ResourceCo Resource Recovery Facility

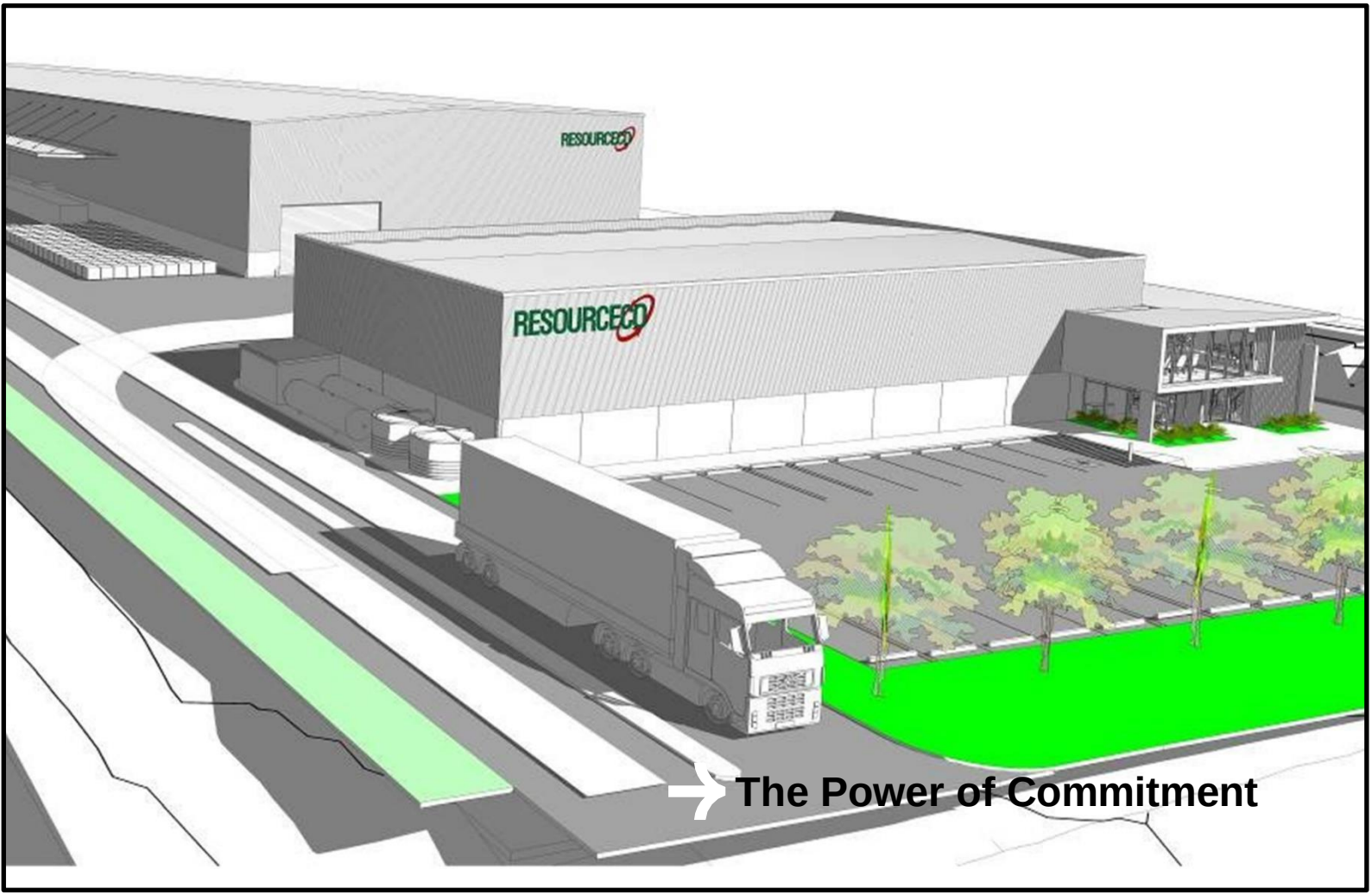
35-37 Frank Street, Wetherill Park NSW 2164

Emergency Plan (incorporating Pollution Incident Response Management Plan)

Revision: 1

08th January 2025

Project Number: 12546652



This document is an Emergency Plan incorporating a Pollution Incident Response Management Plan (PIRMP)	
Prepared for	ResourceCo RRF Pty Ltd
Project location	35-37 Frank Street, Wetherill Park NSW 2164
Prepared by	GHD Pty Ltd
Project Reference	12546652
Revision	1
Date	08/01/2025
Validity Period	This revision shall be valid for a maximum of five (5) years, at which time a major revision is required

Document History				
Revision / Date	**Comment**	**Author**	**Reviewed by**	**Approved by**
Rev: A Date: 31.01.22	Initial draft for review	**Chris Bishop** MFireSafeEng	**Colin Thomson** CPEng (Fire) BDC04754	**Mark Cooney** MSc (Fire) BEng (Struc) BDC 2838
Rev: 0 Date: 27.05.22	Final issue incorporating stakeholder comment	**Chris Bishop** MFireSafeEng	 **Colin Thomson** CPEng (Fire) BDC04754	 **Mark Cooney** MSc (Fire) BEng (Struc) BDC 2838
Rev: 1 Date: 08.01.2025	Revision following re-branding.			

Table 1 EPL Details

Environment Protection Licence (EPL) Details		
Licensee Name (ABN)	RESOURCECO PTY LTD - ABN 63 605 649 652	
EPL Number	20937	
Premises	Resource Recovery Facility Wetherill Park	
Address	35-37 Frank Street, Wetherill Park NSW 2164	
Contact Details	**Name**	Sanderan Govender
	Position	General Manager
	Phone (business hours)	02 9134 6504
	Phone (after hours)	0499 525 558
	Email	Sanderan.govender@resourceco.com.au
Website Address	https://www.resourceco.com.au	
Scheduled Activites on EPL	Resource Recovery, Waste Storage	
Fee Based Activities on EPL	Recovery of general waste, waste storage – other types of waste	

Executive Summary

GHD has been appointed by ResourceCo to prepare an emergency plan for the project located at 35-37 Frank Street, Wetherill Park NSW 2164. This report is subject to, and must be read in conjunction with, the limitations set out in Section 15 and the assumptions and qualifications contained throughout the Report.

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1. Foreword

This emergency plan has been prepared by GHD in conjunction with the relevant stakeholders of ResourceCo. It addresses the high-level overview of the fire safety strategy, related fire safety issues, emergency procedures and pollution incident management procedures for the facility located at 35- 37 Frank Street, Wetherill Park NSW 2164.

This plan is designed primarily for the information and reference of the staff of Resource Recovery Facility Wetherill Park.

Detailed system and component operation in fire mode is not part of this emergency plan but can be found in specific equipment operation and maintenance manuals when provided by the companies responsible for the installation and servicing of the specific equipment.

Fire and emergency risk management is a multi-task responsibility shared by all parties involved in the design, construction, installation, maintenance, management and on-going operation of the building. This plan provides a framework and information to assist those responsible for the management and on-going operation of the building if they are required to implement a response to an emergency that may arise.

The primary users of this plan are not expected to have a specific background or knowledge base in fire safety and/or emergency response. However, the users shall receive knowledge and skills through the plan and the training programme that all staff at Resource Recovery Facility Wetherill Park shall undertake.

1.1 Abbreviations

Table 2 Abbreviations

Abbreviation	Definition
ACM	Asbestos Containing Material
AHU	Air Handling Unit
AS/NZS	Australian Standard/New Zealand Standard
BCA	Building Code of Australia
BGA	Break Glass Alarm (also known as Manual Call Point)
BOWS	Building Occupant Warning System
DtS	Deemed to Satisfy
ECO	Emergency Control Organisation – the warden team as defined by AS 3745
EPA	Environmental Protection Authority
EPC	Emergency Planning Committee
FIP	Fire Indicator Panel
MCP	Manual Call Point (also known as Break Glass Alarm or BGA)

Abbreviation	Definition
MECP	Master Emergency Control Panel
FRNSW	Fire & Rescue New South Wales
OIC	Officer in Charge (of the responding emergency services)
PEEP	Personal Emergency Evacuation Plan
PIRMP	Pollution Incident Response Management Plan
POEO	*Protection of the Environment Operations Act 1997*

1.2 References

1.2.1 Australian Legislation and Referenced Documents

BCA	National Construction Code Series Volume 1: Class 2 to 9 buildings – Building Code of Australia and Australian Building Codes Board. National Construction Code Series Volume 1 Appendices: Variations and Additions – Building Code of Australia (2016).
2011 Regs	Commonwealth Government, *Education and Care Services National Regulations 2011 No. 653*
POELA	NSW Government, *Protection of the Environment Legislation Amendment Act 2011*
POEO	NSW Government, *Protection of the Environment Operations Act 1997*
POEO Regs	NSW Government, *Protection of the Environment Operations (General) Amendment (Pollution Incident Response Management Plans) Regulation 2021*
WHS	Commonwealth Government, *Work Health and Safety Act 2011*
WHS Regs	Commonwealth Government, *Work Health and Safety Regulation 2017*

1.2.2 Australian Standards

AS1851	AS 1851-2012, *Routine service of fire protection systems and equipment*, SAI Global, 2012
AS2293.2	AS 2293.2-1995, *Emergency evacuation lighting for buildings: inspection and maintenance*, SAI Global, 1995
AS2441	AS 2441-2005, *Installation of fire hose reels*, SAI Global, 2005
AS2444	AS 2444-2001, *Portable fire extinguishers and fire blankets*, SAI Global, 2001
AS2484.2	AS 2484.2-1991, *Fire – Glossary of terms. Part 2: Fire protection and fire fighting equipment,* SAI Global, 1991

AS3745	AS 3745-2010, *Planning for emergencies in facilities*, SAI Global, 2010

1.2.3 Other

ABDC	Australian Bomb Data Centre, *Bombs Defusing the Threat*, 2009, Canberra
DoP	NSW Department of Planning, *Hazardous and Offensive Development Application Guidelines – Applying SEPP 33*
EPA	NSW Environmental Protection Authority, *Guideline: Pollution Incident Response Management Plans,* 2020
FER	Olsson Fire & Risk, *Resource Co. Wetherill Park, NSW 2164 – Fire Engineering Report,* #S15332, Rev 2.2, 21.5.18
FRNSW Guideline	Fire & Rescue New South Wales, *Fire Safety Guideline – Fire Safety in Waste Facilities,* Version 02.02, 27 February, 2020
OEMP	GHD, *Report for ResourceCo RRF Pty Ltd: Operational Environmental Management Plan – Wetherill Park RRF*, March 2018
PRO 103	ResourceCo, *Procedure 103 – Dust Management Wetherill Park Recycling Facility,* Version 1, 29 October, 2021
SOP 2705	ResourceCo, *Standard Operating Procedure 2705 - Managing Dust Suppression on the Manufacturing Facility Floor*, Version 1.1, 3 November, 2020
Tas Pol	Tasmanian Police, Robbery Prevention and Procedure, pdf booklet accessed from http://www.police.tas.gov.au/services-online/pamphlets-publications/robbery-prevention-and-procedures/, December 14, 2013

1.3 Definitions

Class “A” fire	Fire involving combustible solids (e.g. wood, paper, plastic)
Class “B” fire	Fire involving combustible and flammable liquids such as petrol, thinners etc (but not cooking oils)
Class “C” fire	Fire involving flammable gases
Class “D” fire	Fire involving combustible metals
Class “E” fire	Fire involving electrical equipment
Class “F” fire	Fire involving cooking oils or fats
BOWS	Building Occupant Warning System: an occupant/emergency warning system consisting of the emergency tones that automatically sound when the detection system is activated. It is also known as the Emergency Warning System (EWS).
FIP	Fire Indicator Panel: the indicating and control panel for the detection system. The chief warden can look at this to determine where the activated detector is located. The detection system at Resource Recovery Facility Wetherill Park provides automatic notification to FRNSW.
MECP	Master Emergency Control Panel: the control panel for the EWIS system. A trained chief warden can take control of this in an emergency situation to control the evacuation. This panel is located on the FIP panel in the FIP cabinet on the wall adjacent to the entry to the pump room.

2. Introduction

2.1 What is an Emergency Plan?

Perhaps the most concise and succinct definition of an emergency plan is the one provided in *AS 3745-2010,* which defines an emergency plan as "the written documentation of the emergency arrangements for a facility….. It consists of the preparedness, prevention and response activities and includes the agreed emergency roles, responsibilities, strategies, systems and arrangements." (AS 3745, p. 8)

It is recognised that different facilities will be subject to different risks and therefore, the emergency plans for different facilities will differ accordingly.

This emergency plan recognises that the written documentation alone is not adequate to prepare occupants to respond to an emergency that may arise. The need to train the warden team in the implementation of the emergency procedures and to conduct drills that test the procedures cannot be over emphasised. However, the written emergency plan provides the foundation upon which a wholistic approach to emergency response can be developed.

This emergency plan includes the pollution incident response management plan (PIRMP) for Resource Recovery Facility Wetherill Park, which operates under the provisions of Environmental Protection Licence EPL 20937. The licence is administered by the Environmental Protection Authority (EPA) and ResourceCo are required to develop a PIRMP in accordance with Section 153A of *Protection of the Environment Operations Act 1997* (POEO).

2.2 Aim

This emergency plan synopsis applies to incidents that may occur at the facility occupied by ResourceCo (GC&E) at the following address – 35-37 Frank Street, Wetherill Park NSW 2164.

It also applies to external incidents that may affect personnel at the above address.

The aim of the emergency plan is to detail the responses to emergencies, that have been identified as possibly occurring at Resource Recovery Facility Wetherill Park, and provide the warden team with the information to effectively implement the emergency procedures.

2.3 Purpose/Objectives

The emergency plan, including the PIRMP, for Resource Recovery Facility Wetherill Park is designed to:

- Minimise the impact of any emergency and assist the safeguarding of all persons at Resource Recovery Facility Wetherill Park in the event of an emergency.
- Comply with the requirements of the *Work Health and Safety Act 2011 and* Regulation 43 of the *Work Health and Safety Regulation 2017.*
- Comply with the requirements of Part 5.7A of the *Protection of the Environment Operations Act 1997.*
- Follow the guidance within *AS 3745-2010 Planning for emergencies in facilities* as the basis of this plan.
- Identify potential key emergencies at Resource Recovery Facility Wetherill Park and implement control measures to try and prevent their occurrence.
- Identify the corporate emergency safety policy of the development owners and operators.
- Present the defined fire safety strategy in a readily accessible and relevant format as the emergency plan.

- To assist the emergency control organisation to prepare for these possible emergencies and pollution incidents by the development of the emergency plan.
- Minimise the risk of a pollution incident occurring as a result of the licensed activities by identifying the particular risks and nominating the controls to minimise and manage those risks.
- Establish clear and effective notification and communication procedures to ensure that all relevant stakeholders, including the relevant authorities and neighbours, are provided with timely notification of the incident and updated during the incident.

The emergency plan does not include detailed engineering basis of design issues or specific equipment component schedules. It outlines all relevant fire safety provisions and describes the key performance, design, operation and maintenance issues applicable to each.

As part of the risk management process, the emergency plan should be reviewed and updated regularly as necessary to reflect changes in the environment, building, occupancy, fire safety systems and technology.

GHD draw your attention to Section 15 of this report which includes the assumptions and limitations which form the basis of this report.

2.4 Plan Distribution and Authorisation

This revision of the plan has been issued to the ResourceCo personnel detailed in Table 3. The plan is authorised by the General Manager, as detailed in Table 4.

Table 3 Plan Distribution

Name	Position	Date
Sanderan Govender	General Manager	08.01.25
Jake Zerafa	Operations Manager	08.01.25
Ben Whitehouse	HSEQ Advisor	08.01.25

Table 4: EP and PIRMP Authorisation

Authorisation of EP and PIRMP	
Premises	Resource Recovery Facility Wetherill Park
Address	35-37 Frank Street, Wetherill Park NSW 2164
Licence Number	20937
Approved by	Sanderan Govender
Position	General Manager
Signature	
Date	27.05.22

2.5 Review and revision of emergency plan

Reviews of the plan shall be required:

- Annually;
- After any emergency;
- When any changes occur with the installed fire safety systems;
- After organised drills; or
- When any deficiency in the emergency procedures has been identified.

While the reviews will not necessarily require a revision of the emergency plan, the plan will always require a revision to be produced when emergency procedures are changed for any reason. All reviews are required to be recorded in Appendix F.

Appendices C-H will also be issued as word documents so the details in these appendices can be updated by the staff of Resource Recovery Facility Wetherill Park as required when staff change.

3. Principal Building and Occupant Characteristics

3.1 Principal Building Characteristics

3.1.1 Occupancy and Construction

The following buildings are located at the facility:

- Building 1: Office/Workshop building. The characteristics of the Office/Workshop building are detailed in Table 5.
- Building 2: Manufacturing building. The characteristics of the manufacturing building are detailed in Table 6.

Table 5 Office/Workshop Building – Relevant BCA Building Characteristics

BCA Clause	Category	Description
Sch 3	Effective Height	< 12 m
A3.2	Occupancy Classification	BCA Class 5 – Commercial – Offices BCA Class 8 – Process Buildings – Laboratory, Assembly & Production Plant
C1.1	Minimum Type of Construction	Type C
C1.2	Rise in Storeys	2
C2.2	Fire Compartment Floor Area and Volume	< 2,000 m^2 < 12,000 m^3
C2.3	Large Isolated Building	No

Table 6 Manufacturing Building – Relevant BCA Building Characteristics

BCA Clause	Category	Description
Sch 3	Effective Height	< 12 m
A3.2	Occupancy Classification	BCA Class 8 – Process Buildings – Laboratory, Assembly & Production Plant
C1.1	Minimum Type of Construction	Type C
C1.2	Rise in Storeys	1
C2.2	Fire Compartment Floor Area and Volume	< 18,000 m^2 < 108,000 m^3
C2.3	Large Isolated Building	Yes

3.1.2 Location

The facility is located at 35-37 Frank Street, Wetherill Park NSW 2164.

Emergency services can access the building from Frank Street as shown in Figure 1.

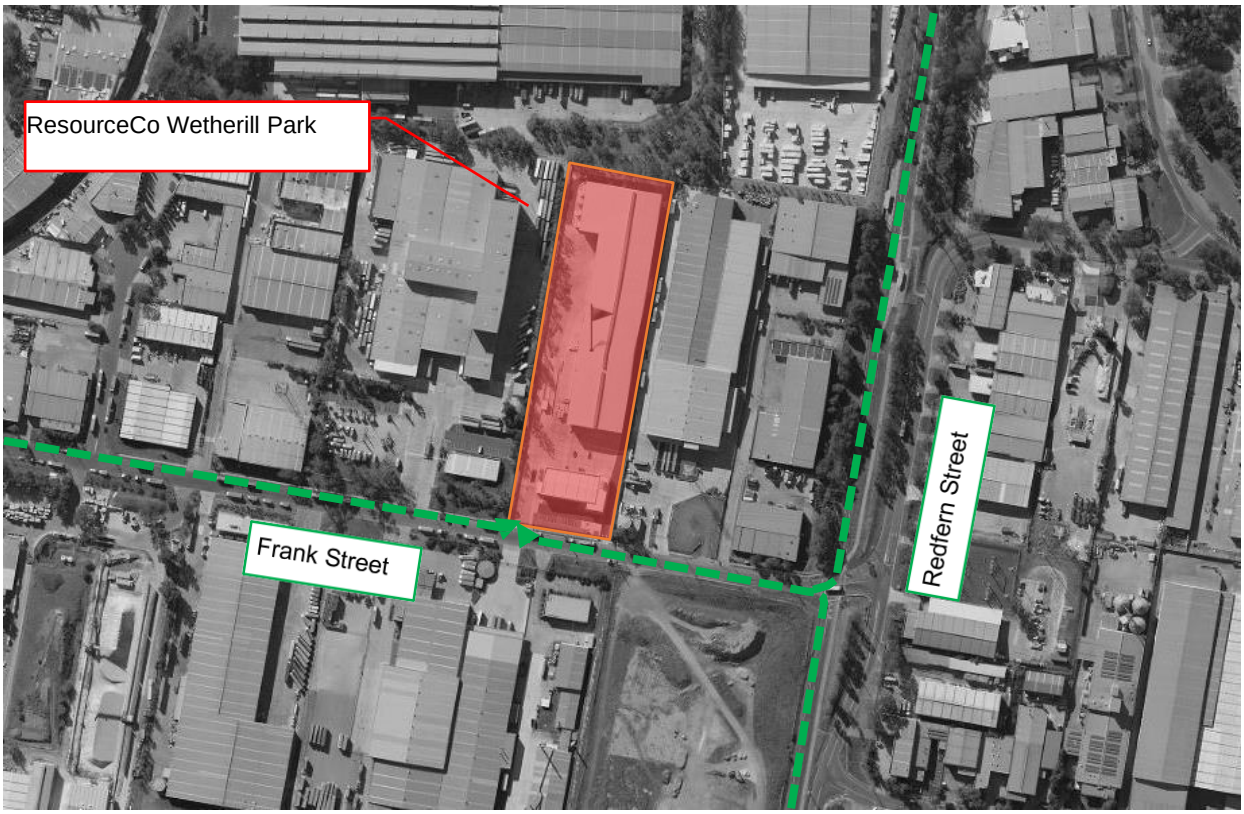


Figure 1 Location of site showing emergency service access[1]

3.1.3 Hours of occupation

The processing facility operates during the hours detailed in Table 7 below. The plant staff are divided into two shifts: *4 am – 1:30 pm* and *1:30 pm – 11 pm*.

Table 7 Hours of Occupation

Activity	Day	Time
Processing material	All days	4:00 am – 11:00 pm
Waste delivery and removal of finished product	All days	5:00 am – 9:00 pm
Security / fire watch	All days	11:00 pm – 4:00 am

[1] (Six Maps, 2021)

3.1.4 Emergency Assembly Areas

The emergency assembly areas are detailed in Table 8. The main emergency assembly area is shown on the evacuation diagrams. The evacuation diagrams are included in Appendix K.

Table 8 Emergency Assembly Areas

	Location
Main emergency assembly area	the north eastern corner of the visitor carpark / apron of the east driveway

3.2 Occupant Characteristics

Building occupants can generally be classified into 3 groups: staff, delivery drivers and visitors. All occupants are assumed to be representative of the general population with no specific or unusual distributions in respect to gender, age and physical or mental attributes.

A detailed description of the occupant characteristics is contained in Appendix A.

3.3 Building Information Details

The building information details are listed in Table 36 in Appendix E-1.

3.4 Emergency Notifications

In an emergency, dial 000 for fire, police and ambulance. The details of the emergency services required to be notified in an emergency and/or pollution incident are detailed in Table 9.

Table 9 Emergency Notification Details

Service	Contact Details
Fire	000
Police	000
Ambulance	000

Further notification procedures for pollution incidents are detailed in Section 9.9, and the relevant contact details are provided in Appendix E-5 – E-8.

4. Building Fire Safety

The building's main fire safety features are described in this section.

4.1 Fire Engineering Report

A Fire Engineering Report (FER) has been produced by Olsson Fire & Risk for the facility to address non-conformances with the Building Code of Australia (BCA). Table 7 from the *FER* has been reproduced in Table 10 and the fire safety measures required by the *FER* have been included in Table 11. Additional safety features that have been installed at the facility have also been detailed in Table 11.

Table 10 Summary of the Performance Solutions

Sol.	Description of DtS non-compliance	DtS Clause	Performance Requirement
1	The vehicular perimeter access requires passing through gated entry points, as well as travelling over a transmission line easement for one part of the access.	C2.4	CP9
2	Travel distances within the manufacturing building are expected to be in excess of DtS compliant values, to the extent of: • Up to 30 m to a point of choice in lieu of 20 m. • Up to 60 m to an exit in lieu of 40 m. • Up to 80 m between exits in lieu of 60 m.	D1.4, D1.5, E4.8	DP4, EP2.2, EP4.2
3	Travel distances within the first floor of the office is extended up to 25 m to a single exit, in lieu of 20 m.	D1.4	DP4, EP2.2
4	The sliding doors to the office areas shall not meet the requirement of automatically failing open upon alarm or power failure.	D2.19	DP2
5	The hydrant booster is not located within sight of the main entrance to the building.	E1.3	EP1.3

4.2 Fire Safety Features

The facility includes the fire safety features listed in Table 11 below.

Table 11: Summary of Fire Safety Features

Fire Safety Measure	BCA Compliance	Description
Fire Sprinkler System	The manufacturing building has been provided with a fire sprinkler system which is understood to be in accordance with BCA Specification E1.5 and AS2118.1 as required by the FER.	This facility contains a sprinkler system that will detect and try to suppress a fire in its early stages. The alarm will be automatically transmitted to the monitoring company and then FRNSW and activate the building occupant warning system. The alarm is indicated at the Fire Indicator Panel (FIP) which is located in the wall adjacent to the entry to the pump room. Occupants are not permitted to isolate or reset the FIP when a sprinkler head activates. However, the chief warden can look at the FIP, determine the activation of a flow switch and then inform wardens of such as they conduct a search to determine if there really is a fire or activated sprinkler head.
Building Occupant Warning System (BOWS)	The building occupant warning system (BOWS) that has been provided to the manufacturing building is understood to be in accordance with AS1670.1 and the requirements of the FER.	The BOWS is automatically activated by the operation of the sprinkler system or manual call point. It commences by sounding the evacuation tone. The system can be manually controlled by the chief warden or the deputy chief warden and also used in other evacuation emergencies. The master emergency control panel (MECP) for the BOWS is located in the wall adjacent to the entry to the pump room. NB. When taking control at the MECP, the chief warden is not permitted to reset or isolate the alarm at the FIP.

Fire Safety Measure	BCA Compliance	Description
Fire hydrant system	The fire hydrant system that has been provided to the building is understood to be in accordance with BCA Clause E1.3 and AS 2419.1 and the requirements of the FER.	Fire hydrants are provided for Fire & Rescue New South Wales (FRNSW) crews to connect their hose lines in the event of a fire. The booster enables them to maintain water flow and pressure by pumping from a fire engine through the hydrant system. The hydrant booster is located adjacent to the pump room alongside the sprinkler booster system, the fire indicator panel and the sprinkler control valves.
Fire hose reels	The fire hose reel system that has been provided to the building is understood to be in accordance with BCA Clause E1.4 and AS 2441 as required by the FER.	Hose reels are suitable for use on small class “A” fires. Training will be provided for all staff so they will gain knowledge and practical experience in their use.
Portable fire extinguishers	Portable fire extinguishers that have been provided to the building are understood to be in accordance with BCA Clause E1.6 and AS 2444 and the requirements of the FER.	Training will be provided for all staff so they will gain knowledge and practical experience in their use.
Manual call points	The manual call point that has been provided to the building is understood to be in accordance with AS 1670.1 and AS 1670.4.	Manual call points (break glass alarms) are interfaced with the automatic fire alarm system. The FER permitted the installation of white break glass alarms which activate the BOWS. There is also one red break glass alarm which, when activated, is understood to automatically transmit and alarm to FRNSW and also activate the BOWS.
Emergency lighting and exit signs	Emergency lighting that has been provided to the building is understood to be in in accordance with BCA Clause E4.2. Exit and directional signage that has been provided to the building is understood to be in accordance with BCA Clause E4.5 and E4.6 and the requirements of the FER.	Emergency lights and exit signs are located so occupants have an illuminated path to an exit even if the power fails in an emergency. They have their own battery power supply if the mains power fails.

Fire Safety Measure	BCA Compliance	Description
Stockpile size limit	The FER restricted the size of the stockpiles and required separation measures between them as part of the requirements to address the special hazard provisions of BCA Clauses E1.10 and E2.3.	The separation required for the stockpiles within the RAW and PEF areas is as follows: • The RAW area shall be divided into at least three (3) stockpile bays of a maximum size of 1,000 m^3. • The PEF area shall be divided into at least two (2) stockpile bays of a maximum size of 825 m^3. Each stockpile was required to be separated from one another by 120-minute fire rated bays of masonry construction. The separating construction was required to be at least 2 m high. These measures were required as a measure to prevent fire spread from one stockpile to the others.
Fire water containment	The FER detailed the provision for fire water containment as part of the requirements to address the special hazard provisions of BCA Clauses E1.10 and E2.3.	The site shall be capable of retaining contaminated fire water flowing for up to 90 minutes, equating to approximately 470,000 L, within the footprint of the building. This measure was required to prevent fire water contamination into nearby storm water drainage and subsequent contamination of the local catchment. It has been achieved the design of a sloped concrete slab within the manufacturing building.
Ridge vent	The FER required the ridge vent to run the length of the manufacturing building at the highest point as part of the requirements to address the special hazard provisions of BCA Clauses E1.10 and E2.3.	The ridge vent was required to facilitate the exhaust of smoke and fire gases from a fire within the manufacturing building. Make up air was to be supplied by the automatic opening of the roller shutter doors.

Fire Safety Measure	Details	Description
Pollution control equipment (stormwater shut off valve)	Automatic closure of the stormwater system is provided by a stormwater isolation valve, which is connected to the FIP such that in the event of sprinkler or manual alarm point activation, the shut off / isolation valve closes. This valve is located at the FIP and can be manually operated when required.	This measure was required to prevent water contamination (whether from fire water or any other water borne pollutants) into nearby storm water drainage and subsequent contamination of the local catchment. It has been achieved the design of a sloped concrete slab within the manufacturing building.
Deluge system	There are 4 separate deluge systems located at the following machines within the plant: • The primary shredder (Metso) • The secondary shredder (Lindner) • The Hammer mill • Within the industrial dust extraction system filters The deluge systems are manually operated and can inject large quantities of water into the machines in a significant fire situation. The control valves are located on the external eastern wall of the facility.	Thes systems have been installed to minimise the impact and spread of a fire within the individual items of plant equipment
Grecon spark suppression system	The Grecon spark suppression system consists of paired sensors and valves, which are located where sparks are likely to be generated or where there is a significant risk of a serious fire if sparks are generated. When the sensor detects a spark, the valve releases a short burst of water, and a local alarm is generated to alert the building occupants of the system's activation.	This system has been installed to reduce the possibility of a spark igniting and starting a fire in the plant.
Fogger systems	The fogger systems provide a fine mist over the conveyors during operation. The wetting down of the materials on the conveyors reduces the risk of a dust explosion or sparks igniting the material.	These systems have been installed to reduce the risk of a dust explosion or the dust being ignited and starting a fire in the plant.

Fire Safety Measure	Details	Description
Thermal cameras	The thermal imaging cameras monitor both the raw feed and PEF stockpiles. They monitor the temperature of the piles so that any smouldering or fire within the pile can be quickly detected and provide the opportunity to extinguish it before it develops into a significant fire. The thermal imaging cameras provide live video feeds to the plant control room and the weighbridge.	The thermal cameras provide the capability to quickly detect a fire within the pile that might not activate the sprinkler system.

4.3 Fire Safety Audits

The fire safety auditing process will be undertaken as detailed in Table 12 - Table 14. The audit will be undertaken by an independent auditor. Audit checklists, based on the Audit details tables below, has been developed and included in Appendix B-5. The records of the audits shall be kept in Appendix L.

Table 12 Fire Safety Audit Details – Monthly and Quarterly Audits

Fire Safety Measure	Audit Details – Monthly & Quarterly
	Requirement
Stockpile size limits – Monthly Check	**Monthly:** Visual inspection of stockpiles *Note: Photographic (remote) auditing is acceptable for monthly evidence*
Stockpile size limits – Quarterly Check	**Quarterly (every 3 months)**: Onsite, visual inspection of stockpiles
Dust buildup – Quarterly Check	**Quarterly (every 3 months)**: Onsite, visual inspection of dust build up throughout manufacturing building

Table 13 Fire Safety Audit Details – Six monthly Audit

Fire Safety Measure	Audit Details – Six Monthly Audit Requirement
In addition to the Monthly and Quarterly audit requirements, the following shall be checked six-monthly	
Essential Fire Safety Measures	
Fire Hose Reels	General condition
	Nozzle locked behind main wheel/lever valve and ready to use
	Tagged as per service requirements
Portable fire extinguishers	General condition
	Mounted correctly and gauge showing sufficient pressure (not CO_2)
	Tagged as per service requirements
Egress Routes	Egress paths clear and free of obstructions
Exit signs	Illuminated
Stockpile walls	Visual inspection of integrity of walls
Documentation Review	
Review all safety breaches and near misses during the review period	Review and liaise with management/WHS officer if any operational processes could or have been modified as a result of the breach.

Fire Safety Measure	Audit Details – Six Monthly Audit
	Requirement
	Review staff training during the review period, including training to address safety concerns that may have arisen from a safety breach.
Review operational procedure breaches during the review period, including delivery or attempted delivery of excluded wastes	Review documentation of incidents, the response of the weighbridge operator and/or traffic controller to assess the adequacy of the response.
	Liaise with management to determine if operational processes could be or have been modified as a result of the incident.
	Review staff training during the review period, including training to reaffirm operational processes to be followed or introduce revised operational processes that may have been revised as a result of an operational breach.
Review any incidents that could have led to an emergency during the review period	Review documentation of incidents, the response of the staff in the immediate area to assess the adequacy of the response.
	Liaise with management to determine if operational or emergency response processes could be or have been revised as a result of the incident.
	Review staff training during the review period, including training to reaffirm operational and emergency response processes to be followed or introduce revised operational/emergency response processes that may have been revised as a result of the incident.
Review any emergencies during the review period	Review documentation of incidents, the response of the staff in the immediate area to assess the adequacy of the response.
	Liaise with management to determine if operational or emergency response processes could be or have been revised as a result of the incident.

Fire Safety Measure	Audit Details – Six Monthly Audit
	Requirement
	Review staff training during the review period, including training to reaffirm operational and emergency response processes to be followed or introduce revised operational/emergency response processes that may have been revised as a result of the incident.

Table 14 Fire Safety Audit Details – Annual Audit

Fire Safety Measure	Audit Details - Annual
	Requirement
In addition to the Monthly, Quarterly and Six-monthly audit requirements, the following shall be checked annually. *Please note – this audit does not constitute or relate to the requirements of the annual fire safety statement for the building.*	
Essential Fire Safety Measures	
Fire Sprinkler System	Review servicing schedule
Automatic Fire Detection and Alarm	Review servicing schedule
Smoke alarm and security system	Review servicing schedule
Building Occupant Warning System (BOWS)	Review servicing schedule
Emergency Warning and Intercommunication System (EWIS)	Review servicing schedule
Fire hydrant system	Review servicing schedule
Fire hose reels	Review servicing schedule

Fire Safety Measure	Audit Details - Annual
	Requirement
Portable fire extinguishers	Review servicing schedule
Fire blanket	Review servicing schedule
Smoke hazard management system	Review servicing schedule
Manual call point	Review servicing schedule
Emergency lighting and exit signs	Review servicing schedule
Fire-isolated stairways	Review servicing schedule
Fire walls	Review servicing schedule
Fire doors	Review servicing schedule
Smoke doors	Review servicing schedule
Fire shutters	Review servicing schedule
Smoke curtains	Review servicing schedule
Wall wetting sprinklers	Review servicing schedule
Management in use	Review servicing schedule
Additional Fire Safety Measures	
Deluge systems	Review servicing schedule

Fire Safety Measure	Audit Details - Annual
	Requirement
Grecon spark suppression system	Review servicing schedule
Fogger suppression systems	Review servicing schedule
Dust binding suppression system	Review servicing schedule
Thermal imaging cameras	Review servicing schedule
Ridge vent in the manufacturing building	Review servicing schedule
Dust extraction system	Review servicing schedule

4.4 Fire Safety Strategy

4.4.1 Fire Prevention

Fire prevention measures are covered implicitly by several of the other fire safety systems mentioned, however additional fire prevention responsibilities for staff may include examples such as the following:

- Identify housekeeping issues that may affect evacuation such as blocked egress paths/ exits, locked exit doors (without electric strikes/break glass release), etc.
- Identify housekeeping issues resulting in potential fire hazards such as hazardous material storage, unsafe electrical equipment (e.g. wiring, frayed cords), etc.

The reporting structure associated with fire safety is dependent on the fire safety system that is involved. Any faults associated with the essential services such as the fire detection system or ancillary devices should be reported immediately.

Any incident/issue concerning a fire risk or potential fire hazard should be documented on an Incident Report Form in SkyTrust, including any follow-up actions and rectification.

It shall be mandatory that:

- Exits are kept clear at all times.
- Hot works subject to permits and provided as applicable.
- Any hazardous or dangerous goods are controlled as required.

4.4.2 Manage Fire Impact

This emergency plan intends to manage the impact of any fire or other emergency by the following measures:

- The nomination of a designated emergency assembly area, which is located in the northeastern corner of the visitor carpark / apron of the east driveway;
- While not all staff are part of the Emergency Control Organisation (ECO), there is a high probability that all staff in the vicinity of a fire outbreak will be involved in first attack firefighting;
- All staff are to be given an initial induction in the emergency procedures;
- Ensure all staff will receive emergency response training;
- Staff refreshers to be held annually as a minimum;
- Fire safety systems are maintained to the required Australian Standards.

4.4.3 Essential Services Maintenance

Maintenance of fire safety provisions are identified in Table 11. Compliance checks should be undertaken annually to determine the implementation and ongoing maintenance of the fire safety strategy.

The compliance check should comprise a visual inspection of the building and review of documentation to determine the extent of compliance with the defined fire safety strategy and to identify any major fire hazards. This check need not include operational tests of fire safety equipment or the witnessing of fire drills or exercises as these should be addressed and documented as part of the maintenance, testing, and training and management procedures. The documented adequacy of these systems however should form part of the compliance check.

Any non-compliance should be rectified as soon as practicable and where necessary interim measures put in place to address any significant fire hazards in the short term.

4.4.4 Record Keeping

As a minimum, records should be kept of the following:

- Fire safety installations including schematics and as built drawings of fire protection systems.
- Training courses conducted and attendees at each course.
- Drills and exercises undertaken.
- Fire incidents and alarms.
- Other emergencies.
- Maintenance and testing of fire safety equipment.
- Inspection and checks carried out by staff and details of fire safety issues reported, (e.g. blocked exits or faulty fire protection equipment) actions required and evidence that actions have been completed satisfactorily.
- Essential services records/reports.

4.4.5 Exit Points/Routes

Exit provisions incorporating exit points and paths of travel are the means of transferring people from their existing locations to the exit points. Exits and paths of travel should be based on the following design principles but may be specifically varied by a fire safety risk analysis.

- Operation and swing of exit doors on the path of travel have generally been provided in accordance with the relevant BCA Deemed-to-Satisfy Provisions.
- Designated paths of travel shall be kept clear of obstructions. Where applicable, paths of travel should be readily trafficable by people with disabilities as appropriate.
- Exit points and designated paths of travel for evacuation zones are indicated on the evacuation diagrams, refer to Appendix J.

4.4.6 Means of Escape

The means of escape for specific locations are provided in detail in each evacuation diagram which have been prepared for the facility. The evacuation diagrams have been provided in Appendix J.

4.5 Firefighting Equipment

4.5.1 Portable Fire Extinguishers

The following fire extinguishers are located at the facility for extinguishing small fires. They are suitable for the classes of fire as shown in Table 15.

Table 15 Portable Fire Extinguishers

Extinguisher type	Class of fire
Dry Chemical Powder	A, B, E
Carbon Dioxide	A (limited), B (limited), E

Training will be provided for all staff so they will gain knowledge and practical experience in their use. They will be instructed in the classes of fire for which the extinguishers in the building are suited, as per Table 15. The information conveyed in the training session will be in accordance the information provided in Figure A1 of *AS 2444,* which has been reproduced below in Figure 2.

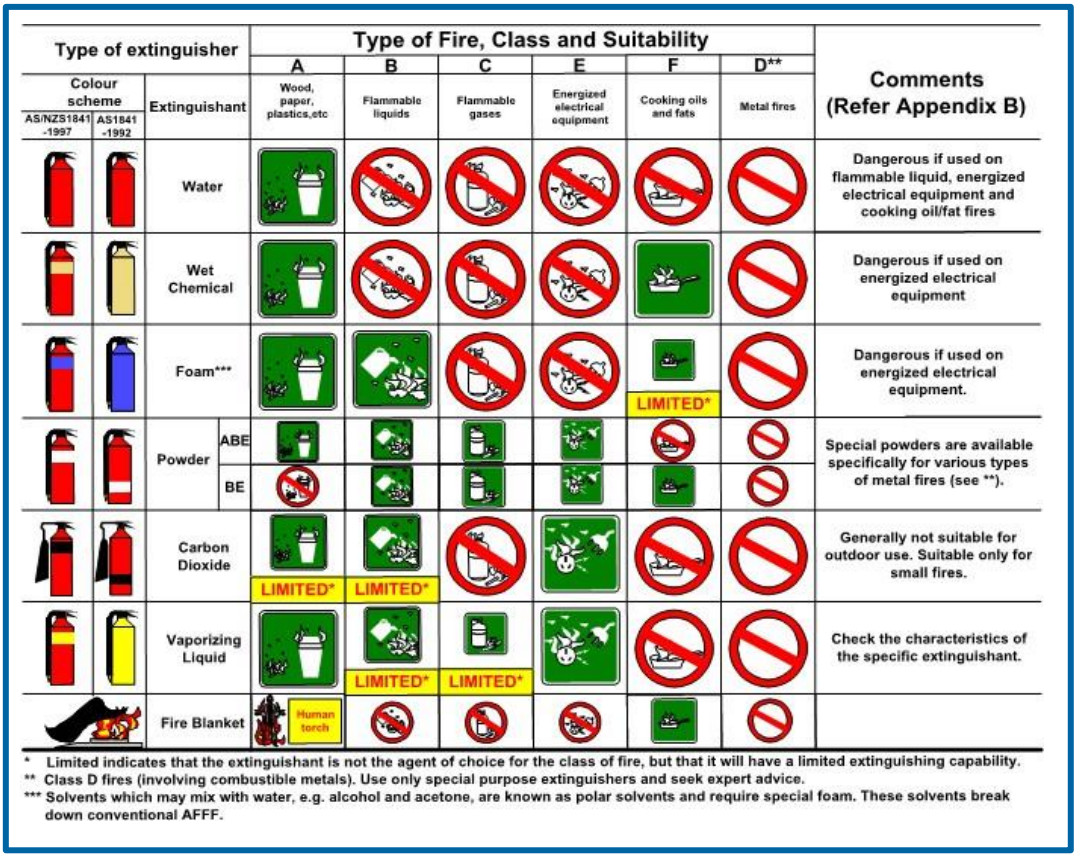


Figure 2 Figure A1 of AS 2444

As well as instruction in safe working practices and the decision-making process, the acronym “P A S S” shall be utilised in training in the use of portable fire extinguishers. The acronym has the following meaning:

- **P**ull the pin (and test the extinguisher before entering the room)
- **A**im at the base of the flame
- **S**queeze the handle
- **S**ide sweeping motion

4.5.2 Hose Reels

Hose reels have been provided to the building and are suitable for use on small class “A” fires. Training will be provided for all staff so they will gain knowledge and practical experience in their use. The necessity of ensuring the hose reel is stored correctly (i.e. locked behind the main wheel valve or lever) shall be included in the training.

4.6 Security System

The facility is not equipped with a monitored security system. However, there is a security officer on site during non-operational hours (i.e. 11 pm – 4 am). This security officer also serves in a fire watch role. The contact details for the security company are listed in Appendix E-2.

5. Emergency Planning Committee

5.1 Membership

The membership of the emergency planning committee (EPC) shall consist of at least two people representing the stakeholders, one of which shall be from management. The members of the EPC are detailed in Table 35 in Appendix D.

