

# EMERGENCY PROCEDURES

## 1.0 CLASSIFICATION OF AN EMERGENCY SITUATION

Two phases have been established for the classification of incidents to help in determining the appropriate course of action;

- Alert phase, and
- Emergency phase.

## 2.0 ALERT PHASE:

An alert phase is declared in situations when personnel are not in immediate danger. Apprehension is usually associated with the alert phase, but the threat does not require immediate action. The key word is “apprehension”. An Alert Phase exists if any of the following, or similar, occur:

Fire in a building	A small fire starts, which may be extinguished quickly using a fire extinguisher.
Grass fire in the site	A small grass fire is reported.
Bush fire	A bush fire is known to be in the area.
Threats of bomb or other similar act	Receiving a threat is sufficient to declare an emergency.
Environmental incident	Material risk or harm to the environment that: <ul style="list-style-type: none"> <li>• involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or</li> <li>• results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000</li> </ul>

## 2.1 ALERT PHASE PROCEDURES:

Actions in the event of an alert phase are co-ordinated by the Site Manager or Team Leader, and include the following:

- Advise employees on site to conclude work in progress and stand by for further advice;
- Telephone the General Manager to advise of the situation;
- Monitor the situation to assess whether an Emergency Phase needs to be declared;

If it is seen to be appropriate, advise Emergency Services of the nature of the developing situation.

Termination of the Alert Phase is made by the Operations Manager, in consultation with the General Manager.

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## 3.0 EMERGENCY PHASE

The emergency phase is declared when there is reasonable certainty that personnel, property, or environment are in danger and immediate assistance is required. It is conceivable that an emergency may be declared but not have been preceded by an Alert Phase, in this situation the actions required in Section 2.1, above, must still be carried out. The key word is “danger.” An Emergency Phase exists if any of the following, or similar, occur:

Fire in a shed	Rapid fire growth makes it clear external assistance will be needed.
Grass fire in the site	A grass fire exists upwind of a location in which people work or in which propellant or live ammunition are stored.
Fire in a magazine	Smoke is seen rising from a magazine used to store propellant or live ammunition.
Bush fire	A bush fire is known to be upwind of the site and sufficiently close to be considered an immediate threat to a location in which people work or in which propellant or live ammunition are stored.
Explosive Incident	If an unintended or unusual initiation of an explosive occurs (excluding single round initiation of SAA in guillotine).
Threats of bomb or other similar act	Receiving a threat is sufficient to declare an emergency.
Chemical spill	A significant chemical spill that could escape to adjacent waterways and affect areas off-site.
Significant air emission	A significant release of toxic airborne contaminants that could adversely impact nearby residents.

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## 3.1 EMERGENCY PHASE PROCEDURES:

Actions in the event of an Emergency phase are co-ordinated by the Site Manager or Team Leaders (or senior staff member in the absence of Site Manager or Team Leaders), detailed procedures are outlined below:

### 3.1.1 MAIN COMPOUND

#### **RAISE THE ALARM**

**By notifying Team Leader and blowing whistles  
(Whistles are located near each end door of sheds and office).**

#### **Team Leader (or senior staff member in the absence of any Team Leaders):**

- To set up "Buddy System - see 3.1.4.1. If Team Leader absent staff to pair up as "Buddy Teams" and proceed as below.
- Assess the safety of the Emergency Assembly Area (EAA). There are three designated EAA's and the decision to use a particular EAA will be based on the prevailing conditions and nature of the emergency- see 04-CD-P04 - Emergency Assembly Area Plan for EAA locations.
- Allocate one team to notify staff in other sheds and Admin and another to shut down power if safe to do so.
- Direct remaining staff to EAA.

#### **Admin Staff (or Team Leader/senior staff member in the absence of Admin staff):**

- **Telephone emergency services (000).**
- Collect items as per checklist (04 - CD - P06 - a copy of which is displayed on the wall in the Admin Office next to the First Aid sign) and proceed to EAA. **NOTE:** With the possible exception of the NEQ Record (which may be in use) all items to be taken to the EAA are located inside the south facing tea-room door.
- Compound gate must be set to manual to ensure access in the event of a power failure.

