

## **SITE EMERGENCY PLAN**

**Crawfords Freightlines Werris Creek Intermodal Site  
127 Railway Parade  
Werris Creek  
NSW, 2341**

**Document Control  
 Amendment Record**

Date	Amendment Details	Amended By	Authorised By	Next Review Date
May 2019	Draft for Review	P McGrath		
May 2019	V1	P McGrath P Davis R Tracey	R Tracey	May 2020 (Reviewed: No change)
July 2021	Update plan test record (S25) Update document formatting Delete issue Record Update emergency contact list	R Tracey	R Tracey	July 2022

**Issue Record**

Date	Issued To	Amendment No.	Reason for Issue	Superseded Version Withdrawal Date


**Contents**

<b>Section</b>	<b>Element</b>	<b>Page</b>
1	Definition and Levels of Emergency.....	4
2	Aim.....	4
3	Objectives.....	4
4	Roles.....	5
5	Hazards.....	6
6	Hazardous Materials On Site.....	7
7	Other Hazards.....	7
8	Types and Levels of Emergency.....	7
9	Emergency Functions, Organisational Structure and Identification.....	10
10	Emergency Procedures.....	12
11	Emergency Resources.....	23
12	Facility Emergency Control Centre.....	23
13	Activation of Emergency Plan.....	24
14	Initial Advice to Emergency Services.....	24
15	Environmental Emergencies.....	25
16	Bomb or Site Specific Threat.....	25
17	Reporting an Emergency.....	25
18	Termination of Emergency.....	27
19	Plan Management.....	27
20	Emergency Services Information Pack.....	29
21	SH&E Information.....	29
22	Location Maps.....	29
23	Site Plans.....	29
24	Emergency Contact Numbers.....	29
25	Plan Testing and Review.....	30
	Appendix A Safety Data Sheets and Site Manifest.....	
	Appendix B Site Plans.....	
	Appendix C Emergency Contacts .....	

## **1. Definition of Emergencies**

**1.1** An emergency shall be defined as any situation that has the potential to cause harm to any person, plant, equipment, building or environment due to:

- heat radiation
- fire
- fume emission
- explosion
- release of contaminants
- major transport incident
- malicious act
- communicated threat
- extreme weather event
- any combination of the above factors.

**1.2** Potential emergencies shall be defined as any situation which, if not controlled may propagate either directly or indirectly through a series of events ultimately causing an emergency situation.

**1.3** Levels of emergency shall be defined as:

- Local
- Site
- External

Refer to Section 8 Types and Levels of Emergency

## **2. Aim**

The aim of the emergency plan is:

- to provide a response system and resources to manage emergencies
- provide a plan to protect people, property and environment
- minimise adverse impacts on employees, other site users and neighbours

## **3. Objectives**

The emergency plan objectives are:

**3.1** Maintain a level of preparedness through regular testing of the plan. Tests shall be conducted as:

- table top exercises following a revision to the plan
- mock evacuation drills involving whole of site
- consultation with other site users to ensure evacuation procedures and potential emergency situations are clearly communicated
- training of key personnel in initial emergency response procedures

**3.2** Enable effective response to an emergency situation by:

- immediate reporting of emergency situation procedures
- clear and concise reporting hierarchy
- internal emergency contact redundancy protection measures
- external emergency contact details are maintained

**3.3** Provide effective management of an emergency until emergency services arrive by:

- initial emergency assessment by the emergency controller
- allocation of resources and trained personnel to combat an emergency situation
- regular testing of fire-fighting equipment

**3.4** Provide support to emergency services through:

- consultation with local emergency services
- maintenance of manifest information in emergency services box to include maximum quantities of dangerous goods on site
- current product owner ERS information included on DG manifest
- site emergency contacts on DG manifest
- ESIP distributed to emergency services

**3.5** Ensure protection of emergency services, personnel, and community by:

- new work transiting the depot shall be risk assessed to establish compatibility with current operations
- operating procedures amended to minimise risk associated with products stored on site
- emergency procedures amended to ensure response is commensurate with risk posed by products stored on site
- hazard analyses completed for site operation to include potential worst case scenarios for on site and off site emergency impacts
- local and off site emergency notification list established commensurate with any hazard analysis potential impact radius

#### **4. Roles**

**4.1** Agencies, industry, and the community shall be regarded as stakeholders in the establishment and maintenance of the emergency plan, the roles of the various stakeholders shall be reviewed and amended as follows:

- during the formulation of the draft plan
- as part of any plan revision following the release of the final plan
- prior to significant changes to site inventory which may impact operational and emergency procedures

#### **4.2 Stakeholder Roles**

The definition of stakeholder roles shall be defined as regulatory, response, investigative and consultative as follows:

##### **4.2.1 Regulatory:**

- Liverpool Plains Shire Council – Conditions of Consent
- Environment Protection Agency – Conditions of EPL

