

1.0 Purpose

- 1.1 The purpose of this procedure is to provide the Emergency Control Structure and directions in the event of an emergency. The procedures aim to protect human life and minimise damage to equipment, plant and installations.

2.0 Scope

- 2.1 These procedures apply to equipment, plant, installations, personnel, contractors and visitors under the control of, or managed by, Redox Pty Ltd and neighbouring people/premises in the following emergencies:

- a) Fire/Explosion
- b) Gas Release
- c) Dangerous Goods Emergency
- d) Bomb Threat/Suspect Package
- e) Medical Emergency
- f) Earthquake
- g) Severe Storms; and
- h) Evacuation

3.0 References

- 3.1 Australian Standard AS3745-2002: Emergency control organisation and procedures for buildings
- 3.2 Procedure 3009: Handling, Storage, Packaging, Preservation and Delivery
- 3.3 Procedure 3113: Personal Protective Equipment
- 3.4 Procedure 3114: Incident and Near Miss Reporting
- 3.5 Procedure 0109: Using Problem System
- 3.6 Procedure 3401: Spill Procedure

4.0 Definitions

- 4.1 The following are standard for all emergencies:
- a) Emergency Alarm: The evacuation alarm may consist of an alarm, bell or siren depending on the site.
 - b) Evacuation Signal: Is a continuous signal which means move to the Emergency Assembly Area.
 - c) Assembly Point: The place designated on site plans where Wardens can take an initial count of personnel.
 - d) Emergency Contacts: Police, Ambulance or Fire Brigade, dial 000 for for Australia and 111 for New Zealand
 - e) Emergency Assembly Area: A safe location to which all people are required to assemble in the case of an emergency.

- 4.2 The Emergency Control Organisation (ECO) consists of a group of site personnel that have the responsibility of providing first response action to an emergency in terms of organising the necessary resources, communications, evacuation of personnel and implementing any corrective actions necessary to return the emergency situation to normal.

The ECO team consists of the following members:

ECO Member	Personnel	Identification in an Emergency
Chief Warden	Senior Safety Officer	White with initials CW
Deputy Chief Warden	Deputy Safety Officer	White with initials DCW
Communications Officer	Member of the Board	No markings
Shift First Aid Officers	At least 1 member from each area and shift	Green with white cross
Wardens	At least 2 members from each area and shift	Red with initial W

For a list of the employee(s) who are linked to the above titles please refer to the Job Title.

All ECO members clearly understand that they provide the first line of attack in an emergency situation. On the instruction to EVACUATE they are to implement their responsibilities as members of the ECO.

- 4.3 Emergency Control Centre: The place from which the Chief Warden co-ordinates the emergency response activities located at the Office building.
- 4.4 Site: Any Redox Pty Ltd operated site.
- 4.5 MSDS: Material Safety Data Sheet

5.0 Procedure

5.1 Responsibility and Authority

- 5.1.1 The Chief Warden for Redox owned and operated sites is responsible for overseeing and controlling all emergency response actions at the Site. In the case that the Chief Warden is unavailable, control will be the responsibility of the Deputy Chief Warden. For Redox leased sites the Chief Warden for the building will be responsible for and in charge of overseeing and controlling all emergency response actions at the site.
- 5.1.2 Under no circumstances are employees to make any unauthorised verbal or written statements to the media concerning an emergency situation. All enquiries should be directed to the Communications Officer after the emergency subsides.
- 5.1.3 First Aid Officers are authorised to provide first aid response and care where necessary until the Ambulance Service arrives to take over the care of the patient.

The following must be done in the event of a Fire/Explosion for Redox owned and operated sites:

- a) Chief Warden to check the Emergency panel to see the location of the fire/explosion.
- b) Chief Warden to obtain Employee roll, Visitors book (for the front office) the Warden from the warehouse to obtain the contractor visitors book and transport contractors list.
- c) Chief warden to brief the Emergency Services upon their arrival
- d) Wardens to assist and remove personnel, only if safe to do so via the exits and to direct personnel to assembly area. Directions may change if a designated assembly area is seen as unsafe for persons, for example smoke or toxic fumes nearby. This is at the discretion of the Chief Warden.
- e) Deputy Chief Warden and Warden from the warehouse to check off personnel from their lists. Deputy Chief Warden and the Warden from the warehouse to consult on any missing personnel.
- f) First aid officers to be on stand by

For Redox leased sites the following will occur:

- g) Building Operator will alert office(s)
 - i) Warden(s) to print off list of employees using the 'R'oll option in the 'Diary' option in wintegate.
 - ii) Warden(s) to assist and remove personnel, only if safe to do so via the exits and to direct personnel to assembly area. Directions may change if a designated assembly area is seen as unsafe for persons, this is at the discretion of the Chief Warden.
Assembly areas are as follows :

ADELAIDE – Primary evacuation is the gazebo at the front, secondary evacuation point is Cavan Road.

