



# Emergency Management Plan

# Emergency Management Plan

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# Emergency Management Plan

## Details of Revision Amendments

### Document Control

The latest approved version of this Document will be available for all personnel on the SWF SharePoint. The CWPR Safety Manager will maintain, review, and update this Document in accordance with the Records & Documents Procedure.

### Amendments

Each new revision to the Document will be distributed to all required personnel for review and approval.

The revision number is included at the end of the document number, which is noted in the footer of each page. The document will be allocated a new revision number each time a change is made to the document and changes will be in red for easy reference.

When a new revision to the document is available, a notification email will be distributed to all personnel by the CWPR Safety Manager advising of the update.

The CWPR Safety Manager is responsible for the implementation and review of the Document. The CWPR Safety Manager will approve new revisions of the Document via the review and approval process a detailed in the Records & Documents Procedure



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# Emergency Management Plan

## 1. Introduction

### 1.1 Background

Sapphire Wind Farm is located in the New England region of northern NSW. The site is 28km east of Inverell and 18km west of Glen Innes to the north of the Gwydir Highway in the Kings Plains area. It has two neighbouring wind farms, White Rock and Glen Innes which are located to the south of the highway closer to the town of Glen Innes.

Sapphire Wind Farm has a generation capacity of 270 MW, it is the largest (and tallest) wind farm in New South Wales, Australia.

#### 1.1.1 Hours of operation

Sapphire Wind Farm site approved operational hours are twenty-four hours per day, 7 days per week. Scheduled maintenance work is typically carried out weekdays. Additional hours may be required for maintenance and repairs as deemed necessary by the Site/Facility Manager.

### 1.2 Purpose and scope

The purpose of this Emergency Management Plan is to:

- Provide direction for personnel on what to do in the event of an emergency in the workplace;
- Provide assistance in coordination between internal personnel and external agencies in the event of an emergency;
- Ensure all personnel are aware and understand their responsibilities in an emergency situation;
- Provide training information; and
- Provide guidance on drill exercises.

This plan provides for the emergency response, management and investigation of emergencies related to SWF operations at Sapphire Wind Farm. This plan applies to all SWF employees, contractors, workers, volunteers, consultant's visitors and other personnel.

### 1.3 Review

This plan shall be reviewed and or amendments made as a result of any one of the following points:

- In response to an incident.
- Identified significant change in workplace risk or activity.
- Following a reasonable request from a worker or EPC member.

Periodic reviews of the Emergency Plan shall not exceed 12 months.



## 2. Emergency Planning Committee

### 2.1 Purpose

The purpose of the Emergency Planning Committee (EPC) is to develop a well-designed functional Emergency Response Plan for the workplace.

The EPC shall be responsible for:

- Identifying events that could reasonably produce emergency situations;
- Developing an Emergency Plan;
- Ensuring resources are provided to enable the development of the Emergency Plan;
- Ensuring the Emergency Plan is communicated and readily available to workers and appropriate stakeholders;
- Reviewing and updating the Emergency Plan; and
- Planning, conducting and reviewing tests of emergency procedures.

### 2.2 Structure

The senior leader responsible for each workplace shall form an Emergency Planning Committee (EPC). The committee shall include personnel with relevant competence and be appropriate for size and complexity of the workplace.

## 3. Roles and responsibilities

Refer to the Safety Management plan for work health and safety related roles and responsibilities associated to positions.

### 3.1 Incident Management Team

The Incident Management Team (IMT) has been selected for the workplace and is capable of enacting the Emergency Plan and procedures.

The IMT consist of a chief warden and the below additional positions may also be included where deemed necessary via risk assessment by the EPC:

- Deputy Chief Warden;
- Communications Officer and deputy;
- Area Wardens and deputies; and
- Wardens and deputies.



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Details of IMT members are communicated in accordance with the Communication and Consultation Procedure. IMT members details are also to be displayed on workplace noticeboards.

