

**Emergency Management Procedure**

**2.2 Potential pollutants and safety equipment**

A number of potential pollutants are stored, used and disposed of at the Southern Cotton Gin. These include chemicals, fuels, oils and LPG. A range of safety equipment/devices and alarms are maintained for use during emergencies.

Details of potential pollutants and safety devices are provided in Table 2-2. The location of the items listed is shown on the maps in Appendix 2.

Minimum Personal Protection Equipment (PPE) requirements are in place for all Southern Cotton operations for all employees, contractors, visitors and transport operators. Minimum PPE includes high visibility clothing, enclosed footwear, hearing protection, dust mask and eye protection. Other onsite safety-related equipment includes:

- Fire control systems
- Bunded storage for diesel fuel
- LPG monitoring system including cameras, fire control systems and emergency shutoff
- Dust monitoring devices
- Emergency stop/shut down throughout the gin and associated infrastructure and alarm points
- Spill kits
- Online MSDS Register
- First aid facility and kits
- Confined space equipment including gas detection and lanyards, and
- Camera surveillance of all equipment and areas of the Gin.

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**Table 2-2 Inventory of pollutants and safety devices**

Location	Potential pollutant	Maximum quantity	Storage	Safety devices	Alarms
Diesel storage	Diesel	25,000L	Aboveground bunded tank	Bunded storage  Fire system  E-stop and shut-off valves  Security system to prevent unauthorised use	Nil
Machinery Shed	Fuels, oils and lubricants	100 L	Hazchem storage	Bunded storage  Secure storage	Nil
LPG storage	Liquefied Petroleum Gas	76,500L	Aboveground tank	Monitoring system including cameras, fire control systems and emergency shutoff	Yes
Press oil tank	Cotton oil	16,000 L	Aboveground bunded tank	Bunded storage  Monitoring system including cameras, shut-off valves  Fire system	Yes
Chemical storage shed	Herbicides	Minor quantities	Chemical storage shed	Bunded storage  Locked	Nil

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### 2.3 Maps

Pollution incident response maps have been prepared to facilitate planning for incident response and provide readily accessible and accurate information to support the assessment of an incident and assist in the implementation of incident response procedures and clean up.

The following maps are provided in Appendix 2:

- Southern Cotton locality map
- Southern Cotton features map.

### 2.4 Notifiable incidents

A pollution incident is defined by the POEO Act as:

*an incident or set of circumstances during or as a consequence of which there is or is likely to be a leak, spill or other escape or deposit of a substance, as a result of which pollution has occurred, is occurring or is likely to occur. It includes an incident or set of circumstances in which a substance has been placed or disposed of on premises, but it does not include an incident or set of circumstances involving only the emission of any noise.*

*Material harm is defined by the POEO Act as:*

*(1) For the purposes of this Part:*

*(a) harm to the environment is material if:*

*(i) it involves actual or potential harm to the health or safety of human beings or to ecosystems that is not trivial, or*

*(ii) it results in actual or potential loss or property damage of an amount, or amounts in aggregate, exceeding \$10,000 (or such other amount as is prescribed by the regulations), and*



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*(b) loss includes the reasonable costs and expenses that would be incurred in taking all reasonable and practicable measures to prevent, mitigate or make good harm to the environment.*

*(2) For the purposes of this Part, it does not matter that harm to the environment is caused only in the premises where the pollution incident occurs.*

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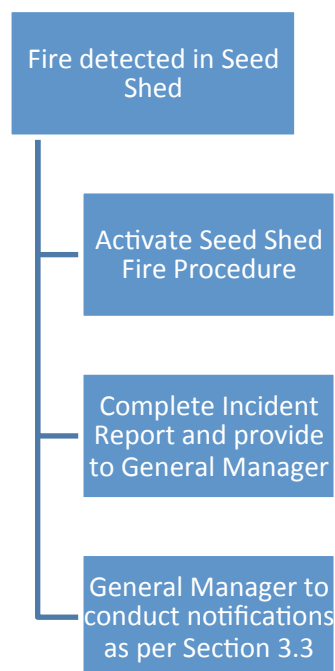
**3. Incident Response**

**3.1 Incident response and notification**

As per the definition of an immediate notification incident in section 2.2 and resulting from the risk assessment in Table 2-1, Southern Cotton have identified the following incidents related to their operations that require immediate notification:

- Fire in the Seed Shed.