5.2 Responsibilities

The responsibilities of the EPC are outlined in Section 2.2 of AS 3745 – 2010. The EPC "shall be responsible for the development, implementation and maintenance of the emergency plan, emergency response procedures and related training." (AS 3745-2010, p. 12). Duties include:

- Identification of the events that may reasonably become emergencies.
- Development of the emergency plan.
- Provision of resources to enable the development and implementation of the emergency plan.
- Nomination of the validity period for the emergency plan and the evacuation diagram.
- Identification of the emergency plan to the appropriate persons and making it available to them.
- Establishment of the Emergency Control Organisation (ECO) to operate as detailed in the emergency plan.
- Authorisation, release and implementation of the emergency plan.
- Implementation of the plan by:
  - Dissemination of emergency response procedures to occupants.
  - Development of a training schedule.
  - Testing of the emergency procedures.
  - Conducting a review of the procedures and amend any identified deficiencies or inaccuracies.
- Establishment of arrangements to ensure the continuing operation of the ECO.
- Establishment of strategies to ensure visitors are made aware of emergency response procedures.
- Conducting reviews of the emergency plan at the end of the validity period, an emergency, an exercise or when changes are made to the plan.
- Establishment, maintenance and retention of a record of events for any emergency.
- Identification and rectification of deficiencies in the emergency plan and emergency response procedures
- Identification of opportunities for improvement in the emergency plan and emergency response procedures
- Meet at least annually, making and keeping a permanent record of such meetings.

5.3 Indemnity

Professional advice should be obtained on the level of indemnity provided to EPC members. This advice should be passed onto the members.

6. Emergency Preparedness

6.1 Activation, notification and stand down procedures

The general phases of an emergency response form the basis of the procedures detailed in Section 10. The procedures can be understood in the light of the discussion in this section.

There are four common phases of an emergency response:

- Alarm phase: in which the notification of the emergency is received;
- Standby phase: the investigation of the emergency will occur in this phase and the appropriate response determined;
- Response phase: most emergencies will result in either an evacuation or shelter in place response; and
- Stand down phase: which marks the end of the emergency response and a return to normal activities.

The four responses are detailed below.

6.1.1 Alarm phase

The notification of a fire emergency will most likely occur in one of two ways. In the manufacturing building, it might be discovered by a staff member before the activation of the building occupant warning system (BOWS) or the sprinkler system will detect the fire, at least one sprinkler head will activate and then activate the interfaced BOWS. In a fire situation, the evacuation tones (i.e. whoop, whoop) will commence automatically once the sprinkler system/BOWS is activated.

This serves as automatic notification for staff that there is a potential fire situation. The tones can also be activated by any staff member who discovers a fire in the manufacturing building. The activation of a manual call point (white or red break glass alarm) will also activate the BOWS system. There is manual call points located at most exit doors in the manufacturing building. Their locations are noted on the evacuation diagrams.

In the office and workshop, the notification of a fire emergency will most likely occur when discovered by a staff member who notices some signs of fire (e.g. smoke or flame). The office and workshop are not equipped with a detection or suppression system.

All staff/wardens must immediately notify the chief warden upon the recognition of an emergency incident. The chief warden can then ensure the emergency services are notified and initiate a site wide alert.

It is written into the procedures that a 000 call will be made to the appropriate emergency service to provide direct notification of the incident and enable the chief warden to liaise with the emergency service regarding the facility's response to the incident.

The alarm phase informs all staff of the possible emergency and to commence the emergency response. In other emergencies, the notification of the emergency in the alarm phase will be contingent on the circumstances of the emergency. All emergencies require an immediate response from the warden team, no matter how the notification is received.

6.1.2 Standby phase

In most cases of emergencies at the facility there will not be a standby phase. However, if there is an external emergency, the wardens might be informed to standby and be prepared to respond and implement the emergency procedures if necessary.

If an emergency incident is occurring in the facility, the wardens will commence responding immediately when alerted to the incident.

The chief warden can provide information to all staff personally, by a runner or by activating the BOWS.

Note: If the emergency requires a complete evacuation of the facility, the chief warden will need to communicate this with the area wardens.

6.1.3 Response Phase: Evacuate or shelter in place

6.1.3.1 Evacuate

An evacuation response will be required in many emergencies, not just a fire. Wardens do not need to wait for any direction to commence evacuation or any other response that might be required in an emergency. In each case, the chief warden still takes control and communicates with the warden team personally, by handheld transceivers or by a runner.

The roles of the warden team in evacuating the facility in various emergency scenarios are detailed in Section 10.

6.1.3.2 Shelter in place

Not all emergency incidents will require an evacuation response. There are many incidents that might require a shelter in place response. In each case, the chief warden still takes control and communicates with the warden team personally or by a runner.

The roles of the warden team when required to shelter in place in the facility in various emergency scenarios are also detailed in Section 10.

6.1.4 Stand Down Phase

The end of any emergency incident will be noted by the chief warden informing all staff/wardens the incident has now been completed and it is safe to return to the building. This decision will be made by the appropriate responding emergency service, conveyed to the chief warden and then passed on.

6.1.5 Notification Requirements

Notification procedures for emergencies and pollution incidents are detailed in Section 9.9, and the relevant contact details are provided in Appendix E-5 – E-8.

7. Emergency Identification and Analysis

7.1 Risk Matrix

A qualitative risk assessment has been deemed to be appropriate for determining which emergencies will be included in the emergency response procedures. The qualitative risk matrix in Table 16 is based on the 4x4 risk matrix detailed in *Hazpak: making your workplace safer* (Workcover NSW). While Workcover NSW has since evolved into SafeWork NSW and the publication is no longer available, the risk matrix is still valid.

The risk analysis has been detailed in Table 17 below. This risk utilises the criteria of probability of an emergency occurring and the consequences to people to determine a priority rating and if that emergency will be included in the emergency plan.

A priority rating of 4 or lower means that emergency will not be included in the emergency plan. The exception to this general score is the response for internal flooding. Even though the priority rating is low, there have been many instances in which facilities have needed to be evacuated due to an internal flood.

Table 16 Risk matrix

PROBABILITY SEVERITY	Could happen at any time	Could happen at some point	Unlikely to happen	Could happen, but probably never will
Cause death, permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention and several days off work	2	3	4	5
First aid needed.	3	4	5	6
Priority Rating: **1 – It is extremely important to do something about this hazard as soon as possible; an emergency response procedure is not adequate.** **6 – This hazard may not need immediate attention.**				

7.2 Risk Analysis for Emergencies

Table 17 Risk Analysis for Emergencies

Risk assessment strategies to prevent, prepare for, respond to and recover from emergencies				
Type	**Risks**	**Control Measures**	**Emergency Response Measures**	**Priority Risk Rating**
Fire	• Inadequate housekeeping • Electrical • Arson • Inadequate training • Injury or death due to: - Smoke inhalation - Burns	• Housekeeping procedures • Safe working procedures • Yearly tagging of electrical equipment • Emergency plan • Regular training of ECO • Practice the emergency response procedures and review	• Emergency control organisation (ECO) to take control • ECO will make decisions regarding first attack firefighting and evacuation • ECO will ensure 000 call is made to fire service • Internal and external notifications	• Risk rating of 2 - Unlikely - Death • Include in plan
Combustible cladding fire	• Combustible cladding has not been identified on this building	• N/A	• N/A	• No risk rating • Do not include in plan
Bomb Threat	• Unhappy staff • Unhappy clients • Terrorism	• Housekeeping and security procedures • Emergency plan • Regular training of ECO • Practice the emergency response procedures and review	• ECO to take control • ECO will make decisions regarding search and evacuation • ECO will ensure 000 call is made to police • Internal and external notifications	• Risk rating of 3 - Very unlikely - Death • Include in plan

Risk assessment strategies to prevent, prepare for, respond to and recover from emergencies				
Gas leak	• No natural gas at the facility • Leaking or ruptured cylinders • Waste cylinders leaking	• Safe working procedures • Emergency isolation of gas supply • Emergency plan • Regular training of ECO • Practice the emergency response procedures and review	• ECO to take control • ECO will make decisions regarding evacuation • ECO will ensure 000 call is made to fire service • Internal and external notifications	• Risk rating of 3-4 - Could happen at some point - First aid or medical attention • Include in plan
Hazardous Material	• External risk posed by transport incident • Minor internal risk posed by storage of chemicals for operational use	• Emergency plan • Regular training of ECO • Practice the emergency response procedures and review	• ECO to take control • ECO will make decisions regarding response and evacuation • ECO will ensure 000 call is made to fire service • Internal and external notifications	• Risk rating of 2-3 - Unlikely - Long term illness or death • Include in plan
Building invasion / armed intrusion / personal threat	• Armed / unarmed • Specific threat of harm to individual or group threat; robbery or other	• Emergency plan • Regular training of ECO • Practice the emergency response procedures and review	• ECO to take control • ECO will make decisions regarding evacuation or lockdown • ECO will ensure 000 call is made to fire service • Internal and external notifications	• Risk rating of 3-5 - Very unlikely - Medical attention to long term illness or death • Include in plan
Civil disorder	• Not regarded as high risk due to location	• N/A	• N/A	• Risk rating of 5-6 - Very unlikely - First aid or medical attention • Do not include in plan

Risk assessment strategies to prevent, prepare for, respond to and recover from emergencies				
Storm/ severe weather	• Damage to building • Inability to evacuate • Power failure	• Bring loose items inside before predicted storm hits • Emergency plan • Regular training of ECO • Practice the emergency response procedures and review	• ECO to take control • ECO will make decisions regarding evacuation • ECO will ensure 000 call is made to fire service • Internal and external notifications	• Risk rating of 3-4 - Likely - First aid or medical attention • Include in plan
Earthquake	• Building collapse • Exits and exit paths blocked • Power failure	• Emergency plan • Regular training of ECO • Practice the emergency response procedures and review	• ECO to take control • ECO will make decisions regarding evacuation • ECO will ensure 000 call is made to fire service • Internal and external notifications	• Risk rating of 3-4 - Unlikely - Medical attention to long term illness or death • Include in plan
Flood (internal)	• Inundation of work area due to broken pipes • Electrocution • Risk rating of 5-6 (very unlikely / first aid to medical attention) • Include in plan	• Emergency plan • Regular training of ECO • Practice the emergency response procedures and review	• ECO to take control • ECO will make decisions regarding evacuation • ECO will ensure 000 call is made to fire service • Internal and external notifications	• Risk rating of 5-6 - Very unlikely - First aid or medical attention • Do not include in plan
Flood (external)	• Not in flood prone area	• N/A	• N/A	• Risk rating of 6 - Very unlikely - First aid • Do not include in plan
Lift incident	• No lift in building	• N/A	• N/A	• No risk rating • Do not include in plan

Risk assessment strategies to prevent, prepare for, respond to and recover from emergencies				
Electrical incident	• Power failure • Electrocution	• Contact details of electrical authority • Contact details of electrician • ECO to decide if emergency plan to be implemented • Regular training of ECO • Practice the emergency response procedures and review	• ECO to take control if the incident is designated an emergency • ECO will make decisions regarding evacuation • ECO will ensure 000 call is made to fire service • Internal and external notifications	• Risk rating of 4 - Likely - First aid • Include in plan
Medical emergency	• Minor injury or illness • Major injury or illness • Asthma • Anaphylaxis	• Designated first aider/s • Regular training to receive and maintain Qualifications • Asthma action plans • Anaphylaxis action plans • Incorporate any injury to personnel during emergency into emergency response procedures	• If necessary ECO will take control • ECO will make decisions regarding evacuation • ECO will ensure 000 call is made to ambulance service • Primary carers to be informed • Internal and external notifications	• Risk rating of 2-5 - Unlikely - First aid to death • Include in plan
Structural instability	• Building collapse • Exit paths blocked	• Emergency plan • Regular training of ECO • Practice the emergency response procedures and review	• ECO to take control • ECO will make decisions regarding evacuation • ECO will ensure 000 call is made to fire service • Internal and external notifications	• Risk rating of 3-5 - Very unlikely - Medical attention to long term illness or death • Include in plan

Risk assessment strategies to prevent, prepare for, respond to and recover from emergencies				
Bushfire	• Building not adjacent to bush	• N/A	• N/A	• Risk rating of 6 - Very unlikely - First aid • Do not include in plan
Infectious disease	• Illness due to contracting disease • Hospitalisation • Spreading the disease	• Development of appropriate hygiene measures • Visitors and staff to sign declarations at sign in • Temperature checks of all staff and visitors • Facility/office to be temporarily closed, if necessary, for required level of deep cleaning if infected people have attended.	• ECO to take control • ECO will make decisions regarding lockdown, isolation and closure of facility • Internal and external notifications	• Risk rating of 1 during a pandemic - Could happen at any time - Long term illness to medical attention • Risk rating of 3 at other times - Could happen at some point - Medical attention • Include in plan

7.3 Pollution Incident Risk Matrix

Section 5.7A of the POEO Act requires hazards to human health and the environment at the premises to be identified and a risk assessment undertaken which includes measures to minimise the potential for an incident to develop.

The hazards to human health have been detailed in and a further risk analysis has been undertaken to determine which emergencies will be included in the Pollution Incident Response Management Plan (PIRMP). Once again, a qualitative risk assessment has been deemed appropriate for determining which emergencies will be included in the PIRMP.

The following risk matrix in Table 18 has been used to assess the hazards will be addressed in the pollution incident response management plan. This qualitative risk matrix is based on the risk matrix used in Table 16. The severity criteria is based on the information from Paladin (https://paladinrisk.com.au/risk-tip-3-developing-consequence-matrix/, accessed 31.12.21) and adapted to a 4X4 risk matrix.

Table 18 Pollution Incident Risk Matrix

PROBABILITY SEVERITY	Could happen at any time	Could happen at some point	Unlikely to happen	Could happen, but probably never will
Significant impact beyond site, non-repairable / catastrophic environmental damage	1	1	2	3
Uncontained impact beyond site, repairable / extensive environmental damage	1	2	3	4
Uncontained impact on site, repairable / minor environmental damage	2	3	4	5
Contained impact on site / no environmental damage	3	4	5	6

Priority Rating:

1 – It is extremely important to do something about this hazard as soon as possible; an emergency response procedure is not adequate.

6 – This hazard may not need immediate attention.

7.4 Pollution Incident Risk Analysis

Table 19 Risk Analysis for Pollution Incidents

Risk assessment strategies to prevent, prepare for and respond to pollution incidents			
Type	Risks	Control Measures	Risk Rating
Air Pollution Incident			
Fire	• Sparks starting fire - Between battery terminals - Conveyor belts tracking against skirting - Conveyor belt bearing failure - Conveyor belt jamming - Shredders - Mobile plant • Flammable dangerous goods • Electrical fault • Combustible material in piles • Inadequate housekeeping • Inadequate response • Inadequate training	• Fire suppression (i.e. sprinkler) and detection systems • Fire deluge systems at each shredder and dust extraction air filters • Additional manual sprinkler system over waste piles • 'Grecon' spark detection and suppression system • Operating procedures – Restriction on materials accepted on site (e.g. no batteries, no dangerous goods, no hazardous chemicals) – Separate storage areas for batteries and hazardous chemicals that are not picked up on delivery – Separation of piles and limits on size (up to 1000 m^3) • Infrared cameras • Housekeeping procedures • Safe working procedures • Regular servicing of fire safety measures and equipment • Pollution incident response management plan (PIRMP) • Regular training of ECO • Testing of the PIRMP and review	• Risk rating of 2 - Could happen at some point - Uncontained impact beyond site

Risk assessment strategies to prevent, prepare for and respond to pollution incidents			

Dust	• Sparks igniting dust
	  - Conveyor belts
	  - Shredders
	  - Mobile plant
	• Fire risk
	• Build up due to process of resource recovery
	• Inadequate housekeeping
	• Inadequate response
	• Inadequate training
		• Fire suppression (i.e. sprinkler) and detection systems
		• Fire deluge systems at each shredder and dust extraction air filters
		• 'Grecon' spark detection and suppression system
		• Foggers over waste pile, ridgeline centre cap and key points in the production line
		• Polo Citrus dust suppression system is installed at key dust producing locations in the facility to help quell dust production
		• Operating procedures
		• Housekeeping procedures
		• Safe working procedures
		• Pollution incident response management plan (PIRMP)
		• Regular training of ECO
		• Testing of the PIRMP and review
			• Risk rating of 3
			  - Could happen at some point
			  - Uncontained impact on site

Water Pollution Incident			

Fire	• Inadequate housekeeping
	• Inadequate response
	• Fire water run off
	• Inadequate training
		• Fire water containment
		• Stormwater isolation valve interfaced with the detection system
		• Manual operation of the stormwater isolation valve at the FIP
			• Risk rating of 3
			  - Unlikely to happen
			  - Uncontained impact beyond site

Risk assessment strategies to prevent, prepare for and respond to pollution incidents			
Fuel spill	• Bulk diesel container failure • Fuel escape during refuelling • Fuel escape due to fuel line rupture of mobile plant or delivery truck • Inadequate containment • Inadequate housekeeping • Inadequate response • Inadequate training	• Diesel stored in double walled self-bunded tank • Operating procedures • Housekeeping procedures • Safe working procedures • Stormwater isolation valve • Pollution incident response management plan (PIRMP) • Regular training of ECO • Testing of the PIRMP and review	• Risk rating of 4 - Could happen at some point - Contained impact on site
Storm water contamination	• Excessive rain causes retention pits to overflow • Stormwater isolation valve not activated • Inadequate containment • Inadequate housekeeping • Inadequate response • Inadequate training	• Operating procedures • Housekeeping procedures • Safe working procedures • Stormwater isolation valve • Pollution incident response management plan (PIRMP) • Regular training of ECO • Testing of the PIRMP and review	• Risk rating of 3 - Unlikely to happen - Uncontained impact beyond site
Leachate	• Impacts to surface water due to mixing of stormwater or firewater and leachate • Stormwater isolation valve not activated • Inadequate containment • Inadequate housekeeping • Inadequate response • Inadequate training	• Operating procedures – No waste stored externally – Dry sumps within building will be emptied and leachates removed from the site. • Housekeeping procedures • Safe working procedures • Stormwater isolation valve • Pollution incident response management plan (PIRMP) • Regular training of ECO • Testing of the PIRMP and review	• Risk rating of 5 - Unlikely to happen - Contained impact on site

Risk assessment strategies to prevent, prepare for and respond to pollution incidents			
Hazardous chemicals	• Material not recognised when delivered • Material not recognised when unloaded • Inadequate housekeeping • Inadequate response • Inadequate training	• Operating procedures • Housekeeping procedures • Safe working procedures • Stormwater isolation valve • Pollution incident response management plan (PIRMP) • Regular training of ECO • Testing of the PIRMP and review	• Risk rating of 5 - Unlikely to happen - Contained impact on site
Chemicals stored and used on site	• Minor quantities stored for plant and equipment operations - Class 3 flammable liquids - Lubricants and hydraulic oils - Pesticides • Inadequate housekeeping • Inadequate response • Inadequate training	• Chemicals stored in self-bunded pallets • Unlikely to penetrate local soil due to concrete slab in manufacturing building and bunded pallets for chemicals • Operating procedures • Housekeeping procedures • Safe working procedures • Pollution incident response management plan (PIRMP) • Regular training of ECO • Testing of the PIRMP and review	• Risk rating of 4 - Could happen at some point - Contained impact on site
Land Pollution Incident			
Asbestos	• Material not recognised when delivered • Material not recognised when unloaded	• Housekeeping procedures • Safe working procedures • Pollution incident response management plan (PIRMP) • Regular training of ECO • Testing of the PIRMP and review	• Risk rating of 4 - Could happen at some point - Contained impact on site

Risk assessment strategies to prevent, prepare for and respond to pollution incidents			
Chemicals stored and used on site	• Minor quantities stored for plant and equipment operations - Class 3 flammable liquids - Lubricants and hydraulic oils - Pesticides • Inadequate housekeeping • Inadequate response • Inadequate training	• Unlikely to penetrate local soil due to concrete slab in manufacturing building • Operating procedures • Housekeeping procedures • Safe working procedures • Pollution incident response management plan (PIRMP) • Regular training of ECO • Testing of the PIRMP and review	• Risk rating of 4 - Could happen at some point - Contained impact on site
Hazardous chemicals	• Material not recognised when delivered • Material not recognised when unloaded • Inadequate housekeeping • Inadequate response • Inadequate training	• Chemicals stored in self-bunded pallets • Unlikely to penetrate local soil due to concrete slab in manufacturing building and bunded pallets for chemicals • Operating procedures • Housekeeping procedures • Safe working procedures • Pollution incident response management plan (PIRMP) • Regular training of ECO • Testing of the PIRMP and review	• Risk rating of 4 - Could happen at some point - Contained impact on site
Fuel spill	• Inadequate housekeeping • Inadequate response • Inadequate training	• Unlikely to penetrate local soil due to concrete slab in manufacturing building and bunded storage area for fuel • Operating procedures • Housekeeping procedures • Safe working procedures • Stormwater isolation valve • Pollution incident response management plan (PIRMP) • Regular training of ECO • Testing of the PIRMP and review	• Risk rating of 2 - Could happen at some point - Uncontained impact beyond site

8. Emergency Control Organisation

8.1 Positions and Structure

The structure of the Emergency Control Organisation (ECO) is a hierarchical one reflecting the structure outlined in *AS 3745*. The ECO are the people responsible for implementing the response to an emergency.

The ECO consists of:

- Chief warden
- Area wardens

8.2 Identification

The ECO shall be identified by a coloured hat as follows:

- Chief warden: white hat
- Area warden: red hat

8.3 Selection Criteria

All wardens have been selected on the basis of the following criteria:

- Capable of performing their duties.
- Possess effective decision-making skills.
- Capable of remaining calm under pressure.
- Available to undertake their roles in an emergency.
- Ability to effectively communicate with occupants and visitors.
- Available to participate in relevant training.
- Possess leadership qualities.
- Capable of deputising in other positions if necessary.
- Capable of taking control during an emergency - chief warden and deputy chief warden.

8.4 Chief Warden: roles and duties

The roles of the chief warden shall include the following:

8.4.1 Pre-Emergency

- Establish and maintain a current ECO register, replacing members as vacancies arise.
- Ensure that all new staff/ECO members receive instructions regarding their ECO roles as part of the induction process.
- Attend meetings of the EPC as required.
- Liaise with the EPC to ensure the emergency response procedures are updated as required.
- Confirm there are sufficient wardens to implement the emergency response procedures in the facility.
- Ensure appropriate PEEP documentation is completed for the facility.
- Ensure operational capability of emergency equipment and report deficiencies.
- Ensure the emergency response procedures have been communicated to all wardens.
- Coordinate housekeeping safety practices (e.g. ensure clear egress paths, ensure lint filters in clothes driers are cleaned after every use etc.) by the wardens in the facility.
- Attend training and exercises.

8.4.2 Emergency

- Respond and take control of the response in the facility.
- Determine the nature and location of the emergency, evaluate the situation and implement the appropriate emergency response as required.
- Confirm the appropriate emergency service has been notified.
- Advise the area wardens of the situation.
- Control access to the affected areas.
- Monitor the progress of the evacuation and maintain an incident log.
- Brief the emergency services upon their arrival on the type, scope and location of the emergency and the status of the evacuation and then receive direction from the emergency services' senior officer.
- Any other actions as considered necessary.

8.4.3 Post-Emergency

- Once the incident has been rendered safe and clearance given by the emergency service, notify the ECO members to return occupants.
- Organise a debrief with the ECO and attending emergency service if appropriate.
- Compile a report for the EPC.

8.5 Area Wardens: roles and duties

The roles of the area warden shall include the following:

8.5.1 Pre-Emergency

- Ensure appropriate Personal Emergency Evacuation Plan (PEEP) documentation is completed for their nominated area.
- Ensure operational capability of emergency equipment and report deficiencies.
- Ensure the emergency response procedures have been communicated to all occupants by the wardens.
- Coordinate housekeeping safety practices (e.g. ensure clear egress paths, ensure regular maintenance and cleaning of equipment is undertaken etc.) by the wardens in their nominated area.
- Attend training and exercises.

8.5.2 Emergency

- Implement the emergency response procedures for their nominated area.
- Ensure the appropriate emergency service has been notified.
- Coordinate the emergency response procedures in their area including:
  - Conducting a check of their area to ascertain the nature, location and extent of the emergency situation.
  - Commencing evacuation if necessary, ensuring the orderly flow of the occupants to the exits.
  - Ensure that all parts of their area have been searched and evacuated, ensuring doors are closed or opened in accordance with the emergency procedures.
- Advising the chief warden of the circumstances and action implemented.
- Advising the chief warden when the action has been completed in their area.
- Maintain communication with the chief warden during the emergency.
- Take direction from the chief warden.

8.5.3 Post-Emergency

- Compile a report of actions taken during the emergency for the debrief.

8.6 Indemnity

Professional advice should be obtained on the level of indemnity provided to ECO members. This advice should be passed onto the members.

8.7 ECO Register

The ECO register is detailed in Appendix C. The register shall be updated periodically as new staff commence. It is intended to review it at least annually.

9. Pollution Incident Response Management Plan (PIRMP)

9.1 Purpose

ResourceCo holds an Environment Protection Licence with the NSW Environment Protection Authority (EPA) for Resource Recovery Facility Wetherill Park, located at 35-37 Frank Street, Wetherill Park NSW 2164. As per the Protection of the Environment Operations Act 1997 (the POEO Act), the holder of an Environment Protection Licence must prepare, keep, test and implement a pollution incident response management plan (PIRMP) that complies with Part 5.7A of the POEO Act in relation to the activity to which the licence relates.

If a pollution incident occurs in the course of an activity so that material harm to the environment (within the meaning of Section 147 of the POEO Act) is caused or threatened, the person carrying out the activity must immediately implement this plan in relation to the activity required by Part 5.7A of the POEO Act.

Copies of this plan will be kept in the office, the weighbridge and in the control room of the manufacturing building and will be made available on request by an authorised EPA officer and to any person who is responsible for implementing this plan.

A copy of the plan will be provided to any person who makes a written request. The sections of the plan that are required to be publicly available are set out in Clause 132 of the Protection of the Environment Operations (General) Regulation 2021.

NOTE: This plan has been developed in accordance with the Protection of the Environment Operations Act 1997 and the Protection of the Environment Operations (General) Regulation 2021.

9.2 Environmental Protection Licence (EPL) Details

The details of the EPL and the activities permitted by the licence have been provided in Table 1.

9.3 Hazards to Health and Environment

The hazards to health and environment that have been identified at Resource Recovery Facility Wetherill Park have been categorised according to the type of incident that might arise – air, land and water pollution incidents. They have been listed in Table 20.

Table 20 Identified hazards

Air pollution	Water pollution	Land pollution
Fire	Fuel spill	Asbestos
Dust	Stormwater contamination	Hazardous chemicals
	Leachate	Chemicals stored and used on site
	Hazardous chemicals	
	Chemicals stored and used on site	

9.4 Likelihood of Hazards Occurring

The likelihood of the identified hazards leading to an incident have been recorded in the risk analysis detailed in Table 19 in Section 7.4.

9.5 Pre-Emptive Actions to Minimise or Prevent Risk of Harm

These control/pre-emptive measures are described in detail in Section 9.15.

9.6 Potential Pollutants and Maximum Quantities

The potential pollutants, as well as their maximum quantities likely to be stored, at Resource Recovery Facility Wetherill Park are detailed in Table 21, which also shows the respective Australian Dangerous Goods (ADG) Class when relevant. The locations of the substances, identified in Table 21, are shown in Figure 3 and the Tactical Fire Plan (TFP) for a Pollution Incident.

The TFPs are located in the Emergency Services Information Package and a copy of the TFP for the Pollution Incident has been included as part of the site map for the PIRMP in Appendix I-2. The full size copy of the locations of potential pollutants in the workshop has also been provided in Appendix I-1.

Table 21 Inventory of Potential Pollutants

Substance	Description & Maximum Quantity	ADG Class	Location
Diesel	30,000 L stored in a double walled self-bunded tank	C1[2]	Under the workshop canopy (north western end)
Engine and Hydraulic Oils	2,500 L (maximum). The maximum amount is generally less but this figure accounts for times when new stock has arrived pending collection of waste oil.	C2	Undercover bunded storage area at the workshop, immediately next to diesel tank.
Grease	250 L Various grades of grease for machinery	C2	Undercover bunded storage area at the workshop, immediately next to diesel tank.
Dust binder – POLO citrus	3,000 L Generally only 2000 L (1 x IBC in use + 1 x spare)	Non - Dangerous	Undercover bunded storage area at the workshop and externally on eastern wall of factory

[2] If Combustible liquids of Class C1 are stored in a separate bund or within a storage area where there are no flammable materials stored, they are not considered to be potentially hazardous (DoP).

Substance	Description & Maximum Quantity	ADG Class	Location
Miscellaneous chemical containers / paints	Minor quantities of unacceptable materials separated from incoming loads – removed from site when capacity the 2 x pallet bunds is reached (no more than 205 L of one chemical as per bunding requirements for 120% capacity of largest container)	Various	Hazardous waste materials storage area against wall outside, adjacent door 1 (next to main fire panel)
Line marking paint	24 cans (maximum)	C2.1	Hazardous materials storage cupboard in the workshop
Loctite / super glue / various adhesives	10 L (maximum)	Non-dangerous	Hazardous materials storage cupboard in the workshop
Solvents	White spirit / turpentine / methylated spirits		Undercover bunded storage area at the workshop, immediately next to diesel tank.
Methylated spirits	For laboratory, 100 L maximum quantity		In laboratory in small bund. Stored indoors.

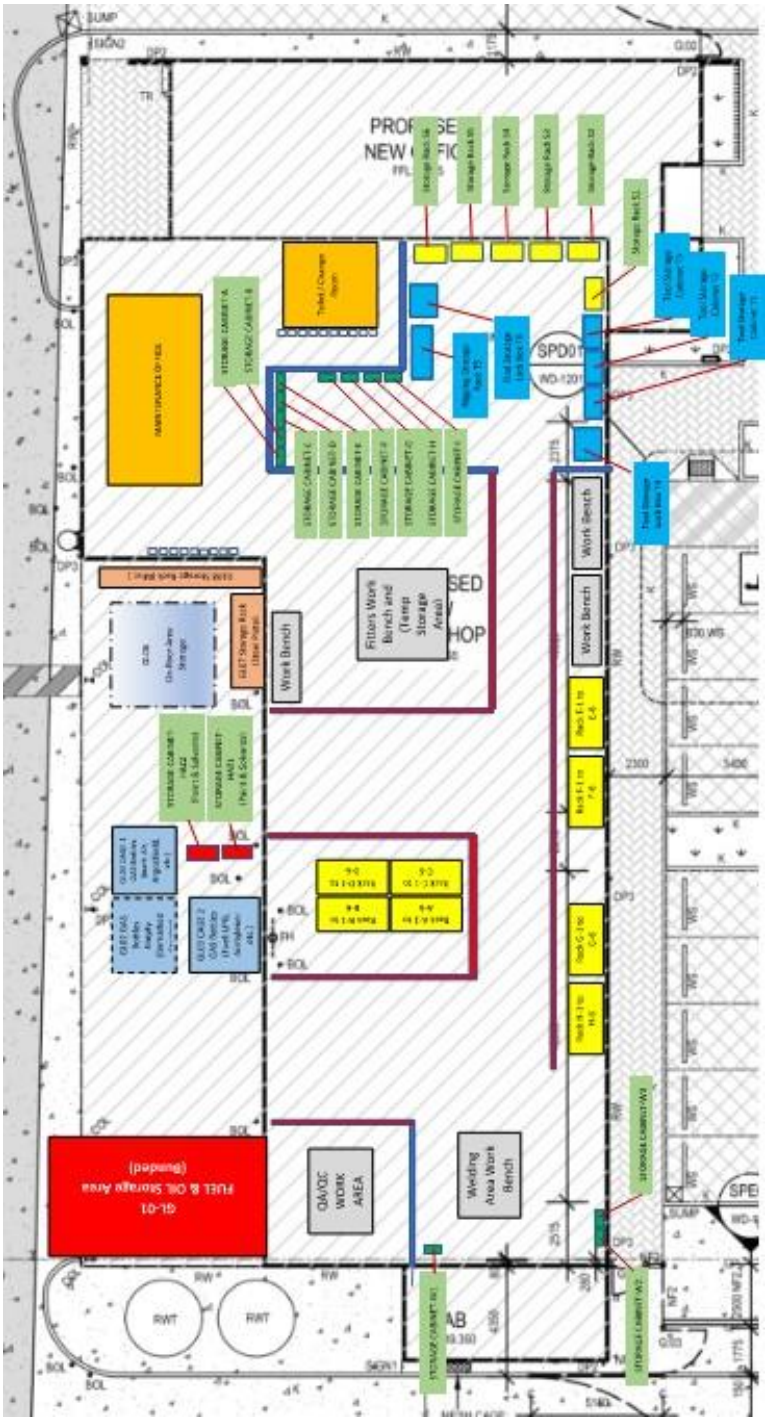


Figure 3 Layout of potential pollutants in workshop

9.7 Safety Equipment

The safety equipment at Resource Recovery Facility Wetherill Park is detailed in Table 22.

Table 22 Safety equipment at Resource Recovery Facility Wetherill Park

Safety Equipment	Description	Location
Generic PPE	Safety footwear	N/A – All staff have been issued with personal PPE as per the minimum PPE requirements (CRRRF-F226)
	Eye protection	
	Hard hats	
	Long sleeve shirt	
	Long pants	
Task Specific PPE	Disposable coveralls – rated type 5, category 3 (ISO 13982-1)	Behind reception desk in office
	P2/3 filtered respirator	
	Hazardous chemical protection gloves	
	Cut resistant gloves	
	Hearing protection	
Emergency Showers	Eye wash equipment	Laboratory
	Safety showers	Laboratory
Fire fighting equipment	Portable fire extinguishers	As detailed on the evacuation diagrams
	Fire hose reels	As detailed on the evacuation diagrams
	Fire hydrants	As detailed on the evacuation diagrams
Spill response	General purpose spill kits including hydrocarbon	As detailed on the Pollution Incident TFP

9.8 Key Individuals

Section 131(1)(g) of the POEO Regulation requires the details of individuals who undertake key roles in a pollution incident to be recorded. These key individuals are listed in three tables.

- The persons responsible for the activation of the PIRMP are detailed in Table 37 in E-2.
- The persons responsible for the notification of the relevant authorities are detailed in Table 38 in Appendix E-3.
- The persons responsible for managing the response to pollution incidents are the same persons in the ECO. Their details have been provided in Table 39 in Appendix E-4.

9.9 Notification Procedures

The activation and notification timing of the PIRMP will be identified within each pollution response (as applicable), in Section 10.

9.9.1 Internal Notifications

The internal notifications required upon activation of the PIRMP are detailed in Table 40 in Appendix E-5.

9.9.2 Regulatory Notifications

Section 131(1)(h) of the POEO Regulation and Section 148 of Part 5.7 of the POEO Act requires certain regulatory authorities to be contacted in a pollution incident.

The regulatory notifications are detailed in Table 41 in Appendix E-6.

9.9.3 External Notifications (nearby premises)

Resource Recovery Facility Wetherill Park is located in the Wetherill Park Industrial Precinct. The neighbouring premises are all part of this precinct and include large transport yards, warehousing and heavy industry. The nearest residential premises are approximately 850 m away.

Section 131(1)(i) of the POEO Regulation requires neighbouring premises to be contacted in a pollution incident. The external notifications are detailed in Table 42 in Appendix E-7.

The are no sensitive premises located in close proximity to the facility.

The external notifications have been detailed in the chief warden's roles upon activation of the PIRMP. It is expected the notification will occur by phone call in most circumstances. During operating hours, the chief warden (operations manager) might delegate this task to the deputy chief warden (supervisor). The first priority will be the safety of staff and once the emergency procedures have been implemented, the regulatory and external notifications will be made.

9.10 Pollution Incident Response Procedures

The applicable procedures are provided in detail in Section 10.

9.11 Pollution Incident Tactical Fire Plan

The Pollution Incident Tactical Fire Plan has been provided in Appendix I. It shows the following details:

- Storm water lines and drains on premises
- Rainwater line and tanks
- Location of potential pollutants
- Location of spill kits
- Location of storm water isolation valve
- Discharge point to culvert in stormwater drainage easement

The sloped slab of the manufacturing building has been designed to contain the fire water run-off of the fire hydrant and fire sprinkler systems in simultaneous operation for one hour. In conjunction with the storm water isolation valve, it is expected there will be minimal impact on the surrounding storm water drainage in most circumstances.

However, the storm water discharges into a culvert that conveys the runoff from this and other facilities to an open surface water canal. The canal then conveys the water to Prospect Creek, which is part of the Georges River Catchment. The locations of the facility, the culvert, the open canal and Prospect Creek are shown in Figure 4.

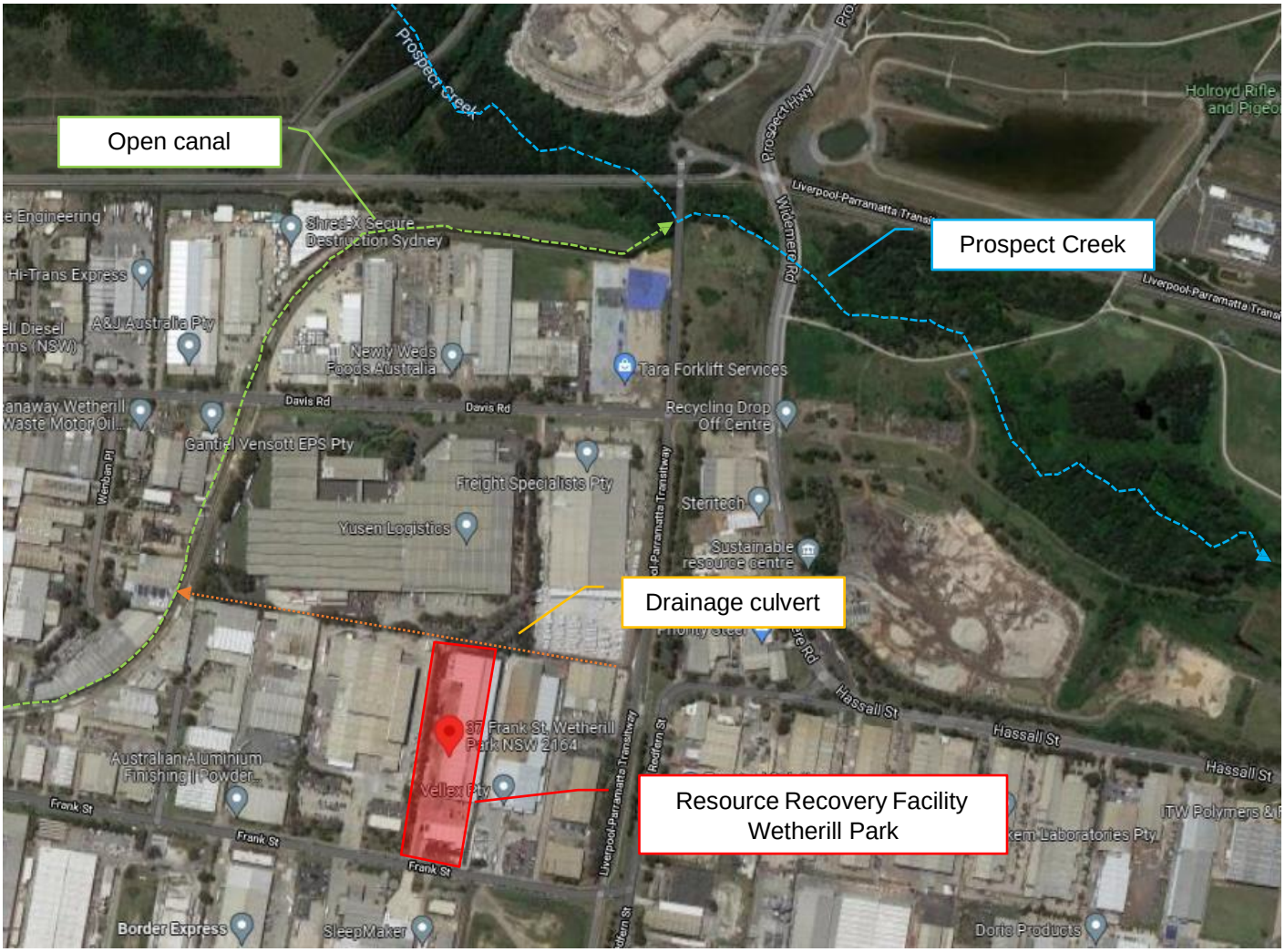


Figure 4 Storm water connection from RRF Wetherill Park to Prospect Creek showing flow direction

9.12 Post-Incident Actions

A review / debrief will be undertaken after any pollution incident. The review will be used to determine:

- If operational and/or emergency response procedures were understood and implemented adequately during the incident;
- If operational and/or emergency response procedures were not adequate for the incident encountered;
- If operational and/or emergency response procedures require revision;
- Training needs arising from the incident; and
- Further testing of the procedures or revised procedures to enhance the staff and warden team's understanding and practical knowledge of the procedures.

9.13 Staff Training Programme

The details of the staff training programme for “Pollution Incident Management Response” are provided in Section 12.3 and a record of the training programme shall be recorded Table 45 in Appendix G.

9.14 Testing Programme

The details of the testing (or drill) programme for the PIRMP are provided in Section 12.5 and a record of the testing programme shall be recorded in Table 46 in Appendix H.

9.15 Pre-Emptive Action Plans

The pre-emptive actions to minimize or prevent risk or harm have been listed as control measures in the risk analysis detailed in Table 19 in Section 7.4.

9.15.1 Pre-Emptive Actions to Minimise the Risk of Fire

The pre-emptive actions / control measures consist of both active and passive fire safety systems, and operational procedures to reduce the risk of fire starting and spreading.

Table 23 Control measures and pre-emptive actions to minimise the risk of fire

Control Measure / Pre-emptive action	Responsibility
Automatic fire sprinkler system • Understood to have been installed in the manufacturing building in accordance with BCA Clause E1.5, AS 2118-1999 and the FER • Maintenance schedule to be undertaken to provide confidence that system will operate as designed in a fire to reduce the risk of fire growth and spread: – As per requirements of AS 1851-2012 - see Table 1.11(A) and the service schedules detailed in Section 2.4. – Interface testing to occur during routine servicing of sprinkler system.	Operations Manager
Fire hydrant system • Understood to have been installed in accordance with BCA Clause E1.3, AS 2419.1 and the FER • Maintenance schedule to be undertaken to provide confidence that system will operate as designed to reduce the risk from fire: – As per requirements of AS 1851-2012 - see Table 1.11(A) and the service schedules detailed in Section 4.4.	
Fire hose reels • Understood to have been installed in accordance with BCA Clause E1.4 and AS 2441 • All staff to receive training in the use of the fire hose reels • Maintenance schedule to be undertaken to provide confidence that equipment will operate as designed in a fire to enable first attack firefighting to be undertaken and reduce the risk of fire growth and spread: – As per requirements of AS 1851-2012 - see Table 1.11(A) and the service schedules detailed in Section 9.4.	