## 4. Training

Safety and Environmental Legislation requires workers to be informed and trained on the implementation of emergency response procedures. Training of this Emergency Plan is delivered in-house by a member of the workplace EPC. Where emergency response training is specialised and not available in-house, industry recognised external trainers should be used.

When training needs are identified they will be recorded in SWF's Training Matrix. Attendees to internal and external training will be recorded on the Training Matrix.

### 4.1 Skills retention

SWF will regularly test the Emergency Plan to assist in both continuous improvement and skills retention. Testing may be in the form of a scenario or emergency evacuation drill. The scenarios and frequency of testing should be determined by the EPC based on risk.

Time between drills shall not exceed 12 months.

When undertaking an evacuation drill or an actual emergency response, the following forms are to be completed: Evacuation Record and or Emergency Debrief.

## 5. Communication & Consultation

Communication strategies are established to enable coordination of an emergency response with all persons at the workplace. SWF have identified all the local emergency service providers in the area and their contact details as well as emergency assembly points, are posted around the workplace.

Consultation and communication for emergency preparedness and debriefs will be managed in accordance with the Communication & Consultation Procedure.

The following processes and communication strategies have been established for the workplace to ensure efficient communication during an emergency:

- Mobile phones.
- UHF Radios: Channel 20
- Hooters: Three loud blasts indicate evacuation requirement.
- Siren: Whoop whoop indicates be alert, Whaling sound indicates emergency evacuation.



## 6. Incident Reporting & Investigation

Where the potential for emergency could occur as a result of an:

- Incident
- Hazard
- Near miss
- Injury
- Potential emergency
- Weather event

The potential or actual emergency should be reported to the supervisor immediately. Reporting and investigation of incidents are to be in accordance with the Incident Reporting & Investigation Procedure.

## 7. Evacuation Diagram/s

The workplace evacuation diagram/s are attached in Appendices 2: Evacuation Diagram/s.

## 8. Emergency Response

### 8.1 Emergency Response Equipment

Emergency response equipment is available throughout the workplace and is determined based on the risk assessment, work location, suitability and accessibility.

Emergency equipment is inspected, tested and maintained as required per manufacturer requirements.

This includes:

- Fire emergency equipment.
- First Aid equipment.
- Spill kits.

First aid kits can be accessed at the following sites/addresses/locations:

- Company owned vehicles.
- Administration buildings.
- Other locations as determined by site specific requirements and risk assessments.

A list of trained persons to provide first aid or life saving techniques in an emergency will be displayed on workplace noticeboards.

All first aid injuries are to be reported in accordance with the Incident Reporting & Investigation Procedure.



## 8.2 Fire-Fighting Equipment

Fire-fighting equipment is supplied and maintained in the workplace, it includes:

- Extinguishers in company supplied vehicles.
- Extinguishers in plant.
- In the vicinity of hazardous combustible substances storage areas. As determined by the risk assessment process for particular tasks.
- Water supply for fire-fighting purposes, during periods of high and extreme fire danger.
- Spark arresters must be fitted to all plant items used during prohibition or proclaimed periods.

No cutting, welding, grinding or other activities which are likely to generate fires should be undertaken on total fire ban days, unless specific permits are in place.

## 8.3 Emergency Response Plans

Appendices 1: Emergency Response Guidelines identifies guidelines which have been developed for responding to specific emergencies as determined via risk assessment.

### 8.3.1 Testing & implementation

An emergency drill/mock emergency scenario shall be carried out within one (1) month of implementation of this plan.

SWF will regularly test the Emergency Plan to assist in both continuous improvement and skills retention. Testing may be in the form of a scenario or emergency evacuation drill. The scenarios and frequency of testing should be determined by the EPC based on risk.

Time between drills shall not exceed 12 months.

## 8.4 Post Emergency Response

When undertaking an evacuation drill or an actual emergency response, the following forms are to be completed: Evacuation Record and or Emergency Debrief.