Southern Cotton’s procedure for responding to a potential immediate notification incident are outlined Figure 1.



**Figure 1 Incident Response Flowchart**



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**3.2 General incident**

Southern Cotton maintain incident response procedures for other potential incidents including:

- Fire bale
- Site fire
- Spill response
- Emergency evacuation
- Security incident
- Medical emergency/First aid
- Explosion
- Vehicle accident
- Natural disaster.

Response procedures for these incidents are included as appendices.

**3.3 Emergency Contacts**

Contact details for Southern Cotton emergency response personnel and external agencies requiring notification is provided in Table 3-1 and Table 3-2. In the event of a fire in the seed shed that triggers immediate notification, the Southern Cotton GM is to notify all external agencies in Table 3-2.

**Table 3-1 Southern Cotton emergency contacts**

<b>Name</b>	<b>Extension</b>	<b>Mobile / Channel</b>
General Manager Kate O'Callaghan	111	0427 557 277
Chief Warden Chris Veness	110	0428 179 221
Office Warden Melissa Dufty	106	0429 360 881
Head Ginner Phil Kavanagh		0428 141 058
Head Ginner		0427 455 954

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Justin Seaton		
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**Table 3-2 Emergency services contacts**

<b>Organisation</b>	<b>Contact Details</b>
Emergency Services	000
EPA Environment Hotline	131 555
Griffith Regional Office	02 6969 0700
Leeton Shire Council	02 6953 0911
Local Public Health Unit (Albury)	02 6090 8900
SafeWork NSW	13 10 50
Fire and Rescue NSW	1300 729 579
Whitton Rural Fire Service	02 6955 2717

**3.4 Emergency Roles and Responsibilities**

**3.4.1 Responsibilities – Immediate Notification Incident**

In the event of an immediate notification incident responsibilities for incident management are as follows:

- The Chief Warden is responsible for actioning response to the incident.
- The General Manager is responsible for notifying external authorities, potentially affected community and ensuring adequate resources are available for incident response.

The General Manager shall determine the most appropriate means of contacting potentially affected community including:

- Door knocking
- Phone
- Local media
- Signage.



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Information provided to the community would depend on the incident but could include:

- Description of the incident
- Status of incident
- Response actions
- Actions to minimise harm
- Likely duration.

As per EPL 20723, the licensee must provide written details of the notification to the EPA within seven (7) days of the date on which the incident occurred.

**3.4.2 Responsibilities – Emergency Management Roles**

The following personnel assume the primary responsibility for the emergency response:

- Southern Cotton leadership team
- Southern Cotton emergency management team (SCEMT), and
- All personnel.

**Southern Cotton Leadership Team**

The responsibilities of the leadership team are:

- Establish and implement emergency plans and emergency procedures
- Ensure that those affected by the plans and procedures are aware of them
- Monitor the effect of the plans and procedures on the organisation
- Where deficiencies or inaccuracies are identified, amendments will be made to rectify those deficiencies
- Determine the number of SCEMT personnel consistent with the nature and risk of the buildings, structures and workplaces
- Ensure that personnel are appointed to all positions on the SCEMT
- Arrange training of SCEMT personnel
- Arrange for conduct of evacuation exercises, and

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- Determine who will implement emergency procedures.

The primary role of the SCEMT is to ensure that life safety takes precedence over asset protection:

- The SCEMT will meet as required (debrief after each exercise or actual evacuation) or at intervals not greater than six months, and
- The SCEMT will review procedures after an emergency or an exercise and advise the Board of Directors of any changes that affect the emergency management plan.

Each officer in the SCEMT has clearly defined duties and responsibilities, as outlined below.

**General Manager/Communications Officer**

The General Manager is responsible for communication with authorities, potentially affected community member, and ensuring all resources the Chief warden requires are available.

The communications officer, on becoming aware of the emergency, shall take the following actions:

- Ascertain the nature and location of the emergency
- Confirm that the appropriate emergency service has been notified
- Notify appropriate Members of the Board
- Transmit and record instructions and information between the chief warden and the floor wardens and occupants
- Maintain a log of the events
- Act as directed by the chief warden.