Control Measure / Pre-emptive action	Responsibility
Portable fire extinguishers • Understood to have been installed in accordance with BCA Clause E1.6 and AS 2444 • All staff to receive training in the use of the fire hose reels • Maintenance schedule to be undertaken to provide confidence that equipment will operate as designed in a fire to enable first attack firefighting to be undertaken and reduce the risk of fire growth and spread: – As per requirements of AS 1851-2012 - see Table 1.11(A) and the service schedules detailed in Section 10.4.	
Building occupant warning system • Understood to have been installed in accordance with AS 1670.1 and the FER • Maintenance schedule to be undertaken to provide confidence that system will operate as designed to reduce the risk from fire: – As per requirements of AS 1851-2012 - see Table 1.11(A) and the service schedules detailed in Section 6.4.	
Emergency lighting and exit signs • Understood to have been installed in accordance with BCA Clause E4.2 and E4.5 respectively and AS 2293.1, and the FER • Maintenance schedule to be undertaken to provide confidence that system will operate as designed to reduce the risk from fire: – As per requirements of AS 2293.2-1995 – Section 2 or 3 as appropriate.	
Deluge systems • Understood to have been installed at the primary shredder, the secondary shredder, the Hammer Mill and within the industrial dust extraction filters. • Chief warden will activate the deluge system if required in a fire situation. • Maintenance schedule to be undertaken to provide confidence that system will operate as designed in a fire to reduce the risk of fire growth and spread: – As per manufacturer’s requirements	
Grecon spark suppression system • Understood to have been installed at points in the processing system where sparks are likely to be generated or where a serious risk of fire exists if sparks are generated. • Maintenance schedule to be undertaken to provide confidence that system will operate as designed in a fire to reduce the risk of fire growth and spread: – As per manufacturer’s requirements	

Control Measure / Pre-emptive action	Responsibility
Fogger suppression systems • Understood to have been installed along the ridgeline centre cap, at key points in the production line and over the raw waste piles. • Maintenance schedule to be undertaken to provide confidence that system will operate as designed to reduce the risk from fire: – As per manufacturer's requirements	
Dust binding suppression system • Understood to have been installed at key dust producing points in the production line • Maintenance schedule to be undertaken to provide confidence that system will operate as designed to reduce the risk from fire: – As per manufacturer's requirements	
Thermal imaging cameras • Understood to have been installed to monitor both the raw feed and PEF stockpiles. • Maintenance schedule to be undertaken to provide confidence that system will operate as designed to reduce the risk from fire: – As per manufacturer's requirements	
Stockpile separation walls • Understood to have been installed in accordance with the requirements of the FER – Each wall has a 120 minute fire rating and at least 2 m high • Integrity of walls shall be checked annually.	
Ridge vent in the manufacturing building • Understood to have been installed in accordance with the requirements of the FER at the highest point along the length of the building – Exterior roller doors are understood to be interfaced with the suppression system to open automatically on fire trip. • Maintenance schedule to be undertaken to provide confidence that system will operate as designed in a fire to reduce the risk of fire growth and spread: – As per manufacturer's requirements	
Dust extraction system • Installed at major dust generation points in the process • Maintenance schedule to be undertaken to provide confidence that system will operate as designed to reduce the risk from fire: – As per manufacturer's requirements	

Control Measure / Pre-emptive action	Responsibility
Operating procedures: stockpile size limits • Operations understood to be in accordance with the requirements of the FER – The RAW area has been divided into 3 stockpile bays up to a maximum size of 1,000 m^3. – The PEF area has been divided into 2 stockpile bays up to a maximum size of 825 m^3. • Operating procedures to be managed to ensure stockpile limits are maintained	
Operating procedures • All potential customers must pass the approved acceptance criteria in the pre-qualification process. • Weighbridge operator to inspect all deliveries to check that the waste is acceptable. • Traffic controller will inspect each load when it is tipped inside the manufacturing building. – Excluded wastes will not be accepted and loaded back on the truck.	
Operating procedures • Restriction on materials accepted on site (e.g. no batteries, no dangerous goods, no hazardous chemicals). • Separate storage areas for batteries and hazardous chemicals that are not picked up on delivery.	
Housekeeping procedures • Regular maintenance schedule for fixed and mobile plant. – As per manufacturers' requirements	
Safe working procedures • All staff shall be inducted in safe use of fixed and mobile plant. • Regular toolbox discussions with all staff shall incorporate reminders about safe working procedures.	
Emergency response procedures • Warden team (emergency control organisation) shall take control in a fire situation • Wardens shall receive training in workplace emergency response • Emergency procedures shall be tested in six monthly drills	

9.15.2 Pre-Emptive Actions to Minimise the Risk of an Incident due to Dust

Table 24 Control measures and pre-emptive actions to minimise the risk of an Incident due to Dust

Control Measure	Responsibility
Dust extraction system • Installed at major dust generation points in the production line • Maintenance schedule, including cleaning of air filters, to be undertaken to provide confidence that system will operate as designed to reduce the risk of a dust or fire incident: – As per manufacturer's requirements	Operations Manager
Deluge systems • Understood to have been installed at 4 points within the industrial dust extraction filters. • Chief warden will activate the deluge system if required in a fire situation. • Maintenance schedule to be undertaken to provide confidence that system will operate as designed in a fire to reduce the risk of fire growth and spread: – As per manufacturer's requirements	
Fogger suppression systems • Understood to have been installed along the ridgeline centre cap, at key points in the production line and over the raw waste piles. • Maintenance schedule to be undertaken to provide confidence that system will operate as designed to reduce the risk of a dust or fire incident: – As per manufacturer's requirements	
Dust binding suppression system • Understood to have been installed at key dust producing points in the production line • Maintenance schedule to be undertaken to provide confidence that system will operate as designed to reduce the risk of a dust or fire incident: – As per manufacturer's requirements	
Manually controlled sprinkler system • Understood to have been installed over the raw waste piles • Maintenance schedule to be undertaken to provide confidence that system will operate as designed to reduce the risk from fire from a dust incident: – As per manufacturer's requirements	

Control Measure	Responsibility
Grecon spark suppression system • Understood to have been installed at points in the processing system where sparks are likely to be generated or where a serious risk of fire exists if sparks are generated. • Maintenance schedule to be undertaken to provide confidence that system will operate as designed in a fire to reduce the risk of fire growth and spread: – As per manufacturer's requirements	
Operating procedures: • Manufacturing building roller doors kept closed except when access or egress from the building is required. • Use industrial sweeper to clean roadways and operational areas: – Daily • 10 km/h speed limit on internal roads enforced to minimise dust disturbance. • All loaded vehicles entering and leaving the site are to be covered.	
Housekeeping procedures • Regular maintenance schedule for suppression equipment. – As per site housekeeping plan	
Safe working procedures • All staff shall be inducted in dangers of dust and safe working procedures for the dust generating process. • Regular toolbox discussions with all staff shall incorporate reminders about safe working procedures.	
Emergency response procedures • Warden team (emergency control organisation) shall take control in a dust incident that has developed into an emergency • Wardens shall receive training in workplace emergency response • Emergency procedures shall be tested in six monthly drills	
Pollution Incident Response Procedures • Warden team (emergency control organisation) shall take control in a pollution incident • Wardens shall receive training in pollution response • PIRMP shall be tested in annual drills	

9.15.3 Pre-Emptive Actions to Minimise the Risk of Storm Water Contamination

Table 25 Control measures and pre-emptive actions to minimise the risk of Storm Water Contamination

Control Measure	Responsibility
Water management structures: sloped concrete slab - automatic fire water run-off containment • The sloped concrete slab is designed to entrap fire water runoff within the facility. This feature is sized to contain the fire water run-off of the fire hydrant and fire sprinkler systems in simultaneous operation for one hour.	Operations Manager
Water management structures: • Roof water from office and workshop drains to two above ground rainwater tanks (combined capacity of 27 kL). – Overflow water drains by gravity through capture pits with pollution controls before discharging into the stormwater system. • Roof water from manufacturing building drains to one below ground rainwater tank (capacity of 300 kL) for reuse in manufacturing – Overflow conveyed by gravity to a junction box before discharging into the stormwater system.	
Pollution control equipment (stormwater isolation/shut off valve) • Stormwater isolation valve is interfaced with the FIP to shut off in the event of sprinkler or manual alarm point activation. • Located at the FIP and can be manually operated when required. • Maintenance schedule to be undertaken to provide confidence that system will: 1) operate as designed in a fire to reduce the risk of stormwater contamination; and 2) be manually activated at other times. – As per manufacturer's requirements	
Stormwater pollution controls • Several treatment devices before discharge point to 900 mm diameter culvert in storm water drainage easement – HumeGard HG GPT – Humes JellyFish JF3000-19-4 Filter – Ecosol RSF 100 liter baskets	
Water management plan • Water quality monitoring required to demonstrate continued surface water management performance. – Monitoring undertaken by trained staff when site sampling trigger (i.e. > 5 mm of rainfall is recorded during operating hours on any one day) is activated. – Monitoring will occur at two points – upstream location (within the drainage easement at the entry point to the culvert) and the site discharge location (final junction box JB1). – Findings will determine if any changes are required for the site surface water management system	

Control Measure	Responsibility
Water management plan • Water quality monitoring required when a spill occurs. – Monitoring undertaken by trained staff when site sampling trigger (i.e. a spill) is activated. – Monitoring will occur at two points – the upstream location that was activated and the site discharge location. – Findings will be used to assess any potential impacts on downstream water conditions.	
Operating procedures: • Contaminated water will be contained on site and removed by vacuum truck.	
Housekeeping procedures • Monthly Inspections of all water management structures • Regular maintenance schedule for water monitoring equipment. – As per manufacturers' requirements	
Safe working procedures • All staff shall be inducted in their responsibilities in the water management plan. • Regular toolbox discussions with all staff shall incorporate reminders about safe working procedures.	
Emergency response procedures • Warden team (emergency control organisation) shall take control in an emergency that might result in stormwater contamination • Wardens shall receive training in workplace emergency response • Emergency procedures shall be tested in six monthly drills	
Pollution Incident Response Procedures • Warden team (emergency control organisation) shall take control in a pollution incident • Wardens shall receive training in pollution response • PIRMP shall be tested in annual drills	

9.15.4 Pre-Emptive Actions to Minimise the Risk of a Hazardous Materials Incident

Table 26 Control measures and pre-emptive actions to minimise the risk of a Hazardous Materials Incident

Control Measure	Responsibility
Pollution control equipment (stormwater isolation/shut off valve) • Stormwater isolation valve is interfaced with the FIP to shut off in the event of sprinkler or manual alarm point activation. • Located at the FIP and can be manually operated when required. • Liquid hazardous materials incident or fuel spill might require the manual activation of the valve. • Maintenance schedule to be undertaken to provide confidence that system will: 1) operate as designed in a fire to reduce the risk of hazardous materials reaching the stormwater system; and 2) be manually activated at other times. – As per manufacturer's requirements	Operations Manager
Water management plan • Water quality monitoring required when a spill occurs. – Monitoring undertaken by trained staff when site sampling trigger (i.e. a spill) is activated. – Monitoring will occur at two points – the upstream location that was activated and the site discharge location. – Findings will be used to assess any potential impacts on downstream water conditions.	
Operating procedures • All potential customers must pass the approved acceptance criteria in the pre-qualification process. • Weighbridge operator to inspect all deliveries to check that the waste is acceptable. • Traffic controller will inspect each load when it is tipped inside the manufacturing building. – Excluded wastes will not be accepted and loaded back on the truck.	
Operating procedures • All hazardous chemicals to be stored in accordance with AS 1940 guidelines – including covering, bunding, barriers, signage, etc where appropriate • Safety Data Sheets (SDS) for each hazardous chemical maintained at the storage facilities • Spill kits provided in strategic locations across the site	
Operating procedures • Procedure for the refueling of mobile plant will be followed	

Control Measure	Responsibility
Housekeeping procedures • Regular audit of hazardous chemicals stored on site • Regular audit of spill kits. – Quarterly check of spill kits and audit of hazardous chemicals	
Safe working procedures • All staff shall be inducted in their responsibilities relating to handling, storage and disposal of dangerous goods, hazardous chemicals and spill training. • Regular toolbox discussions with all staff shall incorporate reminders about safe working procedures. • Relevant staff to be trained in the refuelling of mobile plant procedure	
Emergency response procedures • Warden team (emergency control organisation) shall take control in a hazardous materials incident • Wardens shall receive training in workplace emergency response • Emergency procedures shall be tested in six monthly drills	
Pollution Incident Response Procedures • Warden team (emergency control organisation) shall take control in a pollution incident • Wardens shall receive training in pollution response • PIRMP shall be tested in annual drills	

9.15.5 Pre-Emptive Actions to Minimise the Risk of a Leachate Incident

Table 27 Control measures and pre-emptive actions to minimise the risk of a Leachate Incident

Control Measure	Responsibility
Pollution control equipment (stormwater isolation/shut off valve) • Stormwater isolation valve is interfaced with the FIP to shut off in the event of sprinkler or manual alarm point activation. • Located at the FIP and can be manually operated when required. • Liquid hazardous materials incident or fuel spill might require the manual activation of the valve • Maintenance schedule to be undertaken to provide confidence that system will: 1) operate as designed in a fire to reduce the risk of leachate reaching the stormwater system; and 2) be manually activated at other times. – As per manufacturer's requirements	Operations Manager

Control Measure	Responsibility
Water management plan • Water quality monitoring required when a spill occurs. – Monitoring undertaken by trained staff when site sampling trigger (i.e. a spill) is activated. – Monitoring will occur at two points – the upstream location that was activated and the site discharge location. – Findings will be used to assess any potential impacts on downstream water conditions.	
Operating procedures • All potential customers must pass the approved acceptance criteria in the pre-qualification process. • Weighbridge operator to inspect all deliveries to check that the waste is acceptable. • Traffic controller will inspect each load when it is tipped inside the manufacturing building • Excluded wastes will not be accepted and loaded back on the truck.	
Operating procedures • All waste to be delivered and tipped inside the building. No waste will be stored outside. • Ensure dry sumps within the building are emptied and leachates removed from the site to an appropriately licensed disposal facility. • Traffic controller will inspect each load when it is tipped inside the manufacturing building – Excluded wastes will not be accepted and loaded back on the truck.	
Housekeeping procedures • Yearly review of leachate disposal quantities • Regular maintenance schedule for water monitoring equipment. – As per manufacturers' requirements	
Safe working procedures • All staff shall be inducted in their responsibilities in leachate management. • Regular toolbox discussions with all staff shall incorporate reminders about safe working procedures.	
Emergency response procedures • Warden team (emergency control organisation) shall take control in an emergency that might result in a leachate incident • Wardens shall receive training in workplace emergency response • Emergency procedures shall be tested in six monthly drills	

Control Measure	Responsibility
Pollution Incident Response Procedures • Warden team (emergency control organisation) shall take control in a pollution incident • Wardens shall receive training in pollution response • PIRMP shall be tested in annual drills	

9.15.6 Pre-Emptive Actions to Minimise the Risk of Air Pollution

Table 28 Control measures and pre-emptive actions to minimise the risk of air pollution

Control Measure	Responsibility
See control measures for fire and dust	
Housekeeping procedures • Regular maintenance schedule for mobile and fixed plant to minimise exhaust emissions. – As per manufacturers' requirements	Operations Manager
Safe working procedures • All staff shall be inducted in their responsibilities for the maintenance of suitable air quality. • Regular toolbox discussions with all staff shall incorporate reminders about safe working procedures.	
Emergency response procedures • Warden team (emergency control organisation) shall take control in an emergency impacting air quality (e.g. fire) • Wardens shall receive training in workplace emergency response • Emergency procedures shall be tested in six monthly drills	
Pollution Incident Response Procedures • Warden team (emergency control organisation) shall take control in a pollution incident • Wardens shall receive training in pollution response • PIRMP shall be tested in annual drills	

9.15.7 Pre-Emptive Actions to Minimise the Risk of a Fuel Spill Incident

Table 29 Control measures and pre-emptive actions to minimise the risk of a fuel spill incident

Control Measure	Responsibility
Pollution control equipment (stormwater isolation/shut off valve) • Stormwater isolation valve is interfaced with the FIP to shut off in the event of sprinkler or manual alarm point activation. • Located at the FIP and can be manually operated when required. • Liquid hazardous materials incident or fuel spill might require the manual activation of the valve • Maintenance schedule to be undertaken to provide confidence that system will: 1) operate as designed in a fire to reduce the risk of fuel spills reaching the stormwater system; and 2) be manually activated at other times. – As per manufacturer's requirements	Operations Manager
Water management plan • Water quality monitoring required when a spill occurs. – Monitoring undertaken by trained staff when site sampling trigger (i.e. a spill) is activated. – Monitoring will occur at two points – the upstream location that was activated and the site discharge location. • Findings will be used to assess any potential impacts on downstream water conditions.	
Operating procedures • Spill kits provided in strategic locations across the site • Procedure for the refuelling of mobile plant will be followed • All staff to be trained in the spill clean-up procedures and the use of spill kits	
Housekeeping procedures • Quarterly audit of spill kits.	
Safe working procedures • All staff shall be inducted in hazards of spilt fuel and safe working procedures for the spill refuelling process. • Regular toolbox discussions with all staff shall incorporate reminders about safe working procedures.	
Emergency response procedures • Warden team (emergency control organisation) shall take control in an emergency incident resulting from a fuel spill • Wardens shall receive training in workplace emergency response • Emergency procedures shall be tested in six monthly drills	

Control Measure	Responsibility
Pollution Incident Response Procedures • Warden team (emergency control organisation) shall take control in a pollution incident • Wardens shall receive training in pollution response • PIRMP shall be tested in annual drills	

9.15.8 Pre-Emptive Actions to Minimise the Risk of an Asbestos Incident

Table 30 Control measures and pre-emptive actions to minimise the risk of an Asbestos Incident

Control Measure	Responsibility
Operating procedures at weighbridge • All potential customers must pass the approved acceptance criteria in the pre-qualification process. • Weighbridge operator to inspect all deliveries to check that the waste is acceptable. • Signage at site that states asbestos will not be accepted at the facility. • Excluded wastes, including asbestos, will not be accepted and loaded back on the truck. • Details of the rejected load to be entered into Rejected Load Register. • Incident report is to be completed in SkyTrust.	Operations Manager
Operating procedures in manufacturing building • Restriction on materials accepted on site (e.g. no asbestos). • Traffic controller will inspect each load when it is tipped inside the manufacturing building • If any asbestos found in tipped load in manufacturing building, it will be loaded back onto the delivery truck, if possible. • Details of the rejected load to be entered into Rejected Load Register. • Incident report is to be completed in SkyTrust.	
Operating/safe working procedures for asbestos found in waste pile • All activity is to stop • Area is to be cleared and barricaded • The material is not to be disturbed but can be wet down • The production manager will determine if the material can be removed by ResourceCo staff or if a licensed asbestos contractor will be required. • If it can be removed by staff, they will wear the required PPE, and the material contained in double wrapped heavy duty polythene sheeting. • The material will then be transported to an EPA approved facility. • Staff will decontaminate as per the procedure in the Asbestos Management Plan.	

Control Measure	Responsibility
Safe working procedures • All staff shall be inducted in hazards of asbestos and safe working procedures for the asbestos management and removal process. • Regular toolbox discussions with all staff shall incorporate reminders about safe working procedures.	
Pollution Incident Response Procedures • Warden team (emergency control organisation) shall take control in a pollution incident • Wardens shall receive training in pollution response • PIRMP shall be tested in annual drills	

10. Emergency Response Procedures

10.1 Fire

A fire scenario may occur internally or externally. Both can present dangers to the occupants of the building. A fire incident includes both an emergency and pollution incident response.

10.1.1 All Staff

The following actions shall be taught as a required response to all fire situations in which a person discovers a fire. It is based on the mnemonic RACE.

- **Rescue** those in immediate danger if safe to do so.
- **Alert** others in the building and raise the **alarm**. This encompasses alerting others in the immediate vicinity, the building, the ECO and the 000 call to Fire & Rescue New South Wales (FRNSW).
- **Contain** the fire if safe to do so by closing the doors to the room where the fire is located. This will impede the spread of fire and smoke through the building.
- **Extinguish and/or evacuate.** Utilising available firefighting equipment to extinguish a small fire in its early stages might be a valid option for a trained staff member. Otherwise, the decision shall be made to evacuate.

The response to discovery of fire shall be taught to all staff. It shall include the decision-making process to determine whether to fight a fire or to evacuate.

10.1.2 How to Raise the Alarm and Alert Others

Some of the various methods of raising the alarm and alerting others are detailed below and include the features of this building. They include the following methods:

- Press a break glass alarm to activate the building occupant warning system (BOWS);
- Alert all staff in the immediate vicinity;
- Alert the area wardens; and
- 000 phone call to FRNSW.

10.1.3 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

Upon hearing the BOWS or otherwise being notified of fire, the chief warden shall undertake the following actions as required:

- Liaise with the area warden at the scene:
  - Verify location, size and type of fire;
  - Confirm the action required or already instigated;
  - Determine if initial actions are likely to contain the fire;
  - Ensure the storm water shut off has been manually activated if the automatic sprinkler system has not been activated in the manufacturing building; and
  - If the fire has activated the automatic sprinkler system, confirm that all staff are evacuating from the manufacturing building.

- The tactical checklists from the Emergency Services Information Package (ESIP) detail the steps to be undertaken and considered for different fires. These checklists have been replicated in Appendix J for the chief warden's reference:
  - If a pile fire, refer to Tactical Checklist 1 in Appendix J-1;
  - If a plant fire, refer to Tactical Checklist 2 in Appendix J-2;
  - If a mobile plant fire, refer to Tactical Checklist 3 in Appendix J-3; and
  - If a fire in the office or workshop, refer to Tactical Checklist 4 in Appendix J-4.
  - If a dust explosion, refer to Tactical Checklist 9 in Appendix J-9.
- Direct the weighbridge operator to stop all incoming traffic.

10.1.3.1 Minor fire

- If the initial actions have an immediate impact in containing the fire, continue to liaise with the area wardens to confirm the success of first attack firefighting.
- If fire is minor, the sprinkler system has not activated and first attack firefighting has been instigated, allow staff to continue under the supervision of the area warden.
- Continue to liaise with the area wardens to maintain awareness of the success or not of first attack firefighting.

10.1.3.2 Significant Fire

- If the initial actions do not have an immediate impact in containing the fire and/or the automatic sprinkler system activates, direct the area wardens to commence evacuation.
- Ensure a call is made to 000 and inform FRNSW of the fire and action currently being undertaken.
- Control the evacuation of the facility.
- Activate the Pollution Incident Response Plan (PIRMP).
- Undertake the notification procedures for a Pollution Incident, as detailed in Section 9.9.
  - For regulatory notifications, refer to Table 41 in Appendix E-6.
  - For external notifications, refer to Table 42 in Appendix E-7.
  - For internal notifications, refer to Table 40 in Appendix E-5.
- Ensure the report of the situation in each area is recorded including: the details of first attack firefighting; the status of mobility impaired persons and/or the implementation of PEEPs for such persons; and the progress of the evacuation.
- The chief warden checklist (See Appendix B-1) can be utilised to record the details in each area of the facility.
- Once the facility has been evacuated, evacuate with them. When outside, the chief warden then awaits the arrival of FRNSW in a prominent position that is safe.
- Upon the arrival of FRNSW, communicate the current state of the evacuation to the Officer in Charge (OIC) or his/her representative and hand over the Tactical Checklist utilised during the incident.
- Take direction from the OIC of FRNSW. Depending on the circumstances, the OIC may decide to let the chief warden continue to control the evacuation.
- After handing over to FRNSW go to the emergency assembly area and wait until the 'all clear' is given by FRNSW.

- If the damage is limited, FRNSW might allow the staff to return to the building when the ‘all clear’ is given.
- Before the stormwater isolation valve is opened, all firewater will need to be pumped out and removed from the retention pits.
- Before resuming operations, refer to Tactical Checklist 10 in Appendix J-10.

10.1.4 Area wardens

The area wardens and their areas of responsibility are listed below.

- Plant controller – the plant and gantry areas in the manufacturing building.
- Traffic controller – the floor of the manufacturing building.
- Weighbridge operator – the weighbridge, the external area on the eastern side of the manufacturing building, and the external area/staff carpark in between the workshop and manufacturing building.
- HSEQ officer – the workshop, office, lab and visitor carpark.

Upon hearing the BOWS or otherwise being notified of fire, all area wardens will undertake the following actions as required:

- Undertake an immediate check of their area for any signs of fire and instruct all occupants to prepare for evacuation.
- Investigate and determine if there is a fire.
- If a fire is located:
  - Verify location, size and type of fire;
  - Determine if actions can be undertaken to contain the fire;
  - Direct staff to undertake those actions;
  - Traffic controller will ensure the storm water shut off has been manually activated if the automatic sprinkler system has not been activated in the manufacturing building;
  - Traffic controller will ensure all mobile plant not involved in the fire or first attack firefighting has been moved out of the manufacturing building;
  - Plant controller will direct the shut down of plant and power if the fire involves the plant; and
  - Weighbridge operator will shut down entry to the site and stop entry of incoming traffic.
- If the fire has activated the automatic sprinkler system, direct all staff to shut down the plant and evacuate from the manufacturing building.
- Contact the chief warden and inform them of the details of the fire and actions being taken.

10.1.4.1 Minor fire

- If the initial actions have an immediate impact in containing the fire, inform the chief warden of the success of first attack firefighting.
- If fire is minor, the sprinkler system has not activated and first attack firefighting has been instigated, continue to supervise staff while they are undertaking these actions.
- Report to the chief warden when the fire has been extinguished.

10.1.4.2 Significant Fire

- If initial actions do not have an immediate impact in containing the fire and/or the automatic sprinkler system activates, immediately notify the chief warden and commence evacuation of the area.
- Ensure a 000 call has been made to inform FRNSW of the fire.
- Take control of the search and evacuation of their designated area.
- Search all parts of their area, closing all doors behind them as they finish each room (where relevant).
- Ensure that all areas of the plant are checked (e.g. gantries, plant control room, toilets, kitchen etc), searched and evacuated.
- Ensure that all offices, toilets, kitchens, bathrooms, locker rooms etc. are searched and evacuated.
- Implement any PEEPS in their area as appropriate.
- Area wardens will constantly liaise with the chief warden during the process.
- Direct all staff to evacuate out of the building and move to the emergency assembly area in the north eastern corner of the visitor carpark / apron of the east driveway.
- The escape routes are shown on the evacuation diagrams.
- Area wardens report to the chief warden when the evacuation in their area has been completed.
- Area wardens notify the chief warden of the following: any people who are missing; any people who refused to evacuate; the implementation of PEEPs; the status of any mobility impaired people; and any firefighting undertaken.
- On arrival at the emergency assembly area, conduct a roll call and head count of all staff utilising the sign in register for staff and the SINE electronic system for visitors and contractors.
- Everyone will remain in the emergency assembly area until the ‘all clear’ has been received from FRNSW.

10.2 Hazardous Material Incident

A hazardous material incident may occur internally or externally. Both can present dangers to the occupants of the building. An internal incident might require the response of the ECO to evacuate the facility. An external incident might require the same response at the direction of the emergency services.

Alternatively, the decision of the emergency services might be to shelter in place, shut doors and windows and shut down air-conditioning. Both responses need to be included in the emergency response procedures.

A hazardous material incident includes both an emergency and pollution incident response.

10.2.1 All Staff

Upon discovery of an internal hazardous material incident, all occupants shall undertake the following actions. They are also based on the acronym **RACE** used for response to fire.

- **Rescue** those in immediate danger if safe to do so. If there are vapours and/or someone is lying near a pool of liquid **it may not be safe to rescue** without respiratory protection and appropriate PPE.
- **Alert** others in the building and raise the **alarm**. This encompasses alerting others in the immediate vicinity, the building, the ECO and the 000 call to the Fire & Rescue New South Wales (FRNSW).
- **Contain** any spill if safe to do so by appropriate means if appropriate PPE and equipment available– spill kits, turning off machinery, up righting containers etc.
- **Evacuate** if necessary**.** Remove everyone from the affected area. If the decision is made to evacuate, it shall be controlled by the ECO and all occupants will proceed to the designated assembly area.

10.2.2 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

Upon notification of a hazardous material incident at or near the facility, the chief warden shall take control of the incident until the arrival of emergency services. They shall undertake the following actions as required.

10.2.2.1 Initial actions

- Liaise with the area warden at the scene:
  - Verify location, size and type of incident;
  - Confirm the action required or already instigated;
  - Determine if initial actions are likely to contain the incident;
  - Ensure the storm water shut off has been manually activated.
- The tactical checklists from the Emergency Services Information Package (ESIP) detail the steps to be undertaken and considered for different hazardous materials incidents. These checklists have been replicated in Appendix J for the chief warden's reference:
  - If a hazardous materials incident in the manufacturing building, refer to Tactical Checklist 5 in Appendix J-5;
  - If a hazardous materials incident in the workshop, refer to Tactical Checklist 6 in Appendix J-6;
  - If a pollution incident, refer to Tactical Checklist 7 in Appendix J-7; and

  - If a biohazardous waste incident, refer to Tactical Checklist 8 in Appendix J-8.
- Direct the weighbridge operator to stop all incoming traffic.
- Receive a briefing on the incident from the area warden who reported the incident, if applicable.
- Ensure a call is made to 000 and FRNSW are informed of the incident and action being taken.
- Decide on the incident action plan in consultation with FRNSW. If the incident poses a threat to the facility's occupants, commence evacuation of the affected area and/or the whole building.
- Inform the area wardens of the incident and the steps to be taken.
- Ensure any relevant isolation valves and/or emergency stops in the affected area are utilised.
- Consult the Safety Data Sheets (SDSs) held at the facility to obtain advice for an appropriate response.
- Contact any specialist for advice.
- **If the emergency services direct to shelter in place in an external hazardous materials incident:**
  - Direct area wardens to bring all occupants inside;
  - Direct area wardens to shut all doors and windows;
  - Direct area warden to turn off the air-conditioning system (office area);
  - Direct area wardens and staff to remain inside until the 'all clear' is given.

10.2.2.2 Minor hazardous materials incident

- If the initial actions have an immediate impact in containing the incident, continue to liaise with the area wardens to confirm the success of containment actions.
- If the incident is minor and appropriate PPE is available for containment actions to continue, allow staff to continue under the supervision of the area warden.
- Continue to liaise with the area wardens to maintain awareness of the success or not of the containment actions.

10.2.2.3 Significant hazardous materials incident

- If the initial actions do not have an immediate impact in containing the incident, direct the area wardens to commence evacuation.
- Control and coordinate the evacuation of the facility.
- Activate the Pollution Incident Response Plan (PIRMP).
- Undertake the notification procedures for a Pollution Incident, as detailed in Section 9.9.
  - For regulatory notifications, refer to Table 41 in Appendix E-6.
  - For external notifications, refer to Table 42 in Appendix E-7.
  - For internal notifications, refer to Table 40 in Appendix E-5.
- Ensure the report of the situation in each area is recorded including: any people who are missing; any people who refused to evacuate; the implementation of PEEPs; the status of any mobility impaired people; and the progress of the evacuation.
- The chief warden checklist (See Appendix B-1) can be utilised to record the details in each area of the facility.
- Once the facility has been evacuated, evacuate with them. When outside, the chief warden then awaits the arrival of FRNSW in a prominent position that is safe.

- Upon the arrival of FRNSW, communicate the current state of the evacuation to the OIC or his/her representative and hand over the Tactical Checklist utilised during the incident.
- Take direction from FRNSW officer. Depending on the circumstances, the OIC may decide to let the chief warden continue to control the evacuation.
- After handing over to FRNSW, proceed to the emergency assembly area and wait until the 'all clear' is given.
- When the 'all clear' is given, inform all wardens they may return to the building.
- Before the stormwater isolation valve is opened, test any water in the containment pits to determine if the water can be released into the stormwater system or needs to be pumped out. Once it is determined to be of sufficient quality to be released or has been pumped out, the storm water shut off can be opened.
- Before resuming operations, refer to Tactical Checklist 10 in Appendix J-10.

10.2.3 Area Wardens

The area wardens and their areas of responsibility are listed below.

- Plant controller – the plant and gantry areas in the manufacturing building.
- Traffic controller – the floor of the manufacturing building.
- Weighbridge operator – the weighbridge, the external area on the eastern side of the manufacturing building, and the external area/staff carpark in between the workshop and manufacturing building.
- HSEQ officer – the workshop, office, lab and visitor carpark.

Upon notification of a hazardous materials incident in the area, area wardens shall undertake the following actions as required:

10.2.3.1 Initial actions

- Investigate the incident and be briefed by the person who discovered it.
- If a hazardous materials incident is confirmed:
  - Verify location, size and type of incident;
  - Determine if actions can be undertaken to contain the spill;
  - Direct staff to don appropriate PPE and undertake those actions;
  - Secure the area in the immediate area of the incident and prevent entry of others.
  - Traffic controller will ensure the storm water shut off has been manually activated;
  - Traffic controller will ensure all mobile plant not involved in containing the spill/incident has been moved out of the manufacturing building;
  - Plant controller will direct the shut down of plant and power if necessary; and
  - Weighbridge operator will shut down entry to the site and stop entry of incoming traffic.
- Contact the chief warden and inform them of the details of the incident and actions being taken.
- Ensure a call is made to 000, FRNSW are informed of the incident and action being taken.
- If necessary to contain the incident, operate any isolation valves and/or emergency stops in the area affected by the incident.

- **If the emergency services direct to shelter in place in an external hazardous materials incident,** the chief warden will inform all wardens of the incident and the need to shelter in place.
  - Area wardens report to the chief warden when the following has been completed:
    - all staff have been brought inside;
    - any external doors and windows closed; and
    - the air conditioning turned off in the office building.
  - No one will leave the buildings until the 'all clear' is given.

10.2.3.2 Minor hazardous materials incident

- If the initial actions have an immediate impact in containing the incident, inform the chief warden of the success of the containment actions.
- If the incident is minor, there is sufficient PPE available to complete to undertake the containment actions, continue to supervise staff while they are undertaking these actions.
- Report to the chief warden when the containment of the spill/incident has been completed.

10.2.3.3 Significant hazardous materials incident

- Take direction from the chief warden as required.
- Take control of the search and evacuation of their designated area.
- Search all parts of their area, closing all doors behind them as they finish each room (where relevant).
- Ensure that all areas of the plant are checked (e.g. gantries, plant control room, toilets, kitchen etc), searched and evacuated.
- Ensure that all offices, toilets, kitchens, bathrooms, locker rooms etc are searched and evacuated.
- Implement any PEEPS in their area as appropriate.
- Area wardens will constantly liaise with the chief warden during the process.
- Direct all staff to evacuate out of the building and move to the emergency assembly area in the north eastern corner of the visitor carpark / apron of the east driveway.
- The escape routes are shown on the evacuation diagrams.
- Area wardens report to the chief warden when the evacuation in their area has been completed.
- Area wardens notify the chief warden of the following: any people who are missing; any people who refused to evacuate; the implementation of PEEPs; and the status of any mobility impaired people.
- On arrival at the emergency assembly area, conduct a roll call and head count of all staff utilising the sign in register for staff and the SINE electronic system for visitors and contractors.
- Everyone will remain in the emergency assembly area until the 'all clear' has been received from the emergency services.

10.3 Bomb Threat

The actions recommended in this emergency plan utilise the latest information from the Australian Bomb Data Centre (ABDC) as published in the booklet *Bombs: Defusing the threat.* The three responses to a bomb threat within this booklet are slightly different to the four responses detailed in *AS 3745* but the evacuation strategies suggested by the ABDC are the latest from the specialists in the field.

10.3.1 All Staff

There are several ways a threat may be received. All threats, specific or non-specific, should be treated as genuine until determined otherwise.

The procedures for dealing with phone and written threats shall be detailed. The following information is based on information from the ABDC booklet, *Bombs: Defusing the Threat.*

10.3.1.1 Phone Threat: Points to Remember

- Don't hang up.
- Use a telephone bomb threat checklist (Refer Appendix B-2).
- Write the information down. Do not rely on trying to remember it.
- Do not hang up even if the caller has. It might still be possible to trace the call.
- Attempt to attract the attention of another person so they can ring 000 while the caller is still on the line.
- If the caller is still on the line after the 000 call has been made, the other person may then be able to listen in and assist with the collection of the information.
- Key information can be gained from the following questions:
  - Where did you place the bomb?
  - What time will it go off?
  - What does it look like?
  - What type of bomb is it?
  - Why are you doing this?
- Other information to assess:
  - Gender of the caller.
  - Speech: did the person ramble, sound intoxicated or speak with an obvious accent; did the person have any speech impediments?
  - Any distinctive background noises.
- As soon as possible, either during or after the call, alert a member of the ECO team in the area. The warden will then notify the chief warden.

10.3.1.2 Written Threat

If a written threat is received, undertake the following to try and maintain the integrity of the document:

- Place it in a folder/plastic sleeve etc. to preserve and prevent contamination.
- **Do not photocopy** as it could destroy useful information.
- Restrict access to the document as it is evidence for any subsequent police investigation.
- If received electronically, print and save.

10.3.1.3 All threats

- Call 000 and inform the police of the threat.

10.3.2 Response Options

There are three main response options. The chief warden will decide on the incident action plan in consultation with the police and the warden team will be directed according to the option undertaken.

The options are detailed below.

10.3.2.1 Assess and discount the threat

- A rare option.
- Only taken after the assessment determines the threat is undoubtedly a hoax.

10.3.2.2 Assess and evacuate immediately

- The chief warden will inform the area wardens of the need to evacuate.
- The chief warden will ensure a search of the evacuation route is completed to check that no device has been placed along the way. The area wardens might be directed to complete this search.
- At all times, any suspicious item must not be touched or moved.
- The chief warden will instruct the area wardens to ensure the following as they gather the evacuees in their area to evacuate:
  - Everyone takes their personal bags.
  - Leave all doors open.
  - Do not use any mobile phones or handheld transceivers within 25 m of any suspicious device.
- Everyone will be kept in the building until the search of the evacuation route has been completed and the area wardens have reported it is clear.
- If a suspicious item is found along the evacuation route, an alternative evacuation route must be used or the decision made to stay inside the building.
- If the evacuation route is clear, the building will be evacuated.

10.3.2.3 Assess, search and evacuate

- The chief warden will inform the area wardens of the need to search before evacuating.
- The area wardens will conduct a search of their area.

Criteria for the assessment:

- **HOT-UP** principle

  Is the item:
  - Hidden?
  - Obviously a bomb?
  - Typical of its environment?

Has there been:

  - Unauthorised access?
  - Perimeter breach?

Criteria for the search:

- Is the item:
  - Unusual in appearance?
  - Foreign to the work environment/setting?
  - Hidden (but not necessarily)?
  - Ownership or origin is questionable?
- Is it something that doesn't belong?
- Remember: any suspicious item must not be touched or moved.
- The chief warden will ensure a search of the evacuation route is completed to check that no device has been placed along the way. The area wardens might be directed to complete this search.
- The chief warden will instruct the area wardens to ensure the following as they gather the evacuees in their area to evacuate:
  - Everyone takes their personal bags.
  - Leave all doors open.
  - Do not use any mobile phones or handheld transceivers within 25 m of any suspicious device.
- Everyone will be kept in the building until the search of the evacuation route has been completed and the area wardens have reported it is clear.
- If a suspicious item is found along the evacuation route, an alternative evacuation route must be used or the decision made to stay inside the building.
- If the evacuation route is clear, the building will be evacuated.

10.3.3 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

Upon notification of a bomb threat being received in the building, the chief warden shall take control of the incident until the arrival of emergency services.

The chief warden shall undertake the following actions as required:

- Receive a briefing on the threat from the person who received it.
- Ensure a call is made to 000 and police are informed of the threat and action being taken.
- Decide on the incident action plan in consultation with the police.
- Inform the wardens of the threat and the steps to be taken.
- If a suspicious object is located, communication with the wardens on the different levels will be by runner. Mobile phones or handheld transceivers will not be used within 25 m of the object.

10.3.3.1 All scenarios

The three main response options have been outlined in Section 10.3.2. The following roles are expected to be undertaken in most evacuations in addition to the roles already detailed.

- Control the evacuation.
- Ensure the report of the situation in each area is recorded including: the results of the search; the status of mobility impaired persons and/or the implementation of PEEPs; and the progress of the evacuation.
- The chief warden checklist (See Appendix B-1) can be utilised to record the details in each area of the facility.
- Once the facility has been evacuated, evacuate with them. When outside, the chief warden then awaits the arrival of the police in a prominent position that is safe.
- Upon the arrival of the police, communicate the current state of the evacuation to the OIC or his/her representative.
- Take direction from the police. Depending on the circumstances, the OIC may decide to let the chief warden continue to control the evacuation.
- After handing over to the police, proceed to the emergency assembly area and wait until the ‘all clear’ if given by police.
- When the ‘all clear’ is given, inform all wardens they may return to the building.

10.3.4 Area Wardens

Upon notification of a bomb threat to the building, area wardens shall undertake the following actions:

- Receive a briefing on the threat from the person who received it.
- Ensure a call is made to 000 and police are informed of the threat and action being taken.
- Inform the chief warden and other members of the warden team in the area.
- Take control of the situation in the area and initiate immediate action if required.

10.3.4.1 All scenarios

The three main response options have been outlined in Section 10.3.2. The following roles are expected to be undertaken in most evacuations in addition to the roles already detailed.

- Take control of the search and evacuation of their designated area.
- Evacuate their designated area and move to the emergency assembly area.
- Ensure every part of their area has been searched, leaving all doors behind them open as they finish each room (where relevant).
- Ensure that all areas of the plant are checked (e.g. gantries, plant control room, toilets, kitchen etc), searched and evacuated.
- Ensure that all offices, toilets, kitchens, bathrooms, locker rooms etc are searched and evacuated.
- Implement any PEEPS in their area as appropriate.
- Area wardens will constantly liaise with the chief warden during the process.
- Direct and/or lead the occupants to evacuate to the emergency assembly area in the northeastern corner of the visitor carpark / apron of the east driveway.

- The escape routes are shown on the evacuation diagrams.
- Area wardens report to the chief warden when the evacuation in their area has been completed.
- Area wardens notify the chief warden of the following: the results of the search; any people who are missing; any people who refused to evacuate; the implementation of PEEPs; and the status of any mobility impaired people.
- On arrival at the emergency assembly area, conduct a roll call and head count of all staff utilising the sign in register for staff and the SINE electronic system for visitors and contractors.
- Everyone will remain in the emergency assembly area until the ‘all clear’ has been received from the police.

10.4 Building Invasion / Armed Intrusion / Personal Threat

10.4.1 All Staff

In the circumstance of an armed intrusion or invasion of the building, all occupants need to remember the need for self-protection.

The guidelines for response to an invasion or armed intrusion is outlined by the acronym **CODE A** (as outlined in the brochure by the Tasmanian Police Service "*Robbery Prevention and Procedures"*).

- **C**alm
  - Remain calm. Breathe deeply and remind yourself to remain calm if necessary.
  - Be submissive.
  - Avoid staring and direct eye contact.
- **O**bey
  - Obey their instructions. Do not speak unless spoken to but be courteous and answer questions. Don't volunteer information and assistance.
  - Do not resist or take action that would jeopardise the safety of yourself and others.
  - Try and inform the intruders of things that may surprise and cause a reaction i.e. people expected to arrive soon, movements you are required to make in order to comply with their demands.
  - Try to alert others with a pre-arranged signal if they have a weapon or claim to have one. Always consider such weapons as being loaded and ready to use.
- **D**escription
  - Observe as much as possible in order to provide as many details as you can. This activity must be done without discussion and without drawing attention to yourself.
  - Number of intruders.
  - Physical characteristics: race, sex, age, height, weight, build, facial characteristics (head shape, colour of hair, colour of eyes, shape of eyes, nose, mouth, etc.), tattoos, scars, marks and/or other distinguishing features, right-handed or left-handed, clothing worn, other peculiarities exhibited by the robber (for example, smelled of alcohol, appeared to be "high" on drugs, etc.).
  - Behaviour: speech patterns, ways they interacted, names or nicknames.
  - Other relevant aspects: Description of any written note they present, type and description of weapon used, method of escape, vehicles used for escape, direction of travel when escaping.
- **E**vidence
  - Safeguard all evidence.
  - Secure all areas where the intruders went; do not touch or disturb if possible.
- **A**larm
  - Activate a silent alarm only if it can be done safely and without being obvious to the intruders.
  - Call 000 and inform the police of the incident.

After the intruders leave:

- Do not chase them.
- Secure the premises so the intruders cannot re-enter.
- If the police have not yet been called, call 000 immediately and notify the police and ambulance if there have been any injuries.
- Notify the ECO personnel in your area who will inform the chief warden.
- Care for any injured persons.
- If it can be done in a safe manner, take note of any details regarding an escape vehicle and which direction it went.
- Record any descriptions of the intruders independently of others.
- Try to keep all witnesses at the facility until the police arrive.
- Do not discuss the incident with outsiders until cleared by the police.
- Assist the police in every way possible.
- Assist staff to recover by providing immediate and ongoing support, which may include specialist services (e.g. counselling etc.).