All incidents are to be reported and investigated in accordance with the Incident Reporting & Investigation Procedure.

Provide post-traumatic incident follow-up with victims, witnesses and offer counselling/support as required. SWF has a nominated Return to Work Coordinator who will be responsible for seeking counselling support where required for victims of emergencies.

## 9. Definitions

Refer to Glossary of Terms



## 10. Records & Attachments

No.	Title
Procedure	Work Health & Safety Risk Management Procedure
Procedure	Communication & Consultation Procedure
Procedure	Incident Reporting & Investigation Procedure
Procedure	Emergency Preparedness Procedure
Form	Evacuation Record Form
Form	Emergency Debrief Form
Information	Glossary of Terms
Register	WHS Risk Register



# Emergency Management Plan

## 11. Appendices

### 11.1 Appendices 1: Emergency Response Guidelines

Guidelines for responding to general and specific emergencies are contained in this Plan. If an emergency has occurred and it is not included in these Guidelines refer to the senior leader responsible for the workplace.

When an emergency occurs, the initial actions will impact or potentially impact upon:

- The injured person and their ability to recover as quickly as possible.
- Other workers.
- Bystanders.
- Yourself.
- The organisation.

An understanding of the emergency response guidelines and the Emergency Plan will reduce the number of negative outcomes resulting from an emergency.

NOTE: When a specific work activity is performed and there is no corresponding emergency guideline, a guideline must then be created and tested.

#### LIST OF EMERGENCY RESPONSE GUIDELINES

1. General Emergency Response
2. Motor Vehicle Accidents
3. Medical Emergencies
4. Fires including Bush Fires
5. Evacuating Buildings
6. Electrical Emergencies
7. Threats (bomb, violence, other).
8. Contact with Underground / Overhead Services.
9. Plant Roll Over's.
10. Environmental Incidents.
11. Chemicals Spills.
12. Excavation Collapse.
13. Electric Shock

#### 11.1.1 Guideline 1: General Emergency Response



# Emergency Management Plan

1. **Remain Calm** - Do not panic.
2. **Assess** the situation.
3. **Warn** anyone in immediate danger.
4. **Call 000 or (Mobile) 112 if required** and the Supervisor. Request the relevant emergency service.

You could be asked for:

- Location of emergency
- Street name & house/depot number
- Suburb
- Nearest main road
- Any other directions that might assist in locating site e.g. km posts/ signs/landmarks
- Number of casualties (if anyone is trapped)
- Brief description of emergency situation e.g. fire, cyclone, electrical incident
- Brief description of injuries

5. **Trained** workers can contain the threat if it is safe to do so.

6. **Proceed** to emergency assembly area.

**Action you may need to take includes:**

- Switch off electrical appliances and machinery.
- Isolate hazard area.
- Put signage and barriers in place.
- Direct people to assembly areas and muster points.
- Relocate to higher ground.
- Evacuate from building.

**Aiding the injured if it is safe and you are qualified to do so, can include:**

- Reassure injured people.
- Make them comfortable and cover them with a coat or blanket.
- Refrain from giving them food and drinks.
- Clear area of onlookers to secure privacy for injured.
- Do not move the injured unless their location continues to put them in danger.

**Snake and Spider bites:**

- Stop and Drop for any snake or spider bites and seek immediate attention.

## 11.1.2 Guideline 2: Motor Vehicle Accident

If you are not injured and able to assist others follow Guideline 1: General Emergency Response