**Chief Warden**

The Gin Manager is the Chief Warden and it is their responsibility, on becoming aware of an emergency, to assume control until the emergency services arrive and take the following actions:

- Ascertain the nature of the emergency and determine appropriate action
- Ensure that the appropriate emergency service has been notified
- Ensure that area wardens are advised of the situation

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- If necessary, initiate evacuation and control entry to the affected areas
- Ensure the progress of the evacuation and any action taken is recorded in an incident log
- Brief the emergency services personnel upon arrival on type, scope and location of the emergency and the status of the evacuation and, thereafter, act on the senior officer's instructions
- To give the all clear to return to work.

### Deputy Chief Warden

The Head Ginners are the deputy chief warden and shall assume the responsibilities normally carried out by the chief warden if the chief warden is unavailable, and otherwise assist as required.

Specific wardens for each area include:

### Office Warden

The Accounts Manager is the Office Warden it is his/her responsibility:

- To shut down his/her work area if time permits
- To ensure that everyone in the **office** and **weighbridge** office is accounted for.
- To collect the visitors sign in book
- To ensure all contractors on site are accounted for and directed to the Emergency Assembly Area
- To ensure all truck drivers waiting to come on site are directed to the Assembly area.
- To collect the Weighbridge dockets of all the trucks that are onsite, so the drivers can be directed to assembly area and accounted for
- To ensure visitors are accounted for and directed to the Emergency Assembly Area.
- To evacuate the **seed shed**. Direct all workers, contractors and truck drivers to the Emergency Assembly Area.
- Proceed to the Emergency Assembly Area
- Report information to the Chief Warden.

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**Gin Warden**

The Head Ginner is the Gin Warden, it is his/her responsibility to:

- Shut down his/her work area if time permits.
- Ensure that everyone in the Gin is accounted for.
- Ensure any contractors or tradesman working in the gin are directed to the emergency assembly area and accounted for.
- Proceed to the Emergency Assembly Area
- Report information to the Chief Warden.

**Bale Shed Warden**

The Maintenance/Warehouse Manager is the Warden it is his/her responsibility:

- To shut down his/her work area if time permits.
- To ensure that everyone in the Bale shed is accounted for.
- Truck drivers, contractors and tradesman working in the bale shed are to be directed to the Emergency Assembly Area so they can be accounted for
- Proceed to the Emergency Assembly Area.
- Report information to the Chief Warden.

**Wardens/Co-opt Persons**

Persons selected as wardens or by wardens may be required to carry out a number of activities, including the following:

- Act as floor or area wardens
- Operate the communication system
- Check to ensure fire doors and smoke doors are properly closed
- Search the floor or area to ensure all persons have been evacuated
- Ensure orderly flow of persons into protected areas
- Assist persons with disabilities
- Act as leader of groups moving to the Emergency Assembly Areas
- Report to the floor or area warden on shift on completion of required activities.



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### **Media Liaison**

The General Manager shall deal with, and is the only person authorised to deal with any media inquiries and public statements. The General Manager may engage the services of a Communications Consultant to act as a Media Liaison in the event of a significant incident.

### **3.5 Handing Over Incident to Public Emergency Services**

The Emergency Management approach is for an ‘early over – response’ appropriate to the size and type of incident. This means that:

- The scale of an incident governs the scale of response
- The type of incident governs the type of response
- The passage of time after an incident is first reported governs the type of response.

### **3.6 Hand Over Control/ Command Centre**

When the external Combatant Agency arrives on site, their Senior Officer is called the Incident Controller. The external agencies will report to the Command Centre and staging area for emergency services to assess the incident.

The Chief Warden will brief the Incident Controller on the situation at the Command Centre to enable safe entry of emergency services. The Chief Warden will arrange if necessary, for the escort of the emergency services to the incident scene.

By law the Incident Controller has overriding authority for the incident.

The briefing will cover:

- Location nature and status of emergency
- Details of personnel injured or trapped
- Action taken to date
- Location of all personnel involved
- Any other relevant information including:
  - Details of hazardous materials involved
  - Particular hazards



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- Location of equipment and plant
- Access to building and plant.

The Chief Warden will continue to command all Southern Cotton Resources.