##### **4.2.2 Response:**

- NSWFR responding station; emergency combat agency and control of emergency situation
- NSW Police; traffic control and maintain security of site
- NSW Ambulance; casualty treatment and transport
- Safework NSW; situations involving Dangerous or Hazardous Goods
- EPA; potential or actual loss of containment of Dangerous Goods, local and off site pollution events
- ONRSR; incidents involving rail infrastructure or rolling stock
- Crawford's emergency response team; reporting, immediate response and initial control of emergency

##### **4.2.3 Investigative:**

- NSW Police; criminal investigation related to suspected malicious acts
- Safework NSW; post incident investigation and regulatory conformance investigation
- EPA; post incident reporting for loss of containment incidents including run off of fire fighting water
- ONRSR; post incident investigation and regulatory conformance investigation involving rail infrastructure
- Crawford's management; conduct internal investigation and support external investigative process

##### **4.2.4 Consultative:**

- NSWFR combat agencies; ESIP and Emergency Plan for review and response

- Site users; review risk assessments, consulted as review of draft emergency plan and following significant revisions to emergency plan which may impact site users, involved in plan testing
- Crawfords staff; risk assessment process, compilation of draft emergency plan and following significant revisions to emergency plan or manifest quantities, involved in plan testing

**5. Hazards**

Potentially hazardous Dangerous Goods used on site by Crawfords is limited to Methyl Bromide cylinders used for fumigation treatment of timber logs.

**6. Hazardous Materials On Site**

Hazardous materials and Dangerous Goods stored on site are listed in Table 1.

**Table 1**

Chemical or Common Name	Class	UN No.	HAZCHEM Code	Maximum Inventory	Storage Type	Location Reference
Diesel Fuel	C1Combustible Liquid	None	None	1000L	Bunded IBC	Workshop
Methyl Bromide	2.3	1062	2X	1260L	Secure Container	Yard
Diesel Fuel	C1Combustible Liquid	None	None	110,000L	Above Ground Self Bunded Tank	Yard
Lubricating Oil	None	None	None	800L	200L Drums	Workshop
Hydraulic Fluid	None	None	None	400L	200L Drums	Workshop

**7. Other Hazards**

Other hazards that have the potential to affect the site are included in Section 8 Types and Levels of Emergency.

**8. Types and Levels of Emergency**

**8.1 Types of Emergency**

**8.1.1 Major transport incident;**

- an incident involving or likely to involve an on-site vehicle or equipment fire
- an external event involving road or rail transport in the vicinity of the site which has the potential to propagate to the site by spread of fire, loss of containment of contaminants, or explosion
- any incident involving rail infrastructure

**8.1.2 Loss of containment;** Loss of containment of organic compounds such as fuel or oils, or chemical substances may become a contributing factor in an emergency event. Loss of containment response must include containment and remediation of the affected area.

Loss of containment may be caused by:

- vehicle incident
- failure of vehicle or plant components such as hydraulic hoses or fuel tanks
- rupture of a chemical or fuel container or vessel
- an off site event

**8.1.3 Subversive activities;** Subversive activities are detailed in the site security risk assessment, and must be considered when assessing emergency scenarios. Subversive activities posing a direct threat to the site are:

- sabotage of a building, equipment or vehicle
- vandalism of a building, equipment or vehicle
- arson involving buildings, equipment, or vehicles
- external ballistics impact to buildings, equipment, vehicles or persons
- bomb threat

**8.1.4 Natural events;** Natural events which may occur, but not escalate to an emergency event include

- bush fire
- lightning strike
- earthquake
- flood
- storm force winds



**8.1.5 Fire involving timber stockpiles;** Timber is stockpiled in dedicated timber storage areas. Due to the size of timber logs this event would be limited to a deliberate malicious act such as arson, or vehicle / equipment fire in the immediate vicinity of the timber.

**8.1.6 Administration building fire;** Administration buildings are metal construction with metal sheeting, a fire in these buildings would be unlikely to impact other areas of the site.

**8.1.7 Workshop fire;** The workshop is metal construction with metal sheeting. Fire extinguishers are located in appropriate areas of the workshop and on vehicles and equipment.

**8.1.8 Accidental uncontrolled release of Methyl Bromide; 1200kg's is stored on-site at any one time, always under lock and key.**

All fumigation activities involving the use of Methyl Bromide are strictly controlled in accordance with an approved Air Quality Management Plan and conditions of the site Environmental Protection Licence.

**8.2 Levels of Emergency**

Levels of emergency are broadly defined in table 2, if severity of the emergency is in doubt the emergency should be elevated to the next highest level.