AUCKLAND – Primary evacuation is the driveway near the main entrance to the building, secondary the front car park (near medical centre).

BRISBANE – At the front gate on the medium strip.

CHRISTCHURCH – At the front of the Building at the cul-de-sac.

HAWKE'S BAY – At the top of the car park.

- h) Warden(s) to report to the Chief Warden on anyone that is missing.

5.1.4 Fire/Explosion

A fire or explosion at the Site can have severe repercussions in terms of loss of life and property damage. Manual intervention or control may be necessary to limit the extent of the fire so that human life is protected and the damage to property is minimised. All employees will possess a minimum level of emergency response training that includes basic fire-fighting skills using fire extinguishers and hose reels.

5.1.5 First-Response Action on Discovery of Fire or Smoke (General)

- a) Assist and if safe to do so, remove any person from the danger area
- b) Immediately notify a Warden
- c) If safe to do so, use the nearest fire extinguisher to smother the fire.
- d) If instructed to do so by the Warden, move to the designated Emergency Assembly Area.

5.1.6 Chief Warden/Deputy Chief Warden

When informed of an emergency:

- a) Mobilise and co-ordinate ECO personnel.
- b) If required, telephone the Fire Brigade and/or Police or Ambulance Services confirming the state of the emergency at the Site and requesting for additional assistance.
- c) Notify the General Manager and the Managing Director of the Status of the emergency.
- d) Brief the Emergency Services on their arrival.
- e) Ensure no vehicles other than emergency vehicles enter the Site.

5.1.7 Wardens

When informed of an emergency:

- a) Proceed to the emergency and establish the nature and location of the emergency.
- b) Report back to the Chief Warden with the status and extent of the emergency.
- c) Ensure that the correct Personal Protective Equipment is available to fire-fighting personnel.
- d) Determine and carry out the most appropriate fire-fighting response action.
- e) Ensure that personnel are safe.
- f) Ensure First Aid personnel are notified.
- g) Ensure that the correct Emergency Services have been notified.
- h) If necessary, initiate a partial or total evacuation procedure.

5.1.8 Severe Storms

Severe storms produce extreme wind speeds, rainfalls and atmospheric pressures. Although torrential rains produce flooding the most severe threat of storms arises from destructive winds. During violent winds airborne debris may become lethal objects.

5.1.9 Action on warning of severe storms:

- a) Restrain loose material that could cause injury or damage during extreme winds.
- b) Move chemicals stored in outside areas to safe, flood free storage in buildings.
- c) Move empty packages and packing to protected areas.
- d) Avoid using the telephone.
- e) Await instructions from the Warden.

5.1.10 Gas Release

This section deals with a major release of gaseous substances into the ambient environment. The gases that can potentially be released at the Site may be:

Toxic gases formed by the combination of incompatible substances causing a chemical reaction.

As part of the Employee Safety Induction Program all employees must possess a minimum level of emergency response training that includes items such as risk identification and the use of personal protective equipment.

5.1.11 First-Response Action on Discovery of Gas Release (General)

- a) Only if safe to do so, assist and remove any person from the danger area.
- b) Immediately notify the Warden and specify details of gas release such as odour and location of the release.
- c) If instructed to do so by the Warden, move to the designated Emergency Assembly Area.

5.1.12 Chief Warden/Deputy Chief Warden

When informed of the emergency:

- a) Mobilise and co-ordinate ECO personnel.
- b) Initiate a partial or full evacuation depending on the location and severity of the gas release.
- c) If required, telephone the Fire Brigade and/or Police and Ambulance Services confirming the state of the emergency and request additional assistance.
- d) Notify the General Manager and Managing Director of the status of the emergency.
- e) Brief the Emergency Services on their arrival.
- f) Ensure that no vehicle other than emergency services vehicles enter the Site.
- g) Consideration must be given to the notification of neighbouring buildings, particularly those down-wind of the incident.

5.1.13 Wardens

When informed of a gas release:

- a) Proceed to the emergency and establish/confirm its nature and location.
- b) Determine the appropriate action to take.
- c) Take into account the MSDS information.
- d) Ensure that all personnel are safe.
- e) In case that the gas release is toxic and personnel are believed to be trapped, organise a search and rescue party fitted with the correct personal protective equipment.
- f) Maintain contact with the Chief Warden and First Aid Officers.
- g) Brief the Emergency Services personnel upon their arrival.
- h) If necessary, activate a partial or total evacuation procedure.

5.1.14 Dangerous Goods Emergency

The section applies to a major release or spill of a dangerous goods substance in an uncontrolled or unconfined space. For smaller or well confined spills, refer to Procedures 3401 and 3009.