**3.7 Incident Investigation**

Following an emergency, a full investigation shall be carried out. This is overseen by the Board of Directors. At the completion of the investigation, the EMP shall be reviewed and revised as necessary.

Where required, trauma counselling shall be provided to personnel affected by the emergency to the extent that such counselling is considered to be required.

**3.8 Statutory Investigations**

A serious emergency may be subject to an official or statutory investigation. Evidence must therefore be protected and not disturbed. Southern Cotton will co-operate with the authorities in their investigations. Legal advice should be considered in relation to internal reports and statements.

Examples of potential investigations include:

- Coronial Enquiries

These will be held in the case of any fatality or notifiable emergency, which a coroner considers in the public interest.

In these cases, preservation of evidence is critical. The Chief Warden will ensure that there is no cleaning up, repairs or movement of bodies apart from the necessary to control the emergency, without approval of the Senior Police Officer on site.

The police will manage all aspects of a coronial inquiry. Every co-operation should be given to the investigating police.

- Crime Scene

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When the Chief Warden becomes aware that an emergency is potentially the result of criminal activity, it is essential that appropriate crime scene preservation measures are put in place. In such circumstances, the advice or requirement of the Senior Police Officer on site should be solicited before any action is taken. If the Police are not on site, telephone 000 for initial instructions.

- Fire Investigations

NSW Fire Brigades will investigate the cause of a fire that they attend and if this investigation causes suspicion that a crime has been committed (including breach of regulations) they may request the Police to prosecute.

For fires where the cause is not obvious, the NSW Fire Brigades may conduct a more thorough investigation to establish the cause of the fire. Consequently, the preservation of evidence in the vicinity of the origin of the fire is critical. Only that work necessary to actually extinguish the fire in this area should be conducted and no further hose-down or cleanup be performed until approved by the Incident Controller.

- Other Statutory Investigations (including Heavy Vehicle incidents/emergencies)

Other relevant Government authorities may decide to investigate an emergency, for example, NSW Work Cover Authority and the NSW Department of Environment, Climate Change and Water, *Independent Transport Safety Regulator (ITSR)*. These agencies should be directed in the first instance to the Emergency Incident Manager.

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**4. Training**

Personnel involved in Southern Cotton operations participate in a range of training to assist in the response to potential incidents and to test the adequacy of the EMP. The approach to training is summarised below with details of the training provided in Table 4-1:

- Sufficient training drills will be conducted to confirm an acceptable state of readiness to respond to emergency situations
- Where the hazard is high due to the volume or extreme toxicity of the hazardous substance the emergency services will be invited to participate in the drill
- A record will be maintained of the outcome of each drill
- Following every actual emergency or major training drill a formal debriefing session will be convened with representatives from Management, Employees and the relative Emergency Group(s). The purpose of this meeting will be to evaluate the “Lessons Learnt” to correct any deficiencies found and follow-up on recommendations made.

**Table 4-1 Incident response training**

Type of training	Personnel involved	Frequency	Records
Induction	New staff	Once	Induction Questionnaire, HR/Safety Coordinator
	Contractors – low risk	Once	Induction Questionnaire, HR/Safety Coordinator
	Contractors – medium/high risk	Once Annual refresher	Induction Questionnaire, HR/Safety Coordinator
Confined space	Gin staff	As required by training provider	HR/Safety Coordinator
Emergency fire and safety training	All staff	Annually	HR/Safety Coordinator
Fire Warden training	Permanent staff	Annually	HR/Safety Coordinator
RFS training	Head ginners	Once	HR/Safety Coordinator
Toolbox meetings	Gin staff	Monthly	Minutes





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Type of training	Personnel involved	Frequency	Records
	All Southern Cotton staff	Quarterly	
Evacuation Exercise	All staff	Monthly (during ginning season)	HR/Safety Coordinator, Evacuation Exercise Observer's Checklist
Emergency simulation	All Southern Cotton staff	Annually	Minutes
Incident debrief	Personnel involved in incident Independent chair	Within one month of an incident	Minutes



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**5. Records**

Southern Cotton maintain the following records associated with emergency response and notification:

- Training records
- Toolbox meeting minutes
- Area Warden Checklist
- Evacuation Exercise Observer's Checklist
- Fire Equipment Compliance Checklist
- Emergency simulation minutes
- Incident debrief minutes, and
- First Aid Kits Inventory.