**Table 2**

<b>Local</b>	<b>Site</b>	<b>External</b>
An emergency where the impacts on people, property and the environment: <ul style="list-style-type: none"> <li>• are expected to be confined to a specific location within the site, and no escalation is expected</li> <li>• can be controlled by Crawfords response team</li> <li>• does not involve other site users</li> </ul>	An emergency where the impacts on people, property and the environment: <ul style="list-style-type: none"> <li>• are expected to spread to other sections of the site</li> <li>• cannot be controlled by Crawfords response team</li> <li>• may impact other site users</li> </ul>	An emergency where the impacts on people, property and the environment: <ul style="list-style-type: none"> <li>• are expected to impact both the entire site and beyond the site boundaries</li> </ul>
<b>Emergency Services May Be Required</b>	<b>Emergency Services Should Be Required</b>	<b>Emergency Services Will Be Required</b>
Examples: <ul style="list-style-type: none"> <li>• small fuel or oil leak from vehicle or equipment</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• major fuel or oil leak with run off to ecosystem</li> <li>• major vehicle incident</li> </ul>	Examples: <ul style="list-style-type: none"> <li>• any fire that cannot be controlled by Crawfords response team</li> </ul>

<ul style="list-style-type: none"> <li>• a rail siding incident or derailment</li> <li>• a medical emergency.</li> </ul>	<ul style="list-style-type: none"> <li>• major rail siding incident</li> <li>• a medical emergency where doubt regarding the welfare of the casualties exists</li> </ul>	<ul style="list-style-type: none"> <li>• any explosion or potential explosion</li> <li>• any uncontrolled release of toxic gases</li> <li>• major vehicle incident resulting in or with potential to result in injury, fire, explosion or major loss of containment</li> <li>• major rail siding incident resulting in or with potential to result in injury, fire, explosion or major loss of containment</li> <li>• a medical emergency that cannot be managed beyond immediate first aid by site personnel</li> </ul>
--	--	--

**9. Emergency Functions and Organisational Structure**

Emergency functions are detailed in Table 3

**Table 3**

<b>Role</b>	<b>Response Function</b>	<b>Report Function</b>
Area Wardens	<ul style="list-style-type: none"> <li>• Ensure evacuation completed</li> </ul>	<ul style="list-style-type: none"> <li>• Report evacuation complete to Emergency Controller</li> </ul>
Emergency Controller	<ul style="list-style-type: none"> <li>• Alert Emergency Services</li> <li>• Establish site cordon points</li> <li>• Alert neighbouring facilities</li> <li>• Ensure evacuation complete</li> <li>• Advise Crawfords Directors</li> <li>• Monitor first response</li> <li>• Terminate emergency in consultation with</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of emergency situation</li> <li>• Advise regulatory authorities</li> <li>• Advise product owner</li> <li>• Advise termination of emergency to all stakeholders by UHF radio and phone</li> </ul>

	<p>Emergency Services or Response Team</p> <ul style="list-style-type: none"> <li>• Emergency Services Liaison Officer</li> </ul>	
NSWFR	<ul style="list-style-type: none"> <li>• Incident combat and emergency control</li> <li>• Assume overall control of emergency</li> <li>• Investigation</li> </ul>	Internal – other government agencies
NSWPF	<ul style="list-style-type: none"> <li>• Traffic control / site cordons</li> <li>• Investigation</li> </ul>	Internal – other government agencies
NSW Ambulance	<ul style="list-style-type: none"> <li>• Treatment and transport of casualties</li> </ul>	Internal – other government agencies
Product Owner ERS	<ul style="list-style-type: none"> <li>• Supply technical advice as required</li> </ul>	Internal
Regulatory Authorities	<ul style="list-style-type: none"> <li>• Reporting and investigation roles</li> </ul>	All stakeholders

## 9.2 Organisational Structure

The site Emergency Organisational Structure and Identification is detailed in Table 4 and Table 5

**Table 4 Structure**

Role	Name	Contact
Emergency Controller	<ul style="list-style-type: none"> <li>• Phillip Davis</li> </ul>	0490 095 017
Area Wardens	<ul style="list-style-type: none"> <li>• Natalie Camileri- Site General</li> <li>• Matt Parsons – Rail Ops Area</li> <li>• Tony Rowe – Timber Area</li> </ul>	0429 999 914
Response Team	<ul style="list-style-type: none"> <li>• Phillip Davis</li> </ul>	0490 095 017
	<ul style="list-style-type: none"> <li>• Mark Grech</li> </ul>	0427 010 838
First Aid Team	<ul style="list-style-type: none"> <li>• Phillip Davis</li> </ul>	0490 095 017
	<ul style="list-style-type: none"> <li>• Mark Grech</li> </ul>	0427 010 838
	<ul style="list-style-type: none"> <li>• Tony Rowe</li> </ul>	

**Table 5 Identification**

<b>Role</b>	<b>Orange Vests</b>
Area Wardens	Warden
Response Team	First Aid
Emergency Controller	Emergency Controller

## **10. EMERGENCY PROCEDURES**

### **10.1 Emergency Colour Coding in accordance with AS3745-2002**

Relevant sections of the Emergency Procedures are colour coded as follows:

**CODE RED:**

**FIRE**

**CODE ORANGE:**

**EVACUATION**

**CODE PURPLE:**

**BOMB / ARSON THREAT**

**CODE BLUE:**

**MEDICAL EMERGENCY**

**CODE BLACK:**

**PERSONAL / SECURITY THREAT**

**CODE PINK:**

**CHEMICAL FIRE / SPILL**

**CODE YELLOW:**

**INTERNAL EMERGENCY - FLOODING**

FIRE

CODE RED

## 10.2 Initiating an Emergency Situation and Evacuation of the Area

- The person raising an alarm shall do so by reporting the situation to the Emergency Controller
- After hours emergencies shall be communicated directly to the Emergency Controller or in his absence a nominated Deputy Emergency Controller by mobile phone.
- The Emergency Controller shall assess the situation and either despatch a response team or initiate the Emergency Procedure by alerting area wardens to evacuate the area
- The Emergency Controller or Deputy Emergency Controller shall assess the situation and alert Emergency Services in accordance with 8.2 Levels of Emergency
- In the event of an evacuation the Emergency Controller shall advise other site users to evacuate if they are potentially affected
- Area Wardens shall arrange the movement of all personnel to a remote Muster Point dependant on the prevailing wind direction and conduct a roll call
- **Emergency Muster Points**
  - Point A** Adjacent to Downton St entry gate.
  - Point B Alternative Muster Point for high risk situations and Evacuation Staging Centre** - Intersection of Werris Creek Road and South Street
- If an off site evacuation is required surrounding neighbours shall be advised to evacuate by the Emergency Controller
- If necessary incoming traffic other than Emergency Services shall be restricted from entering South St at the intersection of Werris Creek Road and South Street. This decision is the responsibility of the Emergency Controller
- All incidents will be managed and controlled by Crawfords Freightlines until emergency services arrive at the site of the emergency. Crawfords Freightlines personnel will not assume control of an incident unless the emergency services in attendance have handed the site over to Crawfords Freightlines.

**FIRE**

**CODE RED**

### **10.3 Surrounding Area Fire**

- Alert Fire Service.
- Alert neighbouring facilities
- If possible fight the fire with the site water cart and hose reels and keep nearby areas dampened.

### **10.4 In the event of specific fires:**

#### **10.4.1 Vehicle Fire**

- Drive the vehicle to a safe area if possible.
- Detach the prime mover if possible
- Isolate the battery.
- Fight the fire with a dry powder extinguisher or water (only use water if there is no possible electrical problem).
- Initiate Emergency Situation as detailed in 11.2

#### **10.4.2 Forklift Fire**

- Move forklift to safe area if possible
- Isolate the battery
- Fight the fire with a dry powder extinguisher or water (only use water if there is no possible electrical problem).
- Initiate Emergency Situation as detailed in 11.2

#### **10.4.3 Conveyor Fire**

- Shut down conveyor
- Move vehicle or container to a safe area
- Isolate power supply
- Fight the fire with a dry powder extinguisher or water (only use water if there is no possible electrical problem).
- Initiate Emergency Situation as detailed in 11.2

#### **10.4.4 Light Vehicle Fire**

- Move vehicle to safe area if possible
- Fight the fire with a dry powder extinguisher or water (only use water if there is no possible electrical problem).
- Initiate Emergency Situation as detailed in 11.2

#### **10.4.5 Other Site Occupier Fire**

- Alert site occupier
- Offer assistance where possible
- If area is unattended consider requesting Emergency Services assistance
- Initiate Emergency Situation as detailed in 11.2 in consultation with site tenant

**FIRE**

**CODE RED**

#### **10.4.6 PPE**

Minimum PPE required by Crawfords Emergency Responders shall be

- Safety Boots
- Long sleeve cotton shirt
- Long cotton trousers
- Full face safety visor
- Leather gloves
- Hard hat

EVACUATION

CODE ORANGE

#### **10.5 Evacuation Procedures:**

- The Emergency Controller shall initiate the evacuation by advising Area Wardens
- Area Wardens shall advise all persons on site to assemble at either muster point A or muster point B depending on severity of the emergency and wind direction
- **Emergency Muster Points**
  - (i) **Point A** Adjacent to Downton St entry gate.
  - (ii) **Point B Alternative Muster Point for high risk situations and Evacuation Staging Centre**
    - Intersection of Werris Creek Road and South Street
- Area Wardens shall complete a check of the site to ensure all persons are evacuated
- The Area Wardens shall conduct a roll call ensuring all staff and visitors are accounted for.
- If necessary, surrounding neighbours shall be advised to evacuate by the Emergency Controller.
- Incoming traffic other than Emergency Services shall be restricted from entering the depot at the intersection of Werris Creek Road and South Street. This decision is the responsibility of the Emergency Controller or the controlling Emergency Service
- Await emergency services clearance to return to evacuated area.