# Emergency Management Plan

- Try to stay Calm - DO NOT discuss the incident or fault with anyone
- If your car has been damaged exchange your details with all drivers
- If you have a camera with you, take photos of vehicles and location (only if safe to do so)
- Locate yourself to a safe area and await arrival of emergency services or police and assist where required
- Contact Tow Truck Service If your car has been damaged
- As soon as the situation allows for it contact your Supervisor and inform them of the incident and your location
- If injured remain in your vehicle, if safe to do so until medical aide arrives
- Try to remain calm and AVOID ANY MOVEMENT if you do not have to move
- Ask someone to contact emergency services on your behalf if you are injured
- Do not drink any fluids or eat any food
- If electrical powers lines are involved do not touch anything metal in or on your vehicle and notify emergency services at the time of calling, remain in the car unless absolutely necessary to alight e.g. a fire has started. If this is the case, occupants exit the vehicle with feet together and move to safety by hopping (not walking) away to avoid electrocution).
- As soon as your injuries permit, contact your Supervisor and advise them of your injuries, the location of the accident, how many vehicles are involved, your location and if you will be transported to hospital the name of the hospital.

## 11.1.3 Guideline 3: Medical Emergency

1. **Call 000 or 112** immediately for medical emergencies.
2. **Notify** your Supervisor.
3. **Qualified** workers can perform first aid if it is safe to do so.

**Aiding the injured if it is safe and you are qualified to do so, can include:**

- Reassure injured people.
- Make them comfortable and cover them with a coat or blanket.
- Refrain from giving them food and drinks.
- Clear area of onlookers to secure privacy for injured.
- Do not move the injured unless their location continues to put them in danger.

**Once the emergency has been managed, workers will need to:**

- Document their actions and what they witnessed.
- Report to their Supervisor to assist with documenting and reviewing the event.

## 11.1.4 Guideline 4: Fire

Follow the "R.A.C.E." acronym if there is a fire or suspected fire: Rescue – Alarm – Contain – Extinguish

### 1. Rescue

Immediately stop what you are doing and remove anyone in immediate danger from the fire to a safe area.



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Able persons should be instructed to leave under their own power and report to the Emergency Assembly Point.

Persons that require assistance with evacuation should be assisted to the Emergency Assembly Point.

Get out as safely and quickly as possible. The less time you and others are exposed to poisonous gases, heat, or flames, the safer everyone will be.

Assist/ensure evacuation as per instructions from the Chief Warden.

## 2. Alarm

- Activate the nearest fire alarm.
- Call 000 or 112 and/or your supervisor to report the location and current extent of the fire. **3. Contain**
- Close all doors and windows that you can safely reach to contain the fire.
- During evacuation close the doors behind you.

## 4. Extinguish

- Only attempt to extinguish the fire if it is safe for you to do so.
- Retrieve the nearest fire extinguisher and follow the "P.A.S.S." procedure:

P = Pull the pin breaking the plastic seal;

A = Aim at the base of the fire;

S = Squeeze the handles together; and

S = Sweep from side to side.

See Figure 1: Fire Fighting Equipment Usage Chart

**5. Shut down** equipment and machinery.

**6. Exit** the area safely.

**7. Proceed** to the assembly area or muster point.

**8. Follow** the instructions of the Fire Warden.

**Trained Fire Wardens can undertake the following:**

- Extinguish fires.
- Lead evacuations.
- Take head counts at assembly areas and muster points.
- Liaise with external agencies.
- Keep records of the emergency and work with management to review event.

**Bushfire reporting and evacuations are to be carried out as follows:**

- Any smoke identified in the close proximity of the workplace or on the horizon should be reported immediately to the area supervisor.
- **Call 000 or (Mobile) 112 if required** by the Supervisor. Request the relevant emergency service.
- Work in the area must be reviewed to ensure the safety of personnel.
- If the workplace is deemed to be unsafe the personnel are to be evacuated as per the evacuation procedures.