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**6. Testing and review**

This EMP will be tested annually to ensure that the information included in the plan is accurate and up to date, and that each plan is capable of being implemented in a workable and effective manner. This will include:

- Reviewing the plan to:
  - Ensure staff details and organisation contacts are correct
  - Ensure the maps are accurate, with any new storage areas etc. included
  - Incorporate a material change to operations including modification of the EPL 20723, changes in procedures referred to in this EMP and changes to legislative requirements, and
  - Incorporate improvements and recommendations arising from an incident debrief, emergency drill or emergency simulation exercise.
- Conducting desktop simulations and practical exercises and drills.

The EMP will also be reviewed within one month from the date of any pollution incident that triggers immediate notification. This review will be carried out in light of the incident, to provide the information included in the plan is accurate and up to date and the plan is still capable of being implemented in a workable and effective manner.

The General Manager is responsible for reviewing the EMP and updating the review register (refer Appendix 12).

An update of the EMP would trigger all staff to undergo refresher training as part of team toolbox meetings as per Table 4-1.



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#### ***Appendix 1: Environment Protection Licence***

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***Appendix 2: Southern Cotton overall site plans***



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#### ***Appendix 3: Fire bale procedure***

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#### ***Appendix 4: Site fire procedure***

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**Appendix 5: Security incident procedures**

*Southern Cotton has considered an action that should be taken by its employees / contractors in the event of an unwanted security threat namely e.g.*

- *Armed hold-up,*
- *A disgruntled threatening customer or*
- *A violent threatening person,*
- *Bomb threat,*

*This company wishes to inform you that your physical safety is our primary goal and request if possible that you carry out what is known as “Threat Reaction Procedures” for:*

- *Armed hold-up,*
- *A disgruntled threatening customer or*
- *A violent threatening person.*

The procedure for responding to a security incident is as follows:

1. Assess the Threat
2. If possible, ensure that a counter or desk is between yourself and the person
3. Speak calmly but firmly with the offender, DO NOT argue with the person
4. Carry out any demands that maybe imposed on you and DO NOT try to protect any of the company’s assets
5. If you become sick or nauseas during the incident, seat yourself on the floor
6. Move away from the person and alert others to move away also
7. Do not allow others to surround the person
8. Avoid sudden moves
9. Make it easy for the person to leave the building / area
10. IF ABLE TO, without compounding the Threat, Call for the Supervisor or other Staff
11. DO NOT at any time attempt to physically subdue the person
12. Calmly resolve the Problem with two or more staff if possible
13. Make a mental note of the person’s description and / or motor vehicle including where the person went to
14. Observe where and what the person has touched, secure that area and do not touch for forensic purposes
15. Call for assistance. ( POLICE 000 )



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16. Request everyone to stay and keep calm if anyone has witnessed the threat or if able to
17. Debrief all concerned of the above and record the incident
18. “Bomb Threat”, if this occurs, no finite rules can be set or suggested, other than URGE EVERY ONE TO AN AREA CONSIDERED TO BE SAFE FROM THE THREATENED AREA and contact if able, the management and ring POLICE 000, and warn others of the dangers.

**Security Management**

1. All STAFF THAT ARE REQUIRED TO WORK IN ISOLATION OR ON THEIR OWN FOR EXTENDED PERIODS ARE REQUIRED TO REPORT TO THE OFFICE FREQUENTLY. (Reason being, that he/she may be hurt & unable to access a “life Line” such as telephone or others?)
2. REGULAR CONTACT REPORTS ARE REQUESTED TO BE MADE VIA PHONE, TWO-WAY RADIO OR IN PERSON TO THE OFFICE, SUPERVISOR OR OWNER. (E.g. during Smoko & Lunch breaks, mid-morning and mid-afternoon). IF No contact is made a search may become imminent?) See your supervisor prior to leaving.
3. NO STAFF MEMBER IS REQUIRED TO TOLERATE ANY BEHAVIOUR THAT IS THREATENING, INSULTING OR OBSCENE (This may come from e.g. a Grower (Customer) a Customer’s employee for an employee’s action or NON-actions etc.?)