10.4.2 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

Upon notification of building invasion/armed intrusion, the chief warden shall take control of the response **if safe to do so.**

The chief warden shall undertake the following actions as required:

- Once aware of the situation, inform all wardens that the facility is in a lock down situation.
- Ensure a 000 call has been made to notify police.
- Also ensure a 000 call has been made to the ambulance service if there are injuries.
- Ensure no other phone calls are made unless necessary to call 000 again.
- Direct wardens to secure the facility by locking all doors if possible so intruders cannot re-enter.
- Direct wardens to check emergency exit doors to ensure they are secure.
- Direct wardens to move occupants to an area which cannot be seen from the outside if possible.
- If intruders are still on site, alert other areas so they can shelter in place if possible (i.e. lock all doors).
- If intruders are still on site, ensure police are notified of that fact plus last known location.
- Keep the doors locked and **DO NOT OPEN** unless advised to do so by the appropriate authority.
- Instruct area wardens to ensure the scene is preserved in their area so the police can get as much evidence as possible.
- Liaise with police and, if the intruders have left, accompany to affected area upon their arrival.
- When police give the ‘all clear’, inform the wardens and end the lockdown.

- Ensure the Intruder Checklist (refer to Appendix B-4) is given to those involved so they can record all observations as soon as possible.
- If required, direct wardens to implement the emergency evacuation procedure.
- Ensure the first aider has been detailed to assist any injured persons while awaiting arrival of ambulance.
- Follow the notification policy and contact the required internal notifications:
  - See Table 40 in Appendix E-5.

10.4.3 Area Wardens

The area wardens and their areas of responsibility are listed below.

- Plant controller – the plant and gantry areas in the manufacturing building.
- Traffic controller – the floor of the manufacturing building.
- Weighbridge operator – the weighbridge, the external area on the eastern side of the manufacturing building, and the external area/staff carpark in between the workshop and manufacturing building.
- HSEQ officer – the workshop, office, lab and visitor carpark.

Upon notification of building invasion/armed intrusion, area wardens shall undertake the following actions as required:

- Ensure a 000 call has been made to notify police.
- Also ensure a 000 call has been made to the ambulance service if there are injuries.
- If the chief warden has not yet been notified, contact them.
- Follow the chief warden's instructions.
- Secure the area by locking all doors if possible so intruders cannot re-enter.
- Close all blinds if applicable.
- Area wardens check emergency exit doors and ensure they are secure.
- Move occupants to an area which cannot be seen from the outside if possible.
- Inform the chief warden of numbers and any staff or wardens missing.
- Remain with the staff.
- Keep the doors locked and **DO NOT OPEN** unless advised to do so by the appropriate authority.
- Area wardens to notify the chief warden of developments as applicable.
- An 'all clear' announcement will end the lockdown.
- Organise Intruder Checklist (refer to Appendix B-4) to be given to those involved so they can record all observations as soon as possible.

10.5 Gas Leak

Gas leaks can be internal or external. Either can present dangers to the occupants of the building by reducing the oxygen in a room to dangerous levels or gas contacting an ignition source could start a fire, perhaps with an explosive ignition.

There is no natural gas at the facility. However, various gases are used in the workshop and laboratory so this response will deal with the gas leak that might occur due to a leaking or ruptured cylinder

10.5.1 All Staff

Upon discovery of a gas leak and/or smell of gas, all occupants shall undertake the following:

- Alert others in the immediate area including the closest area warden.
- Investigate to see if the source can be determined.
- Call 000 if the smell of gas does not dissipate and/or the leak cannot be stopped and inform FRNSW.
- Turn off all equipment that could be an ignition source.
- Do not use mobile phones near the leak.

10.5.2 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

Upon notification of a gas leak at the facility, the chief warden shall take control of the incident until the arrival of emergency services.

10.5.2.1 Initial actions

The chief warden shall undertake the following actions as required:

- Receive a briefing on the leak from the area warden in the affected area.
- Ensure a call is made to 000 and FRNSW are informed of the leak and action being taken.
- Ensure the air-conditioning system is shut down in the office area.
- Ensure all ignition sources are eliminated (i.e. equipment shut down, power turned off).
- Decide on the incident action plan if the leak cannot be stopped and poses a threat.
- Contact all area wardens to inform them of the situation and the steps to be taken.

10.5.2.2 Evacuation actions

- Control and coordinate the evacuation of the facility.
- Ensure the report of the situation in each area is recorded including: the status of mobility impaired persons and/or the implementation of PEEPs for such people; and the progress of the evacuation.
- The chief warden checklist (See Appendix B-1) can be utilised to record the details in each area of the facility.
- Once the facility has been evacuated, evacuate with them. When outside, the chief warden then awaits the arrival of the emergency services in a prominent position that is safe.

- Upon the arrival of FRNSW, communicate the current state of the evacuation to the OIC or his/her representative.
- Take direction from FRNSW officer. Depending on the circumstances, the OIC may decide to let the chief warden continue to control the evacuation.
- After handing over to FRNSW, proceed to the emergency assembly area and wait until the 'all clear' is given.
- When the 'all clear' is given, inform all wardens they may return to the building.
- Follow the notification policy and contact the required internal notifications:
  - See Table 40 in Appendix E-5.

10.5.3 Area Wardens

The area wardens and their areas of responsibility are listed below.

- Plant controller – the plant and gantry areas in the manufacturing building.
- Traffic controller – the floor of the manufacturing building.
- Weighbridge operator – the weighbridge, the external area on the eastern side of the manufacturing building, and the external area/staff carpark in between the workshop and manufacturing building.
- HSEQ officer – the workshop, office, lab and visitor carpark.

Upon notification of a gas leak, the area wardens shall undertake the following actions as required:

10.5.3.1 Initial actions

- Investigate the leak and be briefed by the person who discovered it.
- Attempt to stop the leak.
- Ensure a call is made to 000, FRNSW are informed of the leak and action being taken
- Inform the chief warden and other members of the warden team.
- Take direction from the chief warden and initiate immediate action if required.
- Ensure the air-conditioning system is shut down.
- Ensure all ignition sources are eliminated (i.e. equipment shut down, power turned off).

10.5.3.2 Evacuation actions

- Take direction from the chief warden as required.
- Take control of the search and evacuation of their designated area.
- Search all parts of their area, closing all doors behind them as they finish each room (where relevant).
- Ensure that all areas of the plant are checked (e.g. gantries, plant control room, toilets, kitchen etc), searched and evacuated.
- Ensure that all offices, toilets, kitchens, bathrooms, locker rooms etc are searched and evacuated.
- Implement any PEEPS in their area as appropriate.
- Area wardens will constantly liaise with the chief warden during the process.

- Direct all staff to evacuate out of the building and move to the emergency assembly area in the north eastern corner of the visitor carpark / apron of the east driveway.
- The escape routes are shown on the evacuation diagrams.
- Area wardens report to the chief warden when the evacuation in their area has been completed.
- Area wardens notify the chief warden of the following: any people who are missing; any people who refused to evacuate; the implementation of PEEPs; and the status of any mobility impaired people.
- On arrival at the emergency assembly area, conduct a roll call and head count of all staff utilising the sign in register for staff and the SINE electronic system for visitors and contractors.
- Everyone will remain in the emergency assembly area until the ‘all clear’ has been received from the emergency services.

10.6 Severe Weather / Storm Damage

10.6.1 All Staff

During a time of severe weather, the following advice is recommended:

- Close all doors and windows.
- Gather all occupants within the room/floor/area on the opposite side to the storm's approach.
- Keep everyone inside during electrical storms, hail and extreme winds.
- Follow the directions of the warden team.
- Do not use a landline phone during an electrical storm.

10.6.2 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

During a severe weather event where there was no time to evacuate prior to its occurrence, it may be necessary to adopt a shelter in place strategy for the duration of the weather event or the extreme part of that event.

The chief warden shall take control of the response**.** The following shall be undertaken as required:

10.6.2.1 Initial actions

- Does the event pose a danger to occupants? If so, consider adopting a **shelter in place** action plan.
- Ensure a call to 000 has been made to notify FRNSW and/or police and inform them of action being taken.
- Follow instructions from the emergency services.
- Contact all area wardens to inform them of the incident and the steps to be taken.
- **If the decision is made to shelter in place in a severe weather incident,** inform all wardens of the need to shelter in place.
  - Everyone will remain inside until the 'all clear' is given or it is decided that an evacuation is required.
  - If an evacuation is required, the exits and evacuation routes will be checked first.
  - It might be necessary to maintain the shelter in place strategy until any dangerous external situations have been rectified.
- Receive reports from the area wardens of the situation in their areas i.e. any structural damage, obvious external damage etc.
- Secure an area around any dangerous internal situations so staff and visitors will not put themselves in danger.
- If other situations pose an **immediate threat** to the safety of the occupants, **call 000 again** to update the police or FRNSW and request help.
- If the situation poses danger but the safety controls will provide adequate protection for the occupants, call **SES on 132 500** to request assistance.

10.6.2.2 Evacuation actions

- Before an evacuation is commenced, check exits, and evacuation routes are safe once the weather has passed. Direct some wardens to assist in a sweep of the external area to ensure there are no dangerous situations (e.g. roofs blown off, parts of a building hanging precariously, fallen power lines and/or power poles, fallen trees etc.)
- In particular, wardens are to be aware if **fallen power lines are in contact with any objects (e.g. water or metallic objects) they too could be electrified. Treat all fallen power lines as live and ensure no one goes within 8m of the lines or what they touch.**
- If there are fallen power lines, call the energy authority.
- Secure an area around any dangerous external situations so no one will be endangered while evacuating.
- When safe for people to leave the facility, commence the evacuation.
- Control and coordinate the evacuation of the facility.
- Ensure the report of the situation in each area is recorded including: the status of mobility impaired persons and/or the implementation of PEEPs for such people; and the progress of the evacuation.
- The chief warden checklist (See Appendix B-1) can be utilised to record the details in each area of the facility.
- Once the facility has been evacuated, evacuate with them. When outside, the chief warden then awaits the arrival of the emergency services in a prominent position that is safe.
- Upon the arrival of FRNSW, communicate the current state of the evacuation to the OIC or his/her representative.
- Take direction from FRNSW officer. Depending on the circumstances, the OIC may decide to let the chief warden continue to control the evacuation.
- After handing over to FRNSW, proceed to the emergency assembly area and wait until the ‘all clear’ is given.
- When the ‘all clear’ is given, inform all wardens they may return to the building.
- Follow the notification policy and contact the required internal notifications:
  - See Table 40 in Appendix E-5.

10.6.3 Area Wardens

The area wardens and their areas of responsibility are listed below.

- Plant controller – the plant and gantry areas in the manufacturing building.
- Traffic controller – the floor of the manufacturing building.
- Weighbridge operator – the weighbridge, the external area on the eastern side of the manufacturing building, and the external area/staff carpark in between the workshop and manufacturing building.
- HSEQ officer – the workshop, office, lab and visitor carpark.

During a severe weather emergency, area wardens shall undertake the following actions as required:

10.6.3.1 Initial actions

- Close all doors and windows.
- Gather all occupants within the room/floor/area on the opposite side to the storm's approach.
- Keep everyone inside during electrical storms, hail and extreme winds.
- Do not use a landline phone during an electrical storm.
- Contact the chief warden and inform of any internal or external damage in the area.
- Advise the chief warden if it is necessary to evacuate.
- Take direction from the chief warden.
- **If the decision is made to shelter in place in a severe weather incident,** the chief warden will inform all wardens of the incident and the need to shelter in place.
  - Report to the chief warden when:
    - all occupants have been brought inside; and
    - any external doors and windows closed.
  - It might be necessary to maintain the shelter in place strategy until any dangerous external situations have been rectified.

10.6.3.2 Evacuation actions

- Before an evacuation is commenced, check exits, and evacuation routes are safe. The chief warden might require some wardens to assist in a sweep of the external area to ensure there are no dangerous situations (e.g. roofs blown off, parts of a building hanging precariously, fallen power lines and/or power poles, fallen trees etc).
- In particular, be aware if **fallen power lines are in contact with any objects (e.g. water or metallic objects) they too could be electrified. Treat all fallen power lines as live and ensure no one goes within 8m of the lines or what they touch.**
- Secure an area around any dangerous external situations so no one will be endangered while evacuating.
- Take control of the search and evacuation of their designated area.
- Search all parts of their area, closing all doors behind them as they finish each room (where relevant).
- Ensure that all areas of the plant are checked (e.g. gantries, plant control room, toilets, kitchen etc), searched and evacuated.
- Ensure that all offices, toilets, kitchens, bathrooms, locker rooms etc are searched and evacuated.
- Implement any PEEPS in their area as appropriate.
- Area wardens will constantly liaise with the chief warden during the process.
- Direct all staff to evacuate out of the building and move to the emergency assembly area in the north eastern corner of the visitor carpark / apron of the east driveway.
- The escape routes are shown on the evacuation diagrams.
- Area wardens report to the chief warden when the evacuation in their area has been completed.
- Area wardens notify the chief warden of the following: any people who are missing; any people who refused to evacuate; the implementation of PEEPs; and the status of any mobility impaired people.

- On arrival at the emergency assembly area, conduct a roll call and head count of all staff utilising the sign in register for staff and the SINE electronic system for visitors and contractors.
- Everyone will remain in the emergency assembly area until the ‘all clear’ has been received from the emergency services.

10.7 Earthquake

The main concern in an earthquake is possible structural damage. It must also be remembered dangerous situations can develop outside a building while the earthquake is occurring.

10.7.1 All staff

- Move away from windows, shelves and large furniture.
- Seek shelter under desks, tables or strong doorways.
- If outside, move away from buildings, trees, power poles etc. to an open area.
- Do not leave building until ‘all clear’ is given.
- Follow the directions of the warden team.

10.7.2 Chief Warden

There might not be any warning before an earthquake. These actions will most likely be undertaken immediately afterwards when more shocks might occur.

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

The chief warden shall take control when safe to do so. The following shall be undertaken as required:

10.7.2.1 Initial actions

- Ensure a call to 000 has been made to notify FRNSW and/or police and inform them of action being taken.
- Follow instructions from the emergency services.
- Contact all area wardens to inform them of the incident and the steps to be taken.
- **A shelter in place response might be required before evacuation in an earthquake event.** Inform all wardens of the incident and the need to shelter in place.
  - If an evacuation is required, the exits and evacuation routes will be checked first.
  - It might be necessary to maintain the shelter in place strategy until any dangerous external situations have been rectified.
- Receive reports from the wardens of the situation on their levels i.e. any structural damage, gas leaks etc.
- Secure an area around any dangerous internal situations so staff and visitors will not put themselves in danger.
- If other situations pose an **immediate threat** to the safety of the occupants, **call 000 again** to update the police or FRNSW and request help.
- If the situation poses danger but the safety controls will provide adequate protection for the occupants, call **SES on 132 500** to request assistance.

10.7.2.2 Evacuation actions

- Before an evacuation is commenced, check exits, and evacuation routes are safe once the shaking has subsided. Direct some wardens to assist in a sweep of the external area to ensure there are no

dangerous situations (e.g. roof damaged or dislodged, parts of a building hanging precariously, fallen power lines and/or power poles, fallen trees etc.)

- In particular, wardens are to be aware if **fallen power lines are in contact with any objects (e.g. water or metallic objects) they too could be electrified. Treat all fallen power lines as live and ensure no one goes within 8m of the lines or what they touch.**
- If there are fallen power lines, call the energy authority.
- Secure an area around any dangerous external situations so no one will be endangered while evacuating.
- When safe for people to leave the building, commence the evacuation.
- Control and coordinate the evacuation of the facility.
- Ensure the report of the situation in each area is recorded including: the status of mobility impaired persons and/or the implementation of PEEPs for such people; and the progress of the evacuation.
- The chief warden checklist (See Appendix B-1) can be utilised to record the details in each area of the facility.
- Once the facility has been evacuated, evacuate with them. When outside, the chief warden then awaits the arrival of the emergency services in a prominent position that is safe.
- Upon the arrival of FRNSW, communicate the current state of the evacuation to the OIC or his/her representative.
- Take direction from FRNSW officer. Depending on the circumstances, the OIC may decide to let the chief warden continue to control the evacuation.
- After handing over to FRNSW, proceed to the emergency assembly area and wait until the 'all clear' is given.
- When the 'all clear' is given, inform all wardens they may return to the building.
- Follow the notification policy and contact the required internal notifications:
  - See Table 40 in Appendix E-5.

10.7.3 Area Wardens

There might not be any warning before an earthquake. These actions will most likely be undertaken immediately afterwards when more shocks might occur.

The area wardens and their areas of responsibility are listed below.

- Plant controller – the plant and gantry areas in the manufacturing building.
- Traffic controller – the floor of the manufacturing building.
- Weighbridge operator – the weighbridge, the external area on the eastern side of the manufacturing building, and the external area/staff carpark in between the workshop and manufacturing building.
- HSEQ officer – the workshop, office, lab and visitor carpark.

During an earthquake emergency, area wardens shall undertake the following actions as required:

10.7.3.1 Initial actions

- Move occupants away from windows, shelves and large furniture.
- Assist occupants to seek shelter under desks, tables or strong doorways.

- Contact the chief warden and inform of any damage, gas leaks etc. in the area.
- Advise the chief warden if it is necessary to evacuate.
- Take direction from the chief warden as required.
- **A shelter in place response might be required before evacuation in an earthquake event.** If informed by the chief warden of the need to shelter in place.
  - It might be necessary to maintain the shelter in place strategy until any dangerous external situations have been rectified.
  - Any wardens and staff who are outside will not try and enter the building but move to the emergency assembly area or other safe open area, initiate communication with the chief warden and inform them of their location.

10.7.3.2 Evacuation actions

- Before an evacuation is commenced, check exits, and evacuation routes are safe. The chief warden might require some wardens to assist in a sweep of the external area to ensure there are no dangerous situations (e.g. roof damaged or dislodged, parts of a building hanging precariously, fallen power lines and/or power poles, fallen trees etc).
- In particular, be aware if **fallen power lines are in contact with any objects (e.g. water or metallic objects) they too could be electrified. Treat all fallen power lines as live and ensure no one goes within 8m of the lines or what they touch.**
- Secure an area around any dangerous external situations so no one will be endangered while evacuating.
- Take control of the search and evacuation of their designated area.
- Search all parts of their area, closing all doors behind them as they finish each room (where relevant).
- Ensure that all areas of the plant are checked (e.g. gantries, plant control room, toilets, kitchen etc), searched and evacuated.
- Ensure that all offices, toilets, kitchens, bathrooms, locker rooms etc are searched and evacuated.
- Implement any PEEPS in their area as appropriate.
- Area wardens will constantly liaise with the chief warden during the process.
- Direct all staff to evacuate out of the building and move to the emergency assembly area in the north eastern corner of the visitor carpark / apron of the east driveway.
- The escape routes are shown on the evacuation diagrams.
- Area wardens report to the chief warden when the evacuation in their area has been completed.
- Area wardens notify the chief warden of the following: any people who are missing; any people who refused to evacuate; the implementation of PEEPs; and the status of any mobility impaired people.
- On arrival at the emergency assembly area, conduct a roll call and head count of all staff utilising the sign in register for staff and the SINE electronic system for visitors and contractors.
- Everyone will remain in the emergency assembly area until the ‘all clear’ has been received from the emergency services.

10.8 Internal Flood

There are two types of flood emergencies that may impact a facility. An external flood can be a frightening natural disaster and can have a huge impact on a whole community not just one facility. But a building can also be flooded by a broken water pipe and pose a danger to unwitting occupants. The two different types of floods will also demand two different responses.

This facility is not regarded as being located in an area likely to experience a flood and therefore, an emergency response to an external flood has not been included in the plan. This section will deal with emergencies due to internal flooding.

10.8.1 All Staff

- Move away from the affected area.
- Turn off the water supply.
- Turn off power.
- Notify plumber.
- If in immediate danger, ring 000.
- Notify warden team and take direction from them.

10.8.2 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

Upon being notified of an internal flood emergency the chief warden shall take control of the response**.** The following shall be taken into consideration:

10.8.2.1 Initial actions

- Direct wardens to evacuate the affected area.
- Ensure power has been isolated in affected areas.
- Turn off the water supply.
- Ensure the plumber has been contacted.
- If any threat of immediate danger, ensure a 000 call is made and emergency services notified.
- Contact all area wardens to inform them of the incident and the steps to be taken.

10.8.2.2 Evacuation actions

- Ensure exits and evacuation routes are safe to use in the evacuation.
- Control and coordinate the evacuation of the facility.
- Ensure the report of the situation in each area is recorded including: the status of mobility impaired persons and/or the implementation of PEEPs for such people; and the progress of the evacuation.
- The chief warden checklist (See Appendix B-1) can be utilised to record the details in each area of the facility.
- Once the facility has been evacuated, evacuate with them. When outside, the chief warden then awaits the arrival of the emergency services in a prominent position that is safe.

- Upon the arrival of FRNSW, communicate the current state of the evacuation to the OIC or his/her representative.
- Take direction from FRNSW officer. Depending on the circumstances, the OIC may decide to let the chief warden continue to control the evacuation.
- After handing over to FRNSW, proceed to the emergency assembly area and wait until the 'all clear' is given.
- When the 'all clear' is given, inform all wardens they may return to the building.
- Follow the notification policy and contact the required internal notifications:
  - See Table 40 in Appendix E-5.

10.8.3 Area Wardens

The area wardens and their areas of responsibility are listed below.

- Plant controller – the plant and gantry areas in the manufacturing building.
- Traffic controller – the floor of the manufacturing building.
- Weighbridge operator – the weighbridge, the external area on the eastern side of the manufacturing building, and the external area/staff carpark in between the workshop and manufacturing building.
- HSEQ officer – the workshop, office, lab and visitor carpark.

During an internal flood emergency, area wardens shall undertake the following actions as required:

10.8.3.1 Initial actions

- Move all occupants away from the affected area.
- Direct staff to turn off all electrical equipment.
- Isolate water, power in their area if possible.
- Contact the chief warden and inform of any internal or external damage in the area.
- Advise the chief warden if it is necessary to evacuate.
- Take direction from the chief warden as required.

10.8.3.2 Evacuation actions

- If evacuating, check exits, and evacuation route are safe.
- Take control of the search and evacuation of their designated area.
- Search all parts of their area, closing all doors behind them as they finish each room (where relevant).
- Ensure that all areas of the plant are checked (e.g. gantries, plant control room, toilets, kitchen etc), searched and evacuated.
- Ensure that all offices, toilets, kitchens, bathrooms, locker rooms etc are searched and evacuated.
- Implement any PEEPS in their area as appropriate.
- Area wardens will constantly liaise with the chief warden during the process.
- Direct all staff to evacuate out of the building and move to the emergency assembly area in the north eastern corner of the visitor carpark / apron of the east driveway.

- The escape routes are shown on the evacuation diagrams.
- Area wardens report to the chief warden when the evacuation in their area has been completed.
- Area wardens notify the chief warden of the following: any people who are missing; any people who refused to evacuate; the implementation of PEEPs; and the status of any mobility impaired people.
- On arrival at the emergency assembly area, conduct a roll call and head count of all staff utilising the sign in register for staff and the SINE electronic system for visitors and contractors.
- Everyone will remain in the emergency assembly area until the ‘all clear’ has been received from the emergency services.

10.9 Medical Emergency

10.9.1 Medical emergency scenarios and measures to prevent their occurrence

While the response to a medical emergency is detailed in the ensuing sub-sections, this section recognises the need to be proactive in preventing potential medical emergencies that might arise from poor air quality or extreme heat. Therefore, the information detailed in this section does not contain the response to an emergency. Instead, it provides steps/measures to try and prevent a medical emergency from occurring.

10.9.1.1 Extreme heat

When the temperature at Resource Recovery Facility Wetherill Park reaches 36 degrees Centigrade:

- All workers will be entitled to a five-minute rest break ("heat breaks") on the hour and each hour subsequent between 11:00 am and 5:00 pm, in order to re-hydrate and spend time out of direct sunlight.
- A supply of cold water and electrolytes will be available to all workers for these break periods.

When the temperature at Resource Recovery Facility Wetherill Park exceeds 40 degrees Centigrade:

- All workers will be entitled to a five-minute rest break ("heat breaks") on the hour and each half hour subsequent between 11:00 am and 5:00 pm, in order to re-hydrate and spend time out of direct sunlight.
- A supply of cold water and electrolytes will be available to all workers for these break periods.

10.9.2 All Staff

If a medical emergency occurs, it is important to ensure the safety of anyone assisting before rendering assistance and first aid to the person who requires help.

- Ensure no danger exists for the casualty, anyone assisting or nearby the casualty.
- Assist casualty using the first aid action plan principles if trained.
- Do not move casualty unless necessary.
- If not a trained first aider, there are two vital components anyone can implement:
  - **D**anger – ensure the safety of all who are present.
  - **S**end for help – call 000 for ambulance and notify first aider direct or through warden team.
- Remain with casualty and assist first aider until arrival of emergency services.

10.9.3 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

When notified of a medical emergency, the chief warden shall undertake the following actions as required:

- Notify the first aider to report directly to the incident where the casualty is located.
- Ensure the appropriate area warden has been notified.
- Ensure a 000 call has been made for the ambulance.

- Meet or ensure a warden meets the ambulance personnel to liaise and escort them directly to the casualty when they arrive.

- Follow the notification policy and contact the required internal notifications:
  - See Table 40 in Appendix E-5.

10.9.4 Area Wardens

When notified of a medical emergency, area wardens shall undertake the following actions as required:

- Notify other wardens in the area to assist in the initial assessment and to ensure the scene is safe for all.
- Ensure the chief warden and/or the first aider have been notified.
- Ensure a 000 call has been made for the ambulance.

10.10 Structural Instability

The consequences of structural instability have been detailed in the earthquake procedures. However, an earthquake is not the only possible cause of structural instability and emergency response procedures will differ. These could be associated with other events e.g. a fire and explosion or a transport incident. Therefore, a separate section is devoted to this emergency.

10.10.1 All Staff

- Do not leave building until ‘all clear’ is given.
- Follow the directions of the warden team.

10.10.2 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

The chief warden shall take control of the response**.** The following shall be taken into consideration:

10.10.2.1 Initial actions

- Ensure a call to 000 has been made to notify FRNSW and/or police and inform them of action being taken.
- Follow instructions from the emergency services.
- Contact all area wardens to inform them of the incident and the steps to be taken.
- **If the decision is made to shelter in place in a structural instability incident,** inform all wardens of the incident and the need to shelter in place.
  - Everyone will remain inside until the ‘all clear’ is given or it is decided that an evacuation is required.
  - If an evacuation is required, the exits and evacuation routes will be checked first.
  - It might be necessary to maintain the shelter in place strategy until any dangerous external situations have been rectified.
- Receive reports from the area wardens of the situation in their areas i.e. any structural damage, gas leaks etc.
- Secure an area around any dangerous internal situations so staff and visitors will not put themselves in danger.
- If other situations pose an **immediate threat** to the safety of the occupants, **call 000 again** to update the police or FRNSW and request help.

10.10.2.2 Evacuation actions

- Before an evacuation is commenced, check exits, and evacuation routes are safe. Direct some wardens to assist in a sweep of the external area to ensure there are no dangerous situations (e.g. roof damaged, parts of a building hanging precariously, fallen power lines and/or power poles, fallen trees etc.)
- In particular, wardens are to be aware if **fallen power lines are in contact with any objects (e.g. water or metallic objects) they too could be electrified. Treat all fallen power lines as live and ensure no one goes within 8m of the lines or what they touch.**
- If there are fallen power lines, call the energy authority.

- Secure an area around any dangerous external situations so no one will be endangered while evacuating.
- When safe for people to leave the building, commence the evacuation.
- Control and coordinate the evacuation of the facility.
- Ensure the report of the situation in each area is recorded including: the status of mobility impaired persons and/or the implementation of PEEPs for such people; and the progress of the evacuation.
- The chief warden checklist (See Appendix B-1) can be utilised to record the details in each area of the facility.
- Once the facility has been evacuated, evacuate with them. When outside, the chief warden then awaits the arrival of the emergency services in a prominent position that is safe.
- Upon the arrival of FRNSW, communicate the current state of the evacuation to the OIC or his/her representative.
- Take direction from FRNSW officer. Depending on the circumstances, the OIC may decide to let the chief warden continue to control the evacuation.
- After handing over to FRNSW, proceed to the emergency assembly area and wait until the 'all clear' is given.
- When the 'all clear' is given, inform all wardens they may return to the building.
- Follow the notification policy and contact the required internal notifications:
  - See Table 40 in Appendix E-5.

10.10.3 Area Wardens

The area wardens and their areas of responsibility are listed below.

- Plant controller – the plant and gantry areas in the manufacturing building.
- Traffic controller – the floor of the manufacturing building.
- Weighbridge operator – the weighbridge, the external area on the eastern side of the manufacturing building, and the external area/staff carpark in between the workshop and manufacturing building.
- HSEQ officer – the workshop, office, lab and visitor carpark.

Area wardens shall undertake the following actions as required:

10.10.3.1 Initial actions

- Contact the chief warden and inform of any damage, gas leaks etc. in the area.
- Advise the chief warden if it is necessary to evacuate.
- Take direction from the chief warden as required.
- **A shelter in place response might be required before evacuation in a structural instability incident,** the chief warden will inform all wardens of the incident and the need to shelter in place.
  - It might be necessary to maintain the shelter in place strategy until any dangerous external situations have been rectified.
  - Any wardens and staff who are outside will not try and enter the building but move to the emergency assembly area, initiate communication with the chief warden and inform them of their location.

10.10.3.2 Evacuation actions

- Before an evacuation is commenced, check exits, and evacuation routes are safe. The chief warden might require some wardens on the ground floor or level 1 to assist in a sweep of the external area to ensure there are no dangerous situations (e.g. roof damaged, parts of a building hanging precariously, fallen power lines and/or power poles, fallen trees etc).
- In particular, be aware if **fallen power lines are in contact with any objects (e.g. water or metallic objects) they too could be electrified. Treat all fallen power lines as live and ensure no one goes within 8m of the lines or what they touch.**
- Secure an area around any dangerous external situations so no one will be endangered while evacuating.
- Take control of the search and evacuation of their designated area.
- Search all parts of their area, closing all doors behind them as they finish each room (where relevant).
- Ensure that all areas of the plant are checked (e.g. gantries, plant control room, toilets, kitchen etc), searched and evacuated.
- Ensure that all offices, toilets, kitchens, bathrooms, locker rooms etc are searched and evacuated.
- Implement any PEEPS in their area as appropriate.
- Area wardens will constantly liaise with the chief warden during the process.
- Direct all staff to evacuate out of the building and move to the emergency assembly area in the north eastern corner of the visitor carpark / apron of the east driveway.
- The escape routes are shown on the evacuation diagrams.
- Area wardens report to the chief warden when the evacuation in their area has been completed.
- Area wardens notify the chief warden of the following: any people who are missing; any people who refused to evacuate; the implementation of PEEPs; and the status of any mobility impaired people.
- On arrival at the emergency assembly area, conduct a roll call and head count of all staff utilising the sign in register for staff and the SINE electronic system for visitors and contractors.
- Everyone will remain in the emergency assembly area until the ‘all clear’ has been received from the emergency services.

10.11 Electrical Incident / Power Failure

10.11.1 All Staff

- If the power fails during normal work hours, remain in the normal work area and await direction from the plant controller or chief warden.
- Turn off electrical equipment.
- If the power fails after hours and isn't restored in a short amount of time (e.g. 10 minutes), it might be necessary to self-evacuate.

10.11.2 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

Upon becoming aware of power failure in a specified area or the whole facility, the chief warden shall undertake the following actions as required:

- Investigate and assess to see if there is a simple explanation for the power failure.
- Ensure the appropriate distribution or switchboard is checked to see if only one or two circuits have tripped.
- Take note of the circuits before attempting a reset.
- If the reset does not work contact the electrician.
- Decide on an incident action plan – shelter in place or evacuate.
- Contact the wardens and advise them of the situation.
- Advise the shutdown of all electrical equipment to avoid surges when the power supply is restored.

10.11.3 Area Wardens

Upon becoming aware of power failure in a specified area or another part of the facility, area wardens shall undertake the following actions as required:

- Take direction from the chief warden.
- If required, investigate and assess to see if there is a simple explanation for the power failure.
- If required, ensure distribution or switchboards in the area are checked to see if only one or two circuits have tripped.
- Take note of the circuits before attempting a reset.
- Advise the shutdown of all electrical equipment to avoid surges when the power supply is restored.

10.12 Infectious Disease

The response to an outbreak of infectious disease, such as an epidemic or pandemic, is different to a medical emergency as people may not necessarily be ill. However, a quick response is required to minimise the impact of the disease on the facility and the wider community.

10.12.1 Sign-in Recommendations During an Infectious Disease Outbreak

During a time in which an outbreak of infectious disease has occurred, measures will be taken to avoid the entry of anyone who might be a carrier of the disease.

The following measures will be utilised as required:

- Staff will not be permitted to come to work while they are showing signs and symptoms of the disease.
- Staff will be required to notify their line manager if they have had contact with someone who had been diagnosed with the disease.
- Visitors/contractors will be required to undertake the following:
  - Complete a declaration form that they have not been showing any signs or symptoms of the disease nor had contact with anyone who has in the time period specified by the health authorities.
- Deep cleaning might be required in the parts of the facility in which an infected person has been in attendance.

10.12.2 All Staff

There is an obligation on all staff not to attend work if feeling unwell and showing any signs or symptoms identified with the disease.

Therefore, it is important that information about the disease, the need to prevent its spread and the actions expected of staff are conveyed to all the workforce and clients. This information should be conveyed as soon as an outbreak has been identified and updated on a regular basis until the outbreak has been contained.

The experience with Coronavirus in 2020-2021 equipped the community with the knowledge that people may be asymptomatic carriers of a disease. However, that doesn't remove the responsibility of all staff to maintain the highest standards of hygiene and be vigilant for signs and symptoms in themselves.

The actions detailed in the sections below refer to actions required upon confirmation of a disease outbreak during operating hours.

10.12.3 Chief Warden

The chief warden will be the operations manager during business hours and the supervisor will take on the role if an incident occurs after hours or in their absence. During business hours, the supervisor will serve as deputy chief warden and assist in making the required notifications.

Upon receiving notification of the possible outbreak of an infectious disease, the chief warden is anticipated to undertake the following actions as required:

- Isolate the staff member showing signs or symptoms of the disease from other staff.
- If the staff member is well enough to get themselves home, direct them to go home and follow NSW Public Health protocols.
- If the staff member is not well enough to get themselves home, assist them to go home and follow NSW Public Health protocols.
- Follow the notification policy and contact the required internal notifications:
  - See Table 40 in Appendix E-5.

10.12.4 Area Wardens

Upon realising a staff member is showing signs and symptoms of an infectious disease, wardens are anticipated to undertake the following as required:

- Inform the chief warden who will undertake the necessary notifications.
- Remove the staff member from the area and take them to a room where no interaction will occur with other staff.
- Monitor themselves and other staff in the area during the day for any signs or symptoms of the disease.

11. Other Pollution Incident Response Management Procedures

11.1 Dust Incident

The production of processed engineered fuel (PEF) from raw waste material produces significant quantities of dust. While Section 9.15.2 details the pre-emptive measures to reduce the likelihood of a dust incident involving airborne dust, they are not able to prevent the buildup of dust. Therefore, regular housekeeping and maintenance is required to remove the dust that builds up in the manufacturing building.

There are two significant risks associated with a dusty environment. The first is the impact on staff health due to the amount of total suspended particulate (TSP) of the dust emissions in the atmosphere and, more specifically, the concentration of fine particulate matter less than 2.5 μg ($PM_{2.5}$). While the process is accepted as a dust-producing process and active controls have been installed to reduce the airborne dust that is produced, it does not preclude the need to maintain dust buildup within the manufacturing building below acceptable limits. It is anticipated the daily procedures and the quarterly audit schedule for dust will ensure the required maintenance is undertaken to mitigate this risk.

A major danger of a dust incident is the potential for airborne dust to explode when it meets an ignition source. If this occurs, the emergency response for fire will be initiated and the PIRMP will also be activated – See Section 10.1. An incident of this nature also has the potential to be a catastrophic one for the organization and its people, but it is anticipated the combination of the active systems listed in Section 9.15.2 and the maintenance programme will be sufficient in mitigating the risk of a dust explosion and fire.

Again, it is anticipated the daily procedures and the quarterly audit schedule for dust will ensure the required maintenance is undertaken to mitigate this.

11.1.1 Dust Monitoring in the Manufacturing Building

The following procedures have been enacted to monitor dust levels in the manufacturing building:

- The fogging system is operated at the start of shift each day in accordance with the standard operational procedure (SOP 2705). The dust will also be monitored during the daily safety walk.
- The quarterly audit will include a visual check of dust build up throughout the manufacturing building.
- Air monitoring for airborne asbestos fibres is conducted every six months.
- Occupational dust monitoring is conducted on an annual basis, checking for respirable dust and quartz (alpha-quartz silica). The workplace exposure standard for respirable silica dust that must not be exceeded is 0.05 mg/m^3 (8-hour time weighted average).

11.1.2 External Dust Monitoring

As per the Air Quality Management Plan (Appendix L in the OEMP), if any dust complaints are received or visible dust observed at the property boundary, targeted dust monitoring (PM_{10}) will be undertaken using a Dustrak or other similar light-scattering laser photometer for a period of a week during appropriate weather conditions.

ResourceCo will review dust complaints and/or incidents to assess the contribution of operational procedures / site management practices to those incidents and determine if the procedures or practices are required to be amended. These amendments may include additional controls, revised procedures and/or ongoing monitoring requirements.

11.2 Asbestos Incident

Asbestos is listed as one of the wastes specifically excluded from the facility. If it is identified in a load by the weighbridge operator, the driver of the load will be instructed to immediately leave the site and will not be permitted to tip their load.

The load will also be checked for asbestos when tipped on the manufacturing floor. If asbestos is identified, it will be reloaded if it isn't of the type or doesn't exceed the amount (i.e. < 10 m^2 of non-friable asbestos or asbestos containing material) for which a licence is required. In this circumstance, the driver will be informed of the need to transport the material to an EPA approved facility.

If a licensed contractor is required to deal with and remove the load, they will be contacted immediately so the incident can be quickly contained.

In both circumstances, all operations will be ceased and the PIRMP will be activated.

11.2.1 Chief Warden

Upon being notified that suspected asbestos or asbestos containing material (ACM) has been tipped on the manufacturing floor, the chief warden will undertake the following actions as required:

- Order all operations to cease, the area secured, and all staff kept outside the secured area.
- Order the delivery driver to remain on site or, if the driver has left, contact them and direct them to return to the facility.
- Activate the PIRMP.
- Direct the area wardens to wet down the material.
- Determine if the asbestos is friable or non-friable and if the asbestos/ACM covers an area greater than 10 m^2.
- If the amount and type of ACM can be managed by ResourceCo staff, direct the area wardens to organize staff in appropriate PPE to remove the asbestos/ACM and/or reload onto the delivery truck.
- When the asbestos/ACM has been removed by ResourceCo staff, ensure the staff are decontaminated before and the PPE sealed.
- If the amount and type of asbestos/ACM cannot be managed by ResourceCo staff, contact a licensed asbestos removalist to undertake the removal.
- When the asbestos/ACM is removed by the licensed asbestos removalist, ensure the licensee undertakes a final inspection before works recommence.
- Once the 'all clear' has been received, processing works can recommence.
- Enter the details of the rejected load into the Rejected Load Register.
- Complete an incident report in SkyTrust.

11.2.2 Area Wardens

Upon being notified that suspected asbestos or asbestos containing material (ACM) has been tipped on the manufacturing floor, the traffic controller (area warden) will undertake the following actions as required:

- Order all operations to cease, the area secured, and all staff kept outside the secured area.
- Order the delivery driver to remain on site or, if the driver has left, contact them and direct them to return to the facility.
- Notify the chief warden.

- Direct staff to commence wetting down the asbestos/ACM from outside the secured area, if possible, to mitigate the risk of friable emissions.
- If staff need to enter the secured area to undertake this or any other task, they must be donning appropriate PPE. The required PPE is as follows:
  - Disposable coveralls: rated type 5, category 3 (ISO1382-1) fitted with hood and cuffs;
  - Respiratory protective equipment (RPE): P2 filtered respirator;
  - Protective gloves.
- If the asbestos or ACM is of the type and amount that can be removed by ResourceCo staff, the following requirements shall be adopted:
  - Place the material in a heavy-duty asbestos bag with a minimum thickness of 200μm or contained in polythene sheeting with a minimum thickness of 200μm.
  - Double wrap the material with polythene sheeting and apply adhesive tape along the entire length of every overlap.
  - Only new polythene sheeting will be used for this process. Recycled polythene sheeting will not be used.
  - Once wrapped and taped, the covered waste must be labelled to detail they contain asbestos or ACM.
- Supervise the decontamination of staff when they have completed their tasks. The decontamination process will be as follows:
  - The decontamination will be undertaken at the edge of the secured area.
  - The decontamination can be undertaken by team members decontaminating themselves and the backs of their team members (if necessary) or by a staff member who was not involved in the task but who is dressed in identical PPE.
  - Wipe down the protective clothing with damp cloths or wet wipes to remove visible dust or residue.
  - Place cloths or wipes into disposal plastic bags.
  - Remove disposable coveralls and place into disposal bags. RPE must not yet be removed.
  - Wipe down footwear with damp cloths or wet wipes.
  - Place cloths or wipes into disposal plastic bags.
  - Seal all plastic bags – gooseneck with duct tape or heavy-duty cable tie – and place each into a second plastic bag.
  - Seal the second plastic bag and label as “Asbestos Waste”.
  - Remove RPE, double bag, seal all plastic bags – gooseneck with duct tape or heavy-duty cable tie – and label as “Asbestos Waste”.
  - If an extra person decontaminated the team members, that person carrying out the decontamination then undergoes the same process. This can be done by the person themselves.
- Ensure the security of the area is maintained until the asbestos or ACM has been removed and decontamination completed.
- Operations will not commence until a final inspection has been undertaken.

12. Training Programme

12.1 First Attack Firefighting

First attack firefighting will be included in the annual training session for the warden team. This will provide the information for the wardens to understand the use of manually operated alarms and firefighting equipment.

12.2 Workplace Emergency Response

The topic “Workplace Emergency Response” will also be included in the annual training session for all staff. This will provide the information for all staff to understand the emergency procedures.

12.3 Pollution Incident Management Response

There will be an annual formal training session for all staff in the response to a pollution incident to ensure all are aware of the procedures required in managing a pollution incident and their roles in the incident. The formal training session will be reinforced by toolbox talks when issues arise.

12.4 Evacuation Practice Programme

AS 3745 – 2010 also requires at least one emergency response involving an evacuation each year (cl. 7.2).

The policy of ResourceCo is to undertake six monthly practices of the emergency procedures. The records of the emergency procedure practices will be kept at the facility.

12.5 PIRMP Practice Programme

Part 5.7A of the POEO Act requires the annual testing of the PIRMP and also within a month of any pollution incident. The test (or drill) programme shall be recorded in Table 46 in Appendix H.

The annual testing will be either a desktop scenario or a physical simulation of a pollution incident. Both are useful tools for developing staff familiarity with the PIRMP and testing it to determine if it can be effectively implemented in different incidents. The EPC will determine the scenario and the type of testing each year. However, a desktop scenario one year will not be followed by a desktop scenario at the following drill.

12.6 Training Programme

A record of the training programme for Workplace Emergency Response, First Attack Firefighting and Pollution Incident Management Response will be kept in Appendix G.

13. Personal Emergency Evacuation Plans (PEEPs)

Resource Recovery Facility Wetherill Park acknowledges the need to develop PEEPs for people with a disability in accordance with the considerations of Clause 4.2.11 of *AS 3745 – 2010.*

It is also acknowledged that PEEPs may be developed on a temporary basis for occupants who may suffer an injury (e.g. broken leg) or develop a condition that may impact on their ability to evacuate themselves in an emergency.

A template has been provided in Appendix B-3 to assist in the development of PEEPs. A copy of the list and the associated PEEPs shall be held by the chief warden.

14. Evacuation Diagrams

Evacuation diagrams have been produced in accordance with the provisions of *AS 3745* and are designed to be displayed prominently in appropriate positions throughout the facility.

The evacuation diagrams have been provided in Appendix J.

