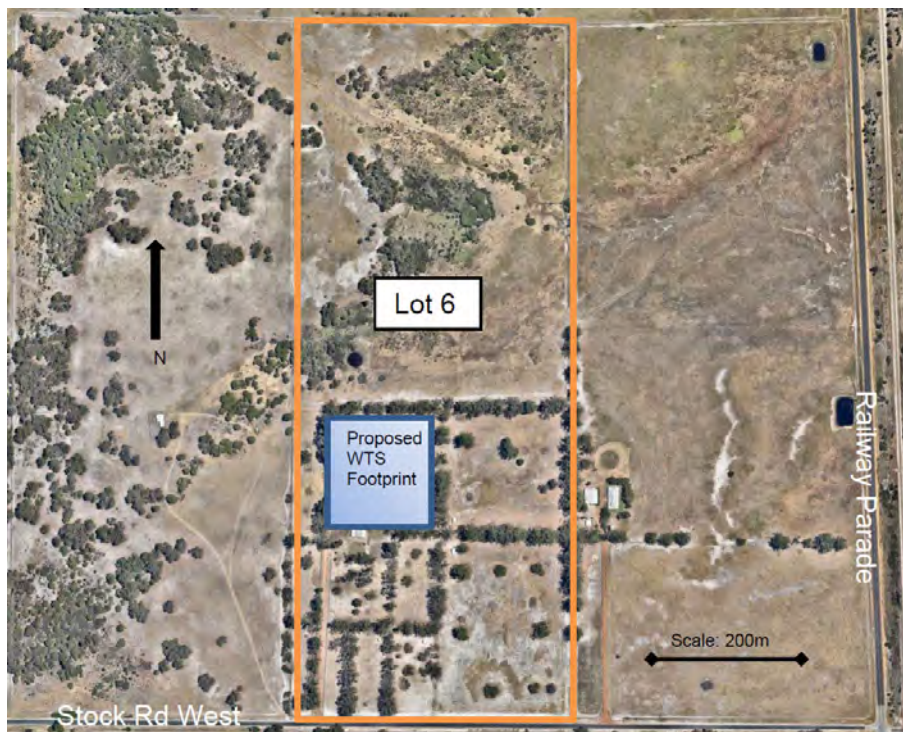
Responsible Department: Fleet & Waste Services