BOMB / CBR / ARSON THREAT

CODE PURPLE

**10.6 External Communicated Threat:**

**10.6.1** Externally communicated threats may be communicated by telephone, email, note or suspect article and may involve one or more of the following threats:

- Bomb threat
- Chemical, Biological, or Radiological Threat
- Arson Threat

**10.6.2** Actions on receiving a threat

- Phone Threat
  - (i) Person receiving call shall complete the AFP Bomb-Threat Checklist
  - (ii) Person receiving threat shall advise Emergency Controller
  - (iii) Emergency Controller shall inform Police by dialling 000
  - (iv) Emergency Controller may initiate 12.5 Emergency Evacuation Procedure
- Email threat
  - (i) Person receiving threat shall advise Emergency Controller
  - (ii) Emergency Controller shall inform Police by dialling 000
  - (iii) Emergency Controller may initiate 12.5 Emergency Evacuation Procedure
- Note or Suspect Article
  - (i) Person receiving threat shall advise Emergency Controller
  - (ii) Emergency Controller shall inform Police by dialling 000
  - (iii) Emergency Controller shall initiate 12.5 Emergency Evacuation Procedure
  - (iv) Emergency Controller shall ensure site is cordoned off until cleared by authorities

**10.7 Medical Emergencies:**

In the event of a medical emergency the first person to arrive at the scene shall:

- Before entering the immediate incident area ensure own safety by identifying and neutralising possible sources of danger including:
  - (i) Toxic fumes
  - (ii) Energy sources (electrical / gas)
  - (iii) Fire / smoke
  - (iv) Unstable structures or floor areas
  - (v) Potential explosion risks
- Notify a first aid officer
- Ring **000** ask for the **Ambulance Service** and provide the following information:
  - Location of the premises
  - Nature of the emergency and estimated number of people requiring aid
  - Let the Ambulance Service hang up **FIRST**
- Dispatch person to indicated vehicular entrance to direct the emergency vehicle.
- Stay with injured person/s until First Aid Officer arrives
- Consider personal decontamination of the casualty

PERSONAL / SECURITY THREAT

CODE BLACK

### **10.8 Security Threats:**

In the event of a **personal** or **security** threat by either **armed** or **unarmed persons** (including verbal abuse and civil disturbance):

- Remain calm!
- Notify Emergency Controller or Operations Manager immediately when safe to do so
- Relay all relevant details regarding type of situation, location, number of people
- The Emergency Controller shall notify police if the situation warrants
- If able, leave area/building and secure area
- Await arrival of Police, and follow their directions

CHEMICAL SPILL

CODE PINK

### 10.9 Chemical Spills:

**In the event of a spill on the site including warehouse or loading / unloading areas:**

**FOR DANGEROUS / HAZARDOUS GOODS  
REFER TO SPECIFIC PRODUCT CONTAINMENT PROCEDURES**

- Person identifying spill shall advise immediate supervisor
- Supervisor shall inform Emergency Controller
- Ensure no run off to sensitive areas
- Clean up all spills immediately.
- Clear area of personnel.
- Use dry clean up procedures and avoid generating dust.
- Wear protective clothing, gloves, safety glasses and dust respirator.
- Place in suitable containers for disposal
- Do not contaminate recovered material with fuel, organic materials, or other chemicals

#### 10.9.1 Initiating an Emergency Situation and Evacuation of the Area

- The person raising an alarm shall do so by reporting the situation to the Emergency Controller
- After hours emergencies shall be communicated directly to the Emergency Controller or in his absence the nominated Deputy Emergency Controller by mobile phone.
- The Emergency Controller or Deputy Emergency Controller shall assess the situation and alert Emergency Services in accordance with Section 8.2 Levels of Emergency and Section 17 Table 8 Reporting an Emergency.
- The Emergency Controller shall assess the situation and either despatch a response team or initiate the Evacuation Procedure by alerting area wardens to evacuate the area
- In the event of a whole of site evacuation the Emergency Controller shall advise other site users to evacuate
- Area Wardens shall arrange the movement of all personnel to a remote Muster Point dependant on the prevailing wind direction and conduct a roll call

CHEMICAL SPILL

CODE PINK

**Emergency Muster Points**

- (i) **Point A** Adjacent to Downton St entry gate.
- (ii) **Point B Alternative Muster Point for high risk situations and Evacuation Staging Centre -**  
Intersection of Werris Creek Road and South Street
  - If an off site evacuation is required surrounding neighbours shall be advised to evacuate by the Emergency Controller
  - If necessary incoming traffic other than Emergency Services shall be restricted from entering South Street at the intersection of South Street and Werris Creek Road. This decision is the responsibility of the Emergency Controller
  - All incidents will be managed by the attending emergency services upon arrival at the site of the emergency. Crawfords personnel will not assume control of an incident unless the emergency services in attendance have terminated the emergency and completed an incident hand over to Crawfords