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## **Assisting in the extinguishing of a Bushfire must be carried out as follows:**

- If it is safe and the personnel are deemed competent to engage in the extinguishing of a fire.
  - This must be at the request of emergency services and coordinated between the emergency service and the workplace's senior leader.
  - Firefighting equipment on site will include fire extinguishers.
- Rescue – Alarm – Contain – Extinguish



Figure 1: Fire Fighting Equipment Usage Chart

FIRE EQUIPMENT USAGE CHART							
YES NO TYPE OF EXTINGUISHER Colour scheme - AS 2444 Pre 1997    Post 1997		A Wood, Paper & Plastic	B Flammable & Combustible Liquids	C Flammable Gasses	E Energised Electrical Equipment	F Cooking Oils & Fats	NOTES: *Limited indicates that the extinguisher is not the agent of choice for the class of fire, but that it will have limited extinguishing capability Class D fires (involving combustible metal(s)) use only special purpose extinguishers and seek expert advice. COMMENTS: (Refer Appendix A of AS 2444)
	Powder ABE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	Powder BE						Special Powders are available specifically for various types of metal fires. Seek expert advice.
	Carbon Dioxide (CO <sub>2</sub> )						Generally not suitable for outdoor fires. Suitable only for small fires.
	Water						Dangerous if used on flammable liquid, energised electrical equipment and cooking oil/fat fires.
	Foam						Dangerous if used on energised electrical equipment.
	Wet Chemical						Dangerous if used on energised electrical equipment.
	Vaporising Liquid						Check the characteristics of the specific extinguishant.
	Fire Blanket						Use blanket to wrap around a human torch. Ensure you replace the blanket with a new one after use.
	Fire Hose Reel						Ensure you maintain a path of egress between you and the nearest exit.

## USING FIRE HOSE REELS

1. Turn on the stop valve
2. Run out the length of the hose as required
3. Turn on the water at the nozzle, direct the stream at base of fire
4. Ensure you leave a direct egress path between you and the nearest exit door/egress route.



NB: Fire hose reels should only be used if safe to do so

## USING FIRE EXTINGUISHERS

1. Ensure that you use the correct extinguisher
2. Always keep an emergency exit behind you (away from the fire)
3. Stay low to avoid the effects of heat and smoke
4. Direct the extinguisher stream at the base of the flames
5. Move stream in a side to side sweeping motion
6. If the fire gets to the point where you are no longer able to control it, retreat and close the doors



NB: Fire extinguishers should only be used if safe to do so

WHEN USING AN EXTINGUISHER...

# REMEMBER P.A.S.S.

- P** PULL THE PIN – Break seal and test extinguisher.
- A** AIM AT BASE OF FIRE – Ensure you have a means of escape.
- S** SQUEEZE THE OPERATING HANDLE – To operate extinguisher and discharge the agent.
- S** SWEEP FROM SIDE TO SIDE – Completely extinguish the fire.





## 11.1.5 Guideline 5: Building or Site Evacuation

1. **Remain** calm
2. **Alert** Warden and notify emergency services
3. **Proceed** to assembly area or muster point.
4. **Follow** to directions given by Wardens and trained emergency staff

### Trained Wardens can undertake the following:

- Extinguish fires.
- Lead evacuations.
- Take head counts at assembly areas and muster points.
- Liaise with external agencies.

Once the emergency has been managed, workers will need to:

- Document their actions and what they witnessed.
- Report to their Supervisor to assist with documenting and reviewing the event.

### What to do if you need to evacuate from the office (if safe to do so):

- Turn off power and water
- Secure the office and your vehicle if at risk and take recommended evacuation routes
- If the situation worsens refer to Guideline 1: General Emergency Response

**In the event of a serious storm, flood, cyclone earthquake etc. that has approached without warning you may need to decide if it is safer to stay indoors or evacuate/proceed to safer area. If you decide to stay indoors or upon returning inside a building:**

- Listen to local radio station for official advice and warnings if you have a battery-operated radio
- Do not use electrical appliances which have been affected by flood waters or fire fighting chemicals/equipment until checked for safety

## 11.1.6 Guideline 6: Electrical Emergencies

1. **Raise** the alarm and call 000 or 112 and the electricity company.
2. **Check** for any sign of immediate danger.
3. **Refrain** from rescuing or touching an electrocuted person.
3. **Exit** the area safely.