15. Key Assumptions and Limitations

- This report is not a compliance or conformance audit for any fire safety system. For example, operational checks of fire safety equipment, verification of construction techniques, fire resistance levels or the witnessing of fire drills or exercises are specifically excluded from the scope of this report.
- The recommendations, data and methodology apply to the current use of the subject building and must not be utilised for any other purpose. Any modifications or changes to the building, fire safety management system, or building usage from that described in this report may invalidate the emergency evacuation strategy, necessitating a new evacuation strategy.
- This report: has been prepared by GHD for ResourceCo and may only be used and relied on by ResourceCo for the purpose agreed between GHD and ResourceCo, as set out in Section 1 of this report.
- GHD otherwise disclaims responsibility to any person other than ResourceCo arising in connection with this report. GHD also excludes implied warranties and conditions, to the extent legally permissible.
- The services undertaken by GHD in connection with preparing this report were limited to those specifically detailed in the report and are subject to the scope limitations set out in the report.
- The opinions, conclusions and any recommendations in this report are based on:
  - conditions encountered and information reviewed at the date of preparation of the report. GHD has no responsibility or obligation to update this report to account for events or changes occurring subsequent to the date that the report was prepared.
  - assumptions made by GHD described in this report. GHD disclaims liability arising from any of the assumptions being incorrect.
- GHD has prepared this report on the basis of information provided by ResourceCo and others who provided information to GHD (including Government authorities), which GHD has not independently verified or checked beyond the agreed scope of work. GHD does not accept liability in connection with such unverified information, including errors and omissions in the report which were caused by errors or omissions in that information.
- It is GHD's recommendation that this document and the measures proposed herein be discussed by and with relevant stakeholders with the objective to obtain agreement, and ultimately sign-off by relevant parties. Stakeholders envisaged to form part of the signatory group are listed in Table 3 in Section 2.4.
- GHD has prepared this document for the sole use of ResourceCo and for a specific purpose, expressly stated herein. No other party should rely on this document without the prior written consent of GHD.
- GHD undertakes no duty, nor accepts any responsibility, to any third party who may rely upon or use this document.
- This document has been prepared based on ResourceCo's description of its requirements and GHD's experience, having regard to assumptions that GHD can reasonably be expected to make in accordance with sound professional principles.
- GHD accepts no liability for information provided by ResourceCo or other third parties used to prepare this document or as the basis of the analysis. Subject to the above conditions, this document may be transmitted, reproduced or disseminated only in its entirety.
- Subject to the above conditions, this document may be transmitted, reproduced or disseminated only in its entirety.

Appendices

Appendix A Occupant Characteristics

A-1 Staff

Staff are expected to be familiar with the layout of the building and the location of exits, and to be alert and sober to perceive a fire risk, interpret fire cues and implement decisions independently in a potential emergency.

Staff are considered to be representative of the general working population with no specific or unusual distributions in respect to gender, age and physical or mental attributes. Any hearing, visual or mobility impaired staff are assumed to be able to self-evacuate or be assisted by other staff members.

Staff are expected to have received some form of emergency training and be trained in the use of first attack firefighting equipment i.e. fire hose reels and portable fire extinguishers.

A-2 Delivery Drivers

Delivery drivers will generally be aware of the route they entered the building and the route to exit as the drivers will be guided through the routes during the delivery. Delivery drivers are mostly transient and it cannot be guaranteed that all drivers would be familiar with the building, its layout and the exit points. On this basis, it is assumed that delivery drivers will be unfamiliar with the building but be alert and sober.

Delivery drivers are considered to be representative of the general population with no specific or unusual distributions in respect to gender, age and physical or mental attributes. Any hearing, visual or mobility impaired drivers are assumed to be accompanied at all times or be able to self-evacuate or be assisted by staff or other visitors.

A-3 Visitors

Visitors will generally be aware of the route they entered the building and are more likely to evacuate the building via this route even if other exits are closer. Visitors are mostly transient and it cannot be guaranteed that all visitors would be familiar with the building, its layout and the exit points. Whilst the simple layout and clear signage should ensure visitors can make their way to exits readily, visitors are likely to be escorted while in the building by members of staff. On this basis, it is assumed that visitors will be unfamiliar with the building but be alert and sober.

Visitors are considered to be representative of the general population with no specific or unusual distributions in respect to gender, age and physical or mental attributes. Any hearing, visual or mobility impaired visitors are assumed to be accompanied at all times or be able to self-evacuate or be assisted by staff or other visitors.

Appendix B Checklists

B-1 Chief Warden Checklist

Type of emergency							
000 call		FRNSW		Police		Ambulance	
Initial Incident Details:							

Area	Left room	Any people missing	Any PEEPs implemented	Arrived at emergency assembly area	Roll call completed
Office					
Workshop					
Manufacturing building plant					
Manufacturing building floor					
Weighbridge					

Chief Warden Action	Yes/No
Location and nature of alarm/emergency verified	
All areas notified of action to be taken (i.e. evacuate or shelter in place)	
FRNSW notified facility is evacuating	
FRNSW notified that the facility has evacuated and arrived at emergency assembly area	

(Page 1 of 2 of Chief Warden Checklist)

Event Log	Time

Assembly Area	Location
Primary	
Secondary	
Other	

(Page 2 of 2 of Chief Warden Checklist)

B-2 Bomb Threat Checklist

This bomb threat checklist is based on the Australian Bomb Data Centre's Checklist. Hard copies of the checklist are to be kept at reception to be used if a bomb threat is received. Used with permission.

BOMB THREAT CHECKLIST		
Remain Calm		
Important Questions to Ask		Did you put it there?
Where did you put it?		
		Why did you put it there?
When is the bomb going to explode?		
		Bomb Threat Questions
		What type of bomb is it?
What does it look like?		
		What is in the bomb?
Exact wording of threat		
		What will make the bomb explode?
		Chemical/Biological threat questions
		What kind of substance is it?
		How much is there?
General questions to ask		How will it be released?
How will the bomb explode?		
		Is it solid ☐ liquid ☐ or gas ☐?
		Other Questions to Ask
OR		What is your name?
How will the substance be released?		Where are you?
		What is your address?

(Page 1 of 2 for Bomb Threat Checklist)

BOMB THREAT CHECKLIST (cont.)					
Notes for after the call				**BACKGROUND NOISES**	
CALLER'S VOICE				Street noises	
Accent(specify)				House	
Any impediment (specify) What is in the bomb?				Aircraft	
Voice (loud, soft, other)				Voices	
Speech (fast, slow, etc.)				Machinery	
Dictation (clear, muffled)				Local call	
Manner (calm, emotional etc.)				STD	
Did you recognise the caller?				**OTHER**	
If so, who do you think it was?				Male ☐	Female ☐
Was the caller familiar with the area?				Age (estimated)	
				Call Taken	
THREAT LANGUAGE				Time:	Duration:
Well spoken	Yes ☐	No ☐		**ACTION TAKEN**	
Incoherent	Yes ☐	No ☐		Report call immediately to:	
Irrational	Yes ☐	No ☐		Phone number:	
Taped	Yes ☐	No ☐		Who received the call	
Message read by caller	Yes ☐	No ☐		Name (print)	
Abusive	Yes ☐	No ☐		Number	
Other	Yes ☐	No ☐		Date	
				Time	
				Signature	

(Page 2 of 2 for Bomb Threat Checklist)

B-3 Personal Emergency Evacuation Plan Template for Resource Recovery Facility Wetherill Park

Name				
Location: area/room				
Assistance animal	**Yes**		**No**	
Trained in emergency response procedures	**Yes**		**No**	
Means of receiving information and updates about the emergency response procedures				
Preferred method for notification of emergency	**Personal vibrating device**			
	Visual alarm			
	SMS			
	Other			

Type of assistance required	
Equipment required	
Egress procedure	

(Page 1 of 2 for PEEP)

Egress procedure after hours					
Designated Assistant 1	**Name**				
	Phone				
	Mobile				
	Email				
Trained in emergency procedures		**Yes**		**No**	
Trained in evacuation equipment		**Yes**		**No**	
Designated Assistant 2	**Name**				
	Phone				
	Mobile				
	Email				
Trained in emergency procedures		**Yes**		**No**	
Trained in evacuation equipment		**Yes**		**No**	

Issue Date		**Review Date**	
Approved by	(name)	(signature)	…../…../……. date
Chief Warden	(name)	(signature)	…../…../……. date

(Page 2 of 2 for PEEP)

B-4 Intruder Checklist

Time:		**Date:**	
Location:			
Incident type:			
Intruder 1		Intruder 2	
Height:	Age:	Height:	Age:
Gender: Male/Female/Unknown		Gender:	
Previously seen: Yes/No Where: When:		Previously seen: Yes/No Where: When:	
Build: Thin Medium Muscular Solid Fat Obese	**Complexion:** Pale Fair Medium Olive Brown Dark	**Build:** Thin Medium Muscular Solid Fat Obese	**Complexion:** Pale Fair Medium Olive Brown Dark
Hair Colour: Blonde Fair Red/ginger Light brown Dark brown Black Grey Bleached	**Hair Style:** Short Long Curly Straight Balding Bald	**Hair Colour:** Blonde Fair Red/ginger Light brown Dark brown Black Grey Bleached	**Hair Style:** Short Long Curly Straight Balding Bald

(Page 1 of 3 for Intruder Checklist)

Intruder 1		Intruder 2	
Facial Hair: Moustache Beard **Tattoos/Scars:**	**Eye Colour**: Blue Black Brown Green Hazel Grey Other	**Facial Hair:** Moustache Beard **Tattoos/Scars:**	**Eye Colour:** Blue Black Brown Green Hazel Grey Other
Clothing: Upper body Lower body Head Footwear	**Speech:** Accent Impediment Names Nicknames	**Clothing:** Upper body Lower body Head Footwear	**Speech:** Accent Impediment Names Nicknames
Other: (e.g. glasses etc.)		**Other:** (e.g. glasses etc.)	

(Page 2 of 3 for Intruder Checklist)

Type of Threat			
Wording:			
Physical: Push Punch Kick Other		**Weapon:** Gun Knife Instrument Other	
Escape Vehicle			
Make: Ford Holden Toyota Mazda Hyundai Honda Other	**Type:** Sedan Station wagon Two door Hatch Ute Van Other	**Colour:** White Red Green Silver Blue Other	**Registration No:** **Year:**
Model:		Other Features:	
Other information: (e.g. which street, which direction etc.)			
Witness/victim details			
Signature:		Contact phone:	
Name (print):			

(Page 3 of 3 for Intruder Checklist)

B-5 Fire Safety Audit Checklists

Table 31 Fire Safety Audit Checklist – Monthly and Quarterly Audit

Fire Safety Measure	Audit Details		Audit Satisfactory	
	Requirement	Comments / Action required	Yes	No
Stockpile size limits – Monthly Check	**Monthly:** Visual inspection of stockpiles *Note: Photographic (remote) auditing is acceptable for monthly evidence*			
Stockpile size limits – Quarterly Check	**Quarterly (every 3 months)**: Onsite, visual inspection of stockpiles			
Dust buildup – Quarterly Check	**Quarterly (every 3 months)**: Onsite, visual inspection of dust build up throughout manufacturing building			

Table 32 Fire Safety Audit Checklist – Six-Monthly Audit

Fire Safety Measure	Audit Details		Audit Satisfactory	
	Requirement	**Comments / Action required**	**Yes**	**No**
In addition to the Monthly and Quarterly audit requirements, the following shall be checked six-monthly				
Essential Fire Safety Measures				
Fire Hose Reels	General condition			
	Nozzle locked behind main wheel/lever valve and ready to use			
	Tagged as per service requirements			
Portable fire extinguishers	General condition			
	Mounted correctly and gauge showing sufficient pressure (not CO_2)			
	Tagged as per service requirements			
Egress Routes	Egress paths clear and free of obstructions			
Exit signs	Illuminated			
Stockpile walls	Visual inspection of integrity of walls			

Fire Safety Measure	Audit Details		Audit Satisfactory	
	Requirement	Comments / Action required	Yes	No
Documentation Review				
Review all safety breaches and near misses during the review period	Review and liaise with management/WHS officer if any operational processes could or have been modified as a result of the breach.			
	Review staff training during the review period, including training to address safety concerns that may have arisen from a safety breach.			
Review operational procedure breaches during the review period, including delivery or attempted delivery of excluded wastes	Review documentation of incidents, the response of the weighbridge operator and/or traffic controller to assess the adequacy of the response.			
	Liaise with management to determine if operational processes could be or have been modified as a result of the incident.			
	Review staff training during the review period, including training to reaffirm operational processes to be followed or introduce revised operational processes that may have been revised as a result of an operational breach.			

Fire Safety Measure	Audit Details		Audit Satisfactory	
	Requirement	Comments / Action required	Yes	No
Documentation Review				
Review any incidents that could have led to an emergency during the review period	Review documentation of incidents, the response of the staff in the immediate area to assess the adequacy of the response.			
	Liaise with management to determine if operational or emergency response processes could be or have been revised as a result of the incident.			
	Review staff training during the review period, including training to reaffirm operational and emergency response processes to be followed or introduce revised operational/emergency response processes that may have been revised as a result of the incident.			

Fire Safety Measure	Audit Details		Audit Satisfactory	
	Requirement	Comments / Action required	Yes	No
Documentation Review				
Review any emergencies during the review period	Review documentation of incidents, the response of the staff in the immediate area to assess the adequacy of the response.			
	Liaise with management to determine if operational or emergency response processes could be or have been revised as a result of the incident.			
	Review staff training during the review period, including training to reaffirm operational and emergency response processes to be followed or introduce revised operational/emergency response processes that may have been revised as a result of the incident.			

Table 33 Fire Safety Audit Checklist – Annual Audit

Fire Safety Measure	Annual Audit Details		Audit Satisfactory	
	Requirement	**Comments / Action required**	**Yes**	**No**
In addition to the Monthly, Quarterly and Six-monthly audit requirements, the following shall be checked annually. *Please note – this audit does not constitute or relate to the requirements of the annual fire safety statement for the building.*				
Essential Fire Safety Measures				
Fire Sprinkler System	Review servicing schedule			
Automatic Fire Detection and Alarm	Review servicing schedule			
Smoke alarm and security system	Review servicing schedule			
Building Occupant Warning System (BOWS)	Review servicing schedule			
Emergency Warning and Intercommunication System (EWIS)	Review servicing schedule			
Fire hydrant system	Review servicing schedule			
Fire hose reels	Review servicing schedule			
Portable fire extinguishers	Review servicing schedule			
Fire blanket	Review servicing schedule			
Smoke hazard management system	Review servicing schedule			
Manual call point	Review servicing schedule			
Emergency lighting and exit signs	Review servicing schedule			

Fire Safety Measure	Annual Audit Details		Audit Satisfactory	
	Requirement	Comments / Action required	Yes	No
Fire-isolated stairways	Review servicing schedule			
Fire walls	Review servicing schedule			
Fire doors	Review servicing schedule			
Smoke doors	Review servicing schedule			
Fire shutters	Review servicing schedule			
Smoke curtains	Review servicing schedule			
Wall wetting sprinklers	Review servicing schedule			
Management in use	Review servicing schedule			
Additional Fire Safety Measures				
Deluge systems	Review servicing schedule			
Grecon spark suppression system	Review servicing schedule			
Fogger suppression systems	Review servicing schedule			
Dust binding suppression system	Review servicing schedule			
Thermal imaging cameras	Review servicing schedule			
Ridge vent in the manufacturing building	Review servicing schedule			

Fire Safety Measure	Annual Audit Details		Audit Satisfactory	
	Requirement	Comments / Action required	Yes	No
Dust extraction system	Review servicing schedule			

Appendix C ECO Register

Table 34 ECO Register for Resource Recovery Facility Wetherill Park

Position	Name
Chief warden	
Area warden (office)	
Area warden (workshop)	
Area warden (manufacturing building plant)	
Area warden (manufacturing building floor)	
Area warden (weighbridge)	
Warden (office)	
Warden (workshop)	
Warden (manufacturing building plant)	
Warden (manufacturing building floor)	
Warden (weighbridge)	

Appendix D Emergency Planning Committee

Table 35 Emergency Planning Committee

Name	Title/Position	Contact Details (phone/email)
Jake Zerafa	Operations Manager Chief Warden	0457 347 680 Jake.Zerafa@resourceco.com.au
Sanderan Govender	General Manager	0499 525 558 Sanderan.Govender@resourceco.com.au
Ben Whitehouse	HSEQ Officer	0401 927 740 Ben.Whitehouse@resourceco.com.au

Appendix E Building Information

E-1 Building Information

Table 36 Building Information

Building Information	
Facility Name:	ResourceCo Recovery Facility Wetherill Park
Address:	35-37 Frank Street, Wetherill Park NSW 2164
Building Owner	ResourceCo and Charter Hall
Address	ResourceCo Head Office: Level 1, 162 Fullerton Road, Rose Park SA 5067
Phone Number	ResourceCo (08) 8406 0360
Email Address	enquiries@resourceco.com.au
Building Occupier:	ResourceCo
Address	ResourceCo Head Office: Level 1, 162 Fullerton Road, Rose Park SA 5067
Contact:	Sanderan Govender
Phone Number:	0499 525 558
Email:	Sanderan.govender@resourceco.com.au

E-2 Persons Responsible for Activation of the PIRMP

Table 37 Persons responsible for activation of PIRMP

Pollution Incident – Persons Responsible for Activation of PIRMP		
Contact Details	Name	Sanderan Govender
	Position	General Manager
	Phone (business hours)	02 9134 6501
	Phone (after hours)	0499 525 558
	Email	Sanderan.Govender@resourceco.com.au
Contact Details	Name	Jake Zerafa
	Position	Operations Manager
	Phone (business hours)	02 9134 6504
	Phone (after hours)	0457 347 680
	Email	Jake.Zerafa@resourceco.com.au

E-3 Persons Responsible for Notification of Relevant Authorities

Table 38 Persons responsible for notification of relevant authorities

Pollution Incident – Persons Responsible for Notification of Relevant Authorities		
Contact Details	Name	Jake Zerafa
	Position	Operations Manager
	Phone (business hours)	02 9134 6504
	Phone (after hours)	0457 347 680
	Email	Jake.Zerafa@resourceco.com.au
Contact Details	Name	Sanderan Govender
	Position	General Manager
	Phone (business hours)	02 9134 6501
	Phone (after hours)	0499 525 558
	Email	Sanderan.Govender@resourceco.com.au

E-4 Persons Responsible for Managing Response to Pollution Incidents

Table 39 Persons responsible for managing response to pollution incident

Pollution Incident – Persons Responsible for Managing Response to Pollution Incident		
Contact Details	**Name**	Jake Zerafa
	Position	Operations Manager
	Phone (business hours)	02 9134 6504
	Phone (after hours)	0457 347 680
	Email	Jake.zerafa@resourceco.com.au
Contact Details	**Name**	Sanderan Govender
	Position	General Manager
	Phone (business hours)	02 9134 6501
	Phone (after hours)	0499 525 558
	Email	Sanderan.Govender@resourceco.com.au

E-5 Internal Notifications for Pollution Incident or Other Emergencies

Table 40 Required internal notifications

Name	Position	Contact details	
Ben Whitehouse	HSEQ Advisor	Ph	0401 927 740
		E	ben.whitehouse@resourceco.com.au
Joshua Hall	Shift Supervisor	Ph	0414 255 454
		E	joshua.hall@resourceco.com.au

E-6 Regulatory Notifications for Pollution Incident

Table 41 Required regulatory notifications

Service	Contact Details
Fire/Police/Ambulance	000
EPA	131 555 info@epa.nsw.gov.au
SafeWork NSW	131 050
Fairfield City Council	(02) 9725 0222
Liverpool Public Health Unit (South Western Sydney LHD)	(02) 9794 0855 AH: (02) 8738 3000 – ask for Public Health Officer on call
Water NSW	1800 061 069

E-7 External Notifications for Pollution Incident

Table 42 Required external notifications

Business Name	Address	Contact Details
Border Express	27-33 Frank Street, Wetherill Park NSW 2164	02 9732 4000
Veliex Transport	41 Frank Street, Wetherill Park NSW 2164	02 8787 3300
AusLift	43 Frank Street, Wetherill Park NSW 2164	02 9757 2277
Islander Food Service Pty Ltd	2/45 Frank Street, Wetherill Park NSW 2164	02 9732 8000
SleepMaker	32 Frank Street, Wetherill Park NSW 2164	02 9609 6177
Yusen Logistics	3 Davis Road, Wetherill Park NSW 2164	02 9612 2100
Freight Specialists	2 Davis Road, Wetherill Park NSW 2164	02 9756 3455
Sensitive Premises		

E-8 Other Emergency Contacts

Table 43 Other Emergency Contacts

Role	Name	Contact details
Chief warden	Jake Zerafa	0457 347 680
After hours (1)	Jake Zerafa	0457 347 680
After hours (2)	Sanderan Govender	0499 525 558
After hours (3)	Ben Whitehouse	0401 927 740
Electrician	Ernesto Pulido	0433 154 081 nick.davis@resourceco.com.au
Security	Andrew Freeman	0421 029 544 afreeman_gs1@yahoo.com.au

Appendix F Revision History

Table 44 Revision History

Emergency Plan Revision History			
Revision	Reviewer	Review date	Changes
A	Chris Bishop	31.01.22	Initial draft for review
0	Chris Bishop	27.05.22	Final issue incorporating stakeholder comment
1	Ben Whitehouse	08.01.2025	Review following re-brand

Appendix G Training Programme

Table 45 Training Programme

Persons responsible for providing training		
Trainer	**Training date**	**Topics covered**

Appendix H PIRMP Drill Record

Table 46 PIRMP Drill Record

PIRMP Testing/Drill Record		
Scenario	**Training date**	**Drill Supervisor**

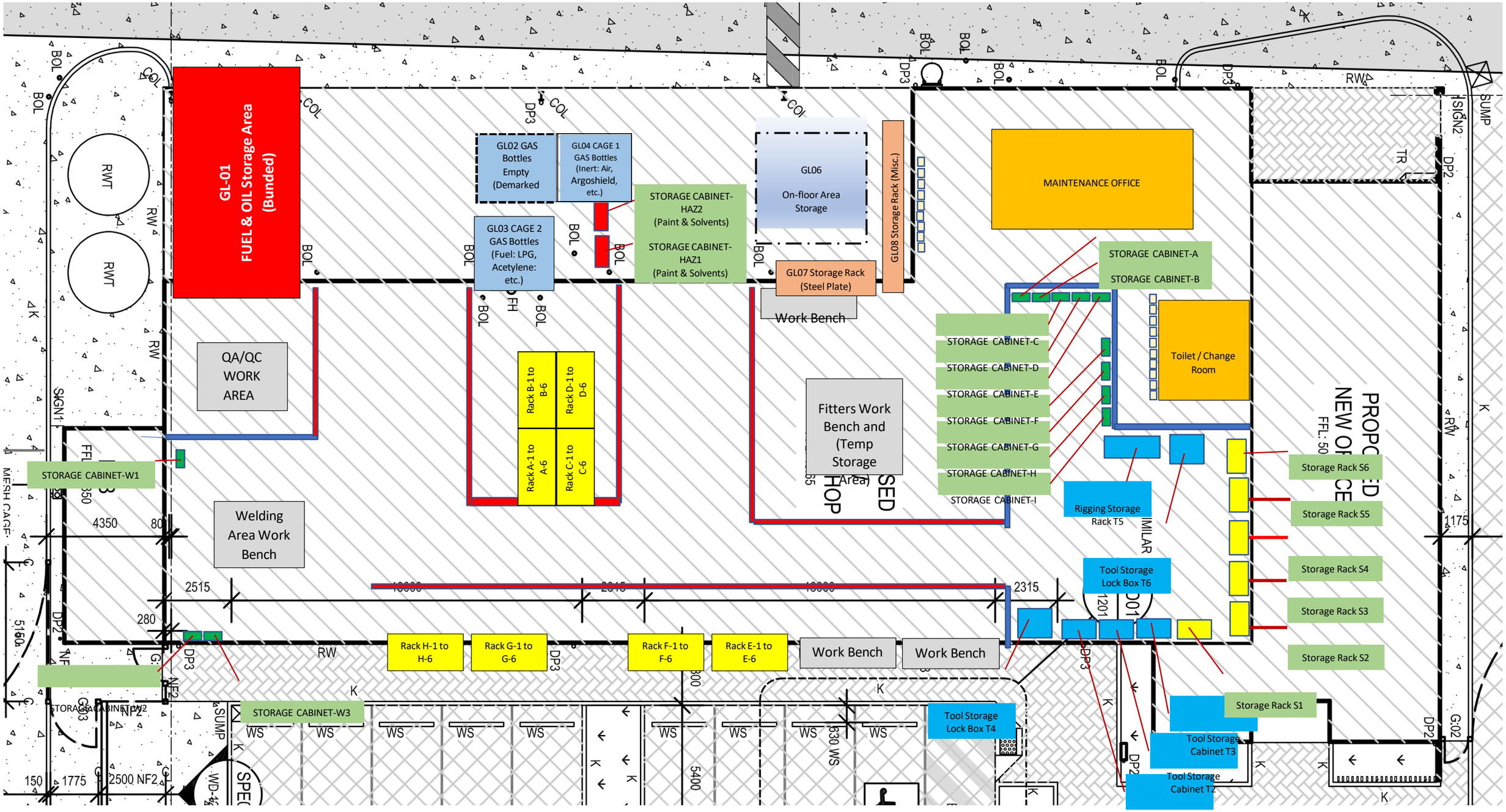
Appendix I Site Map for PIRMP

I-1 Location of Potential Pollutants in the workshop

ResourceCo

WETHERIL PARK FUEL PLANT
STORES LAYOUT DESIGNATIONS

Date Printed: 22 November 2021
5:51 PM



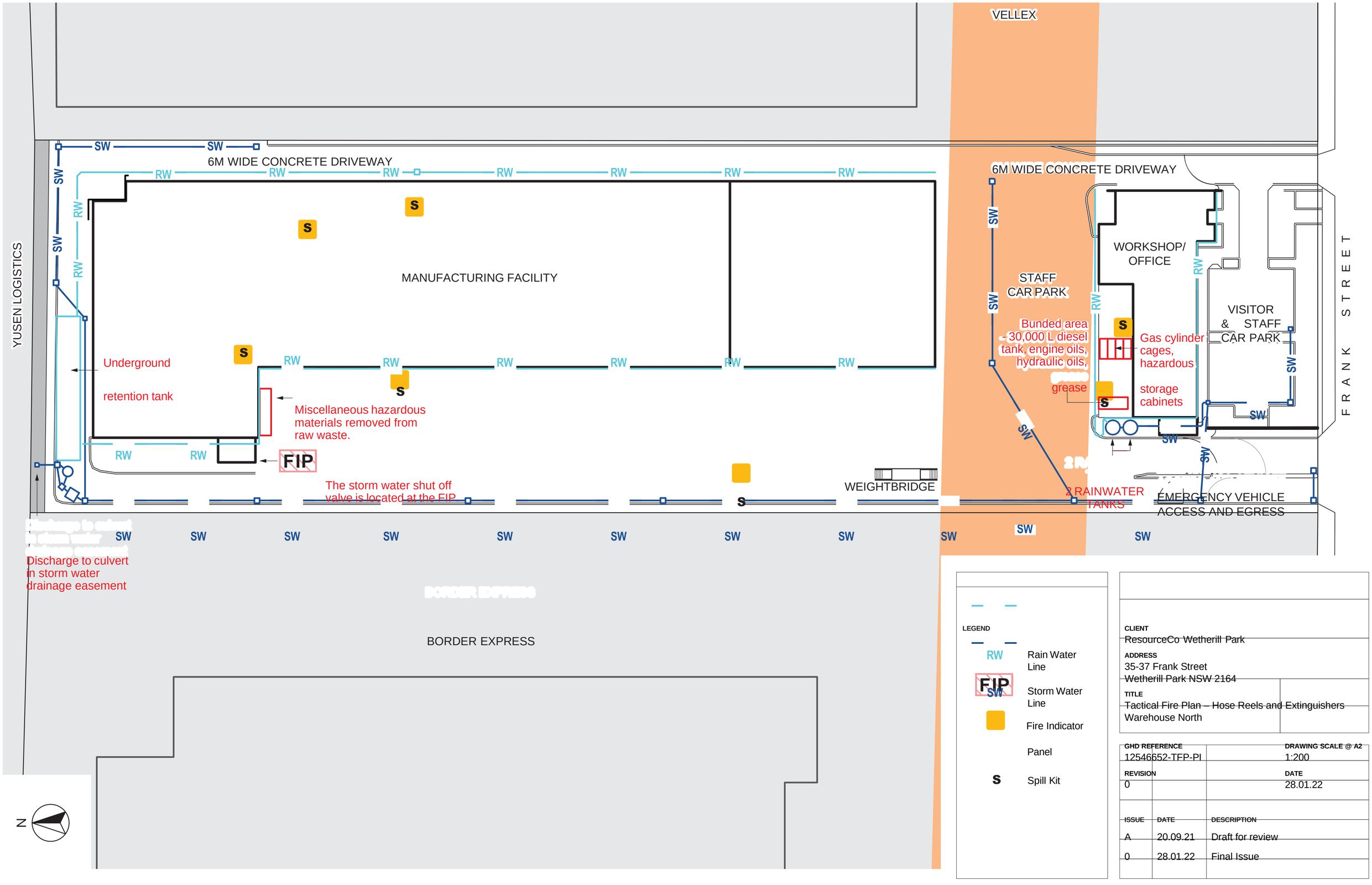
I-2 Pollution Incident Tactical Fire Plan

ResourceCo

Tactical Fire Plan - Pollution Incident

Warehouse North

GHD



LEGEND

- RW — Rain Water Line
- SW — Storm Water Line
- FIP — Fire Indicator Panel
- S — Spill Kit

CLIENT
ResourceCo Wetherill Park

ADDRESS
35-37 Frank Street
Wetherill Park NSW 2164

TITLE
Tactical Fire Plan – Hose Reels and Extinguishers
Warehouse North

GHD REFERENCE	DRAWING SCALE @ A2
12546652-TFP-PI	1:200
REVISION	**DATE**
0	28.01.22

ISSUE	DATE	DESCRIPTION
A	20.09.21	Draft for review
0	28.01.22	Final Issue

Appendix J Tactical Checklists

J-1 Tactical Checklist (TCL) 1 – Pile Fire

Table 47 Tactical Checklist (TCL) 1a – Pile fire

TCL 1a – Pile Fire	
Pile size	4 m high
Electrical switch room	Main electrical switch room is located on the eastern wall of the manufacturing building. Access key to the room is in a sealed glass unit next to the door.
Detection system	Detection only in transformer room.
Suppression systems	Automatic sprinkler system throughout manufacturing building, sprinkler booster at the FIP, control valves to the manufacturing building located in the pump room. Manual sprinkler system over raw waste piles, internal control valve (near roller shutter 1 on western wall) shown on sprinkler TFP.
Hydrant system	Pillar hydrant ring main around the manufacturing building perimeter, pillar hydrants located close to most manufacturing building doors, hydrant booster at the FIP.
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.

No.	Description of task	Done
1	Upon notification of any sign of fire (e.g. smell of burning, smoke, flame, spark etc.), the traffic or plant controller (area wardens) will direct staff to investigate. The traffic controller will supervise and direct initial responses and firefighting actions in most circumstances.	☐
2	When the source of the fire is located, it will be reported to the traffic controller.	☐
3	The traffic controller will direct at least two staff to move to the area with firefighting equipment (if safe) and determine if first attack firefighting can be undertaken and/or if mobile plant will be required to separate part of a pile. All other vehicles will be removed from the building and power turned off at the switch room if required.	☐
4	The plant controller will direct the rest of the staff to commence the evacuation of the manufacturing building.	☐
5	The incident and initial actions will be reported to the operations manager (chief warden) and supervisor (deputy chief warden). The deputy chief warden will assist the chief warden to ensure all actions and notifications are completed.	☐
6	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐

TCL 1a – Pile Fire		
If first attack firefighting can be undertaken		
7	If the fire is small without much smoke or flame and the automatic sprinkler system has not activated, staff can attempt to extinguish the fire and/or direct mobile plant operators as they attempt to separate the pile.	☐
8	The staff will report to the traffic controller the size of the fire and if first attack firefighting can be attempted.	☐
9	The size of the fire and first attack firefighting actions will be reported to the chief warden.	☐
10	Staff will report to the traffic controller when the fire has been extinguished.	☐
11	The traffic controller will inform the chief warden of the fire being extinguished.	☐
12	If damage is minimal and the suppression system did not activate, the chief warden will determine when staff can return to the manufacturing building, the plant restarted, the site reopened, and operations recommence.	☐
If the fire cannot be extinguished or controlled		
13	If the fire is unable to be extinguished or controlled and the sprinkler system has not yet activated, one staff member will report as such to the traffic or plant controller and activate a manual call point. This will activate the building occupant warning system (BOWS).	☐
14	The traffic or plant controller will notify the chief warden and, if not already in process, the area wardens will implement the emergency evacuation procedures.	☐
15	The chief warden will call 000 and provide an update of the fire and action being taken to FRNSW.	☐
16	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
17	The wardens will report to the chief warden when their areas have been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
18	All wardens and staff will proceed to the emergency assembly area.	☐
19	The chief warden will await the arrival of FRNSW in a safe place and report details of the fire and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

Table 48 Tactical Checklist (TCL) 1b – Pile fire (after hours)

TCL 1b – Pile Fire (after hours)		
Pile size	4 m high	
Electrical switch room	Main electrical switch room is located on the eastern wall of the manufacturing building. Access key to the room is in a sealed glass unit next to the door.	
Detection system	Detection only in transformer room	
Suppression system	Sprinkler system throughout manufacturing building, sprinkler booster at the FIP, control valves to the manufacturing building located in the pump room.	
Hydrant system	Pillar hydrant ring main around the manufacturing building perimeter, pillar hydrants located close to most manufacturing building doors, hydrant booster at the FIP.	
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of fire (e.g. smell of burning, smoke, flame, spark etc.), the traffic or plant controller (area wardens) will direct staff to investigate. The traffic controller will supervise and direct initial responses and firefighting actions in most circumstances.	☐
2	When the source of the fire is located, it will be reported to the traffic controller.	☐
3	The traffic controller will direct at least two staff to move to the area with firefighting equipment (if safe) and determine if first attack firefighting can be undertaken and/or if mobile plant will be required to separate part of a pile. All other vehicles will be removed from the building and power turned off at the switch room if required.	☐
4	The plant controller will direct the rest of the staff to commence the evacuation of the manufacturing building.	☐
5	The incident and initial actions will be reported to the supervisor (chief warden).	☐
6	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
If first attack firefighting can be undertaken		
7	If the fire is small without much smoke or flame and the automatic sprinkler system has not activated, staff can attempt to extinguish the fire and/or direct mobile plant operators as they attempt to separate the pile.	☐
8	The staff will report to the traffic controller the size of the fire and if first attack firefighting can be attempted.	☐
9	The size of the fire and first attack firefighting actions will be reported to the chief warden.	☐
10	Staff will report to the traffic controller when the fire has been extinguished.	☐
11	The traffic controller will inform the chief warden of the fire being extinguished.	☐

TCL 1b – Pile Fire (after hours)		
12	If damage is minimal and the suppression system did not activate, the chief warden will determine when staff can return to the manufacturing building, the plant restarted, the site reopened, and operations recommence.	☐
If the fire cannot be extinguished or controlled		
13	If the fire is unable to be extinguished or controlled and the sprinkler system has not yet activated, one staff member will report as such to the traffic or plant controller and activate a manual call point. This will activate the building occupant warning system (BOWS).	☐
14	The traffic or plant controller will notify the chief warden and, if not already in process, the area wardens will implement the emergency evacuation procedures.	☐
15	The chief warden will call 000 and provide an update of the fire and action being taken to FRNSW.	☐
16	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
17	The wardens will report to the chief warden when their areas have been evacuated. The chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
18	All wardens and staff will proceed to the emergency assembly area.	☐
19	The chief warden will await the arrival of FRNSW in a safe place and report details of the fire and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

J-2 Tactical Checklist (TCL) 2 – Plant Fire

Table 49 Tactical Checklist (TCL) 2a – Plant fire

TCL 2a – Plant Fire		
Electrical switch room	Main electrical switch room is located on the eastern wall of the manufacturing building. Access key to the room is in a sealed glass unit next to the door.	
Grecon spark suppression system	Panel in plant control room.	
Deluge systems	Control valves on eastern external wall.	
Suppression system	Sprinkler system throughout manufacturing building, sprinkler booster at the FIP, control valves to the manufacturing building located in the pump room.	
Hydrant system	Pillar hydrant ring main around the manufacturing building perimeter, pillar hydrants located close to most manufacturing building doors, hydrant booster at the FIP.	
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of fire (e.g. smell of burning, smoke, flame, spark etc.), the plant controller (area warden) will shut down the plant once it has run out and direct staff to investigate. The plant controller will supervise and direct initial responses and firefighting actions in most circumstances.	☐
2	When the source of fire is located, the closest emergency stop shall be immediately activated if required and the fire will be reported to the plant controller.	☐
3	The plant controller will direct at least two wardens to proceed to the area (if safe) and determine if first attack firefighting can be attempted. All vehicles and mobile plant will be removed from the building and power turned off at the switch room.	☐
4	The plant controller will direct the rest of the staff to commence the evacuation of the manufacturing building.	☐
5	The incident and initial actions will be reported to the operations manager (chief warden) and supervisor (deputy chief warden). The deputy chief warden will assist the chief warden to ensure all actions and notifications are completed.	☐
6	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
If first attack firefighting can be undertaken		
7	If the fire is small without much smoke or flame and the automatic sprinkler system has not activated, staff can attempt to extinguish the fire.	☐
8	The staff will report to the plant controller the size of the fire and if first attack firefighting can be attempted. The plant controller will report this information to the chief warden.	☐
9	Staff will report to the plant controller when the fire has been extinguished. The plant controller will report the extinguishment to the chief warden.	☐
10	If damage is minimal and the suppression system did not activate, the chief warden will determine when staff can return to the manufacturing building, the plant restarted, the site reopened, and operations recommence.	☐

TCL 2a – Plant Fire		
If the fire cannot be extinguished or controlled		
11	If the fire is unable to be extinguished or controlled and the sprinkler system has not yet activated, one staff member will report as such to the plant controller and activate a manual call point. This will activate the building occupant warning system (BOWS).	☐
12	The traffic or plant controller (area wardens) will notify the chief warden and, if not already in process, the area wardens will implement the emergency evacuation procedures.	☐
13	The chief warden will order the activation of the deluge system for the individual plant if required.	☐
14	The chief warden will call 000 and provide an update of the fire and action being taken to FRNSW.	☐
15	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
16	The area wardens will report to the chief warden when their areas have been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
17	All wardens and staff will proceed to the emergency assembly area.	☐
18	The chief warden will await the arrival of FRNSW in a safe place and report details of the fire and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

Table 50 TCL 2b – Plant fire (after hours)

TCL 2b – Plant Fire (after hours)	
Electrical switch room	Main electrical switch room is located on the eastern wall of the manufacturing building. Access key to the room is in a sealed glass unit next to the door.
Grecon spark suppression system	Panel in plant control room.
Deluge systems	Control valves on eastern external wall.
Suppression system	Sprinkler system throughout manufacturing building, sprinkler booster at the FIP, control valves to the manufacturing building located in the pump room.
Hydrant system	Pillar hydrant ring main around the manufacturing building perimeter, pillar hydrants located close to most manufacturing building doors, hydrant booster at the FIP.
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.

