# EMERGENCY RESPONSE PLAN - GUIDE

A351909

**TABLE OF CONTENTS**

## DOCUMENT AMENDMENT TABLE

| VERSION | PREPARED BY | DATE | AMENDMENT DETAILS |
|---------|-------------|------|-------------------|
| 1 | Port Development | 30/05/2024 | Added new sections 7-10, and minor updates. |
| | | | |

## 1. INTRODUCTION

The purpose of this document is to provide proponents with a guide for the preparation of an Emergency Response Plan (ERP). Please note that an ERP is to be submitted as part of the construction application package (refer to Port Development Guidelines). The complete construction application package (including all documents and attachments) are to be submitted via Aconex. An ERP prepared by a contractor or sub-contractor on the proponent's behalf, is to be reviewed and approved by the proponent before submission to Pilbara Ports.

This document provides proponents with a guide for the preparation of an ERP, and provides general information on the format and content of an ERP that is acceptable to Pilbara Ports.

The proponent must ensure that its ERP references the mandated governance role of Pilbara Ports over the port, is consistent with Pilbara Ports' ERP for the respective port, and details the proponent's commitment to ensuring clear lines of 24 hour communication between Pilbara Ports and the proponent prior to, during and post an emergency event.

The ERP is to comply with all relevant legislation and statutes, Australian Standards and with any other relevant approvals.

## 2. DOCUMENT CONTROL AND AUTHORISATION

The front cover of the ERP should include document control details in accordance with the organisation's internal control procedures, to ensure that approved documentation can be clearly identified. As a minimum, information relating to the person who prepared the ERP and their accreditation details, along with sign-off details is to be included.

## 3. PROJECT DESCRIPTION (SCOPE OF EMERGENCY RESPONSE PLAN)

Set out the scope and application of your emergency plan.

Identify the kind of emergency events and occurrences that the business or location could experience, such as fire, chemical spills, bomb threats, electrical outages, security breaches, natural disasters, significant injuries, medical events etc.

Describe the location of the site and how many personnel may be on site at any one time. Explain how the emergency plan gets activated and provide a description of the specific project, specific areas, vessels, equipment, and personnel covered under the ERP.

## 4. ROLES AND RESPONSIBILITIES

Provide details of your Incident Management Team and structure, along with roles, responsibilities and contact details. Also provide the contact details of the personnel who are responsible for updating the proponent's ERP.
Outline the roles and responsibilities of your emergency management team. Your emergency management team may include your wardens, first aid officers and others. Explain each person's responsibilities both in an emergency and in planning for an

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emergency. This can include specific instructions for each person, if relevant. For example, you might outline the training and planning procedures that are required for a fire warden. Provide contact details.

| NAME | ROLE | REPSONSIBLITY | PHONE NUMBER |
|------|------|---------------|--------------|
|      |      |               |              |
|      |      |               |              |
|      |      |               |              |
|      |      |               |              |
|      |      |               |              |

### 4.1 Supervisors – roles and responsibilities
Outline the roles and responsibilities of supervisors both in an emergency and in planning for an emergency.

#### 4.1.1 Workers – roles and responsibilities
Outline the roles and responsibilities of workers both in an emergency and in planning for an emergency.

## 5. EMERGENCY PREPAREDNESS
### 5.1 Site Specific Risk Assessment
Provide details of site-specific risk assessments, clearly identifying all hazards.

### 5.2 Emergency Exercises
Provide details of emergency exercises.

### 5.3 Emergency Check List
Provide details of your emergency check list.

## 6. EMERGENCY RESPONSE
### 6.1 Emergency Response Procedures
Provide details of all emergency procedures, including onsite evacuation / relocation, offsite evacuation, lock-down, lock-out and shelter-in-place.

Set out procedures for the potential emergency events and occurrences you have identified for your, business based on the hazards in your workplace and location.