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4. **Proceed** to the assembly area or muster point.

5. **Follow** the instructions of the Supervisor.

**Trained Staff can undertake the following:**

- Check for danger.
- Use appropriate extinguishers for electrical fires. Do not use water.
- If safe to do so, locate the main switchboard and shut off electricity.
- Take head counts at assembly areas and muster points.
- Liaise with external agencies.
- Keep records of the emergency and work with management to review event.

**Injured workers should seek medical advice and:**

- Refrain from removing burnt clothing.
- Refrain from breaking blisters.
- Refrain from touching burns.

**Workers who have contact with overhead powerlines should:**

- Do not touch anything metal in or on your vehicle and notify emergency services at the time of calling, remain in the vehicle unless absolutely necessary to alight e.g. a fire has started. If this is the case, occupants exit the vehicle with feet together and move to safety by hopping (not walking) away to avoid electrocution).

## 11.1.7 Guideline 7: Threats

1. **Remain** calm.

2. **Do not disconnect the call** (even after they have hung up).

3. **Prolong** the call as much as possible.

3. **Record** as much information about the person and what they have said.

3. **Notify** your supervisor, security services and/or Police.

4. **Proceed** to the assembly area or muster point.

5. **Follow** the instructions of the Supervisor.

6. **Protect** any physical evidence related to the threat.

**Trained Staff can undertake the following:**

- Check for danger.
- Take head counts at assembly areas and muster points.
- Liaise with external agencies.
- Keep records of the emergency and work with management to review event.

## 11.1.8 Guideline 8: Underground/ Overhead Services Contact

1. **Cease** work immediately.
2. **Shut off** equipment and machinery.
3. **Notify** your Supervisor.
3. **Call** service providers for the underground services.
3. **Follow** Guideline 4: Fire, in case of potential explosion.

### Trained Staff can undertake the following:

- Check for danger.
- Use appropriate extinguishers for fires.
- Take head counts at assembly areas and muster points.
- Liaise with external agencies.
- Keep records of the emergency and work with management to review event.

### Aiding the injured if it is safe and you are qualified to do so, can include:

- Reassure injured people.
- Make them comfortable and cover them with a coat or blanket.
- Refrain from giving them food and drinks.
- Clear area of onlookers to secure privacy for injured.
- Do not move the injured unless their location continues to put them in danger.

## 11.1.9 Guideline 9: Plant Roll-Over

1. **Cease** work immediately.
2. **Shut off** equipment and machinery.
3. **Notify** Supervisor and Emergency Services.
3. **Provide** first aid if safe to do so.
3. **Follow** Guideline 4: Fire, in case of potential explosion from equipment and machinery.

### Aiding the injured if it is safe and you are qualified to do so, can include:

- Reassure injured people.
- Make them comfortable and cover them with a coat or blanket.
- Refrain from giving them food and drinks.
- Clear area of onlookers to secure privacy for injured.
- Do not move the injured unless their location continues to put them in danger.

## 11.1.10 Guideline 10: Environmental Incident



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1. **Cease** work immediately.
2. **Assess** the situation to ensure safety.
3. **Minimise** potential for further environmental harm.
3. **Call** your Supervisor and Site Environmental Representative.
3. **Follow** Guideline 4: Fire, in case of potential explosion.

#### **For incidents involving fuel and chemicals:**

- Follow Guideline 11: Chemical Spills.

#### **For incidents involving sick or injured fauna:**

- Assess the situation for safety.
- If safe to do so, isolate the animal, using a box with appropriate ventilation.
- Contact the Site Environmental Representative.

#### **This Guideline is applicable in instances that can include:**

- Injuring fauna.
- Clearing vegetation.
- Fuel and chemical spills.
- Sediment entering waterways.
- Undertaking an activity that breaches environmental licenses and legislation.
- Erosion.
- Spreading pest plant and animal species.