5.1.15 Action on Dangerous Goods Emergency (General)

- a) If safe to do so, assist and remove any person from the danger area
- b) Immediately notify the Warden.

- c) If safe to do so, use the nearest spill control equipment to protect the nearest stormwater drains.
- d) If instructed to do so by the Warden, move to the designated Emergency Assembly Area.

5.1.16 Chief Warden/Deputy Chief Warden

When informed of the emergency:

- a) Mobilise and co-ordinate ECO personnel.
- b) If required, telephone the Fire Brigade and/or Police or Ambulance Services confirming the state of the emergency at the Site and requesting additional assistance.
- c) Notify the General Manager and Managing Director of the status of the emergency.
- d) Brief the Emergency Services on their arrival.
- e) Ensure no vehicles other than emergency services vehicles enters the Site.
- f) Consideration must be given to the notification of neighbouring buildings, particularly those down-wind.

5.1.17 Warden

When informed of an emergency:

- a) Proceed to the emergency and establish its nature and location.
- b) Secure and barricade the area in a suitable way.
- c) Determine the appropriate action to take.
- d) Take into account the MSDS
- e) Ensure personnel are safe and clear of vapours, gases and fumes.
- f) Maintain contact with the Chief Warden, other Wardens and the First Aid Officers.
- g) Brief the Emergency Services personnel upon their arrival if they are required.
- h) If necessary, activate a partial or total evacuation procedure in consultation with the Chief Warden.
- i) When assessing the situation the following must be considered:
- j) Is there a fire?
 - i) Is there a spill or a leak? How large is it?
 - ii) Is containment of the dangerous goods necessary?
 - iii) What are the weather conditions?
- k) What is the area like?
 - i) What is the risk to people, property or environment?
 - ii) How significant is the risk, based on the situation?
 - iii) The hazards of the product, Class and Subsidiary Risk?
 - iv) The degree of danger, based on the Packing Group?
- l) Is public protection necessary? Stay in place or evacuate?

- i) What resources, human and equipment are required and how readily available are they?

5.1.18 Bomb Threat/Suspect Package

Action on receiving a bomb threat or discovery of a suspect package such as an unidentifiable box, bag, tin or container.

5.1.19 When a threat has been received:

- a) Use the Bomb Threat Checklist (Form 21161) and record all details.
- b) Notify the Chief Warden by telephone.

DO NOT USE TWO-WAY RADIOS/MOBILE TELEPHONES AS THIS MAY TRIGGER THE BOMB.

- c) Notify the Warden by telephone, which will initiate a Total Evacuation to the nearest Emergency Assembly Point or the safest Assembly Area depending where the bomb or package may be located.

DO NOT USE TWO-WAY RADIOS/MOBILE TELEPHONES AS THIS MAY TRIGGER THE BOMB.

- d) Contact the General Manager
- e) Contact the Police, dial 000 for Australia and 111 for New Zealand if not already done so by the Chief Warden.
- f) Open as many doors and windows as possible.
- g) Evacuate to the Emergency Assembly Area as directed by the Warden.

5.1.20 When a bomb threat or suspect package has been found:

DO NOT TOUCH IT!

- a) Clear the area and do not re-enter until instructed.
- b) Notify the Chief Warden and or Managing Director by telephone.

DO NOT USE TWO-WAY RADIOS/MOBILE TELEPHONES AS THIS MAY TRIGGER THE BOMB/SUSPECT PACKAGE

- c) Notify the Warden by telephone.

DO NOT USE TWO-WAY RADIOS/MOBILE TELEPHONES AS THIS MAY TRIGGER THE BOMB/SUSPECT PACKAGE

- d) Contact the Police, dial 000 for Australia and 111 for New Zealand if not already done by the Chief Warden.
- e) Open as many doors and windows as possible.
- f) Evacuate to the designated Emergency Assembly Area or the safest Assembly Area as directed by the Warden.

5.1.21 Chief Warden/Deputy Chief Warden

When informed of a bomb threat/suspect package

DO NOT USE TWO-WAY RADIOS/MOBILE TELEPHONES AS THIS MAY TRIGGER THE BOMB/SUSPECT PACKAGE

- a) Telephone the Police, dial 000 for Australia and 111 for New Zealand

- b) Brief the Police upon their arrival.
- c) Ensure no vehicles other than emergency services enter the Site or delegate this job to other personnel.
- d) Contact the General Manager and Managing Director.

5.1.22 Warden

When informed of a bomb threat/suspect package

- a) Initiate Total Evacuation Procedure to the Emergency Assembly Area or allocating a new safe Assembly Area, if needed, after taking into consideration the location of the bomb.

5.1.23 Medical Emergency

Medical emergencies are events such as when a person suffers a heart attack, respiratory failure or broken limb.