These could include fire, chemical spills, bomb threats, electrical outages, security breaches, natural disasters, significant injuries, medical events, substance threat, environment spills etc.

This plan must outline who should be contacted and at what stages, and the best means of contact.

Outline medical treatment options – i.e. where to find emergency kits, first aid officers and supplies and instructions. Make sure you consider how you will account for people in the case of an emergency.

If you need to provide for a large number of scenarios, you may choose to include only a brief outline of procedures in the document and refer to another document/s that contains more detailed information on the procedure for each scenario.

Consider whether precautions you have taken and may affect your risks and procedures – i.e. if key personnel are no longer working from their usual workplace, or if there are less staff to undertake key tasks, how easily workers can communicate in an emergency situation, so ensure you consider these factors when reviewing your plan.

### 6.2 Response Procedures for Specific Emergencies

Provide details of emergency procedures for specific emergencies, such as fires, external emissions / spills, bomb / substance threat, etc.

### 6.3 Area Maps and Evacuation Procedures

Outline your evacuation procedures here. You should include a copy of your site plan with detailed locations of emergency exits, evacuation routes, safety equipment and locations of wardens clearly marked. If you have workers across multiple locations, ensure procedures are outlined for everyone.

Provide detailed maps clearly showing the location of the facility, onsite and offsite muster / assembly points, exit points, emergency services access points, offsite evacuation routes, major landmarks, etc.

Where appropriate to do so, provide building / facility specific evacuation diagrams.

## 7. AFTER AN EMERGENCY

Describe and include information on what should be done after an emergency has occurred, including who must be notified and how and when this should occur. You may wish to include a template for recording the incident and outline the debriefing process to review what happened, how the plan was followed, and lessons learned.

If staff are working from different locations, including from home, make clear what is expected for an emergency that occurs outside of the usual workplace.

## 8. TESTING THE EMERGENCY PLAN

Explain how your emergency plan your procedures will be assessed – i.e. evacuation drills, fire alarm testing etc. Describe and include information on how this will be conducted and how often.

### 9. TRAINING

Describe your emergency plan that must include information on the provision of information, training, and instruction to workers on their roles and responsibilities in implementing procedures.

If your work processes change, this may require new or additional information or training. Consideration for providing training to different people such as; induction courses for new workers, refresher training for existing workers, training for short-term contractors or visitors at the workplace (this may not need to be as extensive as it is for workers) restructure, or worker population has increased etc.

### 10. REVIEWING, REPORTING AND RECORD-KEEPING

Provide detail how you will review, report on, and what records will be kept on, emergency responses and on compliance with the emergency response plan.

Emergency plans should be developed and reviewed in consultation with workers.

If you have a shared workplace (i.e. a construction site, office building), then you must also consult, cooperate, and coordinate activities with all other persons who have a work health or safety duty in relation to the same matter, so far as is reasonably practicable.

This includes when preparing, reviewing, and revising emergency plans. You may have a shared emergency plan in place if applicable

### 11. EMERGENCY CONTACTS

Provide details of all proponent emergency contacts, and local emergency services.
List your area local emergency services as well as useful workplace contacts such as wardens, first aid officers and other emergency contacts relevant to your site. If you work in close proximity to other neighbouring proponents, it can be helpful to include their contact details here too in case they need to be notified of an emergency that may affect them.

| CONTACT | NAME | PHONE NUMBER |
|---|---|---|
| Emergency services – triple zero | Fire/police/ambulance | **000** |
| Police | | *[(Area code) Number]* |
| Fire warden | | |
| First aid officer | | |
| WHS Representatives | | |
| Security office | | |
| Reception | | |
| State Emergency Services (SES) | | |

| CONTACT | NAME | PHONE NUMBER |
|---|---|---|
| Nearby businesses | | |
| Poison information line | | |
| Utilities services | | |
| Principle contractor | | |
| Marine Rescue | | |

## 12. DOCUMENT OWNER

The Developments Manager has overall responsibility for this Guide.