No.	Description of task	Done
1	Upon notification of any sign of fire (e.g. smell of burning, smoke, flame, spark etc.), the plant controller (area warden) will shut down the plant once it has run out and direct staff to investigate. The plant controller will supervise and direct initial responses and firefighting actions in most circumstances.	☐
2	When the source of fire is located, the closest emergency stop shall be immediately activated if required and the fire will be reported to the plant controller.	☐
3	The plant controller will direct at least two wardens to proceed to the area (if safe) and determine if first attack firefighting can be attempted. All vehicles and mobile plant will be removed from the building and power turned off at the switch room.	☐
4	The plant controller will direct the rest of the staff to commence the evacuation of the manufacturing building.	☐
5	The incident and initial actions will be reported to the supervisor (chief warden).	☐
6	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
If first attack firefighting can be undertaken		
7	If the fire is small without much smoke or flame and the automatic sprinkler system has not activated, staff can attempt to extinguish the fire.	☐
8	The staff will report to the plant controller the size of the fire and if first attack firefighting can be attempted. The plant controller will report this information to the chief warden.	☐
9	Staff will report to the plant controller when the fire has been extinguished. The plant controller will report the extinguishment to the chief warden.	☐

TCL 2b – Plant Fire (after hours)		
10	If damage is minimal and the suppression system did not activate, the chief warden will determine when staff can return to the manufacturing building, the plant restarted, the site reopened, and operations recommence.	☐
If the fire cannot be extinguished or controlled		
11	If the fire is unable to be extinguished or controlled and the sprinkler system has not yet activated, one staff member will report as such to the plant controller and activate a manual call point. This will activate the building occupant warning system (BOWS).	☐
12	The traffic or plant controller (area wardens) will notify the supervisor (chief warden) and, if not already in process, the area wardens will implement the emergency evacuation procedures.	☐
13	The chief warden will order the activation of the deluge system for the individual plant if required.	☐
14	The chief warden will call 000 and provide an update of the fire and action being taken to FRNSW.	☐
15	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
16	The area wardens will report to the chief warden when their areas have been evacuated. The chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
17	All wardens and staff will proceed to the emergency assembly area.	☐
18	The chief warden will await the arrival of FRNSW in a safe place and report details of the fire and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

J-3 Tactical Checklist (TCL) 3 – Mobile Plant Fire

Table 51 TCL 3a – Mobile plant fire

TCL 3a – Mobile Plant Fire		
Electrical switch room	Main electrical switch room is located on the eastern wall of the manufacturing building. Access key to the room is in a sealed glass unit next to the door.	
Suppression system	Sprinkler system throughout manufacturing building, sprinkler booster at the FIP, control valves to the manufacturing building located in the pump room.	
Hydrant system	Pillar hydrant ring main around the manufacturing building perimeter, pillar hydrants located close to most manufacturing building doors, hydrant booster at the FIP.	
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of fire (e.g. smell of burning, smoke, flame, spark etc), the plant or traffic controller (area wardens) will direct staff to investigate the source.	☐
2	If the source is mobile plant, it will be reported to the traffic controller and the mobile plant will be immediately moved out of the manufacturing building if possible. If the mobile plant cannot be moved from the building, all other vehicles will be removed.	☐
3	The traffic controller will direct at least two wardens to move to the area with firefighting equipment (if safe) and determine if first attack firefighting can be undertaken. Power will be turned off at the switch room if required.	☐
4	If the mobile plant cannot be moved out of the building, the plant controller will direct the rest of the wardens to commence the evacuation of the manufacturing building.	☐
5	The incident and initial actions will be reported to the operations manager (chief warden) and supervisor (deputy chief warden). The deputy chief warden will assist the chief warden to ensure all actions and notifications are completed.	☐
6	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
If the fire is small without much smoke or flame, trained wardens can attempt first attack firefighting		
7	If the fire is small without much smoke or flame, staff can attempt to extinguish the fire.	☐
8	The staff will report to the traffic controller the size of the fire and if first attack firefighting can be attempted.	☐
9	The size of the fire and first attack firefighting actions will be reported to the chief warden.	☐
10	Staff will report to the traffic controller when the fire has been extinguished.	☐

TCL 3a – Mobile Plant Fire		
11	The traffic controller will inform the chief warden of the fire being extinguished.	☐
12	If damage is minimal and the suppression system did not activate, the chief warden will determine when staff can return to the manufacturing building, the plant restarted, the site reopened, and operations recommence.	☐
If the mobile plant can be moved outside, evacuation may not be required		
13	**If the mobile plant is able to be moved outside** and the fire is unable to be extinguished or controlled, it might not be necessary to evacuate the manufacturing building.	☐
14	The chief warden will call 000 and provide an update of the fire and action being taken to FRNSW.	☐
15	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
16	The chief warden will direct the weighbridge operator to continue to stop all incoming traffic.	☐
If the mobile plant cannot be moved outside and the fire cannot be controlled or extinguished		
17	If the fire is unable to be extinguished or controlled and the sprinkler system has not yet activated, one staff member will report as such to the traffic controller and activate a manual call point. This will activate the building occupant warning system (BOWS).	☐
18	The traffic controller will notify the chief warden and, if not already in process, the area wardens will implement the emergency evacuation procedures.	☐
19	The chief warden will call 000 and provide an update of the fire and action being taken to FRNSW.	☐
20	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
21	The area wardens will report to the chief warden when their areas have been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc.).	☐
22	All wardens and staff will proceed to the emergency assembly area.	☐
23	The chief warden will await the arrival of FRNSW in a safe place and report details of the fire and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

Table 52 TCL 3b – Mobile plant fire (after hours)

TCL 3b – Mobile Plant Fire (after hours)		
Electrical switch room	Main electrical switch room is located on the eastern wall of the manufacturing building. Access key to the room is in a sealed glass unit next to the door.	
Suppression system	Sprinkler system throughout manufacturing building, sprinkler booster at the FIP, control valves to the manufacturing building located in the pump room.	
Hydrant system	Pillar hydrant ring main around the manufacturing building perimeter, pillar hydrants located close to most manufacturing building doors, hydrant booster at the FIP.	
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of fire (e.g. smell of burning, smoke, flame, spark etc), the plant or traffic controller (area wardens) will direct staff to investigate the source.	☐
2	If the source is mobile plant, it will be reported to the traffic controller and the mobile plant will be immediately moved out of the manufacturing building if possible. If the mobile plant cannot be moved from the building, all other vehicles will be removed.	☐
3	The traffic controller will direct at least two wardens to move to the area with firefighting equipment (if safe) and determine if first attack firefighting can be undertaken. Power will be turned off at the switch room if required.	☐
4	If the mobile plant cannot be moved out of the building, the plant controller will direct the rest of the wardens to commence the evacuation of the manufacturing building.	☐
5	The incident and initial actions will be reported to the supervisor (chief warden).	☐
6	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
If the fire is small without much smoke or flame, trained wardens can attempt first attack firefighting		
7	If the fire is small without much smoke or flame, staff can attempt to extinguish the fire.	☐
8	The staff will report to the traffic controller the size of the fire and if first attack firefighting can be attempted.	☐
9	The size of the fire and first attack firefighting actions will be reported to the chief warden.	☐
10	Staff will report to the traffic controller when the fire has been extinguished.	☐
11	The traffic controller will inform the chief warden of the fire being extinguished.	☐
12	If damage is minimal and the suppression system did not activate, the chief warden will determine when staff can return to the manufacturing building, the plant restarted, the site reopened, and operations recommence.	☐

TCL 3b – Mobile Plant Fire (after hours)		
If the mobile plant can be moved outside, evacuation may not be required		
13	**If the mobile plant is able to be moved outside** and the fire is unable to be extinguished or controlled, it might not be necessary to evacuate the manufacturing building.	☐
14	The chief warden will call 000 and provide an update of the fire and action being taken to FRNSW.	☐
15	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
16	The chief warden will direct the weighbridge operator to continue to stop all incoming traffic.	☐
If the mobile plant cannot be moved outside and the fire cannot be controlled or extinguished		
17	If the fire is unable to be extinguished or controlled and the sprinkler system has not yet activated, one staff member will report as such to the traffic controller and activate a manual call point. This will activate the building occupant warning system (BOWS).	☐
18	The traffic controller will notify the chief warden and, if not already in process, the area wardens will implement the emergency evacuation procedures.	☐
19	The chief warden will call 000 and provide an update of the fire and action being taken to FRNSW.	☐
20	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
21	The area wardens will report to the chief warden when their areas have been evacuated. The chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
22	All wardens and staff will proceed to the emergency assembly area.	☐
23	The chief warden will await the arrival of FRNSW in a safe place and report details of the fire and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

J-4 Tactical Checklist (TCL) 4 – Office/Workshop Fire

Table 53 TCL 4 – Office/workshop fire

TCL 4 – Office/Workshop Fire		
Electrical switch room	Main electrical switch room is located on the eastern wall of the manufacturing building. Access key to the room is in a sealed glass unit next to the door.	
Suppression system	None in office or workshop	
Detection system	None in office or workshop, mimic panel in ground floor reception	
Hydrant system	Pillar hydrant ring main around the manufacturing building perimeter, booster at the FIP	
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of fire (e.g. smell of burning, smoke, flame etc), the HSEQ officer will direct staff to investigate the source.	☐
2	If the fire is located, it will be reported to the HSEQ officer.	☐
3	The HSEQ officer will direct at least two wardens to move to the area with firefighting equipment (if safe) and determine if first attack firefighting can be undertaken.	☐
4	The office manager will direct the rest of the wardens to commence the evacuation of the office and workshop.	☐
5	The incident and initial actions will be reported to the operations manager (chief warden) and supervisor (deputy chief warden). The deputy chief warden will assist the chief warden to ensure all actions and notifications are completed. Power will be turned off at the switch room if required.	☐
6	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
If first attack firefighting can be undertaken		
7	If the fire is small without much smoke or flame, the staff can attempt to extinguish the fire.	☐
8	The staff will report back to the HSEQ officer the size of the fire and if first attack firefighting can be attempted.	☐
9	The HSEQ officer will notify the chief warden of the fire and action being undertaken.	☐
10	The staff will report to the HSEQ officer when the fire has been extinguished.	☐
11	The HSEQ officer will inform the chief warden of the fire being extinguished.	☐

TCL 4 – Office/Workshop Fire		
12	If damage is minimal, the chief warden will determine when staff can return to the office and workshop, the site reopened to traffic and operations recommence (if they have been stopped).	☐
If the fire cannot be extinguished or controlled		
13	If the fire is unable to be extinguished or controlled, one of the staff members will commence evacuation of everyone in the immediate area.	☐
14	The other staff member will notify the HSEQ officer and, if not already in process, the HSEQ officer will implement the emergency evacuation procedures throughout the office and workshop.	☐
15	The HSEQ officer will notify the chief warden of the implementation of the emergency evacuation procedures and take control of the evacuation in the office and workshop.	☐
16	The chief warden will call 000 and provide an update of the fire and action being taken to FRNSW.	☐
17	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
18	The area wardens will report to the chief warden when their areas have been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
19	All wardens and staff will proceed to the emergency assembly area.	☐
20	The chief warden will await the arrival of FRNSW in a safe place and report details of the fire and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

J-5 Tactical Checklist (TCL) 5 – Hazardous Materials Incident in the Manufacturing Building

Table 54 TCL 5a – Hazardous materials incident

TCL 5a – Hazardous Materials Incident		
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of a possible hazardous materials incident, the nearest area warden will direct at least two staff members to don appropriate PPE and investigate the source, if safe.	☐
2	The area warden will direct the staff to safely approach a spilt substance – **"Do not walk through any spill and if they can smell it, they are too close to it."**	☐
3	If the incident is associated with a delivery, the traffic controller will seek information from the driver about their load – the contents and where it was picked up from.	☐
4	The incident and initial actions will be reported to the operations manager (chief warden) and supervisor (deputy chief warden). The deputy chief warden will assist the chief warden to ensure all actions and notifications are completed.	☐
5	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
No apparent spill		
6	If a container/bag/box is located with no apparent spill, the staff can attempt to identify the contents from any labelling.	☐
7	The staff will still approach cautiously until the integrity of the container/bag/box is confirmed.	☐
8	Once the integrity of the container/box/bag has been confirmed, the staff will notify the area warden and, if possible, confirm the contents as per the labelling.	☐
9	If there is any concern the contents might differ from the labelling, do not move the container/box/bag.	☐
10	If the integrity of the container/box/bag and contents have been confirmed, the staff in appropriate PPE might be detailed to move the substance to the hazardous chemical bunded storage outside Door 1.	☐
11	The traffic controller will inform the chief warden that the material has been moved to the external storage area.	☐
12	The chief warden will determine when the site can be reopened and operations recommence.	☐

TCL 5a – Hazardous Materials Incident		
No.	**Description of task**	**Done**
Spill confirmed or assumed		
13	If staff confirm a leak or spill of a substance from a container/bag/box, they can attempt to identify the contents from any labelling that can be observed from a safe distance.	☐
14	A spill will be assumed to have occurred if any of the following is observed: • the lid of a container is not fully closed or looks dislodged in any way. • part of a box has been squashed or is otherwise misshapen. • a bag has any hole in it or does not appear to be full.	☐
15	If the spill of a hazardous material or an unknown substance is confirmed within a pile or on the manufacturing building floor, the traffic controller will commence evacuation of everyone in the immediate area.	☐
16	The traffic or plant controller (area wardens) will notify the chief warden and, if not already in process, the area wardens will implement the emergency evacuation procedures. The plant will be shut down and all vehicles and mobile plant removed from the manufacturing building, if possible.	☐
17	The chief warden will attempt to locate a Safety Data Sheet (SDS) for the identified substance as a guide for initial response actions.	☐
18	If a spilt substance is in liquid form, has been identified and the appropriate PPE is available, staff in appropriate PPE might be directed to use a spill kit to contain the spill.	☐
19	The chief warden will call 000 and notify FRNSW of the incident and action being taken.	☐
20	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
21	The area wardens will report to the chief warden when their areas have been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
22	All wardens and staff will proceed to the emergency assembly area.	☐
23	The chief warden will await the arrival of FRNSW in a safe place and report details of the incident and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

Table 55 TCL 5b – Hazardous materials incident (after hours)

TCL 5b – Hazardous Materials Incident (after hours)		
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of a possible hazardous materials incident, the nearest area warden will direct at least two staff members to don appropriate PPE and investigate the source, if safe.	☐
2	The area warden will direct the staff to safely approach a spilt substance – **"Do not walk through any spill and if they can smell it, they are too close to it."**	☐
3	If the incident is associated with a delivery, the traffic controller will seek information from the driver about their load – the contents and where it was picked up from.	☐
4	The incident and initial actions will be reported to the supervisor (chief warden).	☐
5	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
No apparent spill		
6	If a container/bag/box is located with no apparent spill, the staff can attempt to identify the contents from any labelling.	☐
7	The staff will still approach cautiously until the integrity of the container/bag/box is confirmed.	☐
8	Once the integrity of the container/box/bag has been confirmed, the staff will notify the supervisor and, if possible, confirm the contents as per the labelling.	☐
9	If there is any concern the contents might differ from the labelling, do not move the container/box/bag.	☐
10	If the integrity of the container/box/bag and contents have been confirmed, the staff in appropriate PPE might be detailed to move the substance to the hazardous chemical bunded storage outside Door 1.	☐
11	The traffic controller will inform the chief warden that the material has been moved to the external storage area.	☐
12	The chief warden will determine when the site can be reopened and operations recommence.	☐

TCL 5b – Hazardous Materials Incident (after hours)		
No.	**Description of task**	**Done**
Spill confirmed or assumed		
13	If staff confirm a leak or spill of a substance from a container/bag/box, they can attempt to identify the contents from any labelling that can be observed from a safe distance.	☐
14	A spill will be assumed to have occurred if any of the following is observed: • the lid of a container is not fully closed or looks dislodged in any way. • part of a box has been squashed or is otherwise misshapen. • a bag has any hole in it or does not appear to be full.	☐
15	If the spill of a hazardous material or an unknown substance is confirmed within a pile or on the manufacturing building floor, the traffic controller will commence evacuation of everyone in the immediate area.	☐
16	The traffic or plant controller (area wardens) will notify the chief warden and, if not already in process, the area wardens will implement the emergency evacuation procedures.	☐
17	The plant will be shut down and all vehicles and mobile plant removed from the manufacturing building, if possible.	☐
18	The chief warden will attempt to locate a Safety Data Sheet (SDS) for the identified substance as a guide for initial response actions.	☐
19	If a spilt substance is in liquid form, has been identified and the appropriate PPE is available, staff in appropriate PPE might be directed to use a spill kit to contain the spill.	☐
20	The chief warden will call 000 and notify FRNSW of the incident and action being taken.	☐
21	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
22	The area wardens will report to the chief warden when their areas have been evacuated. The chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
23	All wardens and staff will proceed to the emergency assembly area.	☐
24	The supervisor will await the arrival of FRNSW in a safe place and report details of the incident and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

J-6 Tactical Checklist (TCL) 6 – Hazardous Materials Incident in the Workshop

Table 56 TCL 6 – Hazardous materials incident in the workshop

TCL 6 – Hazardous Materials Incident in the Workshop		
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of a possible hazardous materials incident, the HSEQ officer will direct at least two wardens to investigate the source, if safe.	☐
2	The HSEQ officer will direct the wardens to safely approach a spilt substance – **"Do not walk through any spill and if they can smell it, they are too close to it."**	☐
3	The incident and initial actions will be reported to the operations manager (chief warden) and supervisor (deputy chief warden). The deputy chief warden will assist the chief warden to ensure all actions and notifications are completed.	☐
4	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
No apparent spill		
5	If a container/bag/box is located with no apparent spill, the staff can attempt to identify the contents from any labelling.	☐
6	The staff will still approach cautiously until the integrity of the container/bag/box is confirmed.	☐
7	Once the integrity of the container/box/bag has been confirmed, the staff will notify the supervisor and, if possible, confirm the contents as per the labelling.	☐
8	If there is any concern the contents might differ from the labelling, do not move the container/box/bag.	☐
9	If the integrity of the container/box/bag and contents have been confirmed, the staff in appropriate PPE might be detailed to move the substance to the hazardous chemical bunded storage outside Door 1.	☐
10	The HSEQ officer will inform the chief warden that the material has been moved to the external storage area.	☐
11	The chief warden will determine when the site is reopened and operations recommence.	☐

TCL 6 – Hazardous Materials Incident in the Workshop		
No.	**Description of task**	**Done**
Spill confirmed or assumed		
12	If the staff confirm a leak or spill of a substance from a container/bag/box, they can attempt to identify the contents from any labelling that can be observed from a safe distance	☐
13	A spill will be assumed to have occurred if any of the following is observed: • the lid of a container is not fully closed or looks dislodged in any way. • part of a box has been squashed or is otherwise misshapen. • a bag has any hole in it or does not appear to be full.	☐
14	If the spill of a hazardous material or an unknown substance is confirmed within the workshop, the HSEQ officer (area warden) will commence evacuation of everyone in the immediate area.	☐
15	The area warden will notify the chief warden and, if not already in process, the area warden will implement the emergency evacuation procedures in the workshop and office.	☐
16	Depending on the severity of the incident, it might be possible to continue operations in the manufacturing building.	☐
17	The chief warden will attempt to locate a Safety Data Sheet (SDS) for the identified substance as a guide for initial response actions.	☐
18	If a spilt substance is in liquid form, has been identified and the appropriate PPE is available, staff in appropriate PPE might be directed to use a spill kit to contain the spill.	☐
19	The chief warden will call 000 and notify FRNSW of the incident and action being taken.	☐
20	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
21	The area warden will report to the chief warden when their area has been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
22	All wardens and staff will proceed to the emergency assembly area.	☐
23	The chief warden will await the arrival of FRNSW in a safe place and report details of the incident and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

J-7 Tactical Checklist (TCL) 7 – Pollution Incident

Table 57 TCL 7 – Pollution incident

TCL 7 – Pollution Incident		
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of a possible pollution incident, the nearest area warden will direct at least two staff to investigate the source.	☐
2	If the pollutant is identified and its source located, they will be reported to the area warden.	☐
3	If possible, the staff will take initial actions to contain the pollutant (e.g. use spill kit to contain a liquid spill) using appropriate PPE.	☐
4	The incident and initial actions will be reported to the operations manager (chief warden) and supervisor (deputy chief warden). The deputy chief warden will assist the chief warden to ensure all actions and notifications are completed.	☐
5	If the source of the pollutant is identified within the manufacturing building, the plant controller will liaise with the chief warden to determine if the plant will be shut down or continue to run. All vehicles and mobile plant will be removed from the building.	☐
6	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
Minor Pollution Incident		
7	If the initial actions successfully contain the pollutant, the staff will report to the area warden when this has been achieved.	☐
8	The area warden will report to the chief warden that the pollutant has been contained.	☐
9	If the incident occurred in the manufacturing building, the chief warden will ensure the necessary actions are taken (e.g. contractor engaged to remove pollutant) before operations recommence.	☐
Major Pollution Incident		
10	If the pollutant cannot be contained and/or poses a risk to the safety of the occupants, the chief warden will direct the wardens to implement the emergency evacuation procedures.	☐
11	The chief warden will call 000 and notify FRNSW of the incident and action being taken.	☐
12	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
13	The area wardens will report to the chief warden when their areas have been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐

TCL 7 – Pollution Incident		
14	All wardens and staff will proceed to the emergency assembly area.	☐
15	The chief warden will await the arrival of FRNSW in a safe place and report details of the incident and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested	☐

J-8 Tactical Checklist (TCL) 8 – Biohazardous Waste Incident

Table 58 TCL 8a – Biohazardous waste incident

TCL 8a – Biohazardous Waste Incident		
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of a biohazardous waste incident, the nearest area warden will direct at least two wardens to don appropriate PPE and investigate.	☐
2	The area warden will direct the staff to safely approach a spilt substance – **"Do not walk through any biohazardous waste."**	☐
3	If biohazardous waste is located, it will be reported to the area warden.	☐
4	If the incident is associated with a delivery, the traffic controller will seek information from the driver about their load – the contents and where it was picked up from.	☐
5	The incident and initial actions will be reported to the operations manager (chief warden) and supervisor (deputy chief warden). The deputy chief warden will assist the chief warden to ensure all actions and notifications are completed.	☐
6	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
Sharps incident		
7	If the located biohazardous waste involves sharps, operations are to cease.	☐
8	A staff member in appropriate PPE will collect a sharps container from the plant control room, take it to the location and stand the container upright on a stable surface.	☐
9	The staff member will collect the sharps with tongs, if possible, and place the sharps in the sharps container.	☐
10	The staff member will search the surrounding area and ensure there are no further sharps. They will then return the sharps container to the plant control room and report to the plant controller (area warden).	☐
11	The plant controller will inform the chief warden that the sharps has been removed to the sharps container.	☐
12	The chief warden will determine when staff can return to the manufacturing building, the plant restarted, the site reopened to traffic and operations recommence.	☐
No apparent spill		
13	If a container/bag/box is located with no apparent spill, the staff can attempt to identify the contents from any labelling.	☐

TCL 8a – Biohazardous Waste Incident		
14	The staff will still approach cautiously until the integrity of the container/bag/box is confirmed.	☐
15	Once the integrity of the container/box/bag has been confirmed, the staff will notify the traffic controller and, if possible, confirm the contents as per the labelling.	☐
16	If the integrity of the container has been confirmed, the staff in appropriate PPE might be detailed to move the substance to the biohazardous material bin outside Door 1.	☐
17	The traffic controller will inform the chief warden that the material has been moved to the external storage area.	☐
18	The chief warden will determine when the site can be reopened and operations recommence.	☐
Spill confirmed or assumed		
19	If the traffic controller determines that the biohazardous waste is part of a contaminated load at time of tipping, the load will be reloaded. The client will be responsible for arrangement of the waste disposal.	☐
20	Staff in appropriate PPE might be detailed to assist in reloading the truck.	☐
21	If staff confirm a leak or spill of a substance from a container/bag/box, they can attempt to identify the contents from any labelling that can be observed from a safe distance.	☐
22	A spill will be assumed to have occurred if any of the following is observed: • the lid of a container is not fully closed or looks dislodged in any way • part of a box has been squashed or is otherwise misshapen a bag has any hole in it or does not appear to be full.	☐
23	If the presence of biohazardous waste is confirmed within a pile or on the manufacturing building floor, the traffic controller will commence evacuation of everyone in the immediate area.	☐
24	The traffic or plant controller (area wardens) will notify the chief warden and, if not already in process, the area wardens will implement the emergency evacuation procedures. The plant will be shut down and all vehicles and mobile plant removed from the manufacturing building, if possible	☐
25	If a spilt substance is in liquid form and the appropriate PPE is available, wardens in appropriate PPE might be directed to use a spill kit to contain the spill.	☐
26	The chief warden will call 000 and notify FRNSW of the incident and action being taken.	☐
27	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
28	The area wardens will report to the chief warden when their areas have been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐

TCL 8a – Biohazardous Waste Incident		
29	All wardens and staff will proceed to the emergency assembly area.	☐
30	The chief warden will await the arrival of FRNSW in a safe place and report details of the incident and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested	☐

Table 59 TCL 8b – Biohazardous waste incident (after hours)

TCL 8b – Biohazardous Waste Incident (after hours)		
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.	
No.	**Description of task**	**Done**
1	Upon notification of any sign of a biohazardous waste incident, the nearest area warden will direct at least two wardens to don appropriate PPE and investigate.	☐
2	The area warden will direct the staff to safely approach a spilt substance – **"Do not walk through any biohazardous waste."**	☐
3	If biohazardous waste is located, it will be reported to the area warden.	☐
4	If the incident is associated with a delivery, the traffic controller will seek information from the driver about their load – the contents and where it was picked up from.	☐
5	The incident and initial actions will be reported to the supervisor (chief warden).	☐
6	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
Sharps incident		
7	If the located biohazardous waste involves sharps, operations are to cease.	☐
8	A staff member in appropriate PPE will collect a sharps container from the plant control room, take it to the location and stand the container upright on a stable surface.	☐
9	The staff member will collect the sharps with tongs, if possible, and place the sharps in the sharps container.	☐
10	The staff member will search the surrounding area and ensure there are no further sharps. They will then return the sharps container to the plant control room and report to the plant controller (area warden).	☐
11	The plant controller will inform the chief warden that the sharps has been removed to the sharps container.	☐
12	The chief warden will determine when staff can return to the manufacturing building, the plant restarted, the site reopened to traffic and operations recommence.	☐
No apparent spill		
13	If a container/bag/box is located with no apparent spill, the staff can attempt to identify the contents from any labelling.	☐
14	The staff will still approach cautiously until the integrity of the container/bag/box is confirmed.	☐
15	Once the integrity of the container/box/bag has been confirmed, the staff will notify the traffic controller and, if possible, confirm the contents as per the labelling.	☐

TCL 8b – Biohazardous Waste Incident (after hours)		
16	If the integrity of the container has been confirmed, the staff in appropriate PPE might be detailed to move the substance to the biohazardous material bin outside Door 1.	☐
17	The traffic controller will inform the chief warden that the material has been moved to the external storage area.	☐
18	The chief warden will determine when the site can be reopened and operations recommence.	☐
Spill confirmed or assumed		
19	If the traffic controller determines that the biohazardous waste is part of a contaminated load at time of tipping, the load will be reloaded. The client will be responsible for arrangement of the waste disposal.	☐
20	Staff in appropriate PPE might be detailed to assist in reloading the truck.	☐
21	If staff confirm a leak or spill of a substance from a container/bag/box, they can attempt to identify the contents from any labelling that can be observed from a safe distance.	☐
22	A spill will be assumed to have occurred if any of the following is observed: • the lid of a container is not fully closed or looks dislodged in any way • part of a box has been squashed or is otherwise misshapen a bag has any hole in it or does not appear to be full.	☐
23	If the presence of biohazardous waste is confirmed within a pile or on the manufacturing building floor, the traffic controller will commence evacuation of everyone in the immediate area.	☐
24	The traffic or plant controller (area wardens) will notify the chief warden and, if not already in process, the area wardens will implement the emergency evacuation procedures.	☐
25	The plant will be shut down and all vehicles and mobile plant removed from the manufacturing building, if possible.	☐
26	If a spilt substance is in liquid form and the appropriate PPE is available, wardens in appropriate PPE might be directed to use a spill kit to contain the spill.	☐
27	The chief warden will call 000 and notify FRNSW of the incident and action being taken.	☐
28	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
29	The area wardens will report to the chief warden when their areas have been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
30	The chief warden will await the arrival of FRNSW in a safe place and report details of the incident and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested	☐

J-9 Tactical Checklist (TCL) – Dust Explosion

Table 60 Tactical Checklist (TCL) 9a – Dust explosion

TCL 9a – Dust explosion	
Electrical switch room	Main electrical switch room is located on the eastern wall of the manufacturing building. Access key to the room is in a sealed glass unit next to the door.
Grecon spark suppression system	Panel in plant control room.
Deluge systems	Control valves on eastern external wall.
Suppression system	Sprinkler system throughout manufacturing building, sprinkler booster at the FIP, control valves to the manufacturing building located in the pump room.
Hydrant system	Pillar hydrant ring main around the manufacturing building perimeter, pillar hydrants located close to most manufacturing building doors, hydrant booster at the FIP.
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.

No.	Description of task	Done
1	Upon notification of any sign of dust explosion, the traffic or plant controller (area wardens) will direct staff to investigate.	☐
2	The plant controller will immediately shut down the plant and turn off power at the switch room.	☐
3	If a dust explosion is confirmed, the closest emergency stop shall be immediately activated and the incident will be reported to the traffic or plant controller.	☐
4	The area wardens will commence the evacuation of the manufacturing building.	☐
5	The area wardens will direct staff to not walk through disturbed (i.e. airborne) dust.	☐
6	The incident and initial actions will be reported to the operations manager (chief warden) and supervisor (deputy chief warden). The deputy chief warden will assist the chief warden to ensure all actions and notifications are completed.	☐
7	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
First attack firefighting will not be undertaken		
8	When dust has been disturbed by an explosion, there is a possibility of second, more severe explosion. First attack firefighting will not be undertaken.	☐

TCL 9a – Dust explosion		
Explosion confirmed		
9	If not already in process, the area wardens will implement the emergency evacuation procedures.	☐
10	The chief warden will call 000 and provide an update of the incident and action being taken to FRNSW.	☐
11	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐
12	The wardens will report to the chief warden when their areas have been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
13	All wardens and staff will proceed to the emergency assembly area.	☐
14	The chief warden will await the arrival of FRNSW in a safe place and report details of the incident and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

Table 61 TCL 9b – Dust explosion (after hours)

TCL 9b – Dust explosion (after hours)	
Electrical switch room	Main electrical switch room is located on the eastern wall of the manufacturing building. Access key to the room is in a sealed glass unit next to the door.
Grecon spark suppression system	Panel in plant control room.
Deluge systems	Control valves on eastern external wall.
Suppression system	Sprinkler system throughout manufacturing building, sprinkler booster at the FIP, control valves to the manufacturing building located in the pump room.
Hydrant system	Pillar hydrant ring main around the manufacturing building perimeter, pillar hydrants located close to most manufacturing building doors, hydrant booster at the FIP.
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. The valve is located at the FIP.

No.	Description of task	Done
1	Upon notification of any sign of dust explosion, the traffic or plant controller (area wardens) will direct staff to investigate.	☐
2	The plant controller will immediately shut down the plant and turn off power at the switch room.	☐
3	If a dust explosion is confirmed, the closest emergency stop shall be immediately activated and the incident will be reported to the traffic or plant controller.	☐
4	The area wardens will commence the evacuation of the manufacturing building.	☐
5	The area wardens will direct staff to not walk through disturbed (i.e. airborne) dust.	☐
6	The incident and initial actions will be reported to the supervisor (chief warden).	☐
7	The traffic controller will ensure the stormwater shut off valve is closed and the weighbridge operator will stop all incoming traffic.	☐
First attack firefighting will not be undertaken		
8	When dust has been disturbed by an explosion, there is a possibility of second, more severe explosion. First attack firefighting will not be undertaken.	☐
Explosion confirmed		
9	If not already in process, the area wardens will implement the emergency evacuation procedures.	☐
10	The chief warden will call 000 and provide an update of the fire and action being taken to FRNSW.	☐
11	The chief warden will ensure surrounding factories and all required notifications are informed of the incident and action being taken.	☐

TCL 9b – Dust explosion (after hours)		
12	The wardens will report to the chief warden when their areas have been evacuated. The deputy chief warden will record all details of the status in the various areas (e.g. all people have evacuated, any people missing etc).	☐
13	All wardens and staff will proceed to the emergency assembly area.	☐
14	The chief warden will await the arrival of FRNSW in a safe place and report details of the fire and the evacuation to the first arriving FRNSW officers, hand the TCL to the OIC and provide information and assistance as requested.	☐

J-10 Tactical Checklist (TCL) – Resuming Operations

Table 62 TCL 10 – Resuming operations

TCL 10 – Resuming operations	
Electrical switch room	Main electrical switch room is located on the eastern wall of the manufacturing building. Access key to the room is in a sealed glass unit next to the door.
Grecon spark suppression system	Panel in plant control room.
Deluge systems	Control valves on eastern external wall.
Suppression system	Sprinkler system throughout manufacturing building, sprinkler booster at the FIP, control valves to the manufacturing building located in the pump room.
Hydrant system	Pillar hydrant ring main around the manufacturing building perimeter, pillar hydrants located close to most manufacturing building doors, hydrant booster at the FIP.
Storm water shut off valve	Storm water shut off valve interfaced with sprinkler system and can be manually activated. Valve located at the FIP.

No.	Description of task	Done
1	Upon being given the 'all clear' from the OIC at the end of the incident, the chief warden will ensure the following processes are undertaken in order to resume operations.	☐
2	If the suppression system has activated, all activated sprinkler heads must be replaced, the control valves opened and the system pressurised before operations can be restarted. This process will be undertaken by FRNSW in a minor incident where the sprinkler head can be easily accessed. At other times, it will be undertaken by the sprinkler servicing company.	☐
3	If the suppression or detection system has activated, the FIP must be reset for the system to provide automatic notification to FRNSW.	☐
4	If a manual call point/break glass alarm has been activated, the manual call point must be reset by the servicing company and the FIP reset to provide automatic notification to FRNSW.	☐
5	If the Building Occupant Warning System (BOWS) has been used in manual mode during the incident, ensure it is switched back to Auto at the end of the incident. This will ensure the BOWS will activate and provide automatic notification to the occupants if the detection or suppression system is activated.	☐
6	Ensure the power has been restored to the site or the part of the site that will be utilised. If any section of plant requires repair, the power will remain turned off to that section of plant. This process will be undertaken by an electrician and repair of damaged plant by the servicing company.	☐
7	Ensure the Grecon spark suppression system is reset.	☐
8	Drain or pump out residual firefighting water on the manufacturing building floor.	☐

TCL 10 – Resuming operations		
9	After a fire, ensure the contractor has been engaged to pump out and remove the firefighting water from the containment pits. Once it has been pumped out, the storm water shut off can be opened.	☐
10	After other hazardous materials or other incidents that may have impacted the storm water, test any water in the containment pits to determine if the water can be released into the stormwater system or needs to be pumped out. Once it is determined to be of sufficient quality to be released or has been pumped out, the storm water shut off can be opened.	☐
11	Ensure the fire servicing company is notified of any used extinguishers, hose reels or hydrants so that servicing can be undertaken.	☐

Appendix K Evacuation diagrams

Issue date: 29.01.2022 - Valid until: 29.01.2027

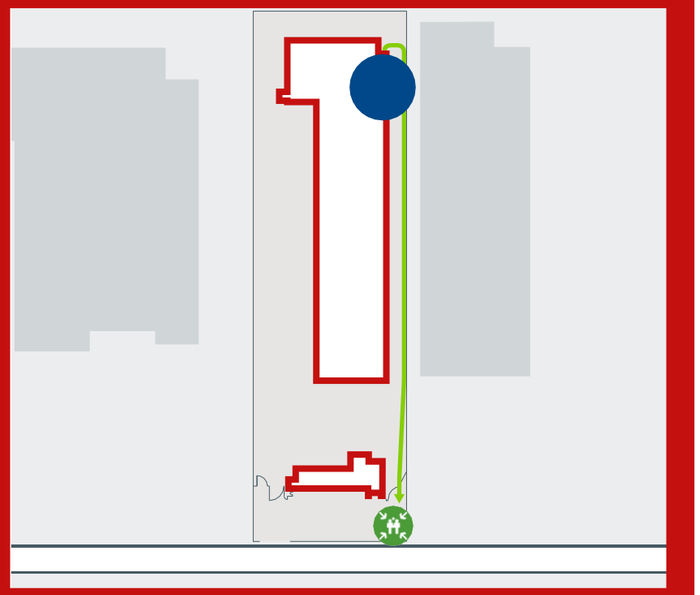
R **REMOVE** PEOPLE FROM IMMEDIATE DANGER if safe to do so.

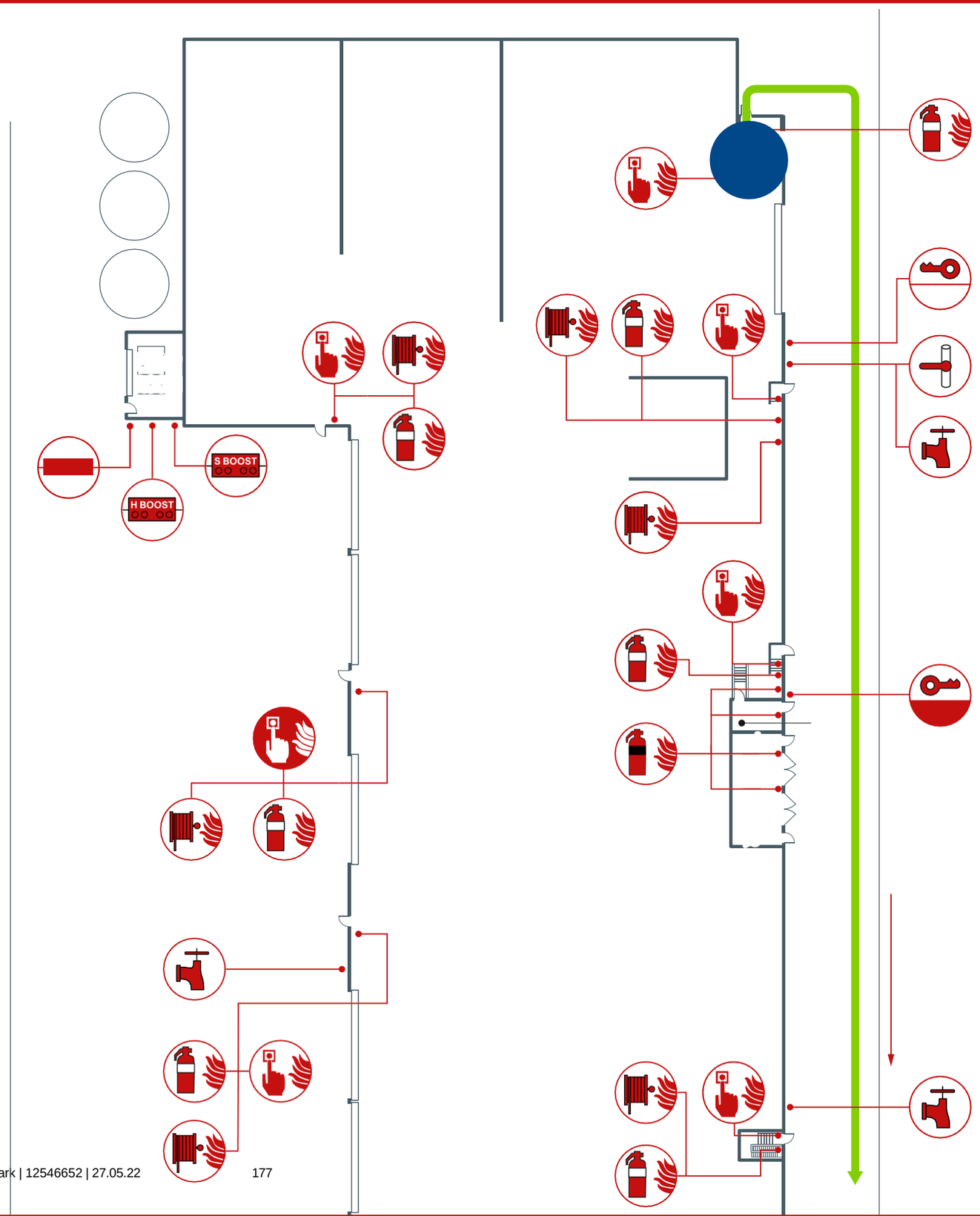
A **ALERT** THE FIRE SERVICE AND OTHERS
Notify others around you, activate a break glass alarm at one of the exit doors and notify the plant controller.

C **CONFINE** FIRE & SMOKE
by closing doors where appropriate, if it can be safely done.

E **EVACUATE** AND/OR EXTINGUISH
Extinguish the fire if it can be done safely and you have been trained. Evacuate out of the building to the emergency assembly area.

The emergency assembly area is on the apron of the eastern driveway from Frank Street.





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EMERGENCY

Issue date: 29.01.2022 - Valid until: 29.01.2027

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C **CONFINE** FIRE & SMOKE
by closing doors where appropriate, if it can be safely done.

E **EVACUATE** AND/OR EXTINGUISH
Extinguish the fire if it can be done safely and you have been trained. Evacuate out of the building to the emergency assembly area.

The emergency assembly area is on the apron of the eastern driveway from

DUMP

MAIN SWITCH ROOM

KEY TO MAIN

KEY TO

FIP

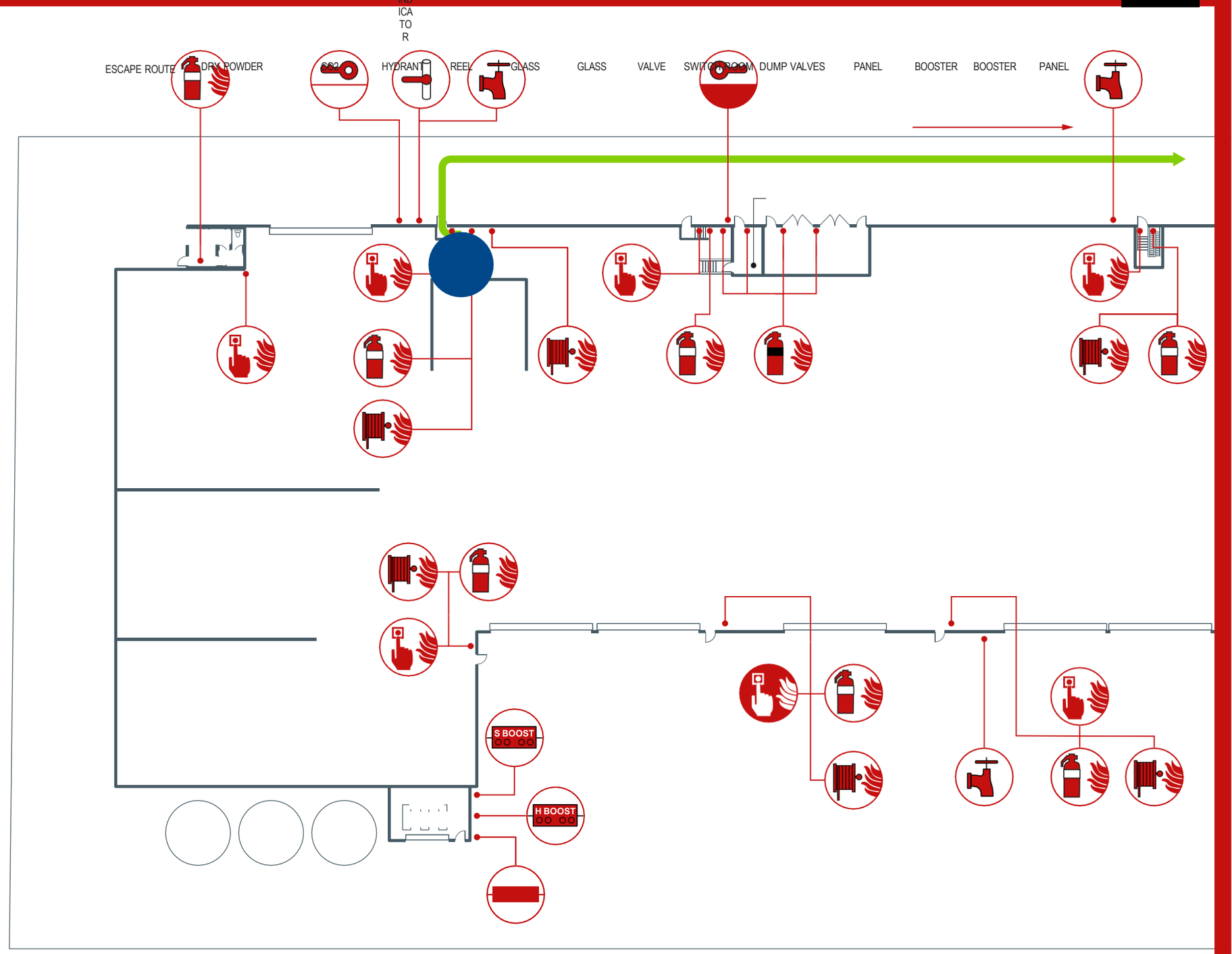
FIRE INDICATOR

HYDRANT

SPRINKLER

MIMIC

MIMIC



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EMERGENCY

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DUMP

MAIN SWITCH ROOM

KEY TO MAIN

KEY TO

FIP

FIRE INDICATOR

HYDRANT

SPRINKLER

MIMIC

MIMIC

000 EMERGENCY

Issue date: 29.01.2022 - Valid until: 29.01.2027

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Notify others around you, activate a break glass alarm at one of the exit doors and notify the plant controller.

C **CONFINE** FIRE & SMOKE
by closing doors where appropriate, if it can be safely done.

E **EVACUATE** AND/OR EXTINGUISH
Extinguish the fire if it can be done safely and you have been trained. Evacuate out of the building to the emergency assembly area.