5.1.24 Action on discovery of a Medical Emergency (General)

- a) Check for any threatening situation and control it if safe to do so
- b) Remain with the casualty (unless there is no other option) and provide appropriate support.
- c) Do not remove or move any casualties unless in a life threatening situation.
- d) Notify the Shift First Aid Officer, directly or instruct others to do so.
- e) Provide support to the First Aid Officer or Ambulance if required.

5.1.25 Warden

When informed of a medical emergency:

- a) Proceed to the emergency and establish the nature and location of the emergency.
- b) Determine the appropriate action to take.
- c) Ensure that personnel are safe.
- d) Maintain contact with the First Aid Officers.
- e) Determine if the Ambulance Service should be notified and if necessary designate someone to meet them.
- f) Brief the Ambulance Service personnel upon their arrival.
- g) If necessary, activate Partial or Total Evacuation Procedure.
- h) Provide support to the First Aid Officer or Ambulance if required.

5.1.26 OH&S Manager

In some cases, the appropriate statutory authority will need to be informed in accordance with local Occupational Health and Safety legislation.

5.1.27 Earthquake

5.1.28 Chief Warden/Deputy Chief Warden

- a) Telephone the Fire Brigade and/or Ambulance if required, confirming the emergency at the Site.
- b) Notify the General Manager and Managing Director.
- c) Brief the Emergency Services personnel upon their arrival.
- d) Ensure that no vehicles other than emergency services vehicles enter the Site.

5.1.29 Warden

When informed of an emergency:

- a) Proceed to the emergency and establish the nature and location of the emergency.
- b) Determine the appropriate action to take.
- c) Ensure that personnel are safe.
- d) If necessary, activate a Partial or Total Evacuation Procedure.
- e) Brief the Emergency Services personnel upon their arrival.

5.1.30 Evacuation

5.1.31 General

The most likely reasons for a partial or total evacuation of staff are:

- a) Fire, explosion;
- b) Discovery of a bomb or similar device;
- c) Failure of an internal service or other internal emergency, e.g. gas leak etc; or
- d) External emergency.

Total evacuation is not the appropriate response for all of the emergencies likely to be encountered. Such action should only be taken in extreme emergencies.

5.1.32 Stages of Evacuation

There are three stages of evacuation for the Site:

- a) Stage 1 – Partial Evacuation: the affected area

The evacuation may be short term until the emergency has been rectified, medium term, overnight or long term if damage has been extensive and reconstruction is required.

- b) Stage 2 – Partial Evacuation: certain other areas.

In addition to the affected area, adjacent buildings may need to be evacuated.

- c) Stage 3 – Total Site Evacuation

In the event of the whole Site being untenable, even temporarily, total evacuation must be considered.

5.1.33 Emergency Assembly Area

The Emergency Assembly Area is the area designated on Site plans located in various positions throughout the Site.

The Emergency Assembly Area will change in the following situations:

- a) During a bomb threat/suspect package emergency if the danger area is located close to the Emergency Assembly Area or at the discretion of the Warden.
- b) During a severe storm if the Emergency Assembly Area endangers the lives of personnel.

5.1.34 Action by Staff

- a) Evacuation
- b) When the signal to evacuate is given, collect personal belongings from the immediate area, make plant and equipment safe and store valuables, if safe to do so.
 - i) The Area Warden shall direct their staff to evacuation by one of the designated routes shown on Site plans located in various positions throughout the Site.
 - ii) The Area Warden shall supervise evacuation to the nearest safe exit route and then to the Emergency Assembly Area and account for personnel and await further instructions from the Chief Warden.
 - iii) Authority to sound the alarm may only be given by the Chief Warden, Wardens, OH&S Manager or the General Manager.
- c) Preparing Areas for Evacuation
- d) During an extreme emergency only the Warehouse Manager, Department Managers or personnel they authorise at the time, shall be responsible for shutting down the respective work areas.
- e) Accounting for Personnel
- f) The Warden shall complete a roll call when evacuated to the Emergency Assembly Area and report to the Chief Warden if any employees who have not been accounted for.
 - i) The Chief Warden shall hold a list of contractors, subcontractors and truck drivers working at the Site on any particular day. The Chief Warden shall advise the Warden of any additional staff on-site at the time of the evacuation.

5.1.35 Exit Routes and Emergency Equipment

Plans showing all of the Exit/Evacuation pathways and the location of emergency equipment shall be shown on a Site plan which will be posted throughout the Site.

6.0 Documentation

- 6.1 Form 21161 – Bomb Threat Checklist

7.0 Procedure Responsibility

- 7.1 Refer Review/Approval Status

8.0 Summary of Changes

- 8.1 08.03.04 Initial Issue.
- 8.2 09.07.07 Various amendments throughout the procedure.