**INTERNAL EMERGENCY-FLOODING**

**CODE YELLOW**

#### **10.10 Flood Response:**

**In the event of a flood threat to the site which could adversely affect the safety of persons on the site:**

##### **10.10.1 Flood Event Forecast**

- 2% AEP and 1% AEP event warnings are generally broadcast 18 hours in advance of the expected flood peak levels, allowing sufficient time for a flood emergency mobilisation and response.
- 2% AEP event level forecasts should be regularly monitored in consultation with local Emergency Services, where there is potential for an escalation of the 2% AEP a 1% AEP response shall be mobilised.
- Ensure doors on all empty containers stored at ground level are opened and remain open from notification of a 1% AEP forecast to cancellation of the warning.
- Containers stacked above 1 container high will not be affected by a 1% AEP.

##### **10.10.2 Emergency Refuge During Flood**

The site shall not be used for emergency refuge during flood events. Persons on site shall be limited to emergency response crews only.

**11. Emergency Resources**

Emergency resources for use in a site emergency are listed in Table 6.

**Table 6**

<b>Function</b>	<b>Resources</b>	<b>Location</b>
Emergency Notification	UHF Radio /Mobile phone  Land line	Area Wardens Chief Warden Deputy Warden Emergency Controller Deputy Emergency Controller Neighbouring Facilities
Spill Recovery and Flood Mitigation	Hydrocarbon spill containment pads/booms/socks Shovels Brooms Front end loaders	Workshop  Equipment store
Transport	Light vehicles including utilities and passenger vehicles	Based at facility
Control Room	Initially operations office, would become mobile if incident escalated	Operations office based at facility, Emergency Controllers light vehicle to be used as mobile control room
Fire Fighting	Mobile site water tanker Extinguishers  Fire water tank	Based at facility Located in building/on plant and vehicles Adjacent to office building

**12. Facility Emergency Control Centre**

The FECC shall be situated in Crawfords Operations Office. The following information and equipment shall be retained in the FECC by the Emergency Controller

- Site Emergency Plan
- Current MSDS
- Site plans
- Current manifest quantities
- Emergency Contact numbers

- UHF radios
- Vehicle and equipment keys

**13. Activation of Emergency Plan**

Activation of the Emergency Plan will occur under any circumstances broadly defined in section 8.2 Levels of Emergency, for local, site, and external emergencies. Refer Table 7.

**TABLE 7**

<b>Role</b>	<b>Responsibility</b>	<b>Method</b>
All persons identifying an emergency	<ul style="list-style-type: none"> <li>• Report emergency to Emergency Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Phone/UHF Radio/verbal</li> </ul>
Area Wardens	<ul style="list-style-type: none"> <li>• Ensure all staff evacuated in area of responsibility</li> <li>• Advise Emergency Controller</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct sweep of area</li> <li>• Mobile Phone / UHF</li> </ul>
Emergency Controller	<ul style="list-style-type: none"> <li>• Alert Emergency Services</li> <li>• Establish site cordons</li> <li>• Alert neighbouring facilities</li> <li>• Ensure evacuation complete</li> <li>• Advise Crawford's Directors</li> <li>• Monitor first response</li> <li>• Coordinate Disaster Victim Registration</li> </ul>	<ul style="list-style-type: none"> <li>• Mobile phone</li> <li>• Allocate traffic control duties</li> <li>• Mobile phone</li> <li>• Liase with Deputy hief Warden</li> <li>• Mobile phone</li> <li>• As required</li> <li>• Assist Emergency Services: visitor/contractor/employee registers</li> </ul>

**14. Initial Advice to Emergency Services**

Initial advice to Emergency Services will include the following information

- Name of caller
- Title and address of premises
- Type of emergency
- Location of emergency
- Dangerous or Hazardous Goods involved
- Casualties



- Entrapments
- Evacuation status
- Immediate risk
- Potential for escalation of emergency
- Likely impact on neighbours
- Other Emergency Services contacted
- Site emergency contact number
- Callers contact number

#### **15. Environmental Emergencies**

Environmental emergencies shall be managed in accordance with;

- Emergency Procedures Section 11.9 Chemical Spill,
- Initial Advice to Emergency Services Section 14.
- Section 17 Table 8 Reporting an Emergency

The Emergency Controller shall be responsible for reporting, investigation, and site remediation. Environmental Emergency contacts are detailed in Emergency Functions and Organisational Structure Section 9; 9.1 and 9.2

#### **16. Bomb or Site Specific Threat**

Site specific threats shall be managed in accordance with Emergency Procedures Section 11.6 and Initial Advice to Emergency Services Section 15.

#### **17. Reporting an Emergency**

Emergency events shall be reported in accordance with Section 17 Table 8.

Crawfords internal reporting and investigation protocols shall be followed in accordance with Crawfords Safety Management System; Incident Reporting.

