

Emergency Preparedness and Response Procedure

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INDEX

1. PURPOSE
2. RESPONSIBILITIES
3. DEFINITIONS
4. REFERENCES
5. PROCEDURE
6. RECORDS
7. REVIEW

1. PURPOSE

- 1.1. This procedure applies to all employees directly employed by Ecoplant & Seeddown and all Business Units and entities owned or managed by Ecoplant & Seeddown.
- 1.2. The purpose of this procedure is to ensure that credible emergency scenarios are identified and planned for to minimise the risk of injury or loss.

2. RESPONSIBILITIES

- 2.1. Employees, contractors and visitors are to comply with the all directions given by those employees engaged in emergency management positions. If an emergency management plan is activated (for any reason), employees, contractors and visitors must comply with the requirements of the plan.
- 2.2. Management must ensure that an assessment is conducted in order to establish the need for an Emergency Planning Committee (EPC), to develop, implement, manage and continually improve an Emergency Management Plan (EMP).
- 2.3. Management must ensure that all buildings, structures and workplaces occupied by Ecoplant & Seeddown have an EMP.

NOTE: *For facilities where Ecoplant & Seeddown is a lodger/stakeholder there may be no requirement for an EMP and Ecoplant & Seeddown shall conform to the overall site EMP. In such cases, Management must ensure that there is an Ecoplant & Seeddown representative on the facility Emergency Planning Committee. Emergency Response Procedures (ERP) must conform to and complement the facility EMP.*

- 2.4. Management must ensure the development of ERP for credible emergencies that may affect the buildings, structures and workplaces they manage.
- 2.5. Management must ensure the appointment and resourcing of an Emergency Control Organisation (ECO) that will implement and coordinate the ERP if activated.
- 2.6. Management must ensure that an ERP is rehearsed every 12 months.
- 2.7. Management and the EPC, where appointed, must review the effectiveness of evacuation exercises and implement any corrective actions that arise from them.
- 2.8. Management must ensure that there are adequate and appropriate resources allocated to emergency preparation and response.

3. DEFINITIONS

- 3.1. **Emergency Planning Committee (EPC)** - An EPC is responsible for developing and overseeing the effectiveness of emergency arrangements.
- 3.2. **Emergency Control Organisation (ECO)** - An ECO is responsible for tasks such as building evacuation, first aid provision, or operation of fire-fighting equipment in an emergency situation. The ECO is comprised of staff members with training in certain areas, for example, fire wardens, first aid officers or security staff.
- 3.3. **Emergency Management Plan (EMP)** - An EMP is a document which contains the structures, systems and processes for the mitigation of credible emergencies which may impact upon a building, workplace or facility.
- 3.4. **Emergency Response Procedure (ERP)** - An ERP is a document that describes the assigned responsibilities, actions and procedures required to respond to and manage a credible emergency subordinate to the EMP.
- 3.5. **Personal Emergency Evacuation Plan (PEEP)** - a PEEP is an individualised emergency management plan designed for an occupant with a disability who may need assistance during an emergency.

4. REFERENCES

- 4.1. Safety Policy
- 4.2. Relevant WH&S legislation
- 4.3. AS/NZS 4801:2001 Occupational Health and Safety Management Systems
- 4.4. HB 211 – 2001, *Occupational Health & Safety Management Systems, A guide to AS4801 for small businesses*
- 4.5. AS 3745: 2010 *Planning for emergencies in facilities*
- 4.6. AS 2220: *Emergency warning and intercommunication systems in buildings*
- 4.7. AS 8000: 2003 - *Good Governance Principles*.
- 4.8. AS 5050:2010, - *Business continuity - Managing disruption-related risk*.

5. PROCEDURE

Emergency Management Structures and appointments

5.1. Emergency Planning Committee

- 5.1.1. Management in consultation with key stakeholders and employees must conduct an assessment to establish whether their facility requires a full EPC or a management representative and a chief warden (CW) (minimum requirement), to manage the Emergency Management (EM) requirements. If an EPC is required, the minimum composition is:

- 5.1.1.1. Management Representative;
- 5.1.1.2. Chairperson;

- 5.1.1.3. Secretary;
- 5.1.1.4. Chief Warden;
- 5.1.1.5. Deputy Chief Warden; and
- 5.1.1.6. Emergency specialists as required.

Note: the management representative and chairperson may be the same person.

5.2. **Emergency Control Organisation (ECO)**

- 5.2.1. An ECO shall be established for each site occupied by Ecoplant & Seeddown and must be appropriate for the:
 - 5.2.1.1. Size and complexity of the facility;
 - 5.2.1.2. Number of occupants and visitors;
 - 5.2.1.3. The type of installed occupant warning system; and
 - 5.2.1.4. The fire engineered and safety features of the facility.
- 5.2.2. In a single building of one (1) level, there may only be 3 members in the ECO - a management representative, the “chief warden” and the “deputy chief warden”. In a large complex facility there may be a requirement for:
 - 5.2.2.1. CW and deputy;
 - 5.2.2.2. Communications officer and deputy;
 - 5.2.2.3. Floor/area wardens and deputies;
 - 5.2.2.4. Wardens and deputies;
 - 5.2.2.5. Runners;
 - 5.2.2.6. Stair wardens;
 - 5.2.2.7. Roll call wardens; and
 - 5.2.2.8. Traffic wardens.
- 5.2.3. To ensure the effective functioning of the ECO, Deputies shall be selected to assume Warden or other positions when the appointees are absent. Deputies shall have the same capabilities as the substantive positions.

5.3. **First Aid Personnel**

- 5.3.1. Arrangements shall be established to ensure that there are a sufficient number of personnel trained in first aid on site at all times. This shall include periods which are outside normal working hours, such as shifts, weekends, public holidays, etc.

5.4. **Training**

- 5.4.1. All personnel in emergency appointments shall be provided with appropriate and relevant training to enable them to perform their duties.
- 5.4.2. Emergency arrangements and familiarity with emergency equipment locations and use, shall form part of the induction training process for all workers and refreshed at least once a year.
- 5.4.3. Evacuation drills shall be conducted for all personnel, at least once a year.

5.5. Identification of Possible Emergencies

- 5.5.1. All foreseeable emergencies shall be identified and specific Emergency Response Procedures (ERP) shall be defined for each. Potential emergencies may include:
- 5.5.1.1. Fire (including bush fires);
 - 5.5.1.2. Explosion;
 - 5.5.1.3. Major spills (to land, water, etc);
 - 5.5.1.4. Major gas leaks (explosives, flammable, toxic);
 - 5.5.1.5. Road accidents;
 - 5.5.1.6. Power failure;
 - 5.5.1.7. Civil disturbances (eg. riots);
 - 5.5.1.8. Acts of terrorism (eg. bomb threats, and chemical, biological and radiological emergencies)
 - 5.5.1.9. Natural disasters (earth quake, cyclones, bush fires, floods, mud slides, tidal waves, etc.).
- 5.5.2. The geographic location of the facility shall also be considered (eg. proximity to other sites where large quantities of hazardous materials are stored).

5.6. Emergency Management Plan

- 5.6.1. An Emergency Management Plan shall be prepared, reviewed, authorised and distributed to all appropriate personnel. The plan shall be reviewed annually and if necessary, revised and re-issued.
- 5.6.2. The plan shall include, but not be limited to, the following essential topics, elements and issues:
- 5.6.2.1. Up-to-date site location and layout, including details of detection and alarm systems;
 - 5.6.2.2. Contact information for key management and ECO appointments including emergency phone numbers (internal and external);
 - 5.6.2.3. Hazardous materials on site (location, quantity, types, method of storage, handling, fire-fighting methods to be used, etc.);
 - 5.6.2.4. Specific arrangements and means for the appropriate response to any of the emergencies above, which are considered foreseeable or likely.
(See Emergency Response Plans)
- 5.6.3. A person shall be formally appointed to assume responsibility for activating the plan in the event of an emergency.

5.7. Emergency Response Plans

- 5.7.1. Detailed response plans shall be developed for credible emergency scenarios. These plans may be incorporated into the EMP.
- 5.7.2. Response plans for identified emergency scenarios shall include, but not be limited to, matters such as:
- 5.7.2.1. damage containment / control / minimisation,

- 5.7.2.2. rescue and first aid of personnel,
 - 5.7.2.3. internal and external communication,
 - 5.7.2.4. evacuation of personnel,
 - 5.7.2.5. coordination and cooperation with emergency services, and
 - 5.7.2.6. arrangements for alert or alarm situation (who should be notified, how, etc.).
- 5.7.3. The plan shall be made available to the local emergency services, who shall also be consulted as to its scope and adequacy.

5.8. Evacuation diagrams

- 5.8.1. All fixed Ecoplant & Seeddown workplaces shall have compliant and up to date Emergency Evacuation Diagrams displayed in prominent locations. These shall be correctly orientated and must include as a minimum:
- 5.8.1.1. exit signs and exits;
 - 5.8.1.2. exit routes to assembly areas;
 - 5.8.1.3. the locations of manually operated fire alarms
 - 5.8.1.4. the locations of any intercommunication devices;
 - 5.8.1.5. the locations of any fire fighting equipment; and
 - 5.8.1.6. "You are here" references.

5.9. Equipment

- 5.9.1. ECO shall be provided with a hat / helmet to aid identification through the following colours:
- 5.9.1.1. Chief Warden / Deputy Chief Warden - white
 - 5.9.1.2. Communications Officer - white
 - 5.9.1.3. Floor/area Warden - yellow
 - 5.9.1.4. Warden - red
 - 5.9.1.5. First aid Officers - white cross on a green background.
- 5.9.2. Identification must be prominently marked with the wearer's ECO title and must be consistent throughout the facility, the specific floor, area or building may also be identified.
- 5.9.3. Depending on site/workplace size, there may be a requirement for wardens to be provided portable communication devices.

5.10. Emergency Notification

- 5.10.1. The relevant emergency services (fire brigade, police, ambulance, etc) must be notified immediately in the event of an emergency.
- 5.10.2. In addition, arrangements shall be in place to immediately notify neighbours and the public in the vicinity in the event of an emergency which may affect them.

5.11. Post-Emergency Activities

5.11.1. Following an emergency, an investigation shall be conducted and the Emergency Response Plan shall be revised, if necessary.

6. RECORDS

6.1. All documentation regarding the emergency management must be retained by the Company for a period not less than seven (7) years from the date that the documentation was brought into existence.

7. REVIEW

7.1. Annual