### **11.1.11 Guideline 11: Chemical Spills**

1. **Cease** work immediately.
2. **Assess** the situation to ensure safety.
3. **Minimise** potential for further environmental harm.
4. **Call** your Supervisor, and the Site Environmental Representative.
5. **Control and contain** the spill to prevent further spillage by creating bunding.
6. **Follow** Guideline 4: Fire, in case of potential explosion.
7. **Clean up** the spill using a spill kit and manage contaminated areas.
8. **Dispose** of chemicals and chemical soaked materials appropriately, on consultation with relevant agencies.

The site Environmental Representative will conduct an investigation and review of the event.



## 11.1.12 Guideline 12: Excavation Collapse

1. **Contact** emergency services immediately.
2. **Contact** your Supervisor to coordinate emergency.
3. **Clear** onlookers from the area.
4. **Insert** shoring if it is safe to do so, to protect workers.
5. **Remove** collapsed soil if it is safe to do so, using a spotter.
6. **Remove** soil from head and chest area where trapped workers are located.
7. **Perform** first aid (by trained workers) until emergency services arrive.
8. **Follow** Guideline 4: Fire, in case of potential explosion, if necessary.

## 11.1.13 Guideline 13: Electric Shock

1. Remember DRSABCD – do not put any personnel in danger or commence first aid until power source has been disconnected.
2. Immediately disconnect current or power source
3. Immediately contact the Ambulance Service on 000 or 112 and advise.
4. Clear onlookers from the area.
5. All electric shock incidents/ casualties must be medically assessed, this includes all minor shocks as well as the more serious shocks.

## 11.2 Appendices 2: Evacuation Diagram/s

Diagram needs to be specific to each workplace and have the minimum elements listed in the Emergency Preparedness Procedure.

## 11.3 Appendices 3: Emergency Contacts List

Emergency Contacts List

Site Emergency Information



# Emergency Management Plan

## Emergency Contacts List

Facility/Site Name:	Sapphire Wind Farm
District:	Kings Plains
Address:	Cnr Western Feeder Rd and Warterloo Rd
Latitude:	-29.704340
Longitude:	151.424037

### Emergency Services

Police, Fire, Ambulance	000 (112 mobiles)
Glen Innes Hospital	6721 9500
Medical Centre	6722 2855
Police	6722 0599
TransGrid	4014 5700
Injured Wildlife	6732 1988

### Site Emergency Contacts

Position Title	Name	Mobile
Facility Manager	David Williamson	0447 425 532
Service Site Supervisor	Garry Hilcke	0427 390 013



# Emergency Management Plan

## 11.4 Appendices 4: Emergency Evacuation Plans

If an emergency or threatening situation occurs contact your supervisor and provide details of the nature and location of the incident. The Supervisor will contact the Chief Warden, alert the emergency services and delegate a person to direct the emergency services to the emergency scene.

### Evacuation Alarm

Where an audible warning system is installed, the Chief Warden will initiate the alarm. For areas not adequately provided for by the alarm, the Chief Warden or delegate, will sound the hooter/air horn for one long blast and three short blasts.

Where audible sound warning is not achievable or practicable, the Chief Warden will notify all relevant supervisors and direct the evacuation.

### Evacuation Procedure

- When the evacuation alarm sounds or order is given, the Supervisor must ensure all personnel leave their work areas and assemble at one of the nominated assemble points as indicated on the Evacuation Diagram.
- Stay calm and encourage other to remain calm and orderly.
- Shut down and secure any plant and equipment.
- Once evacuation has started do not return to the workplace to retrieve items.
- If escaping through a smoke-filled area, keep close to the ground or floor and move at a steady pace.
- If evacuating a building, feel the surface of the doors before opening them to determine if the fire is present on the other side.
- Where possible carry out a search and remove operation area by area including lunch rooms and toilets.
- Workers must remain at the assembly point until their name has been checked off by the emergency controller or directed by their supervisor.