**ACTIONS:**

1. IF ANY THREAT IS PERCEIVED, THE STAFF MEMBER IS TO USE THE “THREAT REACTION PROCEDURES” IN THE “SECURITY EMERGENCIES” document.
2. NO STAFF MEMBER IS TO DEAL WITH A THREATENING SITUATION ALONE, please beware of that fact, IT IS ADVISABLE TWO OR MORE PEOPLE ARE PRESENT TO RESOLVE THE THREATENING SITUATION.
3. IF, YOU ARE IN ONE OF THE ABOVE SITUATIONS, PLEASE BECOME A GOOD LISTENER, ASSESS YOUR ACTIONS AND AVOID MAKING ANY STATEMENTS THAT WOULD OR COULD INFLAME THE SITUATION.
4. REPORT THE MATTER TO YOUR SUPERVISOR/MANAGER AT THE FIRST OPPORTUNITY.
5. RECORD THE MATTER IN THE INCIDENT/ACCIDENT REPORT FORM.

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***Appendix 6: Emergency evacuation procedure***

Wardens are located in each area and have been trained to assist and direct in an emergency situation. On hearing the alarm, or as instructed by the SCEMT all occupants should:

- Evacuate the building immediately via the nearest exit
- Follow any instructions given by wardens
- Make your way to the applicable Emergency Assembly Area.

**Chief Warden**

Upon notification of an emergency, the Chief Warden will assume control, until emergency services arrive, and take the following actions:

- Ensure that the applicable alarm has been activated
- Arrange notification of Deputy Chief Warden
- Go to Control Point
- Co-ordinate evacuation activities
- Make contact with the emergency site via the megaphones and / or internal phone systems and / or hand held radio system
- Transmit clear and concise evacuation instructions
- Take steps to ensure no person enters the building until the Emergency Services give the all clear
- Pass on all available information to Emergency Services.

**Deputy Chief Warden**

Upon notification the Deputy Chief Warden will:

- Go to emergency control point
- Assist with evacuation activities
- Co-ordinate evacuation activities if Chief Warden is not in attendance.

**Floor Area Wardens**



**Emergency Management Procedure**

**WILL**

On hearing the alarm, becoming aware of an emergency affecting your area or being instructed to be ready by the Chief Warden:

- The Ginner in charge of the facility and or equipment is responsible for initiating and completing an emergency shutdown in accordance with the planned procedure and the Emergency Plan.
- Respond according to your local emergency evacuation plans
- Instruct all occupants to evacuate the area and proceed to the designated assembly area
- Report to the Chief Warden, or person in charge at the control point when your area has been cleared
- Ensure all persons are accounted for at the Emergency Assembly Area
- Wait at the Emergency Assembly Area for instructions from the Chief Warden, or Emergency Services.

**All Staff**

All staff are required to:

- Follow instructions given by any Warden
- Proceed to designated Emergency Assembly Area
- Remain in the Emergency Assembly Area until all clear is given by Chief Warden or Emergency Services Personnel.

**Visitors including Contractors**

All visitors including contractors are required to:

- Follow instructions given by any Warden
- Proceed to designated Emergency Assembly Area
- Remain in the Emergency Assembly Area until all clear is given by Chief Warden or Emergency Services Personnel.

**Prohibited Behaviour**

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In the event of an emergency, staff, visitors and contractors will not:

- Continue to carry on with your business
- Try and contact anyone to find out what is going on
- Obstruct or hang around the building.

**Emergency Phone Numbers**

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

- Contact the nearest first aider (list of first aiders on first aid kits)
- If necessary, call an ambulance on 0-000
- If an ambulance is called, notify area manager to facilitate ambulance access on to site

REMEMBER TO DIAL AN EXTERNAL LINE DIAL 0 for example 0-000

Refer to Table 3-2 for Emergency Services Contacts.

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***Appendix 7: Spill response procedure***

It is important to know what you are handling in the first place. Only those people trained in the storage and handling of dangerous goods should have access to them.