The emergency assembly area is on the apron of the eastern driveway from

DUMP

MAIN SWITCH ROOM

KEY TO MAIN

KEY TO

FIP

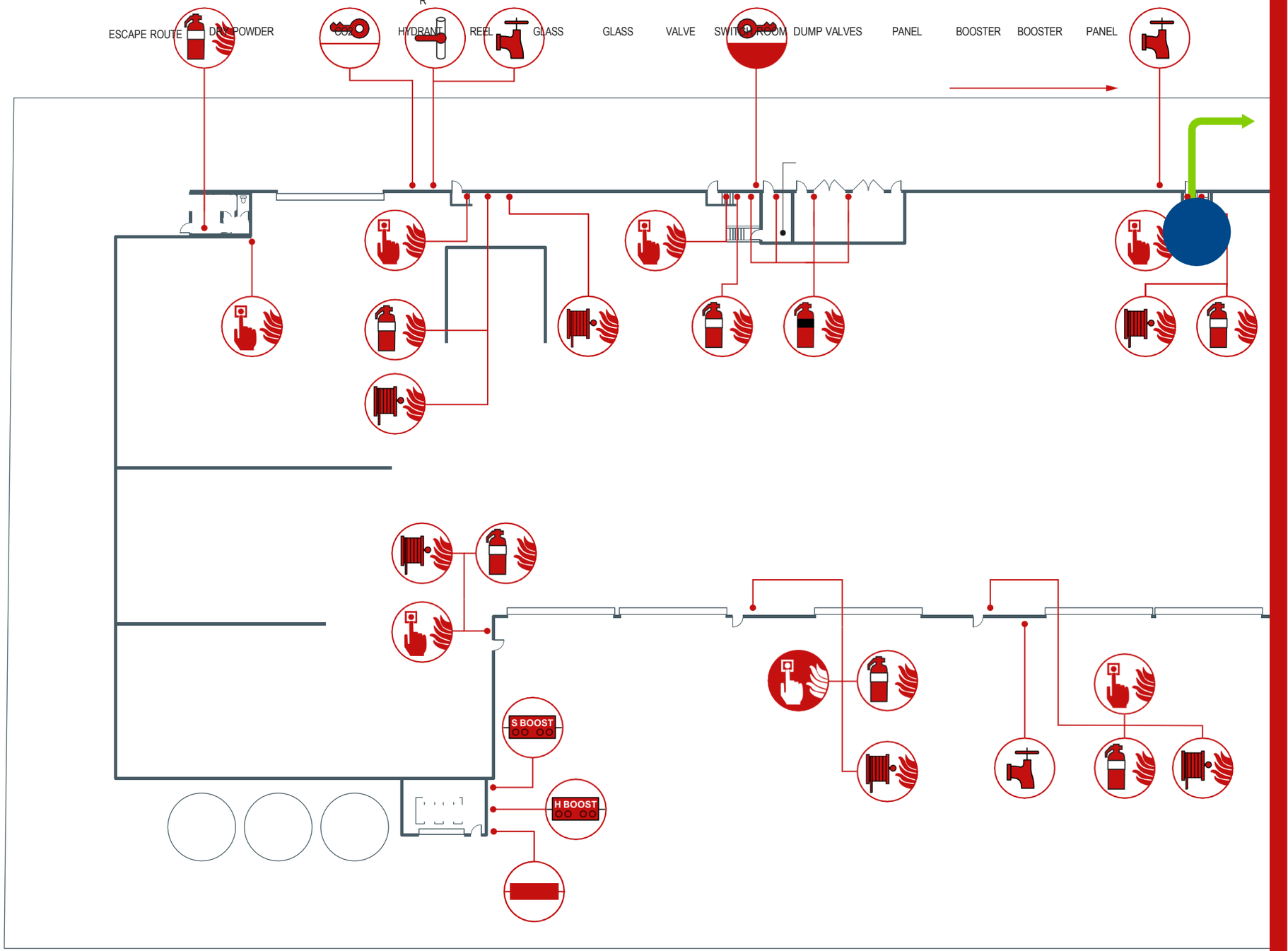
FIRE INDICATOR

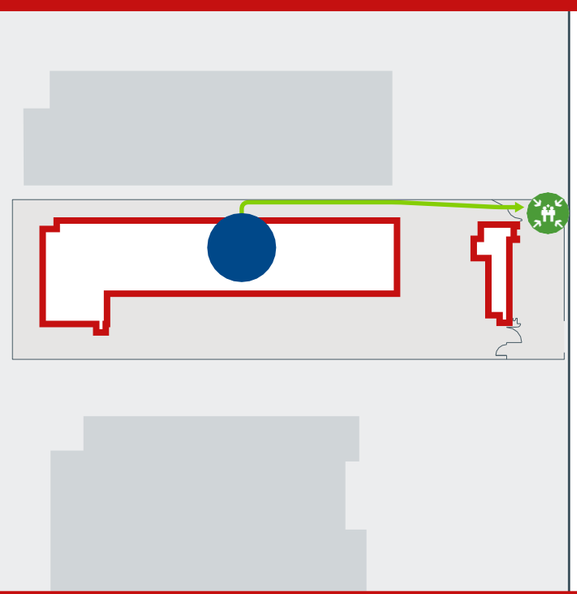
MIMIC

HYDRANT

SPRINKLER

MIMIC





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EMERGENCY

Issue date: 29.01.2022 - Valid until: 29.01.2027

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C **CONFINE** FIRE & SMOKE
by closing doors where appropriate, if it can be safely done.

E **EVACUATE** AND/OR EXTINGUISH
Extinguish the fire if it can be done safely and you have been trained. Evacuate out of the building to the emergency assembly area.

DUMP

MAIN SWITCH ROOM

KEY TO MAIN

KEY TO

FIP

FIRE INDICATOR

HYDRANT

SPRINKLER

MIMIC

MIMIC

ESCAPE ROUTE

DRY POWDER

CO2

HYDRANT

HEAT

GLASS

GLASS

VALVE

SWITCH ROOM

DUMP VALVES

PANEL

BOOSTER

BOOSTER

PANEL

Frank St

000

EMERGENCY

H BOOST

S BOOST

Issue date: 29.01.2022 - Valid until: 29.01.2027

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Notify others around you, activate a break glass alarm at one of the exit doors and notify the plant controller.

C **CONFINE** FIRE & SMOKE
by closing doors where appropriate, if it can be safely done.

E **EVACUATE** AND/OR EXTINGUISH
Extinguish the fire if it can be done safely and you have been trained. Evacuate out of the building to the emergency assembly area.

The emergency assembly area is on the apron of the eastern driveway from Frank Street.

DUMP

MAIN SWITCH ROOM

KEY TO MAIN

KEY TO

FIP

FIRE INDICATOR

HYDRANT

SPRINKLER

MIMIC

MIMIC

ESCAPE ROUTE

DRY POWDER

CO2

HYDRANT

REEL

GLASS

GLASS

VALVE

SWITCH ROOM

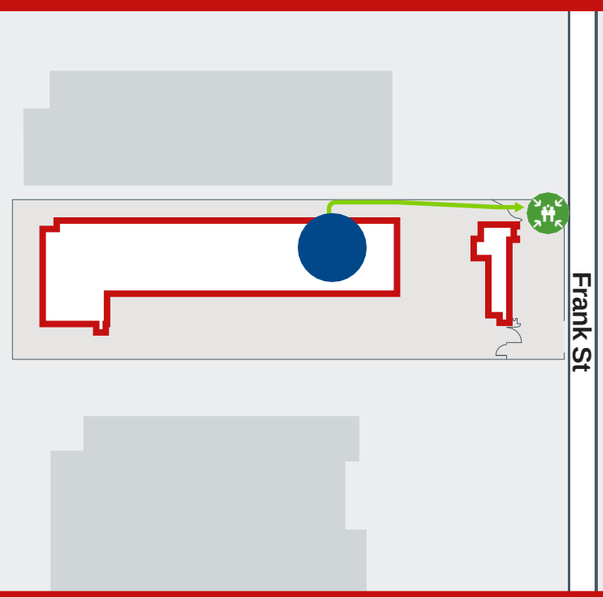
DUMP VALVES

PANEL

BOOSTER

BOOSTER

PANEL



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EMERGENCY

H BOOST

S BOOST

Issue date: 29.01.2022 - Valid until: 29.01.2027

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by closing doors where appropriate, if it can be safely done.

E **EVACUATE** AND/OR EXTINGUISH
Extinguish the fire if it can be done safely and you have been trained. Evacuate out of the building to the emergency assembly area.

PRIMARY ESCAPE ROUTE

SECONDARY ESCAPE ROUTE

FIRE EXTINGUISHER DRY POWDER

FIRE EXTINGUISHER CO2

FIRE HYDRANT

FIRE HOSE REEL

RED BREAK GLASS

WHITE BREAK GLASS

DUMP VALVE

DUMP VALVES

KEY TO MAIN SWITCH ROOM

KEY TO DUMP VALVES

FIRE INDICATOR PANEL

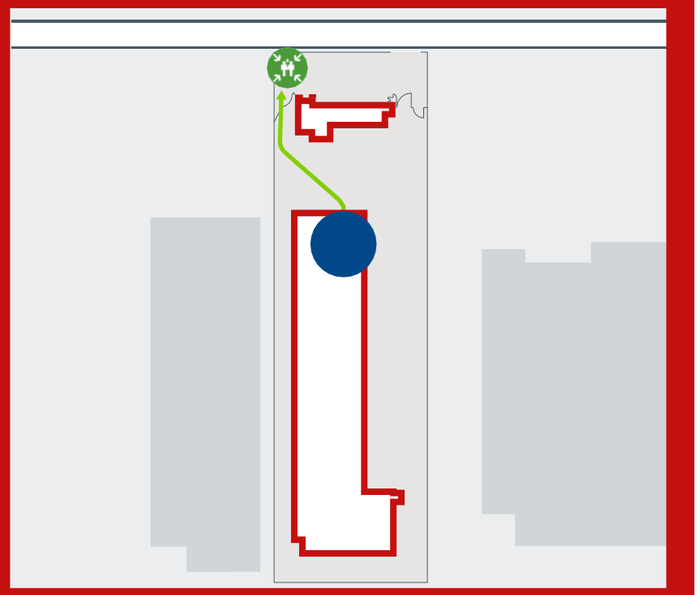
MIMIC PANEL

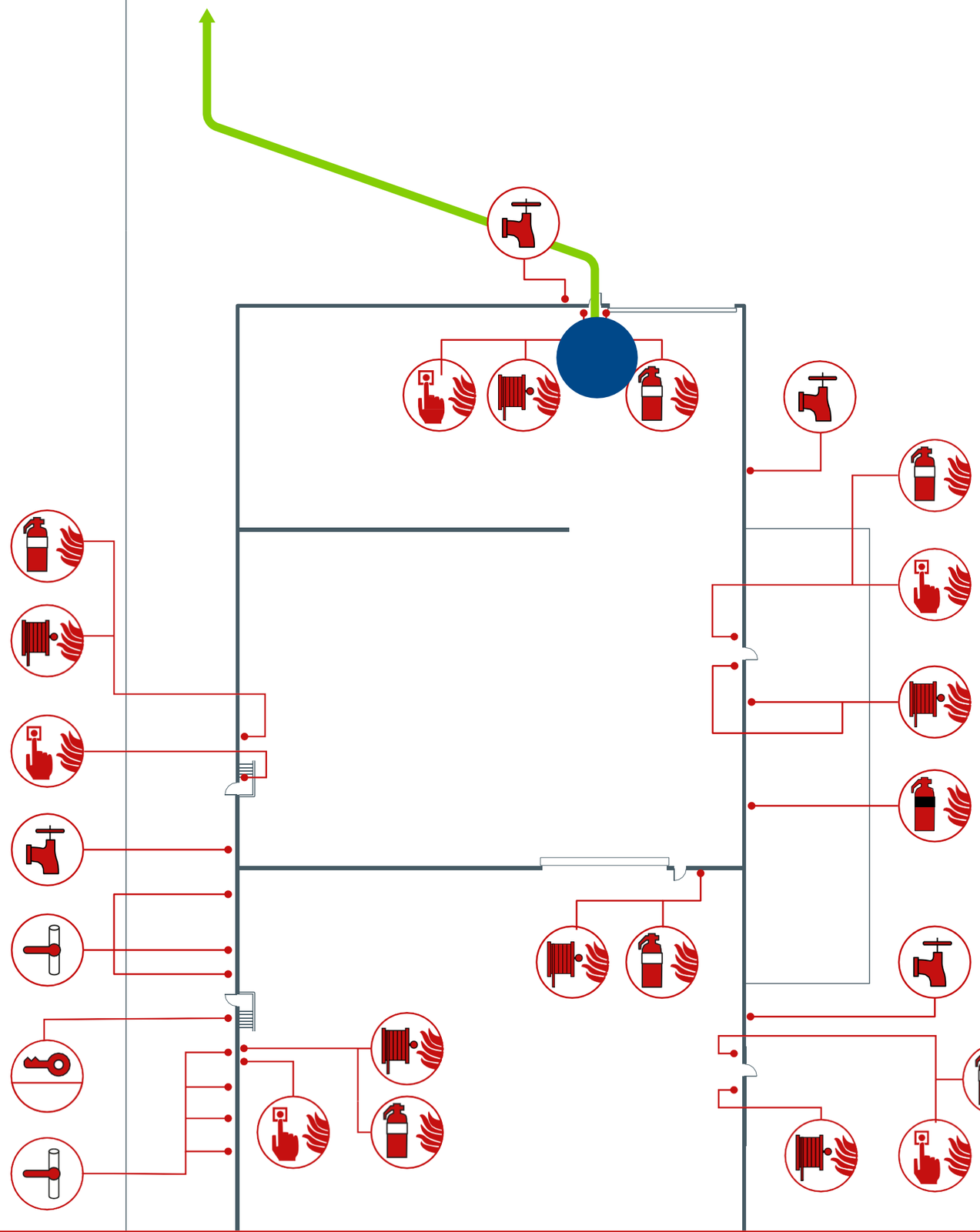
SPRINKLER BOOSTER

HYDRANT BOOSTER

Frank St

The emergency assembly area is on the apron of the eastern driveway from Frank Street.





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EMERGENCY

GHD

Issue date: 29.01.2022 - Valid until: 29.01.2027

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ASSEMBLY AREA

Frank St

DUMP VALVES

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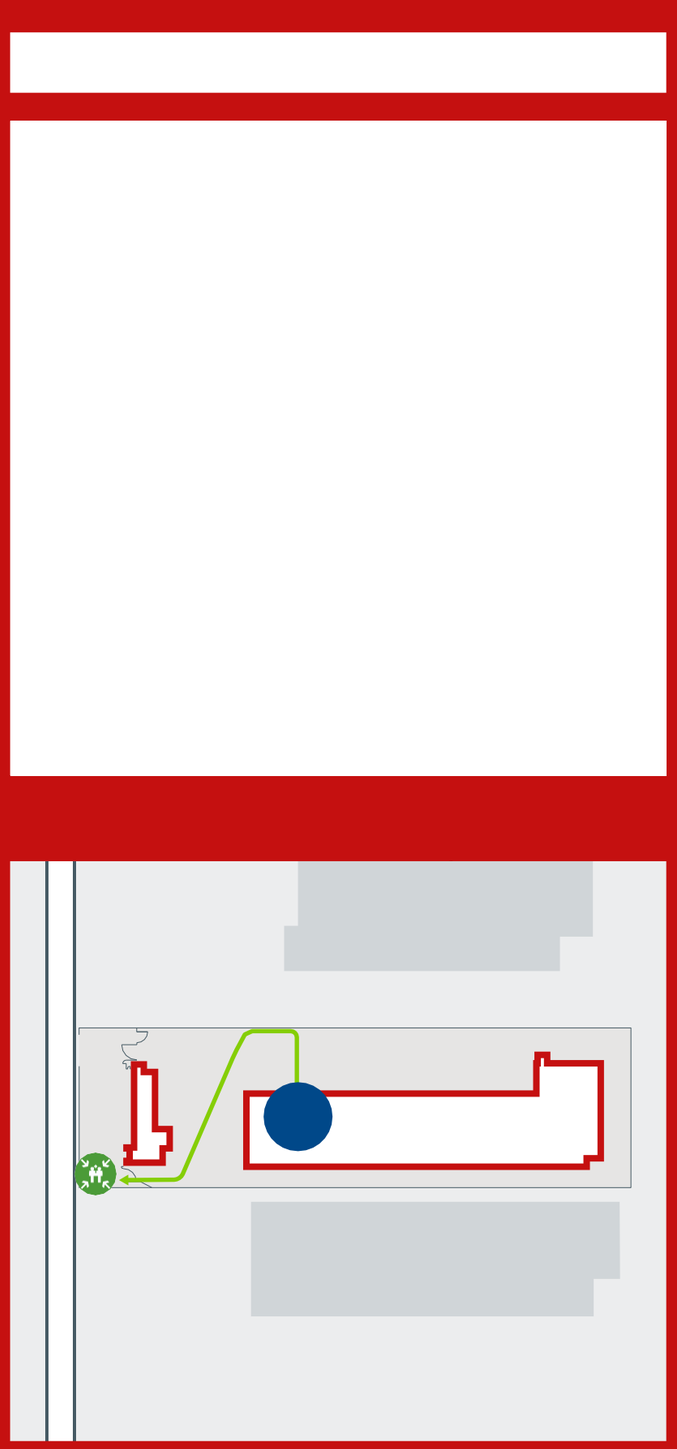
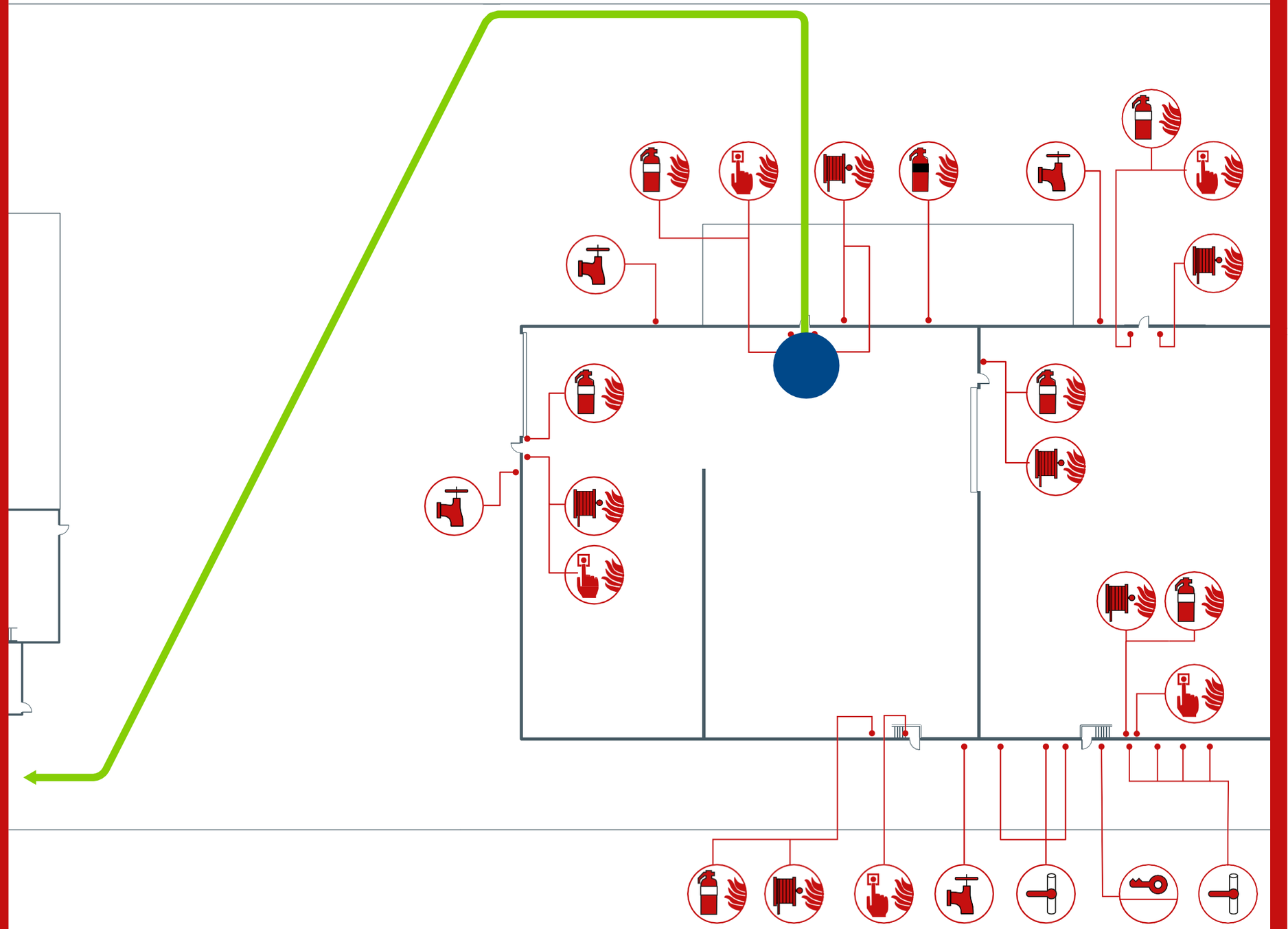
PRIMARY ESCAPE ROUTE

SECONDARY FIRE EXTINGUISHER FIRE EXTINGUISHER FIRE FIRE HOSE WHITE BREAK RED BREAK DUMP KEY TO MAIN KEY TO DUMP VALVES FIRE INDICATOR HYDRANT SPRINKLER MIMIC

ESCAPE ROUTE
DRY POWDER
CO2
HYDRANT
REEL
GLASS
GLASS
VALVE
SWITCH ROOM
DUMP VALVES
PANEL
BOOSTER
BOOSTER
PANEL





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EMERGENCY

H BOOST
S BOOST

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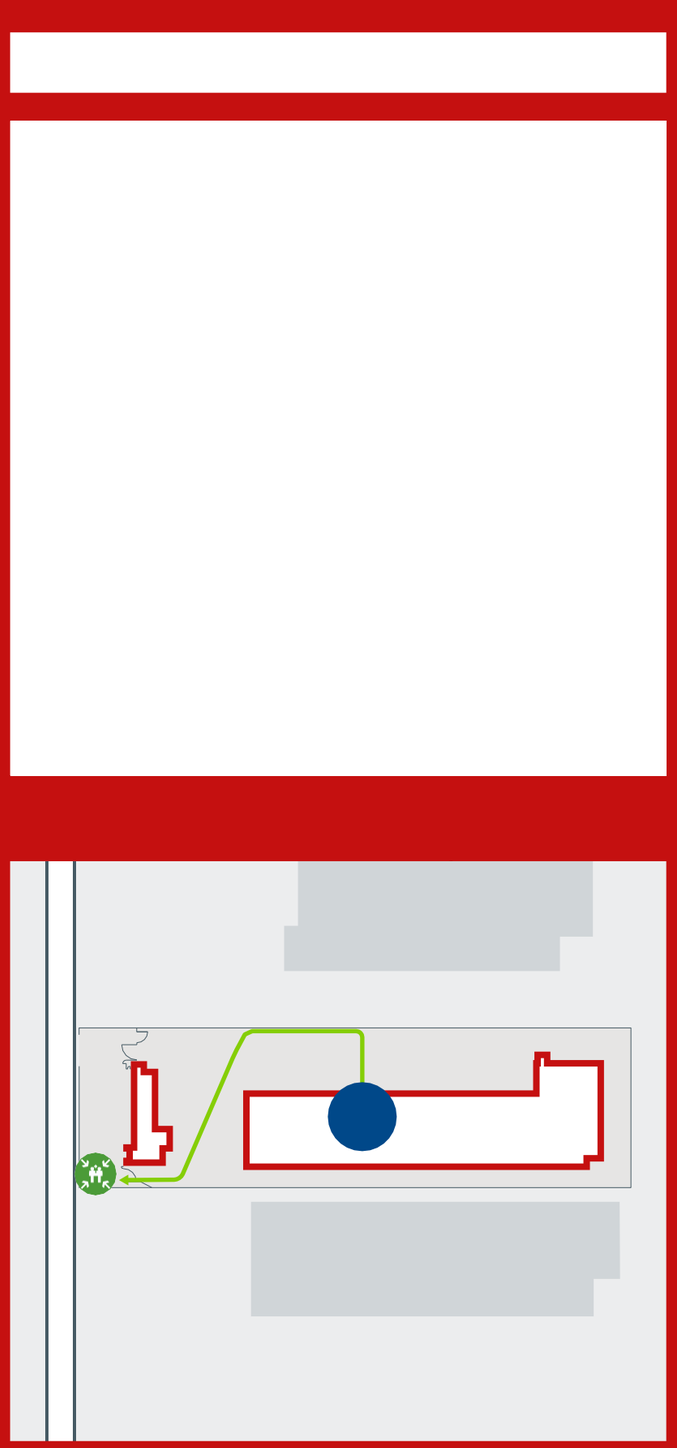

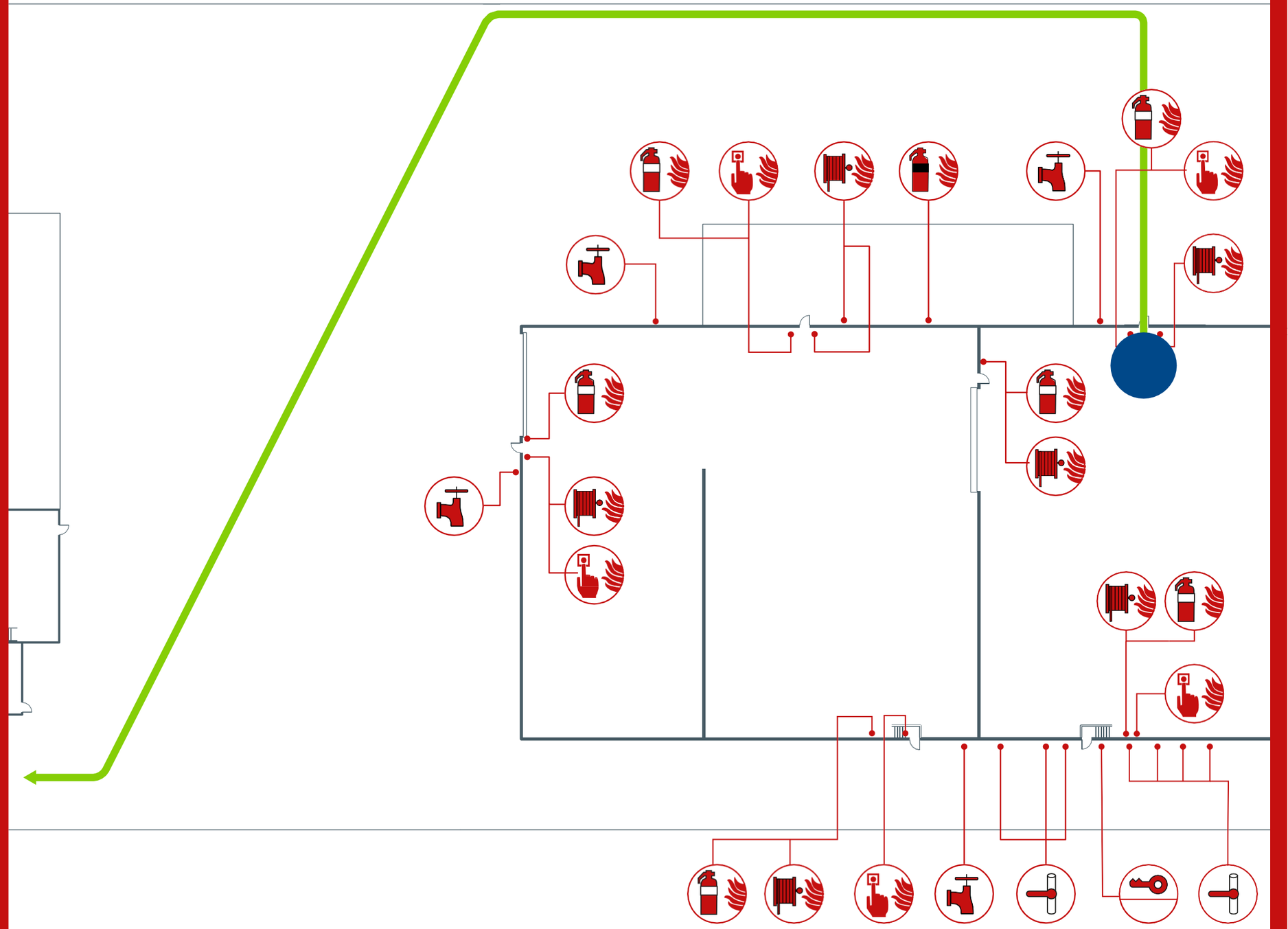

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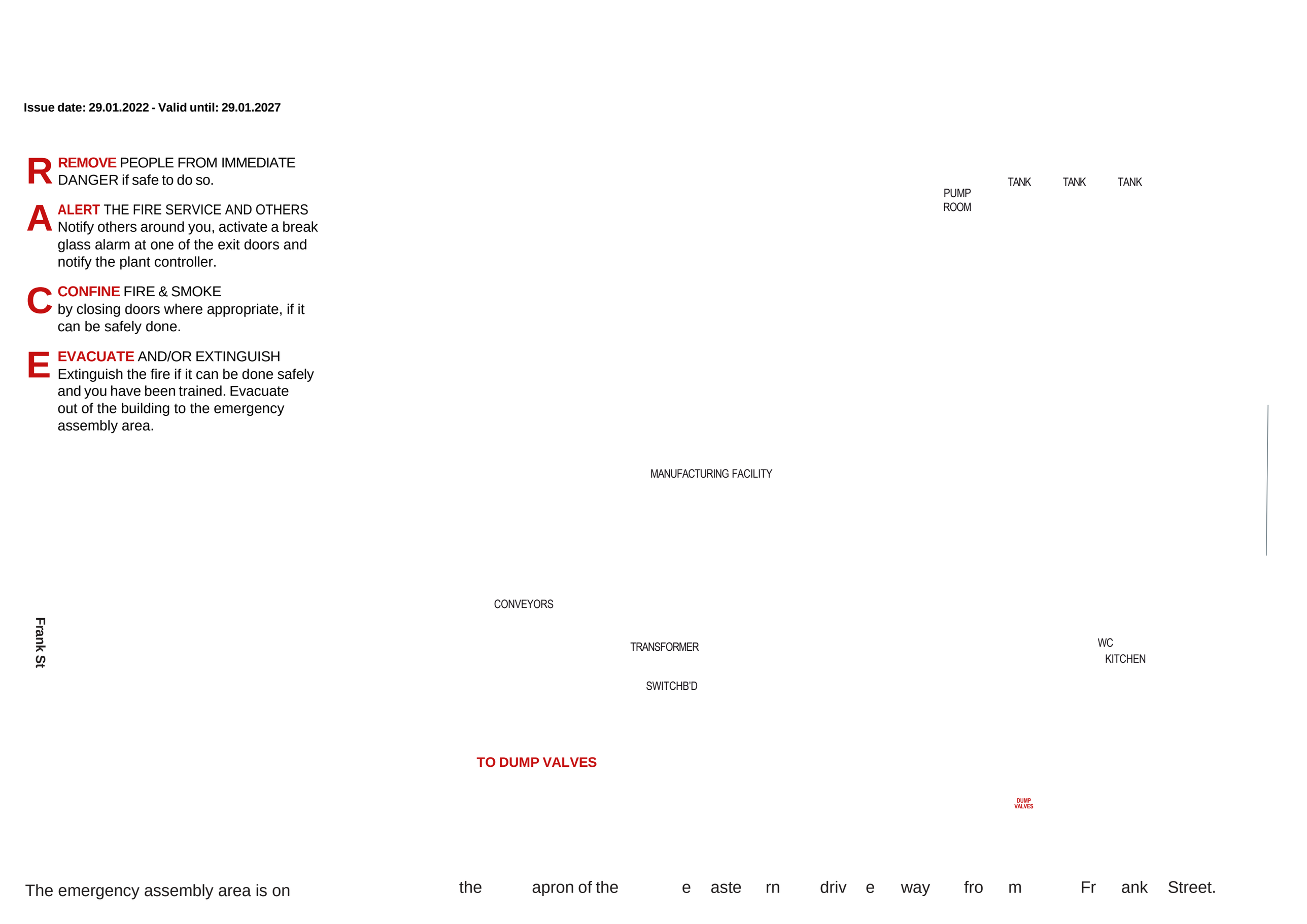

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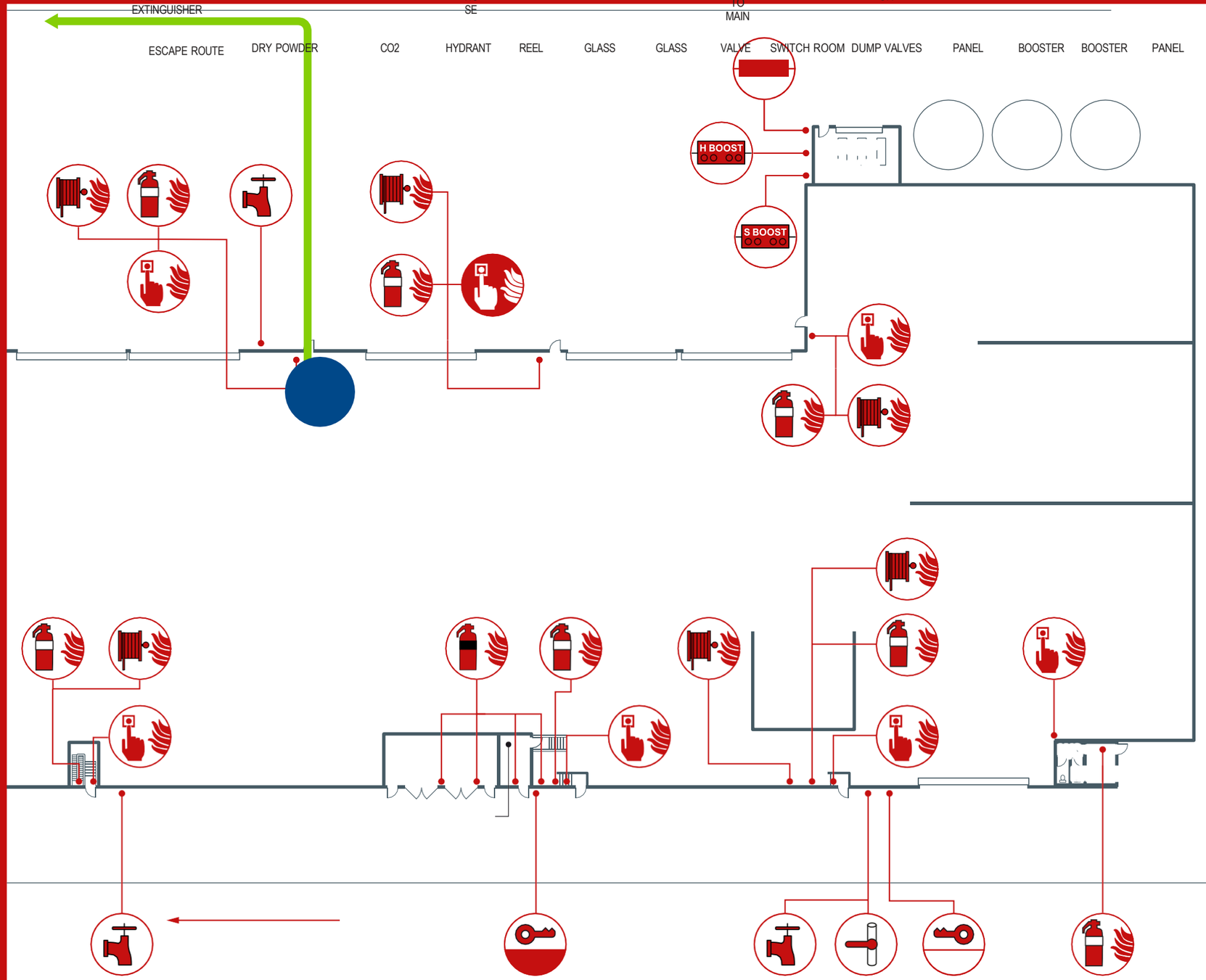

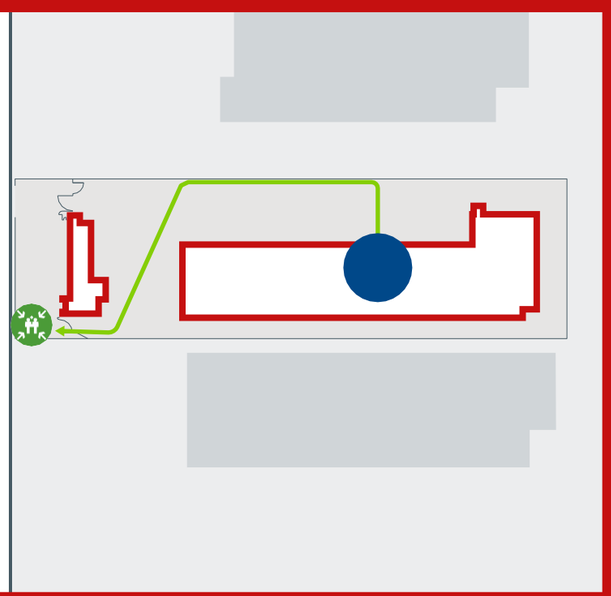

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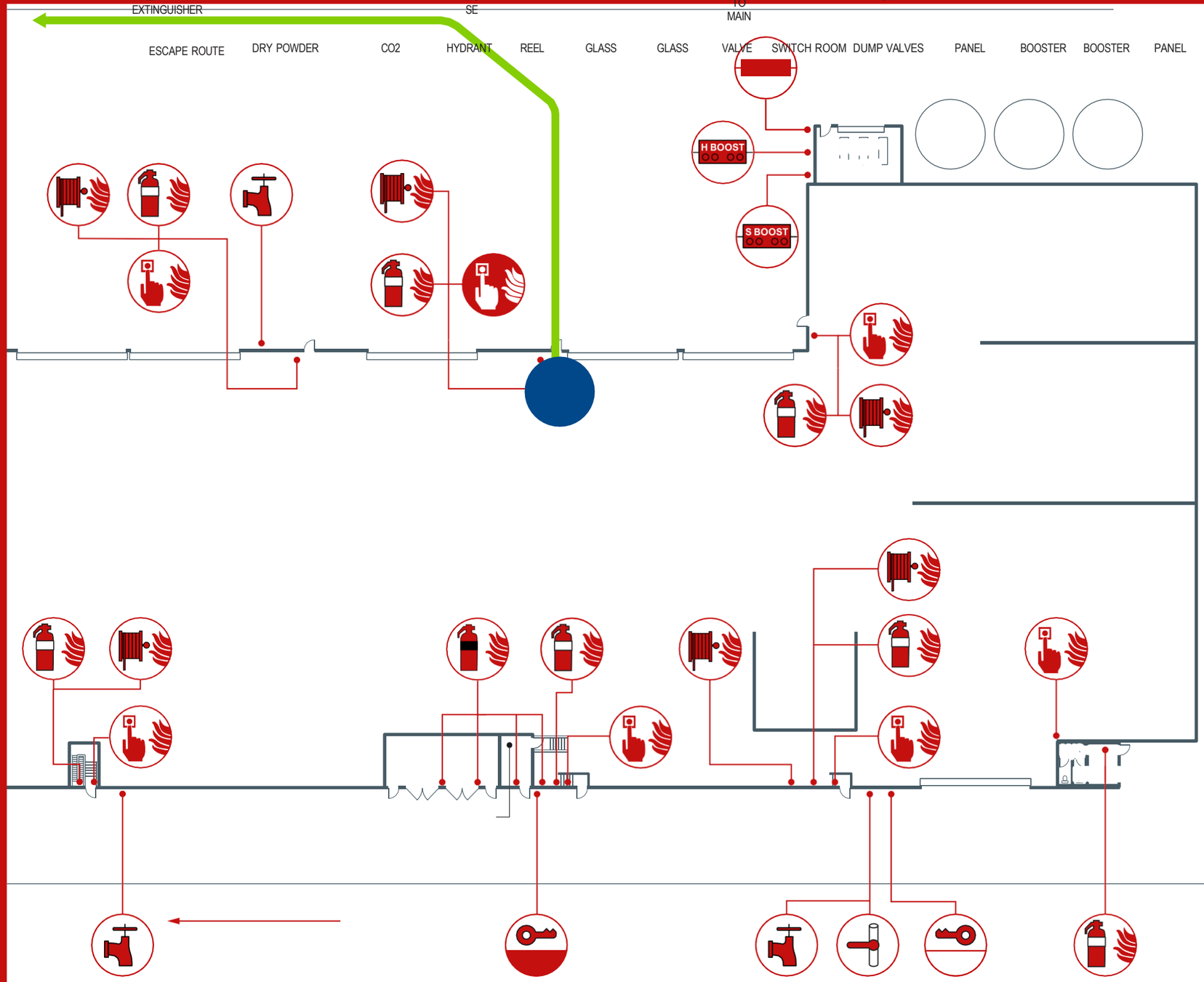

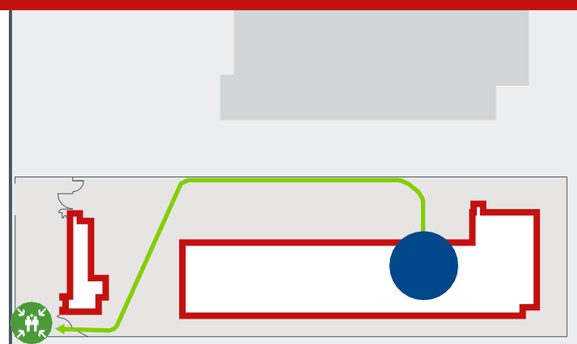

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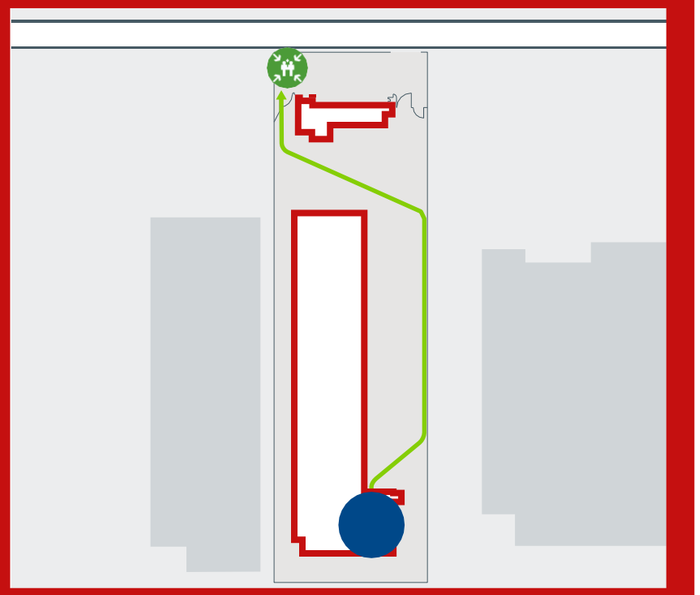

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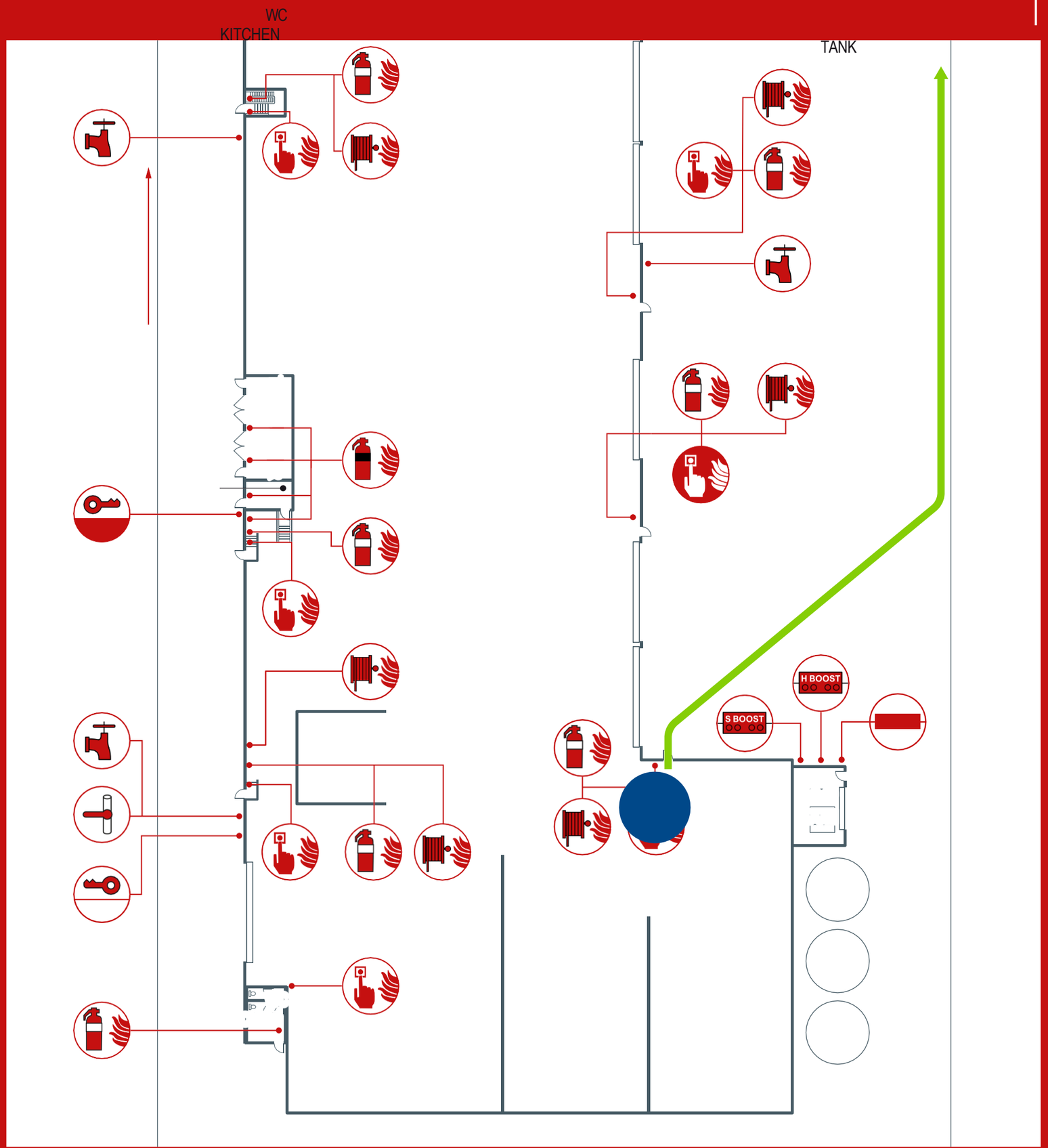

SPRINKLER BOOSTER

HYDRANT BOOSTER

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EMERGENCY

GHD

EVACUATION DIAGRAM

Office Kitchen

ResourceCo RRF Wetherill Park

35-37 Frank Street
Wetherill Park NSW 2164
Cross street: Redfern Street
Access is from Frank Street

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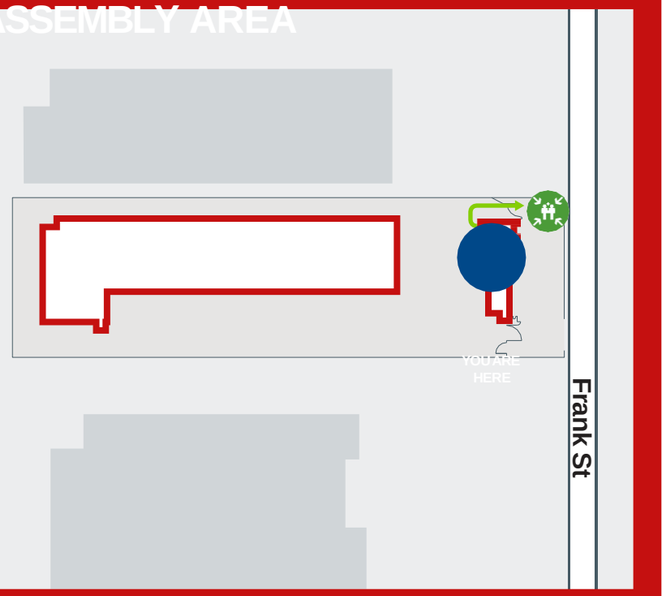

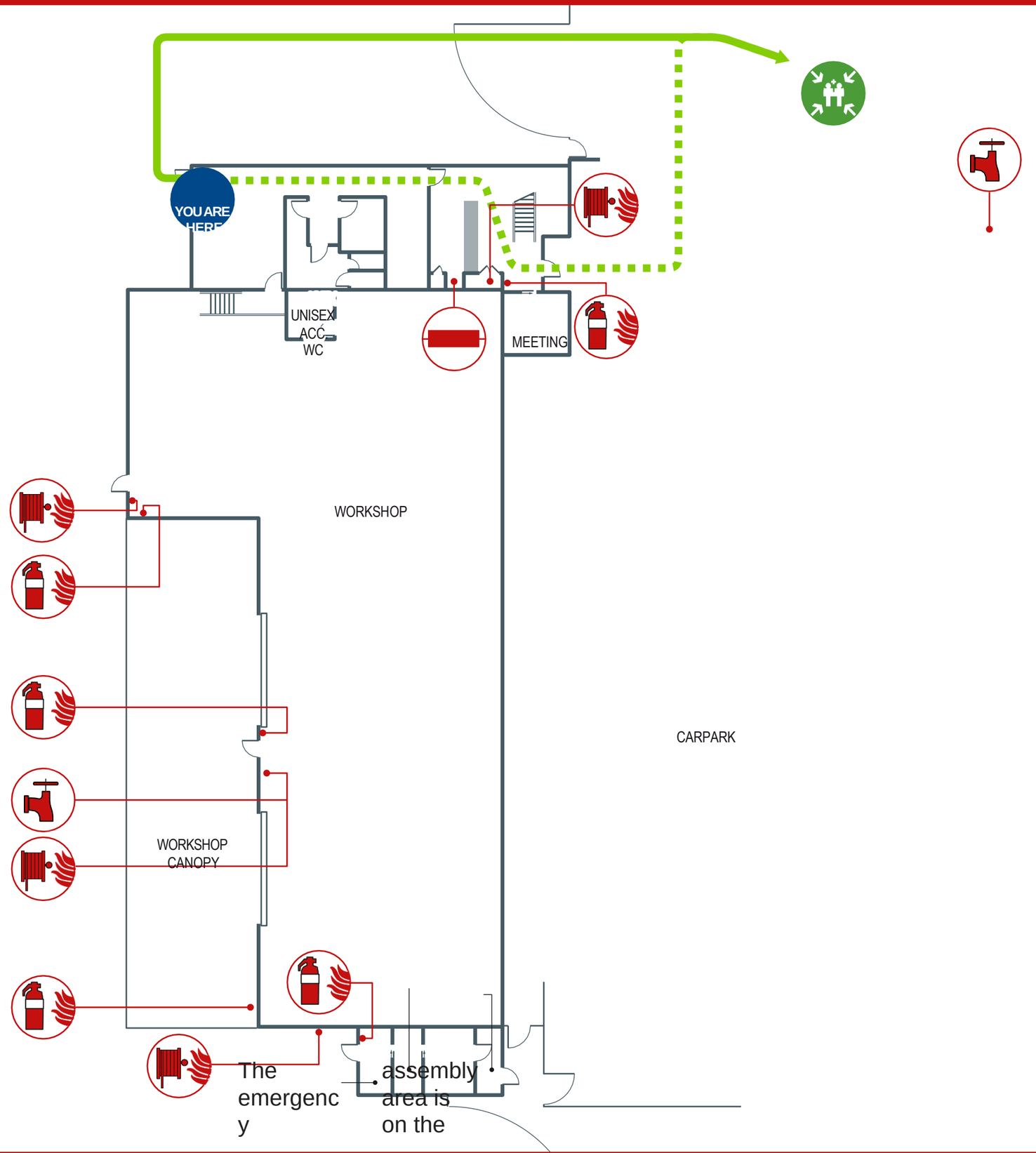

000 EMERGENCY

PRIMARY ESCAPE ROUTE

SECONDARY ESCAPE ROUTE

FIRE EXTINGUISHER DRY POWDER

FIRE EXTINGUISHER CO2

FIRE HYDRANT

FIRE HOSE REEL

RED BREAK GLASS

WHITE BREAK GLASS

DUMP VALVE

KEY TO MAIN SWITCH ROOM

KEY TO DUMP VALVES

FIRE INDICATOR PANEL

MIMIC PANEL

Frank Street.