**Table 8**

<b>Event Type</b>	<b>Reporting Requirement</b>	<b>Reporting Responsibility</b>
Fire	<ul style="list-style-type: none"> <li>• NSW Fire Brigades</li> <li>• Workcover NSW</li> <li>• ONRSR if Rail Infrastructure involved</li> <li>• EPA if loss of containment</li> <li>• Crawfords Directors</li> <li>• Site Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Controller</li> <li>• Incident Investigation Stakeholders</li> <li>• Site Stakeholders</li> </ul>
Explosion or Potential Explosion	<ul style="list-style-type: none"> <li>• NSW Fire Brigades</li> <li>• Workcover NSW</li> <li>• ONRSR if Rail Infrastructure involved</li> <li>• EPA if loss of containment</li> <li>• Crawfords Directors</li> <li>• Site Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Controller</li> <li>• Incident Investigation Stakeholders</li> <li>• Site Stakeholders</li> </ul>
Major Transport Incident	<ul style="list-style-type: none"> <li>• NSW Fire Brigades</li> <li>• Workcover NSW</li> <li>• ONRSR if Rail Infrastructure involved</li> <li>• EPA if loss of containment</li> <li>• Crawfords Directors</li> <li>• Site Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Controller</li> <li>• Incident Investigation Stakeholders</li> <li>• Site Stakeholders</li> </ul>
Loss of Containment or Uncontrolled Release of Toxic Substance	<ul style="list-style-type: none"> <li>• Workcover NSW if DG involved</li> <li>• ONRSR if Rail Infrastructure involved</li> <li>• EPA if DG or Hazardous Goods involved</li> <li>• Crawfords Directors</li> <li>• Site Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Controller</li> <li>• Incident Investigation Stakeholders</li> <li>• Site Stakeholders</li> </ul>
Subversive Activity	<ul style="list-style-type: none"> <li>• NSW Police</li> <li>• Workcover NSW</li> <li>• ONRSR if Rail Infrastructure involved</li> <li>• EPAH if loss of containment</li> <li>• Crawfords Directors</li> <li>• Site Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Controller</li> <li>• Incident Investigation Stakeholders</li> <li>• Site Stakeholders</li> </ul>
Natural Event	<ul style="list-style-type: none"> <li>• NSW Fire Brigades</li> <li>• Crawfords Directors</li> <li>• Site Stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>• Emergency Controller</li> <li>• Site Stakeholders</li> </ul>

## **18. Termination of Emergency**

Termination of an Emergency shall be the responsibility of the Emergency Controller.

**18.1** Attending emergency services will hand over control of an incident to Crawfords Freightlines following an all clear being declared by the controlling service:

- NSWFR
- NSW Police
- Workcover

**18.2** Following release of the site by the attending authority, resumption of normal activities shall not commence until:

- The site is released by Crawfords incident investigation team
- Comprehensive site risk assessments are completed
- Hazards identified in risk assessments are rectified
- All stakeholders sign off on risk assessments

**18.3** Public Information Dissemination Post Event shall be managed using a nominated Public and Media Liaison representative. The Public and Media Liaison representative should be an approved external provider specialising in dissemination of sensitive information.

## **19. Plan Management**

The Emergency Plan shall be managed to ensure the following key points are incorporated in the management process:

### **19.1 Training and Education**

All personnel at the facility will be provided with familiarisation and training in the emergency plan. Roles and areas of the plan to be covered will include the following:

- Visitors and contractors; at site induction
- Other site users; consultation and involvement in plan testing
- All Crawfords staff; consultation, review of plan and plan testing
- Crawfords area wardens and first responders; consultation, review of plan, role specific training, plan testing
- Crawfords response team; fire and spill control training including use of extinguishers, lay flat hoses, spill kits, product specific awareness training
- Neighbouring facilities; consultation

### **19.2 Support Action**

- Responsibility for updating and maintenance of the plan:
  - (i) through consultation; employees and stakeholders identified in plan
  - (ii) overall responsibility for ensuring the plan is maintained; Emergency Controller
  - (iii) all plan amendments shall be recorded in the document control table on page 1 of the plan, the Emergency Controller is responsible for maintaining amendment records

- (iv) ensuring information is communicated to stakeholders and the community; Emergency Controller

### **19.3 Operational Controls**

The following operational controls shall be maintained:

- Fire extinguisher testing in accordance with AS1851
- Vehicle pre start checks daily
- Material handling equipment pre start checks daily
- Forklift pre start checks daily
- First aid kits stocked and accessible
- Spill containment equipment stock controlled and accessible
- Water tanker filled and ready at end of shift

### **19.4 Investigation of an Emergency**

Near misses and incidents shall be investigated in accordance with Crawfords Safety Management System - Incident Investigation Procedures.

Stakeholders and regulatory authorities involved in the investigation process are identified in Section 21 of the Emergency Plan, in addition to these stakeholders employee involvement will be essential to the investigation process. Results of an incident investigation shall be released to the stakeholders following sign off by Crawfords Directors.