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## 3.1.2 SHED 8

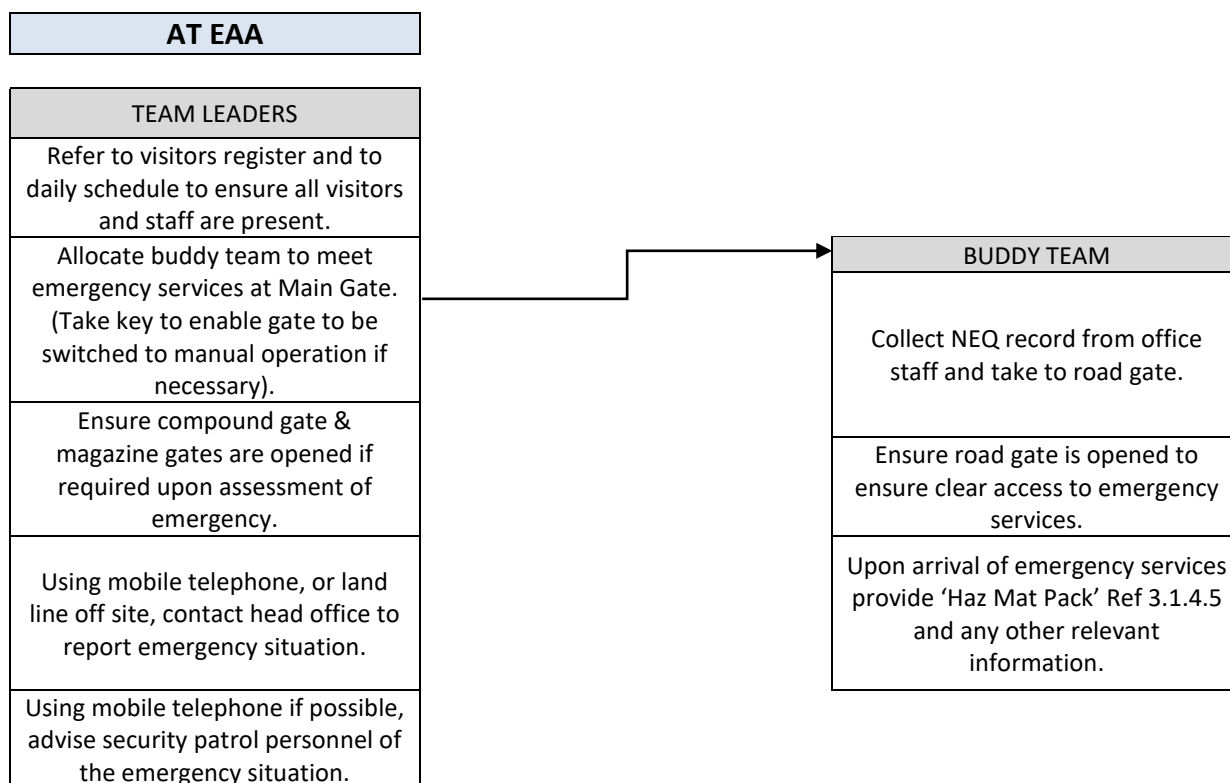
### **RAISE THE ALARM**

**By activating air horns -- located near each work area,  
Contact the Admin Office using radio or mobile phone**

- ❖ Staff should form two person "Buddy Teams" and proceed as follows (if safe to do so):
- ❖ One team to turn off gas (at the gas farm) and electricity in Shed 8.
- ❖ Second team to contact other work areas and Site Admin.
- ❖ All staff to proceed to the appropriate EAA.

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## 3.1.3 EMERGENCY ASSEMBLY AREA



## 3.1.4 Emergency Phase – Additional information

**3.1.4.1 Buddy System:** The team leaders are responsible for co-ordinating the establishment of “Buddy Teams”. Each team must be composed of minimum of two people.

**3.1.4.2 Allocation of Tasks:** The Team Leaders, senior staff member present, are responsible for allocating tasks as set out in the flow chart above. A “Buddy Team” is allocated and “Buddy Teams” are required to follow the directions provided by the Team Leaders if safe to do so.

**3.1.4.3. Evacuation:** The team leader or nominated person in each work area shall ensure all personnel evacuate the work area and proceed to the appropriate EAA via the most direct route. Should the emergency incident prohibit personnel from accessing the most direct route, personnel shall exit the compound via the emergency evacuation compound gates, situated near Building 13.

Once notification commences a full evacuation is mandatory.

**Important note:** A nominated staff member staff working in Sheds 12 & 13 shall have keys to the rear compound gate at all times with their work area keys and must be kept on their person and taken to the EAA.

**3.1.4.4 Alert Emergency Services:** All staff shall respond to the directions of the Emergency Services.

**3.1.4.5 HAZMAT information (ref 04-CD-P09)** is held at the front gate in a labelled cabinet. The Haz Mat file consists of:

❖ Emergency Contacts including relevant authorities for notification

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- ❖ Maps and plans of the site, showing EAA's, location of hazardous Chemicals, and local area
- ❖ Information relating to Dangerous goods, including class 1 held on site
- ❖ Copies of the Emergency Procedures and the Pollution Incident Control Management Plan

The HazMat Information is checked for currency every three months.

**3.1.4.6 Termination of the Emergency:** will be at the direction of the Emergency Services and on communication with the General Manager.

**3.1.4.7 Notification of Relevant Authorities:** In the event of a pollution Incident refer to PIRMP (section 8) and the Emergency Contacts (04-CD-P10) for the contact details for the mandatory notification requirement and the contact details of neighbours if required.

## 4.0 OTHER INFORMATION

### 4.1 Fire

Due to the inherent risk to personnel, fires in or in proximity to explosive storehouses should not be fought by Pentarch employees except in their incipient stage. Once a fire is seen to have entered an explosive storehouse, or in the case where the initiation of the fire was directly witnessed and it has established itself in the vicinity of explosives, Emergency Phase procedures apply.

Under no circumstances should personnel approach an explosive storage area or building from which smoke is seen to emanate.

- The Site Manager is to liaise with the local fire service to ensure that they have the current business and after-hours contact details and are aware of the hazards present on the site.

If a bushfire threatens the restricted areas, the following additional precautions are to be taken:

- All explosives are to be returned to their appropriate storehouse (if it is safe to do so);
- All explosive storehouses shall be closed and locked; and
- No personnel shall return to the Restricted Areas until authorised to do so by the Site Manager.

### 4.2 Explosive Incident

Explosive incidents are those occurrences where an explosive functions:

- In an unintended manner.
- During a routine disposal activity with a reaction that is abnormal.

If an explosive incident occurs no-one, including emergency services, are to approach or enter the building until declared safe by an explosive specialist.

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## 4.3 Thunder and Dust Storms

When there is evidence of atmospheric electrical activity or disturbance, i.e. thunderstorms, or dust storms approaching, the Site Manager or Team leaders shall ensure:

- All exposed explosives are placed back into their original packaging and returned to the appropriate explosive storehouse;
- The explosive storehouses shall be closed and locked; and
- Alert Phase Procedures are implemented.

## 4.4 Threats of Bomb or Other Similar Act

- Threats of bomb or other similar act shall be treated with appropriate seriousness and expediency. The Site Manager or Team Leaders shall ensure that all explosive storehouses are closed and locked and will apply Emergency Phase Procedures.

## 4.5 Emergency Drills

Emergency Drills shall be held every six months. The drills shall be planned by the Site Manager or nominated person the plan shall include an incident type from the list below:

- ❖ Spill
- ❖ Gas Leak
- ❖ Fire
- ❖ Bomb Threat
- ❖ Other (provide details)

All staff present must participate.

On completion of the Emergency Drill a debrief with all staff shall be scheduled. During the de-brief reference shall be made to the Pollution Incident Response Management Plan (04-CD-P08), and feed back provided to the participants on conduct during the drill, with the focus on assessment and discussion relating to potential improvements.

Using the Emergency Test and Incident Review Form (04-RT-P02) a report shall be prepared by the Site Manager or nominated person to provide feed back relating to the following key points:

- Description of Emergency scenario
- Names and allocated work area of staff and visitors present
- Time taken to evacuate;
- Overview, including compliance to the documented procedures;
- Deficiencies, including Non-compliance to the documented procedures;
- Potential improvements to the documented procedures;
- Corrective Actions and opportunities for improvement; and
- Review of the actions planned.

This report shall be presented and discussed at the next scheduled Site Management Meeting.