LAB HOT ROOM

LAB AIR LOCK

LAB CLEAN ROOM

LAB PREP ROOM

SPRINKLER BOOSTER

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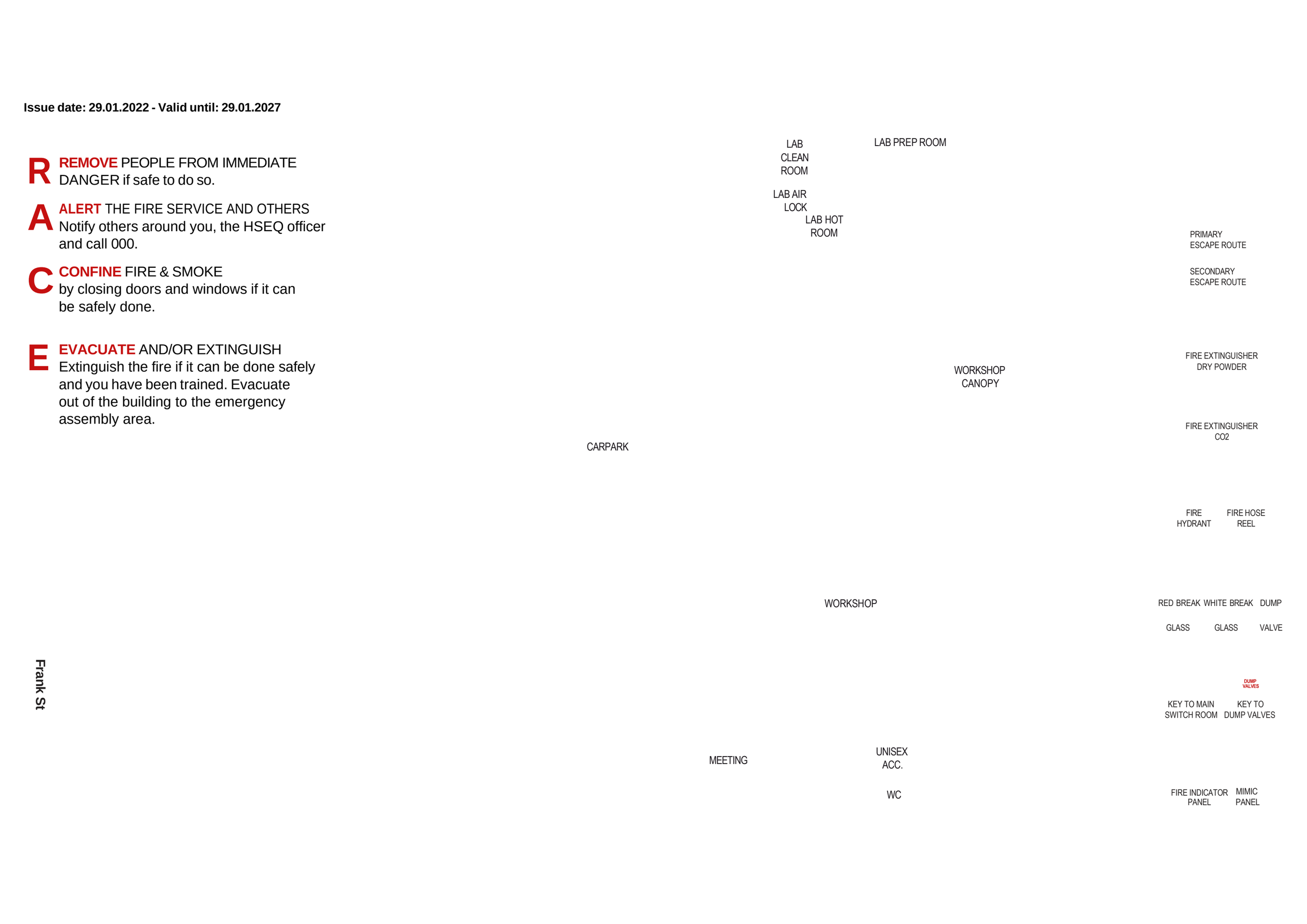

YOU ARE HERE

SPRINKLER BOOSTER

HYDRANT BOOSTER

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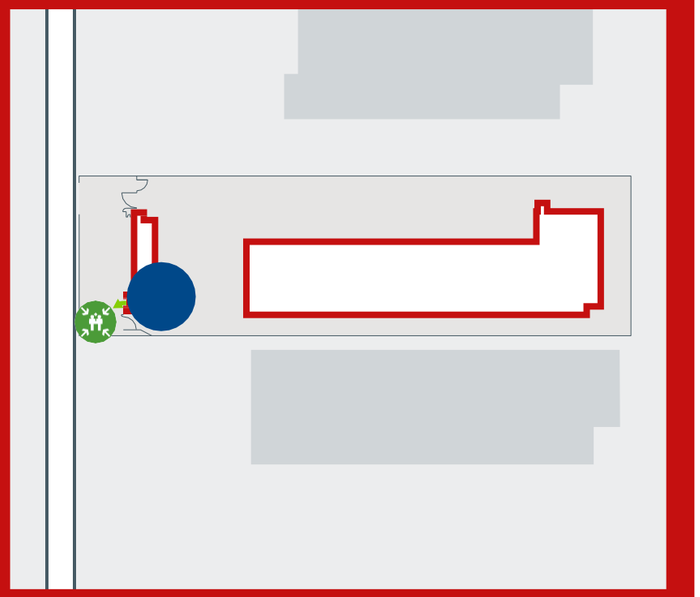

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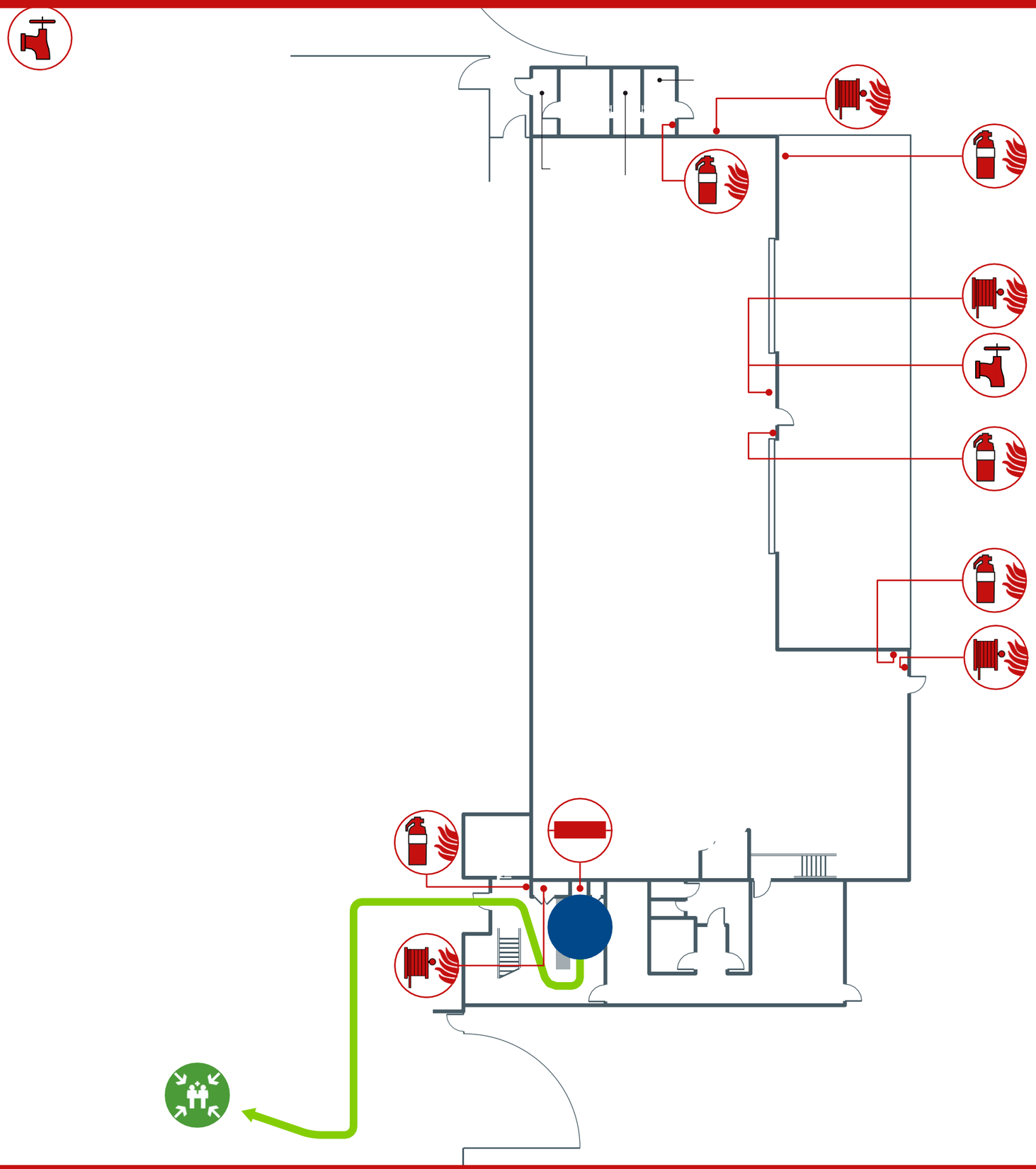

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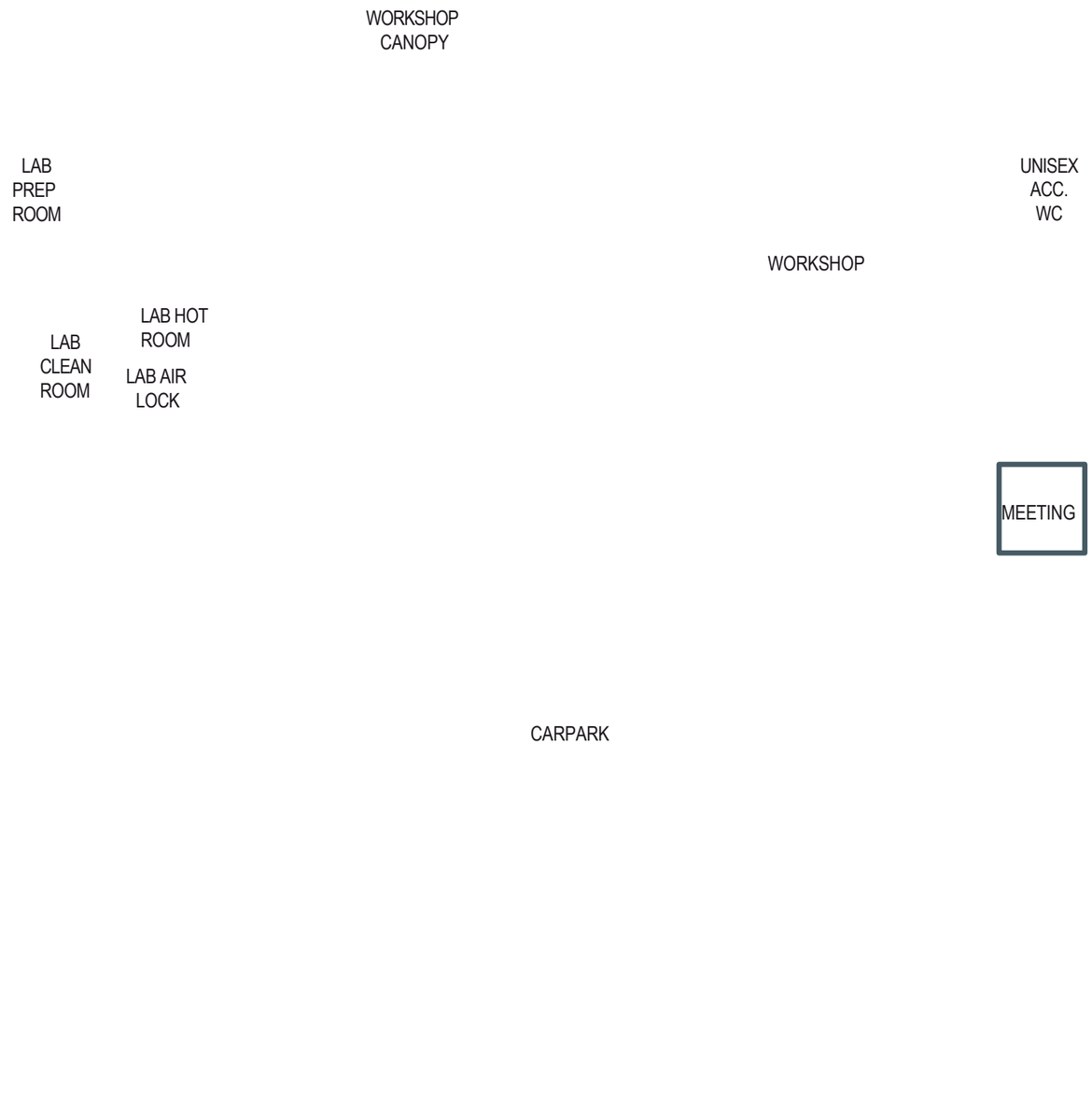

PRIMARY ESCAPE ROUTE

SECONDARY | FIRE EXTINGUISHER | FIRE EXTINGUISHER | FIRE | FIRE HOSE | WHITE BREAK | RED BREAK | DUMP | KEY TO MAIN | DUMP VALVES KEY TO | FIRE INDICATOR | HYDRANT | SPRINKLER | MIMIC

ESCAPE ROUTE
DRY POWDER
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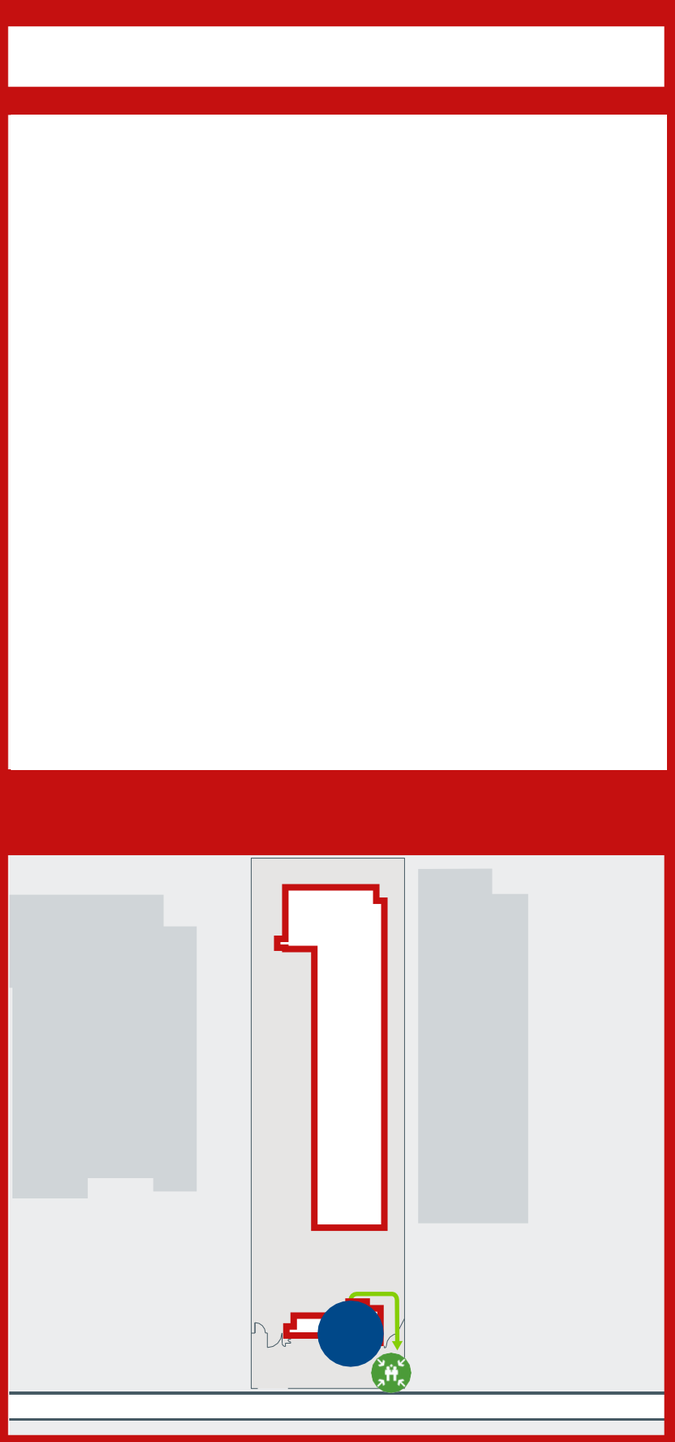

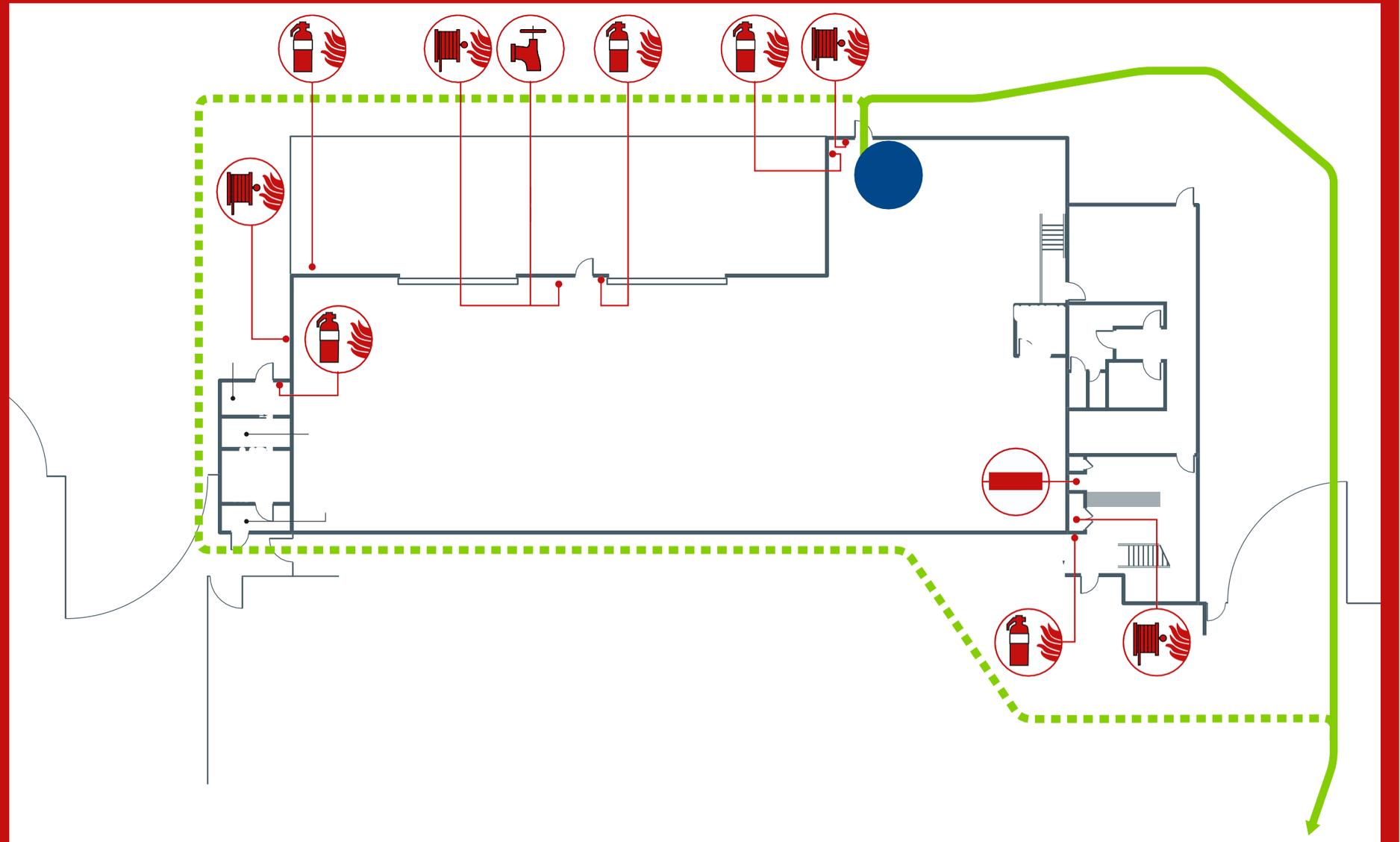

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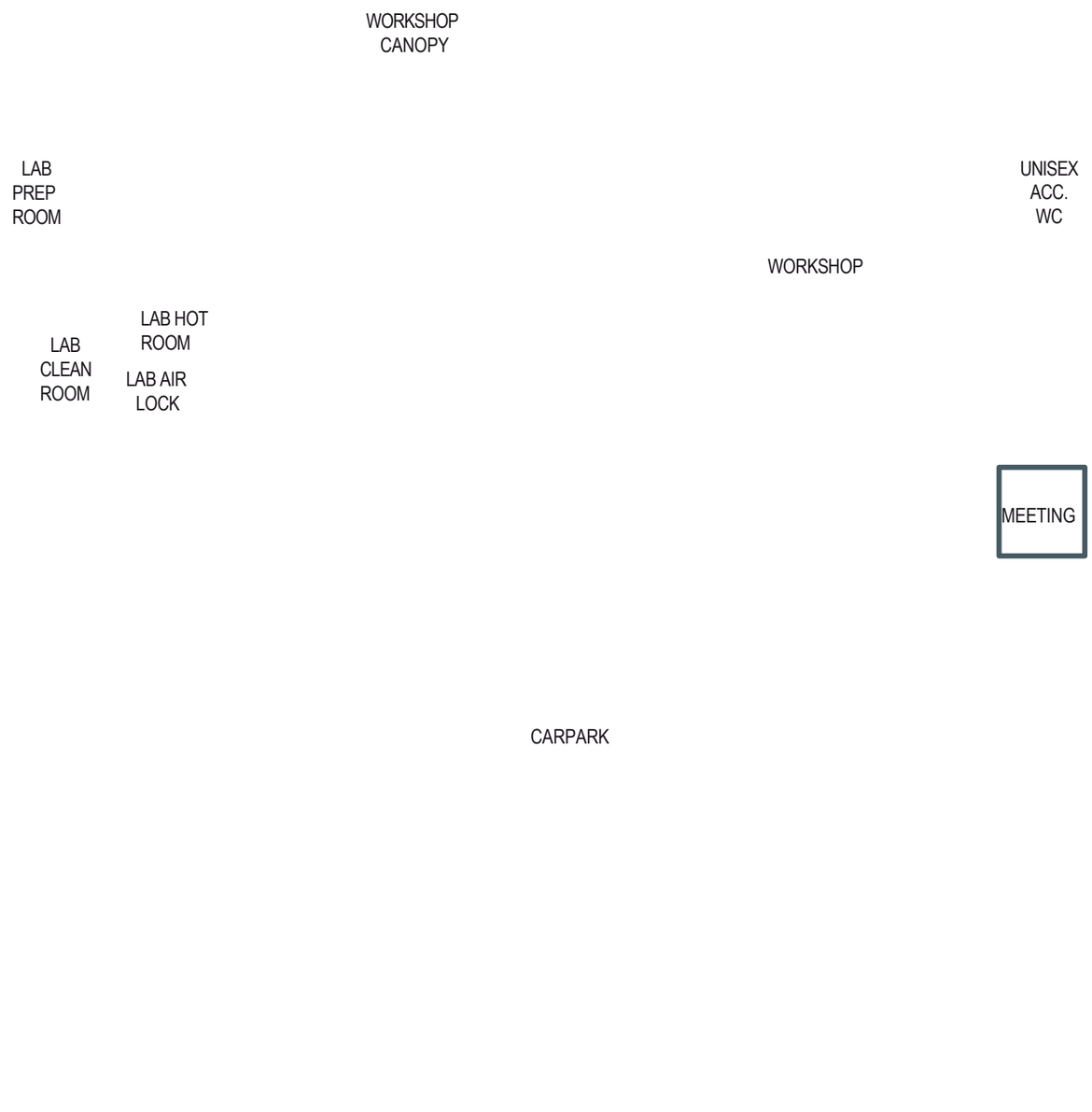

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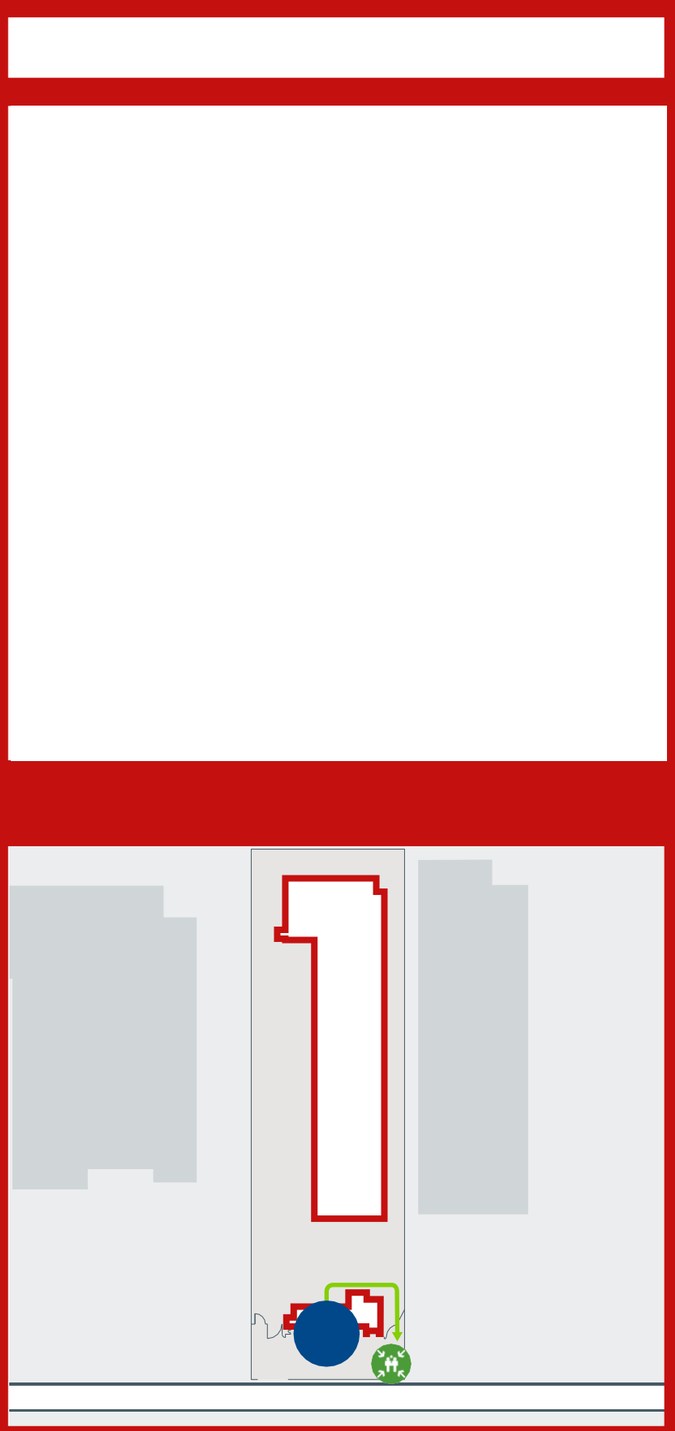

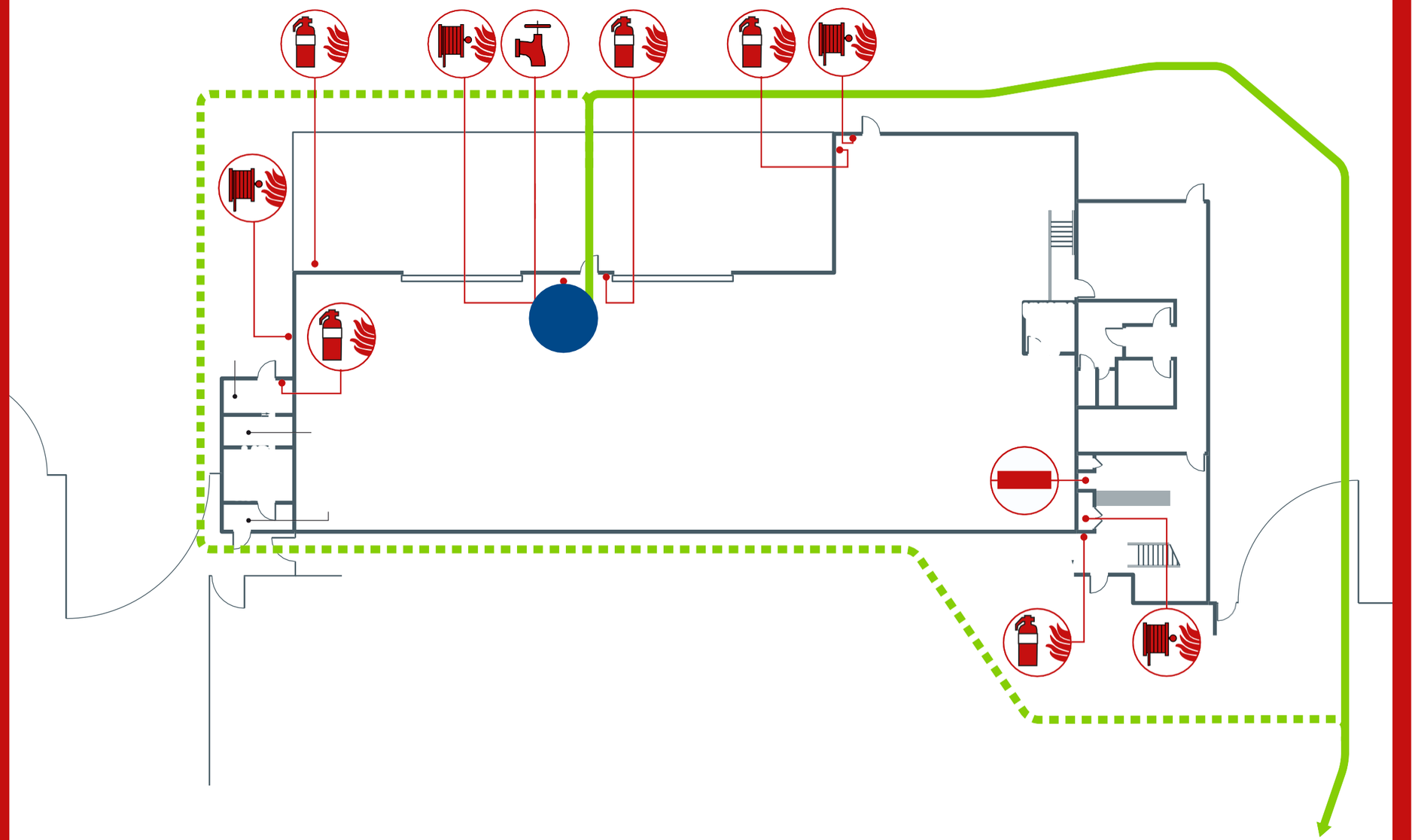

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FIRE HOSE REEL

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DUMP VALVE

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KEY TO MAIN SWITCH ROOM

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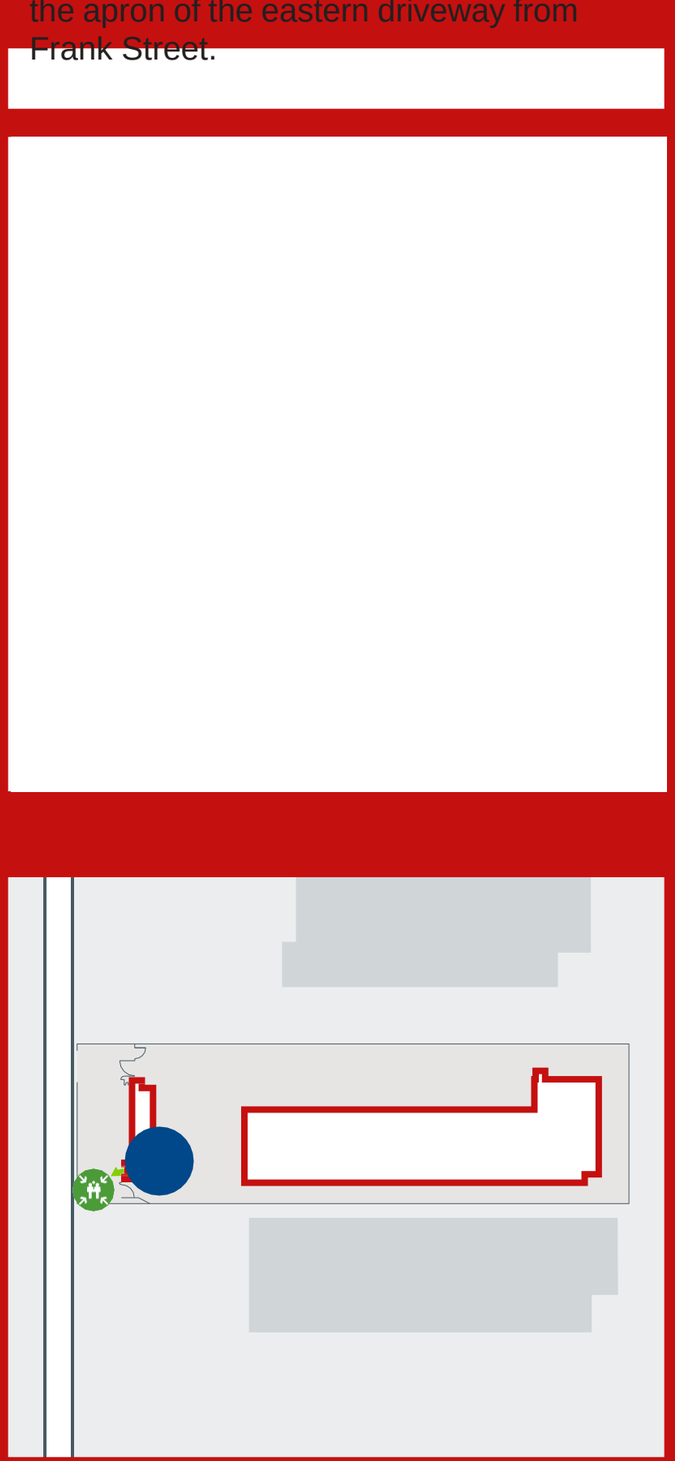

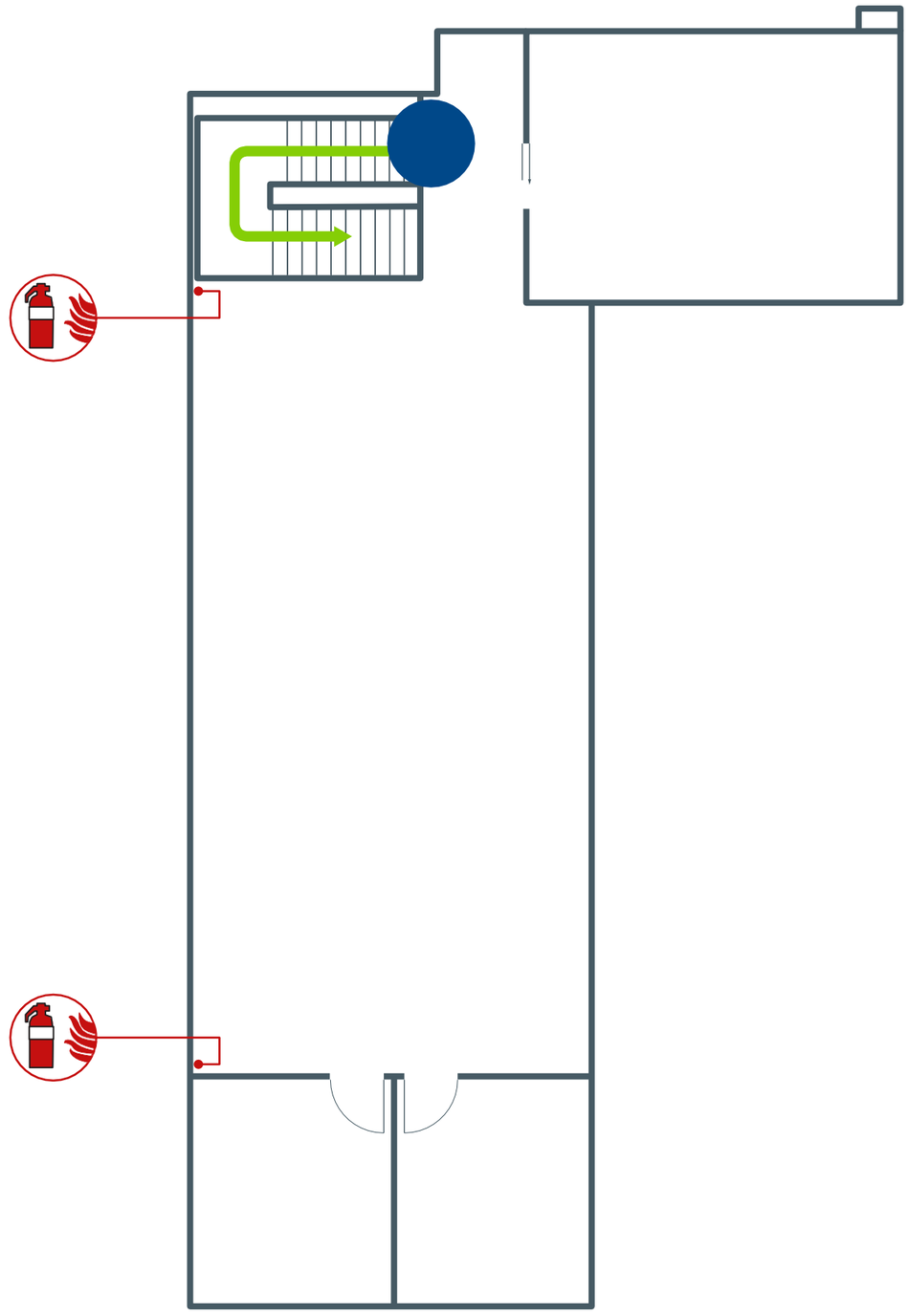

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EMERGENCY

GHD

Appendix L Fire Safety Audit Records

L-1 Monthly and Quarterly Audits

L-2 Six Monthly Audits

L-3 Annual Audits

ghd.com

The Power of Commitment