The following procedure should be activated on identification of a spill, emission or leak of a liquid substance:

- Assess the nature of the chemical spill, emission or leak and the danger to people
- Assist persons in immediate danger – only if safe to do so
- Restrict the danger area by shutting door/s on the spill area – only if safe to do so
- Locate SDS on online register
- If flammable – shut off all ignition sources – only if safe to do so
- Raise the alarm
  - Notify Chief Warden and/or Deputy Warden / Communications Officer
  - Notify Fire Brigade on 0-000 in all cases regardless of severity (requirement under the NSW Fire Brigade Act)
    - Chief Warden will assume control until Fire Brigade arrive
- Attend to the emergency – only if trained and it is safe to do so
- Note the wind direction – this is important if an evacuation is required
  - Know whereabouts and use spill kits for minor non-hazardous spills
  - Properly place and dispose of waste

The following procedure should be activated on identification of a gas leak:

- Assist persons in immediate danger immediately – only if safe to do so
- If Flammable – shut off all ignition sources – only if safe to do so
- Alert Chief Warden and management
- Evacuate to the designated Emergency Assembly Area
- Stay there until accounted for and instructed that you may leave
- An alternative Emergency Assembly Area may need to be used if the weather conditions are transporting vapours toward the primary assembly area
- Listen for instructions and take note of unusual smells and conditions.



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***Appendix 8: Explosion response procedure***

The highest explosion risk at Southern Cotton is the LPG storage. The following procedure should be activated on an explosion occurring:

- Assess the situation and check for the possibility of further explosion or fire if safe to do so
- Assist anyone in danger if it is safe to do so
- Notify the Chief Warden or his / her Deputy and the duty first aider, who will decide whether an evacuation is necessary
- The Chief Warden or his / her Deputy will organise to isolate and contain any hazards resulting from the explosion
- In case of a bomb, extreme care must be taken because there may be other bombs. Disturb as little as possible to preserve evidence for the police investigation.



**Emergency Management Procedure**

***Appendix 9: Motor vehicle or aircraft accident procedure***

In the event of a crash of a motor vehicle or aircraft, the following procedure should be activated:

- Assess the situation to ensure that the area is safe. Check for live wires, petrol spills (aviation gas is highly volatile), fumes, damaged structures, other vehicles or traffic and any other possible dangers
- Call a runner if necessary and notify the Chief Warden or his / her Deputy and the duty first aider, who will call Emergency Services and decide whether an evacuation is necessary
- Keep bystanders away
- Assist anyone in danger if it is safe to do so
- If injuries have occurred, assist wherever possible until the Ambulance arrives



**Emergency Management Procedure**

***Appendix 9: Storm, flood, bushfire procedure***

In the event of a severe storm, regional flood or bushfire, the following procedure should be activated:

- Stay calm
- Notify the Chief Warden or his / her Deputy and the duty first aider
- Stay off the telephones unless calling Emergency Services 0-000
- Assess the situation, if plant or equipment is at risk shut it down – only if safe to do so
- Keep everyone onsite until danger has passed or an evacuation is required
- In the event of a power blackout, provision has been made throughout the site for emergency and evacuation lighting.



## **Emergency Management Procedure**

### ***Appendix 10: Medical emergency response procedure***

Contact nearest first aider. List of first aiders located on first aid boxes.

#### ***Medical priorities at the incident scene***

- Check and remove any danger to the victim or yourself
- Check conscious state of victim

#### ***Conscious***

- Check and treat any serious bleeding and manage any life threatening condition
- Contact the Ambulance service 0-000
- Stay with victim until professional help arrives

#### ***Unconscious***

- Place victim on their side
- Clear the victim's airway (mouth) and check their breathing and pulse
- If the victim is not breathing commence appropriate resuscitation
- Call loudly for someone to contact the Ambulance service
- Do not leave the victim

#### ***Emergency Services***

When calling emergency services, it is necessary to provide the following information:

- Medical condition of victim
- Your location including building
- Directions for the ambulance to entry gate

Send a runner to direct ambulance officers to incident site.



**Emergency Management Procedure**

***Appendix 11: WorkCover Dangerous Goods Notification***



**Emergency Management Procedure**

***Appendix 12: Review register***

<b>Date of test</b>	<b>Name of personnel conducting test</b>	<b>Manner of testing</b>	<b>Summary of changes (include details and section number)</b>	<b>Date of update</b>
11.2.19	Kate O'Callaghan	Desktop	Update contacts	11.2.19