Corrective actions identified in the investigation process will be incorporated into SOPs, relevant staff will be retrained in the revised SOPs.

### **19.5 Plan Testing**

The emergency plan shall be reviewed and tested as follows:

- prior to release of final draft; as a table top exercise involving site stakeholders and consultation with community
- mock evacuation; every 6 months
- review of neighbouring facilities and emergency contact details; every 6 months
- multi agency exercises in support of Item 23.9 Auditing

### **19.6 Monitoring and Review**

Monitoring and review of the plan shall be conducted:

- as part of the management of Change process prior to new product storage requirements commencing
- new or amended legislation or regulation is introduced

### **19.7 Auditing**

Auditing of the emergency plan shall be achieved through plan testing and monitoring and review of the plan.

Site specific audits shall address the emergency plan functions and review periods.

#### **19.8 Updating The Plan**

The Emergency Plan shall be updated:

- following incident investigations
- to address corrective action identified in audits
- as a result of deficiencies identified during testing of the plan
- as part of the Management of Change process prior to new product storage requirements commencing
- new or amended legislation or regulation is introduced
- as required following an incident or near miss investigation
- changes to surrounding land use
- changes involving persons or positions detailed in the Emergency Plan
- changes to contact numbers

#### **20. Emergency Services Information Pack**

The Emergency Services Information Package shall be retained in the site dangerous Goods Manifest Box located at the site entry. The following information shall be included in the ESIP:

- Title Page with document control information
- Company Details page with business hours and after hours contact details for nominated positions
- Information location details page
- Copy of notification of Dangerous Goods on Premises
- 2 x A3 size site plans showing location of DG storage, and drainage systems
- a laminated copy of the ESIP is located at the front of the Emergency Plan
- a laminated copy of the ESIP shall be distributed to the responding NSWFR station

#### **21. SH&E Information**

Safety Health and Environment Information is retained in the Emergency Plan - Appendix A Safety Data Sheets

#### **22. Location Maps**

A locality map and surrounding land use description is retained in the Emergency Plan - Appendix B

#### **23. Site Plans**

Site plans are located in Appendix B of the Emergency Plan

#### **24. Emergency Contact Numbers**

Emergency contact numbers are retained in Appendix C of the Emergency Plan

**25. Plan Testing and Review Records**

Date	Test Type ( Field or Desktop)	Participants	Observations / Plan Amendments Required
15.07.21	Field	P Davis S Petersons R Tracey 23 staff	Emergency exercise (uncontrolled Methyl Bromide release) conducted 1025am. All staff assembled correctly at Muster Point by 1033 am. Fumigators took control of evacuated area. Notification table evaluated by site controller – advice to emergency service etc

**Appendix A – Insert applicable SDS**

### Appendix B - Location





**Appendix C – Emergency Contacts**

**POLICE / AMBULANCE / FIRE BRIGADE: Ph - 000**  
**STATE EMERGENCY SERVICES: Ph - 132 500**  
**RMS TRANSPORT MANAGEMENT CENTRE - 131 700**  
**ARTC EMERGENCIES: Ph - 0249 029 410**  
**CRAWFORDS 24HR SECURITY- 0490 531 000**  
**CRAWFORDS PUBLIC COMPLAINTS LINE - 1800 218 615**  
**CRAWFORDS 24 HOUR SECURITY 0490 531 000**

LOCATION	PHONE	CONTACT	AFTER HOURS
Emergency Response	1800 210 694	Crawfords 24 Hour Contact	1800 210 694
Public Complaints Line	1800 218 615	Crawfords 24 Hour Contact	0490 531 000
Emergency Controller	0490 095 017	Phil Davis	0490 095 017
Deputy Emergency Controller	0407381826	Ngairie Ryder	0407381826
Area Warden	0429 999 914	Matt Parsons	0429 999 914
Area Warden	0408 025 879	Tony Rowe	0408 025 879
Managing Director	02 6573 3515	Peter Crawford	0429 0101 111
Compliance Manager	0490 140 562	Robert Tracey	0490 140 562
Neighboring Facility	0429 999 914	Matt Parsons	0429 999 914
Neighboring Facility	02 6768 6520	Pacific National	026768 6520
Neighboring Facility	0488 591 798	Elizabeth Richards	0488 591 798

LOCATION	PHONE	CONTACT	AFTER HOURS
Neighboring Facility	0428 658 707	Electro Star	0428 658 707
Neighboring Facility	02 67686520	Werris Creek Railway Station	0428 248 515

DEMO	02 6768 2802	District Emergency Management Office	02 6768 2802
Safe Work NSW	131050	Reporting Line	131050
ATSB-ONRSR	1800 011 034	Reporting Line	1800 011 034
EPA	131555	Reporting Line	131555
Water	02 6746 1755	Emergency Line	02 6746 1755
Energy Australia	131388	Emergency Line	131388