## 5. APPENDICES

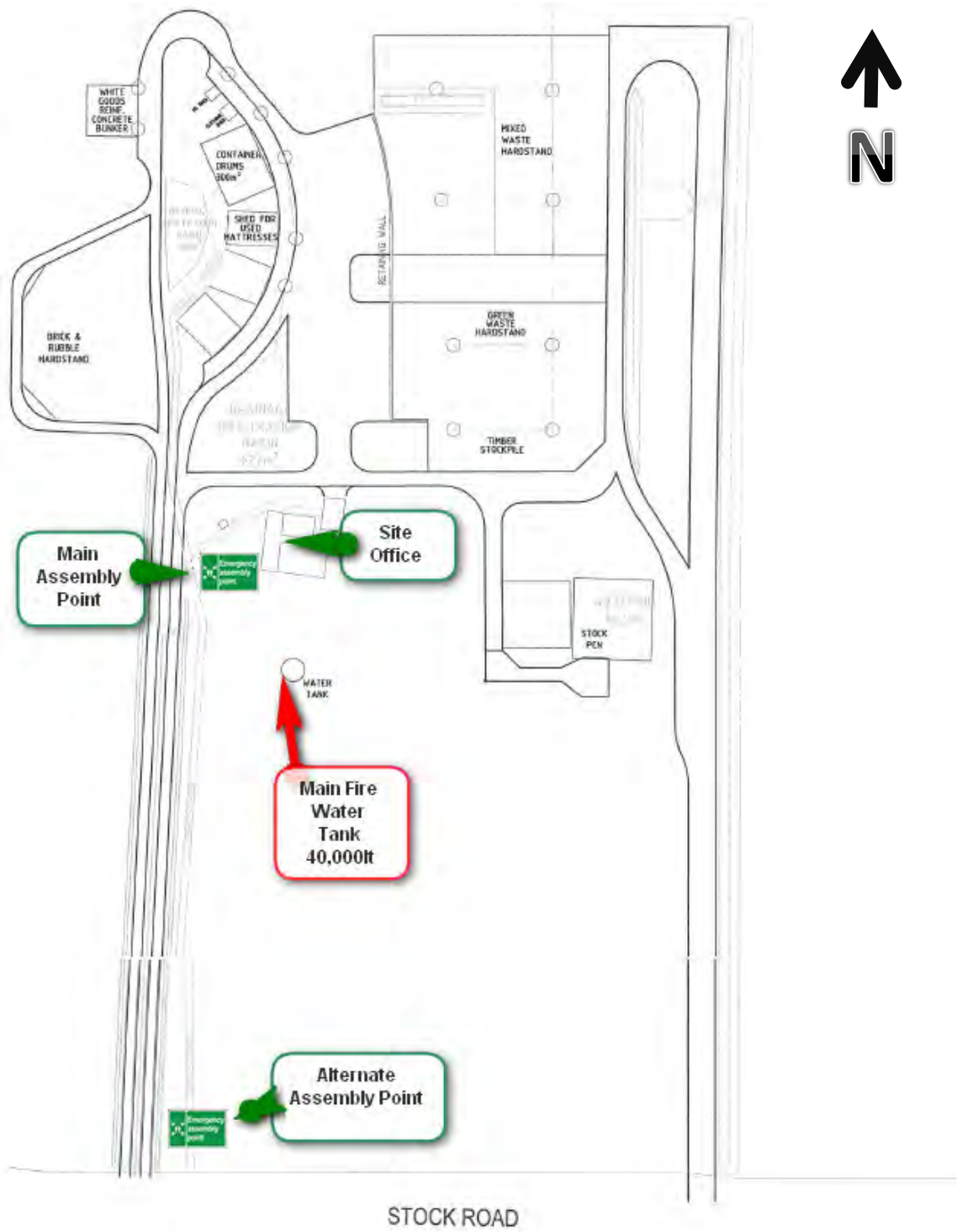
# APPENDIX 1 – BULLSBROOK WASTE TRANSFER STATION SITE PLANS



Location of Waste Transfer station in Relation to Town of Bullsbrook



Location of Waste Transfer Station in Relation to Stock Road West.



Site Plan of the Waste Transfer station

## APPENDIX 2 – BOMB THREAT RECORD SHEET

This form should be completed during or soon after a telephoned bomb threat.

QUESTIONS TO ASK	THREAT LANGUAGE
When is the Bomb going to explode?	Well-spoken:
	Incoherent:
Where did you put the Bomb?	Irrational:
	Recorded:
When did you put it there?	Message read by caller:
	Abusive:
What does the Bomb look like?	Other:
What kind of Bomb is it?	
What will make the Bomb explode?	
	<b>BACKGROUND NOISES</b>
Did you place the Bomb?	Street noises:
	Aircraft:
Why did you place the Bomb?	Voices:
	Music:
What is your name?	Machinery:
	Other:
Where are you?	Long distance call:
What is your address?	<b>OTHER</b>
	Sex of caller:
	Estimated age:
<b>EXACT WORDING OF THREAT</b>	<b>CALL TAKEN</b>
	Date:
	Time:
	Duration of call:
	Number called:
<b>CALLER'S VOICE</b>	<b>ACTION TAKEN</b>
Accent (specify):	Reported call to:
Any impediment (specify):	Phone Number:
Voice (loud, soft etc.):	Other information:
Speech (fast, slow, etc.):	
Diction (clear, muffled):	
Manner (calm, emotional, etc.):	<b>RECIPIENT</b>
Did you recognise the voice?	Name (print):
If so, who do you think it was?	Telephone:
Was the caller familiar with the area?	Signature:

**REMEMBER: KEEP CALM - DON'T HANG UP!**



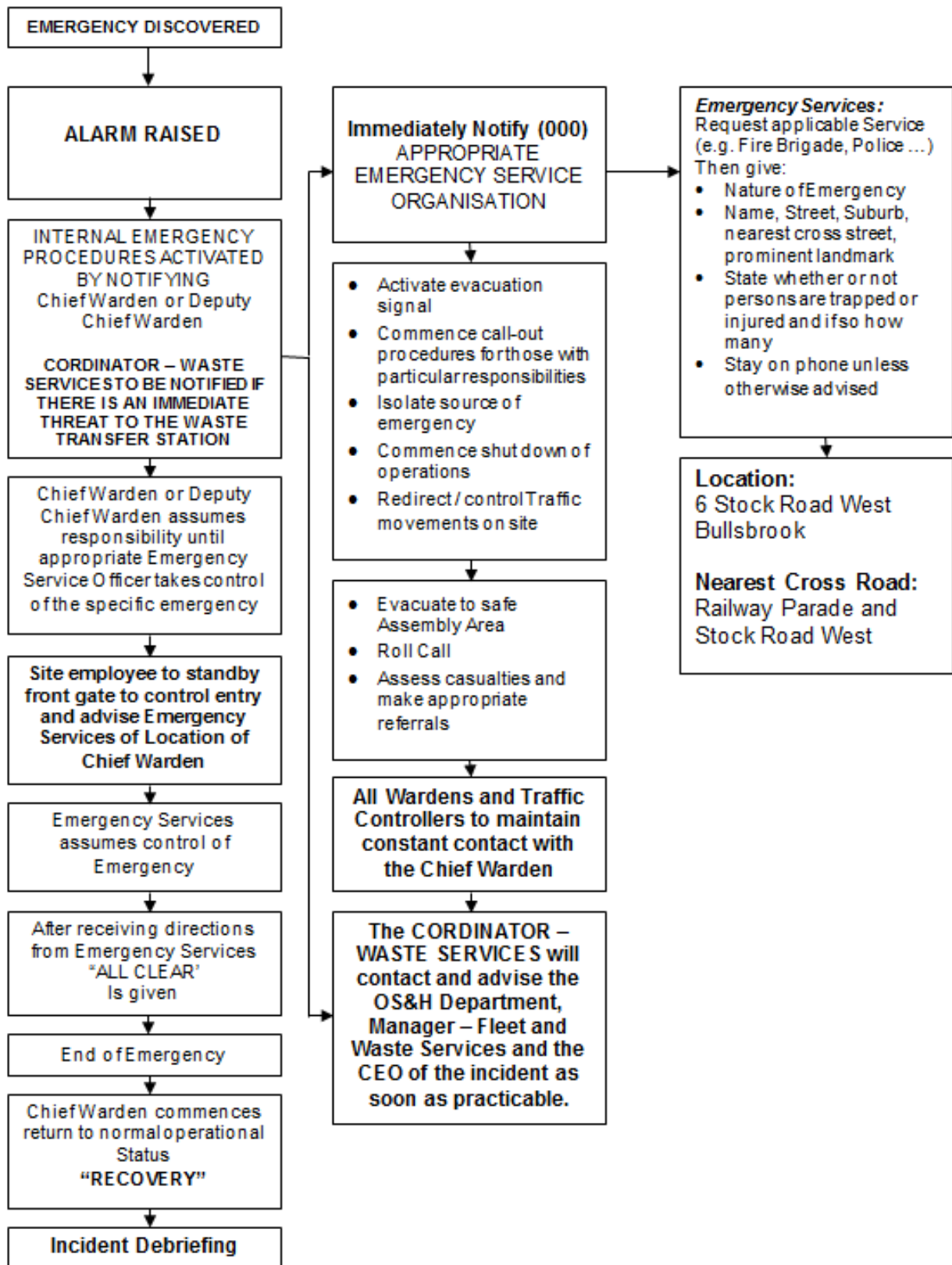
## APPENDIX 3 – ARMED HOLD-UP / PHYSICAL THREAT RECORD FORM

This form should be completed immediately after the incident by each person witnessing the incident. Do not consult others during recording. A separate form is required for each offender. If answer is not known, write “not known” against the entry.

NAME/ NICKNAMES USED:						
NATIONALITY:						
SEX				AGE		
HEIGHT				WEIGHT		
COMPLEXION	Fair	Dark	BUILD	Thin	Stout	
	Pale	Tanned		Medium	Strong	
	Ruddy	Freckled				
VOICE	Clear	Loud	WALK	Quick	Slow	
	Thick	Slangy		Limp	Springy	
HAIR	Colour:		EYES	Colour:		
	Curly	Wavy		Small	Squint	
	Thick	Straight				
	Bald	Long		GLASSES	Colour:	
Crew cut		Shape:				
EARS	Size:		NOSE	Size:		
	Shape:			Shape:		
LIPS	Size:		GLOVES	Type:		
	Shape:			Colour:		
TEETH	Good	Uneven	MARKS	Tattoos	Scars	
	Spaced	Bad		Describe:		
	Missing	Protruding				
JEWELLERY	Describe:		Location:			
DISGUISE	Describe:		HANDS	Size:		
				Callused	Soft	
				Hairy	Nails	
				Missing/Deformed		
				Fingers		
MOUSTACHE	Colour:		BEARD	Colour:		
	Type:			Type:		
CLOTHING	Describe (Inc. hat, tie, shoes, coat, etc):					
VEHICLE	Type:		WEAPON	Describe:		
	Colour:					
OTHER DETAILS						

Complete a separate form for each offender.

## APPENDIX 4 – BULLSBROOK WASTE TRANSFER STATION EMERGENCY RESPONSE PLAN FLOW CHART





## **APPENDIX 5 - BULLSBROOK WASTE TRANSFER STATION STANDING ORDERS FOR EMERGENCIES**

### **EMERGENCY PROCEDURES**

#### **STANDING ORDERS**

#### *WHAT TO DO IN THE CASE OF .....*

##### **FIRE:**

- Advise the Chief Warden or Deputy Chief Warden
- Sound Alarm
- Call Fire and Rescue Service
- Attack Fire (if safe to do so)
- Prepare to evacuate
- Follow wardens instructions

##### **HEARING THE ALARM:**

- Alarm sounding means – evacuate
- Follow warden's instructions
- Proceed to assembly area
- Do not re-enter the work area until the all clear has been given

##### **BOMB/ HOLD-UP OR SIMILAR THREAT:**

- Remain Calm
- Attempt to obtain details of threat (use checklist)
- Advise the Chief Warden or Deputy Chief Warden

##### **EARTHQUAKE / NATURAL DISASTER:**

- Do not run out doors
- Take shelter under a desk or doorway
- Attend all injuries as soon as possible
- Follow instructions of the Chief Warden or Deputy Chief Warden

Your Wardens Are:

Chief Warden:

Deputy Chief Warden: