

Emergency Response Plan

Berrima Cement Works

Document Change Record

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1. General Information

1.1 Emergency Response Plan Objectives

The aim of these procedures is to ensure that personnel are capable of coping with any emergency situation. The primary concern is for the safety of workers, visitors, contractors and the community. Vital records, property and other assets should also be protected.

Area Wardens must ensure that these procedures are kept in a prominent position and that all personnel are made aware of the contents. It is also essential that this document is amended when there are site or personnel changes that impact on the procedures herein.

All personnel must make themselves aware of the location of all emergency alarms, exits and fire appliances within or near their work area and location of the external Safe Assembly Areas.

The effectiveness of these procedures depends on the willingness of all personnel to make themselves aware of the immediate actions they must take in an emergency so that they are capable of acting promptly, calmly and efficiently.

Incident response obligations in NSW in relation to pollution incidents have increased over and above typical emergency response activities. These obligations are explained in detail in the *Pollution Incident Response Management Plan (PIRMP)* which is to be used concurrently with this document. Strict immediate notification requirements apply in all cases of serious environmental incidents. Refer *Berrima Immediate Notification SOP* for details.

1.2 Emergency Response

A safety risk assessment of the site at Berrima Cement Works was conducted in May 2010, and it identified a number of potential emergency situations for the site.

An environmental risk assessment was also completed. Risks identified are listed in the *Berrima Environmental Aspects and Impacts Register*.

For details of all risk assessments refer to the Risk Register located in WizBiz and a summary of which appears in the Emergency Manual.

1.3 Emergency Preparedness Checklist

Checks of emergency preparedness must be undertaken using the set Site Inspection Checklists 35-F02.

1.4 Definitions

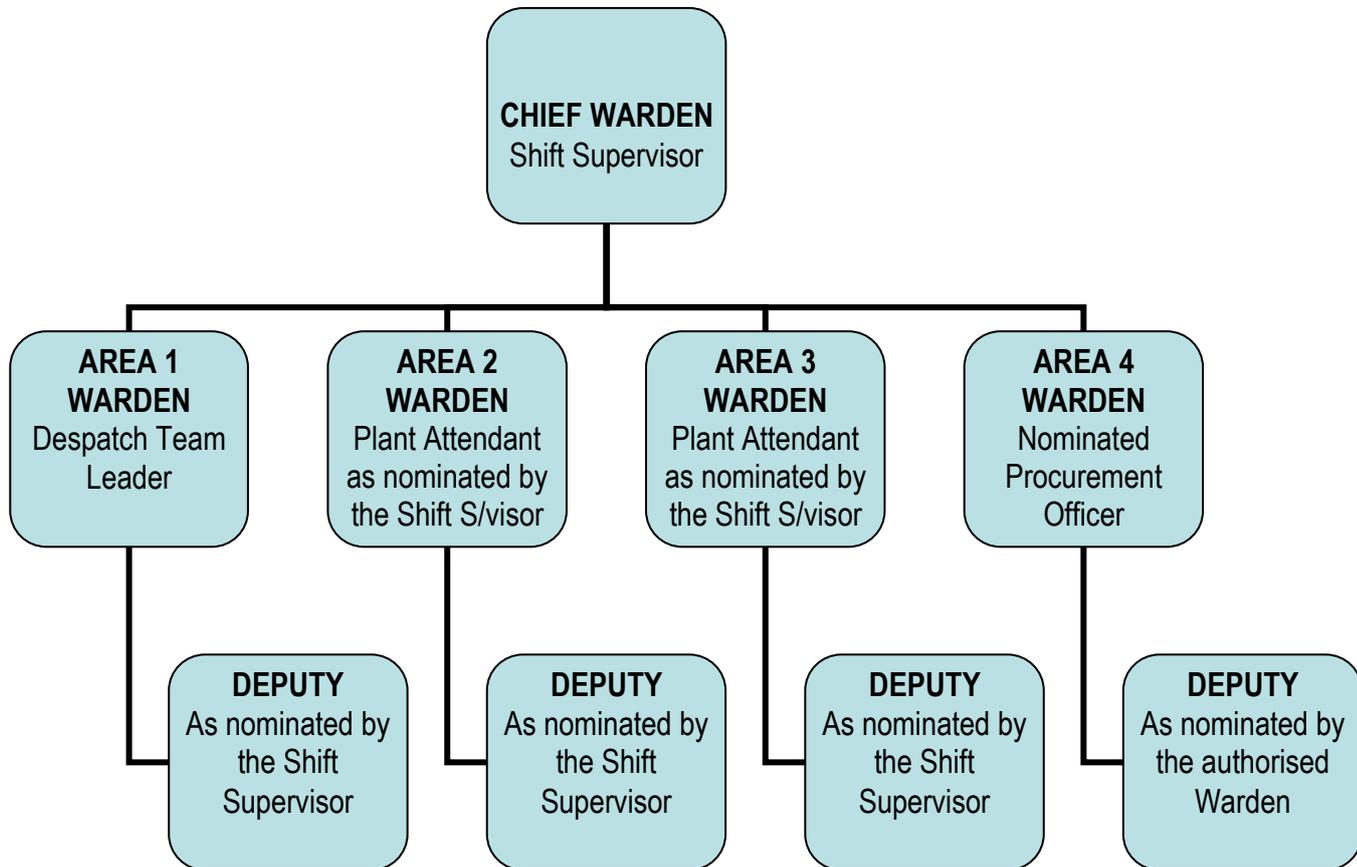
Crisis Team	Personnel appointed by the Operations Manager as appropriate – including senior engineers, HSE Advisor, operational personnel – to assist in the control of large scale and potentially large scale emergencies
External Agencies	People or organisations which have dedicated / specific functions in any situation where urgent assistance is required
Chief Warden	Oversees the coordination of the ECO, and ensure a safe response to whatever emergency situation may arise within your site.



ECO Warden	The Emergency Control Organisation (ECO) consists of different Warden types and positions. The ECO is to instigate and coordinate a safe response to whatever emergency situation may arise within their area of responsibility.
Workers	Employees, casual staff and contractors

2. Control and Coordination

2.1 Control Organisation



2.2 Control Personnel Identification Helmets

Helmet Colour	Role
White – with red “Chief Warden” sticker	Chief Warden
White – with red “Area Warden” sticker	Area Warden
White – with red “Deputy Warden” sticker	Deputy Warden
White with green & white First Aid Sticker	First Aid Personnel

2.3 Manual Distribution

Location	Number of Copies
Reception	1
Control Room	1
HSE Advisor’s Office	1
ATW Office	1
Group Engineering / Procurement	1
Boral Concrete – Diesel Loco Shop	1
First Aid Room	1
Total	7

2.4 Main Control Staff and Wardens

Office Hours 8.00am to 4.00pm Contact Number: (02)4860 2222
 After Hours Contact Number: (02)4860 2262

Emergency Appointment	Emergency Control Organisation (ECO)	Stand-in Control Staff (if ECO absent)
Chief Warden	Shift Superintendent Ext: 253/262 Phone: (02) 4860 2253 Mobile 0401 894 889 Radio	N/A – Always a Shift Superintendent on site
Communications Officer	Process Controller Ext: 200 Phone: (02) 4860 2262 Radio	N/A – Always a Process Controller on site
Area 1 Warden (Powerhouse, Stockhouse, Silos A to R, Silos S to U & Weighbridge, WXY Bin, Sub-station)	Despatch Team Leader Ext: 340 Radio	As nominated by the Shift Superintendent or Emergency Controller
Area 2 Warden (Preheater Tower, Conditioning Towers, Blending Silo, No. 6 Kiln, No. 6 Coal Plant, Pumping Station, Coal Storage, Amenities Building, Aumund Conveyor Galleries, Mole Clinker Storage, A Frame Clinker Storage, Clinker Transport, Conveyors – 3000 Tonne Silo)	Shift Operative Cement Radio	As nominated by the Shift Superintendent or Emergency Controller
Area 3 Warden (No. 6 Kiln Precipitator, No. 6 Kiln Bagfilter, No. 6 Raw Mills, No. 4 Substation, Limestone Storage, Additive Bins, Control Centre, Shale Crusher, Raw Material Conveyor System, Laboratory, Workshop Complex)	Shift Operative Raw Materials Radio	As nominated by the Shift Superintendent or Emergency Controller
Area 4 Warden (Group Engineering, Procurement, Main weighbridge, Boral Concrete)	Procurement Officer Radio	As nominated by the Shift Superintendent or Emergency Controller

The areas covered are shown in Appendix 1 – Site Map

2.5 Important Notes

- i) Area Wardens shall take charge of their designated responsibilities when on site.
- ii) Deputy Area Wardens shall take charge of their designated responsibilities when the Principal Control Staff are not on site.
- iii) It is imperative that all personnel are aware of the immediate actions they must take in an emergency. All personnel are expected to support the emergency response at all times unless the support they are asked to provide poses a risk to personal health and well being or safety.

2.6 Site Plan

A copy of the Site Plan is included in the Emergency Manual - Appendix 1.

2.7 Hazardous and Dangerous Goods

The Hazardous and Dangerous Goods Register is located in the CCR outside the Small Conference Room.

2.8 Contacts

In the event of a confirmed emergency, emergency services and relevant regulators must be contacted immediately. Contact details for this site are as follows:

2.8.1 Emergency Services

Emergency Service	Contact Numbers	Who Contacts
Internal Emergency Number (control room)	200	Anyone discovering an emergency
Fire Brigade (fires & spills)	0-000	Shift Superintendent or their delegate
Bushfire Control (bushfire)	0-000	Shift Superintendent or their delegate
Police (criminal incidents)	0-000	Site Operations Manager or their delegate
Ambulance (medical treatment required)	0-000	Shift Superintendent or their delegate
Poisons Information	0 – 131 126	Any supervisor
Electricity	0 – 131 003	Shift Superintendent or their delegate
Gas	0 – 131 909	Shift Superintendent or their delegate
Water	0 - 8838 7885	Shift Superintendent or their delegate
Lift Emergency	0 – 1800 626 847	Shift Superintendent or their delegate
WorkCover	0 – 131 050	HSE Advisor after consultation with Site Operations Manager and Cement Sustainability Manager
Roads & Maritime Services (any incident affecting roads)	0 – 132 701	Site Operations Manager or their delegate

2.8.2 –Pollution Incidents – immediate notification numbers

Government Authority – compulsory notification	Emergency Notification Number
EPA – Environment Line	131 555
Fire & Rescue NSW	1300 729 579
Wingecarribee Council	4868 0888
Public Health Unit (Sydney South West) Camperdown Office	BH: 02 9515 9420 AH: 02 9515 6111 - ask for Public Health Officer on call
WorkCover Authority of NSW	131 050. Company ABN asked: 62 008 528 523

All five Regulatory Authorities listed above must be contacted *IMMEDIATELY* by management in the case of a serious pollution incident. See further details in the *Berrima Immediate Notification SOP*.

3. General Emergency Requirements

In the event of an emergency the process to follow shall include:

- Contact Chief Warden / Control Room – either via dialling 200 or radio
- Activate the nearest emergency alarm if necessary;
- Without putting one's self in the line of fire, making the area safe;
- If safe to do so, provide assistance to injured persons;
- Notify site manager/supervisor;
- Await further instructions.

3.1 Access for External Services

In the event that external emergency Services require access to the site, escorts and direction guides will need to be dispatched.

The site address / direction for emergency services is:-

Argyle Street, New Berrima NSW 2577

Nearest Cross Street – Taylor Avenue, New Berrima NSW 2577

Dependant upon the location of the situation, an escort and a direction guide are to be sent to both Argyle and Perth Street entrances – one at each location – to provide either directions or escort to the scene.

The above is due to it being unknown as from which direction the Services will be arriving and they will default to using the first entrance point they encounter.

If more than one external Services vehicle is expected, it may be appropriate to have in place either a number of escorts or a 'relay' of direction guides – whichever is appropriate / available at the time.

4. Fire and Smoke

4.1 Fire and Smoke – Action Plan

If you discover fire or smoke on site, follow the steps below immediately.

- Step 1:** Activate the nearest emergency alarm. Advise the Area Warden immediately of the fire or smoke and its location on the site.
- Step 2:** Area Warden is to move any people in immediate danger to the Safe Assembly Area, and advise the Chief Warden immediately of the fire or smoke and its location on site.
- Step 3:** The Chief Warden will assess the situation and, if deemed appropriate, evacuate the site and notify emergency services.

FOR EVACUATION

The Control Room will use the Public Address (PA) system to alert all workers and visitors of the evacuation. Area Wardens will instruct all personnel to EVACUATE.

- Step 4:** Area Wardens must ensure that their designated areas are free of all personnel.

If safe to do so, Area Wardens will switch off power to machines and other equipment, and close doors. Do not turn off the lights.

If safe to do so, the fire may be extinguished.
- Step 5:** For evacuation, all personnel must assemble at the designated Assembly Points (see Site Map) and remain with their Area Warden at all times.
- Step 6:** Each Area Warden will ensure a roll call is conducted to account for all workers and visitors.
- Step 7:** First Aid Attendants will treat any injured personnel at the Assembly Point.
- Step 6:** Await further instructions.

Do not re-enter the site until the Chief Warden gives the all clear.

FIRE AND SMOKE – CHIEF WARDEN RESPONSIBILITIES

When notified of emergency and location:

- If safe to do so, the Chief Warden shall make their way to the site of the emergency, take control of the emergency response and determine the response required.
- Where deemed necessary, evacuate the personnel from the site
- For evacuation, confirm that all personnel are being moved to the Safe Assembly Points.
- Advise the emergency services, as necessary.
- Ensure that all other immediate and follow-up actions have been taken or are in progress.
- Despatch a worker in a vehicle to the main plant entrance to control incoming traffic and to escort emergency services through the site
- Ensure that 'NO ENTRY' signs are positioned at gates and no trains are allowed to enter the site

- Liaise with emergency personnel
- Hand the situation over to the Chief Fire Officer on arrival, and advise them of:
 - any unaccounted-for personnel
 - the latest situation and actions taken.
- Await instructions from the Chief Fire Officer.

IMPORTANT: - as fire-fighting run-off water and smoke may cause a Pollution Incident, compulsory immediate procedures may apply. See the *Berrima Immediate Notification SOP* for details.

FIRE AND SMOKE – AREA WARDEN RESPONSIBILITIES (WITHIN THE EMERGENCY AREA)

- Advise the Chief Warden of any smoke or fire you have been alerted to, and its location.
- Ensure a 'sweep' of your designated area is completed and that all personnel are moved to the Safe Assembly Point.
- Confirm that all doors, windows and hatches have been closed to contain fire and block off smoke.
- Confirm that the alarm has been activated and that emergency services have been advised of details and location.
- Ensure that 'NO ENTRY' signs are positioned at gates.
- Report any personnel not accounted for to the Chief Warden.

IF SAFE TO DO SO AND AS DIRECTED BY CHIEF WARDEN

- Assist in extinguishing fires.
- Shut down or switch off gas, air conditioning, machines and appliances. Leave lights on
- Try to limit contaminated emissions.

FIRE AND SMOKE – FIRST AID ATTENDANT RESPONSIBILITIES

- Collect the nearest First Aid Kit.
- If safe to do so, provide first aid.
- Act under instructions from the Area Warden/Chief Warden.
- Be prepared to render first aid at the closest assembly point.

Other Area Wardens not immediately involved in the emergency, on evacuation should go to the assembly area and account for their people.

5. Bomb Threats and other Threats

5.1 Bomb Threats

In all cases of bomb threat:

WARNING
SWITCH OFF RADIOS, CELLULAR PHONES, MOBILE PHONES, PAGERS OR
ANY OTHER RADIO TRANSMITTING DEVICES
USE LAND-LINE TELEPHONES ONLY

BOMB THREATS BY TELEPHONE – IMMEDIATE ACTION

- Record all information on paper.
- Let caller finish the message; do not interrupt.
- If asked for a response, keep your answer to one or two words.
- Try to attract the attention of people near you.
- Be sympathetic (do not abuse the caller).
- Claim that you cannot hear the caller / /have poor reception.
- Ask for the caller to repeat parts of the conversation.
- **Do not hang up, even if the caller does.**

Refer to appendix for bomb-threat checklist

IMMEDIATELY AFTER THE CALLER HANGS UP

- Report to the Chief Warden (who will then make the appropriate notifications).
- Await further instructions.

BOMB THREATS BY MAIL – IMMEDIATE ACTION

- Take careful note of the time and method of receipt.
- Retain the item but limit handling to a minimum and handle by edges only.
- Notify the Chief Warden and provide details.
- Do not discuss details of the threat with any other person.
- Await further instructions.

BOMB THREATS IN PERSON – IMMEDIATE ACTION

- Evaluate the person making the threat:
 - has the person made a complaint against your organisation?

- did they appear to be under the influence of alcohol or drugs?
- was the threat made in a facetious or joking manner?
- Make note of the appearance of the person(s) making the threat.
- When the person has departed, report the threat to Chief Warden.
- Remain with the Chief Warden for interview by Police.
- Do not discuss details of the threat with the media or any other person.
- Await further instructions.

BOMB THREAT – CHIEF WARDEN RESPONSIBILITIES

- Assess information from the recipient of the threat.
- Initiate an evacuation of the premises, if deemed necessary.
- Ensure that the Police have been advised of details.
- Ensure that the recipient has completed the Bomb Threat Checklist 45-F04 and is standing by for interview.
- If directed by the Crisis Team, initiate Area Warden searches and ensure that search results are reported to Chief Warden.
- Commence an evacuation as necessary:
 - ensure that all personnel are evacuated and accounted for and secure entry to site.
- Stand by for further advice from the Crisis Team and Police.

Re-entry to a site that has been evacuated due to a bomb threat is only possible when authorised to do so by the Police.

5.2 Personal Threat – Immediate Response

Contact the Site Operations Manager immediately upon receiving any personal threat.

5.3 Extortion – Immediate Response

Contact the Site Operations Manager immediately upon receiving any extortion threat.

5.4 Evacuation

The first responsibility of all personnel is quickly move anyone in immediate danger to safety and ensure that they are accounted for by the Warden.

When in doubt ... EVACUATE

5.5 Stages of Evacuation

Stage 1 – Local move away from immediate danger

Stage 2 – Plant proceed to Assembly Area

NOTE: If a further site-wide evacuation is required, it will be at the decision made by the Chief Warden in conjunction with relevant management to an appropriate location determined at the time, dependent upon the prevailing circumstances.

5.6 Evacuation Assessment

Assessment to evacuate is done by the Chief Warden in consultation with Area Wardens.

Factors which must be immediately considered to determine stages and priorities are as follows:

- Location and extent of the emergency.
- The proximity of flammable gases, liquids and other flammable materials or suspect item (in the case of a bomb threat).
- If there has been a toxic emission, evacuation must be kept away from direction of emission and wind.
- Whether it is safe to try to extinguish the fire or block off smoke, or whether the initial attack on the fire looks like it will be successful.
- The nature and type of any injuries sustained by people in the danger area and whether those present are capable of evacuating all people in danger.
- The nearest safe exit route.



EVACUATION ALL-CLEAR

Entry or re-entry is strictly forbidden until authorised by the Officer-in-Charge of the attending emergency authority. If no emergency authority is in attendance, entry or re-entry is forbidden until the Chief Warden gives the all clear and the Site/Operations Manager authorises re-entry.

5.7 Evacuation Attendance Checklist

The following checklist is to be compiled for each evacuation area, and maintained by the Area Warden responsible for each respective area.

Evacuation Checklists shall be completed for the following groups;

- Production and Production Services;
- Maintenance - Mechanical;
- Maintenance - Electrical;
- Administration (Laboratory, Technical, Administration & Managers) and Visitors.
- Contractors

An Evacuation Checklist attached: see Appendix 3 – ‘Evacuation Checklist’

Responsibilities and tasks for the above work-group areas are detailed as follows:-

<u>Area / Workgroup</u>	<u>Person Responsible</u>	<u>Task</u>
Production Services	Prod' Serv's Team Leader / Supervisor	Collect day-sheet & Evacuation Checklist, proceed to Assembly Area & conduct roll-call
Mechanical	Sr Mechanical Engineer / Maintenance Supervisor	Access Kronos, print list of people who have 'clocked on' via the 'bioscript' reader, collect Evacuation Checklist, proceed to Assembly Area & conduct roll-call
Electrical	Sr Electrical Engineer / Electrical Supervisor	Collect Resource Planner, Evacuation Checklist, proceed to Assembly Area & conduct roll-call
Administration	Receptionist / Office Administrator	Take Visitors book & photo of In / Out board, Evacuation Checklist, proceed to Assembly Area & conduct roll-call
Contractors & Visitors	The relevant 'host' as above	Conduct roll-call, adding names as appropriate to the Evacuation Checklist
Engineering Services	Admin Officer	Collect Visitor's Book and daily attendance book, proceed to Assembly Area
Purchasing	Purchasing Officer	Collect 'Employee List' and proceed to Assembly Area

NOTE:

No person is to leave the Assembly Area without personally notifying and obtaining permission or clearance from the Chief Warden to do so.

6. Other Emergency Situations

6.1 Medical Emergency

The main concern is the safeguarding of life and immediate treatment of injured people.

NSW Ambulance Services shall be called whenever there is any doubt as to the health and well being of an injured or ill person.

THE IMMEDIATE RESPONSE IS:

- Make area safe (e.g. shut down hazardous equipment).
- Care for injured personnel.
- Call for first aid assistance.
- Report details to the Area Warden or Chief Warden.
- Await instructions from the Area Warden, Chief Warden or First Aider.
- Stand by to provide assistance, and await further instructions.

MEDICAL EMERGENCY – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- If necessary, call an ambulance on 000 / 0-000
- If NSW Ambulance Service is required ensure there are people at the gates to escort the emergency responders to the scene of the incident;
- Contact Site Management who will report to WorkCover, if necessary.

MEDICAL EMERGENCY – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Move people in immediate danger to safety, and ensure their continued safety and care.
- Ensure first aid has been called.
- Ensure ambulance has been contacted, if required.
- Restrict access to the area.
- Ensure Chief Warden has been notified, if necessary.

MEDICAL EMERGENCY – AERO-MEDICAL TRANSPORT / EVACUATION

In the event that a person needs to be transported to hospital via Air Ambulance, the nominated helicopter landing area is the 'hockey field' at the south-western intersection of Taylor Avenue and Berrima Road.

The GPS Coordinates of this area are:- (-34° 30' 19.90", +150° 19' 56.28")

The gate near wash-down bay is to be unlocked & opened to allow access for emergency vehicles. The key for this gate is held by the shift fitter

6.2 Electric Shock

The main concern is the safeguarding of life and immediate treatment of injured people.

THE IMMEDIATE RESPONSE IS:

- Shut off the electricity. Do not enter the area until the electricity has been turned off.
- Move people in immediate danger to safety, and ensure their continued safety and care.
- Care for injured personnel.
- Call for first aid assistance, including defibrillator.
- Report details to the Area Warden or Chief Warden.
- Call for an ambulance on 000 / 0-000.
- Await instructions from the Area Warden, Chief Warden or First Aider.
- Stand by to provide assistance, and await further instructions.

ELECTRIC SHOCK – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Ensure ambulance has been contacted.
- Proceed to site and assess
- Contact Site Management who will report to WorkCover.

ELECTRIC SHOCK – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Ensure first aid, with defibrillator, has been called.
- Ensure ambulance has been contacted.
- Restrict access to the area.
- Ensure Chief Warden has been notified, if necessary.

6.3 Vehicle Contact with Overhead Electric Cables

The main concern is the safeguarding of life and immediate treatment of injured people.

DRIVER:

- Stay within the vehicle and call for assistance or attract attention.
- Do not allow anyone to approach the vehicle.
- If it becomes unsafe to stay in the vehicle, jump clear, landing feet together. Walk away from the vehicle using a feet-to-feet, shuffling motion. Do not lift feet. Do not take steps.

THE IMMEDIATE RESPONSE IS:

- Do not approach the scene.
- Encourage the driver to stay within the vehicle.
- Report details to the Area Warden or Chief Warden.
- Restrict access to the area.

OVERHEAD POWER CONTACT – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Contact Electrical Engineer(Refer to Section 2.8 for contacts details), who will contact electricity provider, or issue the necessary directives.
- Proceed to site and assess
- Contact Site Management who will report to WorkCover.

OVERHEAD POWER CONTACT – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Ensure electrical department have been notified.
- Restrict access to the area.
- Ensure Chief Warden has been notified.

6.4 Dust Discharge / Solid Material Spill

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, equipment should also be protected.

THE IMMEDIATE RESPONSE IS:

- Shut down or switch off equipment. **LEAVE LIGHTS ON.**
- If safe to do so, assist and care for injured personnel and call for first aid assistance.
- Report details to the Area Warden or Chief Warden.
- If necessary, contact Emergency Services on 000 / 0-000.
- Restrict access to the area.
- Await instructions from the Area Warden or Chief Warden.
- Stand by to provide assistance, and await further instructions.

SPILL EMERGENCY – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Proceed to site and assess
- If necessary, contact emergency services on 000 / 0-000.
- Contact Site Management who will assess whether reporting to the Regulatory Authorities is warranted. If yes, then immediate notifications are to be made to Regulatory Authorities as detailed in section 2.8.2.

SPILL EMERGENCY – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Move people in immediate danger to safety, and ensure their continued safety and care.
- Ensure emergency services have been contacted.
- Restrict access to the area.
- Ensure Chief Warden has been notified.

ADDITIONAL REPORTING

If the incident has the potential to affect the community the following must also be contacted:

- Public Health Unit
- Wingecarribee Shire Council

If the incident has the potential to affect roads the following must also be contacted:

- Roads & Maritime Services

Refer to Section 2.8.2 for contacts details.



6.5 Liquid Chemical Spill / Release

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, vital records and equipment should also be protected.

THE IMMEDIATE RESPONSE IS:

- Move people in immediate danger to safety.
- Shut down or switch off equipment. **LEAVE LIGHTS ON.**
- If safe to do so, assist and care for injured personnel and call for first aid assistance.
- If safe to do so, make use of spill kits to restrict movement of spill.
- Report details to the Area Warden or Chief Warden.
- If necessary, contact Emergency Services on 000 / 0-000
- Restrict access to the area.
- Await instructions from the Area Warden or Chief Warden.
- Stand by to provide assistance, and await further instructions.

SPILL EMERGENCY – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Proceed to site and assess
- If necessary, initiate an evacuation
- If necessary, contact emergency services on 000 / 0-000.
- Contact Site Management who will assess whether reporting to the Regulatory Authorities is warranted. If yes, then immediate notifications are to be made to Regulatory Authorities as detailed in section 2.8.2.

SPILL EMERGENCY – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Move people in immediate danger to safety, and ensure their continued safety and care.
- Ensure emergency services have been contacted.
- Restrict access to the area.
- Ensure Chief Warden has been notified.

ADDITIONAL REPORTING

If the incident has the potential to affect the community the following must also be contacted:

- Public Health Unit
- Wingecarribee Shire Council

If the incident has the potential to affect roads the following must also be contacted:



- Roads & Maritime Services *Refer to Section 2.8.1 for contacts details.*

6.6 Hot Materials Spill

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, equipment should also be protected.

THE IMMEDIATE RESPONSE IS:

- Move people in immediate danger to safety.
- Shut down or switch off equipment. **LEAVE LIGHTS ON.**
- If safe to do so, assist and care for injured personnel and call for first aid assistance.
- If safe to do so, make use of spill kits to restrict movement of spill.
- Report details to the Area Warden or Chief Warden.
- Restrict access to the area.
- Await instructions from the Area Warden or Chief Warden.
- Stand by to provide assistance, and await further instructions.

HOT MATERIALS AND GASES SPILL/ESCAPE – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Proceed to site and assess
- If necessary, initiate an evacuation
- If necessary, contact emergency services on 000 / 0-000.
- Contact Site Management who will assess whether reporting to the Regulatory Authorities is warranted. If yes, then immediate notifications are to be made to Regulatory Authorities as detailed in section 2.8.2.

HOT MATERIALS AND GASES SPILL/ESCAPE – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Move people in immediate danger to safety, and ensure their continued safety and care.
- Ensure emergency services have been contacted.
- Restrict access to the area.
- Ensure Chief Warden has been notified.

ADDITIONAL REPORTING

If the incident has the potential to affect the community the following must also be contacted:

- Public Health Unit
- Wingecarribee Shire Council

If the incident has the potential to affect roads the following must also be contacted:

- Roads & Maritime Services



Refer to Section 2.8 for contacts details.

6.7 Structural Damage or Building Collapse

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, vital records and equipment should also be protected.

THE IMMEDIATE RESPONSE IS:

- Shut down or switch off equipment. **LEAVE LIGHTS ON.**
- If safe to do so, assist and care for injured personnel.
- Call for first aid assistance.
- Report details to the Area Warden or Chief Warden – who will contact emergency services.
- Restrict access to the area.
- Await instructions from the Area Warden or Chief Warden
- Stand by to provide assistance, and await further instructions.

STRUCTURAL EMERGENCY – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Proceed to site and assess
- If necessary, initiate an evacuation.
- If necessary, contact emergency services on 000 / 0-000.
- Contact Site Management who will report to EPA and WorkCover.

STRUCTURAL EMERGENCY – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Move people in immediate danger to safety, and ensure their continued safety and care.
- Ensure emergency services have been contacted.
- Restrict access to the area.
- Ensure Chief Warden has been notified.

6.8 Rail Incident

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, equipment should also be protected.

THE IMMEDIATE RESPONSE IS:

- If safe to do so, assist and care for injured personnel.
- Call for first aid assistance, if required.
- Report details to the Area Warden or Chief Warden.
- Restrict access to the area.
- Await instructions from the Area Warden or Chief Warden
- Stand by to provide assistance, and await further instructions.

RAIL INCIDENT – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Proceed to site and assess
- If necessary, contact emergency services on 000./ 0-000
- Ensure the rail operator has been notified.
- Contact Site Management who will report to the Rail Safety Regulators & WorkCover.

RAIL INCIDENT – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Move people in immediate danger to safety, and ensure their continued safety and care.
- Ensure that workers of the rail operator notify their management.
- Restrict access to the area.
- Ensure Chief Warden has been notified.

6.9 Civil / Public Disorder

The main concern is the safeguarding of life and immediate treatment of injured people. If safe to do so, vital records and equipment should also be protected.

THE IMMEDIATE RESPONSE IS:

- Do not confront or speak with protestors.
- Shut down or switch off equipment. **LEAVE LIGHTS ON.**
- If safe to do so, assist and care for injured personnel.
- Report details to the Area Warden or Chief Warden immediately.
- Await instructions from the Area Warden or Chief Warden
- Stand by to provide assistance, and await further instructions.

CIVIL / PUBLIC DISORDER – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Restrict movements on site.
- Restrict movements in and out of site (e.g. lock gates, no rail movements)
- Contact emergency services on 000.
- Contact Site Management who will report to WorkCover.

CIVIL / PUBLIC DISORDER – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Move people in immediate danger to safety, and ensure their continued safety and care.
- Restrict access to the area.
- Ensure Chief Warden has been notified.

6.10 Armed Holdup or Intrusion

The main concern is the safeguarding of life and immediate treatment of injured people. Do not protect money, information or equipment.

THE IMMEDIATE RESPONSE IS:

- If safe to do so, report suspicious activity to Area Warden or Chief Warden immediately upon noticing it.
- Do not confront the intruder(s). Try and remain calm. Do not make any sudden movements or take any action to excite or agitate the intruder(s).
- Be courteous, answer questions and obey all directions.
- After the incident, do not touch any items in the incident scene.

ARMED HOLDUP OR INTRUSION – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- If safe to do so, restrict movements on site.
- Contact emergency services on 000 / 0-000
- Contact Site Management who will report to WorkCover.

ARMED HOLDUP OR INTRUSION – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- If safe to do so, move people in immediate danger to safety, and ensure their continued safety and care.
- If safe to do so, restrict access to the area.
- Ensure Chief Warden has been notified.
- After the incident, restrict access to the incident site and ensure it is not disturbed.

6.11 Trapped in Lift

IF TRAPPED:

- Push the alarm button (do not press any other button).
- Use lift emergency phone to contact the Control Room (Ext: 262) and report the breakdown.
- Await for assistance to arrive.
- Remain calm.
- Sustenance / comfort box contains thermo blanket and water which can be used if necessary

TRAPPED IN LIFT – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Proceed to site and assess
- Contact the lift provider (refer to Section 2.8).
- Keep in regular contact with the trapped person(s).

TRAPPED IN LIFT – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Restrict access to the area.
- Ensure Chief Warden has been notified.

6.12 Confined Space

In the event of an emergency in a Confined Space, the Confined Space Rescue Plan as part of the Confined Space Entry Permit and documentation details the required response.

THE IMMEDIATE RESPONSE IS:

- Notify the Standby Person of the emergency.
- Await instructions.

STANDBY PERSON:

- Initiate the specific Confined Space Rescue Plan (attached to the entry permit).
- Do not enter the space.
- Notify the Chief Warden.

MEDICAL EMERGENCY –

- Berrima Cement Works has a number of First Aid trained personnel that can be mobilised via radio or via the Central Controls Room. In the first instance the standby person must call for immediate medical assistance and await further instruction. In the event that an affected person is able to, walk the affected person to a safe area, assess their condition and manage as advised by First Aiders.

RESCUE AND EXTRACTION EMERGENCIES’ –

Berrima Cement Works is generally not resourced to manage rescue situations. The majority of confined spaces will not require rescue. Most will confined space emergencies will involve medical emergencies which will be managed by the site response personnel (Shift Superintendents, the First Aid personnel on duty at the time and the Communications Officer in the Central Control Room).

Confined spaces shall all be risk assessed and emergency response defined appropriately. In the event that the risk is deemed to require confined space rescue capabilities, consideration shall be given to having rescue teams on standby e.g. Side By Side for a heights rescue in a confined space.

Emergency Services via the Central Control Room – phone 262 / 200or contact via or radio.

For ‘Urgent Rescue’ emergency services will be used.

GENERIC CONFINED SPACE RESCUE PLAN

The following generic rescue plan shall be used as a basis for all Confined Space Rescue Plans. These shall be reviewed and amended as required according to the risk assessment for each space

9. Signal Evacuation																									
The signal to or from entrants in the confined space of an external or internal confined space emergency is: (consider no response from the space)																									
Shutdown tools and evacuate the space																									
10. Call for Assistance																									
The Boral Emergency Contact is:	Central Control Room Phone No.: 0248 602 262																								
Site address / directions for emergency services?	Argyle Street, New Berrima NSW 2577 Nearest Cross Street – Taylor Avenue, New Berrima NSW 2577 GPS Coordinates (-34° 30' 19.90", +150° 19' 56.28")																								
11. Rescue / Retrieve those in Danger - Retrieval Method (describe and/or sketch)																									
<p>Standby Person MUST NOT enter the Confined Space. Assist others ONLY if safe to do so. No person shall enter a hazardous atmosphere unless wearing supplied air breathing apparatus</p> <p>Medical Emergency – Berrima Cement Works has a number of First Aid trained personnel that can be mobilised via radio or via the Central Controls Room. In the first instance the standby person must call for immediate medical assistance and await further instruction. In the event that an affected person is able to, walk the affected person to a safe area, assess their condition and manage as advised by First Aiders.</p> <p>'Rescue' – Access / egress through the door shown. Engage Emergency Services via the Central Control Room – phone or radio. For 'Urgent Rescue' emergency services will be used.</p> <p>Equipment Check: (Tick if required, in place and fit for use)</p> <table border="0"> <tr> <td>Tripod / Davit arm</td> <td><input type="checkbox"/></td> <td>Rescue Strop / Harness</td> <td><input type="checkbox"/></td> <td>Stretcher (location - in First Aid</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Breathing Apparatus</td> <td><input type="checkbox"/></td> <td>Anchor Points</td> <td><input type="checkbox"/></td> <td>Rescue lines / rope</td> <td><input type="checkbox"/></td> </tr> <tr> <td>Escape Air</td> <td><input type="checkbox"/></td> <td>Fire Extinguisher</td> <td><input type="checkbox"/></td> <td>Emergency Torches</td> <td><input type="checkbox"/></td> </tr> <tr> <td>2-Way Radio</td> <td><input type="checkbox"/></td> <td>Other (specify)</td> <td><input type="checkbox"/></td> <td></td> <td></td> </tr> </table>	Tripod / Davit arm	<input type="checkbox"/>	Rescue Strop / Harness	<input type="checkbox"/>	Stretcher (location - in First Aid	<input type="checkbox"/>	Breathing Apparatus	<input type="checkbox"/>	Anchor Points	<input type="checkbox"/>	Rescue lines / rope	<input type="checkbox"/>	Escape Air	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	Emergency Torches	<input type="checkbox"/>	2-Way Radio	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>			<div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center;"> <p>Insert Photo here</p> </div>
Tripod / Davit arm	<input type="checkbox"/>	Rescue Strop / Harness	<input type="checkbox"/>	Stretcher (location - in First Aid	<input type="checkbox"/>																				
Breathing Apparatus	<input type="checkbox"/>	Anchor Points	<input type="checkbox"/>	Rescue lines / rope	<input type="checkbox"/>																				
Escape Air	<input type="checkbox"/>	Fire Extinguisher	<input type="checkbox"/>	Emergency Torches	<input type="checkbox"/>																				
2-Way Radio	<input type="checkbox"/>	Other (specify)	<input type="checkbox"/>																						
12. Account for all Persons																									
The safe assembly point is located:																									
Remain in the assembly area until all people have been accounted for																									
13. Medical Equipment																									
The designated First Aider is:																									
Remain in the assembly area until all people have been accounted for																									
First Aid Equipment Check: (Tick if required, in place and fit for use)																									
C-Collar	<input type="checkbox"/>	First Aid kit	<input type="checkbox"/>	Stretcher device	<input type="checkbox"/>																				
Oxy-Viva	<input type="checkbox"/>	Other	<input type="checkbox"/>																						
Other (specify)	<input type="checkbox"/>																								

6.13 Fall from Heights

A Standby Person or Rescuer shall be required while persons are working at heights under a working at heights.

Unplanned rescue from height can result in injury or death.

Leaving a person suspended in a harness can result in death.

In the event that a fall from heights has occurred, the Standby or Rescue Person shall ensure the following steps are undertaken;

1. Notify the CCR/Communications Officer of the event, including providing the following information;
 - a. Gender - Male or female
 - b. Age - approximate
 - c. Weight - approximate
 - d. Known problems from the fall e.g. broken leg, conscious, unconscious, equipment damaged.
 - e. Amount of time suspended so far
2. The CCR/Communications Officer shall in turn relay this information to NSW Emergency Services.
3. The Standby Person or Rescuer shall initiate Verbal Contact with the fall victim as soon as possible to assess consciousness, reassure and ask whether the fallen person can "Self Rescue" providing appropriate equipment is available to them and have been trained to do so.
4. The Standby Person or Rescuer shall consider whether self rescue is possible considering other factors such as, is the equipment visibly damaged.
5. If self rescue is not possible – immediately set up the stand-by rescue equipment on hand.
6. Rescue if safe to do so – if not safe, do not put other lives at risk and wait for Emergency Services to arrive.
7. Leave the rescue equipment in place that you have set up, as the Emergency Services may be able to use some of your equipment and save time by not setting theirs up.
8. Assist where required when asked by emergency services.

6.14 Fire or Explosion: Coal Mill or Kiln (including Kiln Floor)

The main concern is the safeguarding of life and immediate treatment of injured people. Do not attempt to shut down or isolate equipment if it is not safe to do so.

THE IMMEDIATE RESPONSE IS:

- Activate the nearest alarm.
- Do not enter the area if it is not safe to do so.
- If safe to do so, assist and care for injured personnel and call for first aid assistance.
- Contact Emergency Services on ext 200.
- Report details to the Area Warden or Chief Warden.
- Restrict access to the area.
- Await instructions from the Area Warden or Chief Warden.
- Stand by to provide assistance, and await further instructions.

COAL MILL / KILN FIRE OR EXPLOSION – CHIEF WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Proceed to site and assess
- Initiate an evacuation.
- Ensure emergency services have been contacted.
- Contact Site Management who will assess whether reporting to the Regulatory Authorities is warranted. If yes, then immediate notifications are to be made to Regulatory Authorities as detailed in section 2.8.1. and 2.8.2

COAL MILL / KILN FIRE OR EXPLOSION – AREA WARDEN RESPONSIBILITIES

When notified of the emergency and location:

- Move people in immediate danger to safety, and ensure their continued safety and care.
- Ensure emergency services have been contacted.
- Restrict access to the area.
- Ensure Chief Warden has been notified.

SHUT DOWN AND ISOLATION

If safe to do so, shut down and isolate equipment:

Coal Mill or Kiln Floor

- Contact Control Room to have Mill turned off
- Stop FD Fan and isolate at switch adjacent to motor

- Stop Coal Mill circulation fan and isolate at switch adjacent to motor
- Stop Coal Mill booster fan and isolate at switch adjacent to motor
- Isolate fuel pumps located in oil pump station adjacent to oil tanks
- Isolate LP Gas supply at valve on gas tank adjacent to Coal Reclaimer western wall.

Kiln Back End

- Stop kiln and isolate Preheater fan (original) at contactor marked Preheater fan in high tension switch room and isolate Preheater fan (upgrade) at contactor marked Preheater fan in No 4 substation
- Isolate precipitator fan at contactor marked precipitation fan in high tension switch room.
- Isolate bag filter at contactor marked Bag Filter in No 4 substation.

ADDITIONAL REPORTING

As these type of incidents have the potential to affect the community the following must also be contacted:

- Public Health Unit
- Wingecarribee Shire Council

If the incident has the potential to affect roads the following must also be contacted:

- Roads & Maritime Services

Refer to Section 2.8 for contacts details.

AUTHORISATION

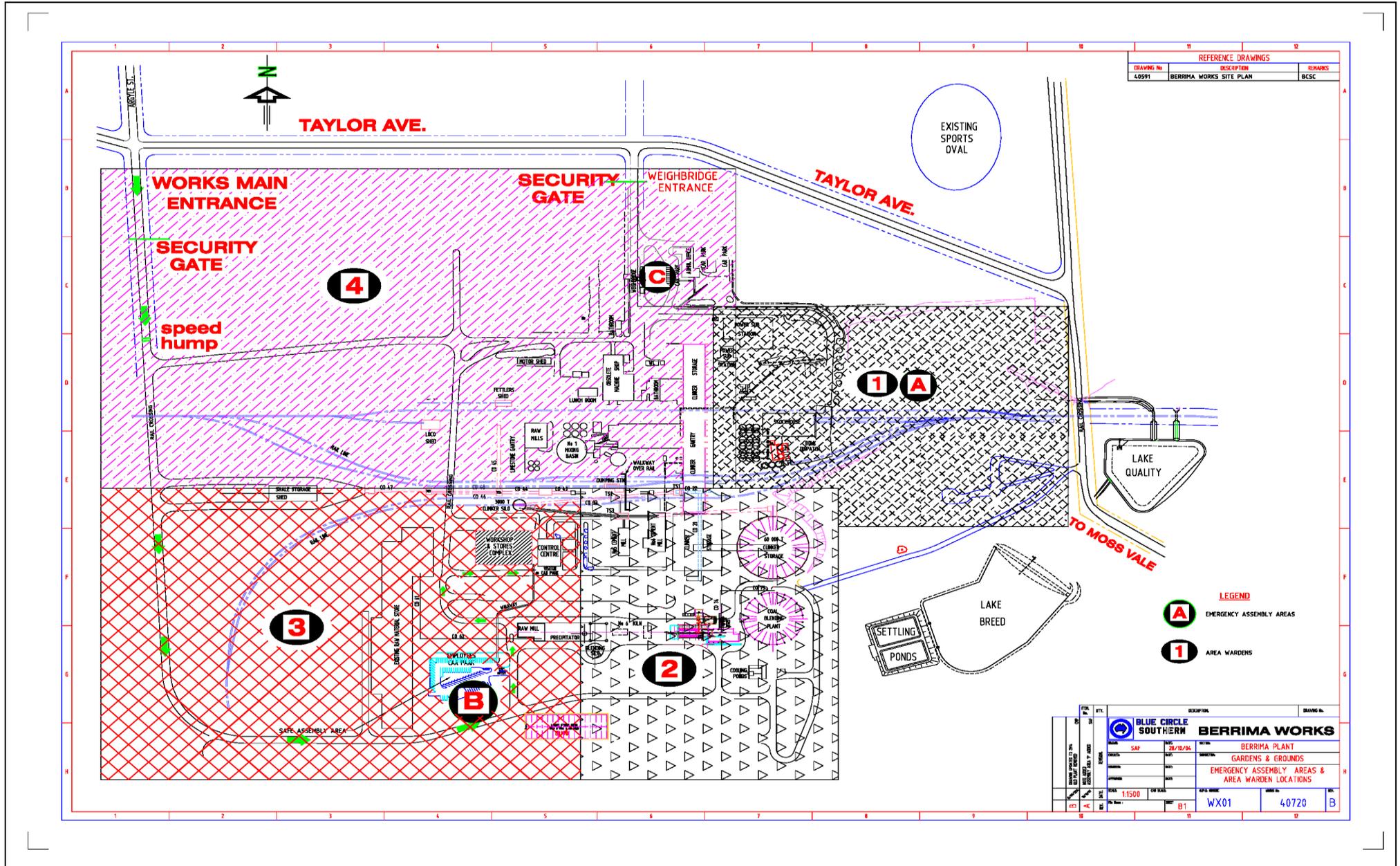
Name (print): _____ Title: _____

Sign: _____ Date: ___ / ___ / 20 ___





7. Appendix 1 - Site Map



8. Appendix 2 - Spill Kit Locations



9. Appendix 3 – Evacuation Checklist (sample)

Berrima Cement Works		
Evacuation Attendance Checklist		
Area:		
Warden:		
Date: ___ / ___ / ___		Time: ___ : ___
Employee Name	Present (✓)	Note / Comment (when / where last seen, etc)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Contractor / Visitor Name	Present (✓)	Note / Comment (when / where last seen, etc)
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
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16		
17		
18		
19		
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W. Hewitt

September 2014



10. Appendix 4 - Bomb Threat Checklist

BOMB THREAT CHECKLIST

EXACT WORDING OF THREAT: _____

QUESTIONS TO ASK:

1. **When** is the bomb going to explode? _____
2. **Where** is it right now? _____
3. **What** does it look like? _____
4. **What** kind of bomb is it? _____
5. **What** will cause it to explode? _____
6. **Why** are you doing this? _____
7. **Did** you place the bomb? _____
8. **What** is your address? _____

9. **What** is your name? _____

CALLER'S VOICE:

Calm _____	Nasal _____	Laughter _____	Normal _____
Angry _____	Stutter _____	Disguised _____	Accent _____
Deep _____	Slurred _____	Distinct _____	Loud _____
Slow _____	Familiar _____	Deep Breathing _____	Lisp _____
Rapid _____	Excited _____	Clearing Throat _____	Raspy _____
Soft _____	Ragged _____	Crying _____	

THREAT LANGUAGE:

Foul _____ Well Spoken (Educated) _____ Irrational _____
 Incoherent _____ Taped Message _____ Read by Threat Maker _____
 If voice is familiar, whom did it sound like? _____

BACKGROUND NOISES:

Street Noises _____	Animal Noises _____
Crockery _____	Clear _____
Voices _____	Static _____
Familiar _____	PA System _____
Music _____	STD _____
Motor _____	House Noises _____
Public Phones _____	Factory Noises _____
Office Machinery _____	Machinery _____
Other _____	

CALLER: Sex: (M / F) _____ Accent: _____ Age: _____

ADMINISTRATIVE DATA:

Number at which call received _____ Length of call _____
 Time of call _____ Date _____
 Signature _____ Signature _____
 Printed Name _____
 Actioned / Filed _____ Position _____
 Printed Name _____
 Signature _____ Date: ____ / ____ / ____