



Government of **Western Australia**
Department of **Mines and Petroleum**
Resources Safety

Dangerous goods sites

Emergency planning code

Second edition

Reference

The recommended reference for this publication is:

Department of Mines and Petroleum, 2011, Dangerous goods sites — emergency planning code, second edition: Resources Safety, Department of Mines and Petroleum, Western Australia, 23 pp.

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ISBN 978 1 921163 71 5 (web)

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Further details of publications produced by Resources Safety can be obtained by contacting:

Resources Safety
Department of Mines and Petroleum
100 Plain Street
East Perth WA 6004

Telephone: +61 8 9358 8002 (general queries)
+61 8 9358 8154 (publication orders)

NRS 13 36 77

Facsimile: +61 8 9358 8000

Email: ResourcesSafety@dmp.wa.gov.au (general queries)
RSDcomms@dmp.wa.gov.au (publication orders)

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Foreword

The Act

A key focus of the *Dangerous Goods Safety Act 2004* (Act) is the duty to minimise risk from dangerous goods. This duty not only applies to employers and employees but to all persons, including members of the public. This duty is placed on everyone involved with dangerous goods and goes beyond the workplace duties of the *Occupational Safety and Health Act 1984* and the *Mines Safety and Inspection Act 1994*. Public safety is one of the most important features of the Act.

Regulations

The Act is supported by the Dangerous Goods Safety (Storage and Handling of Non-explosives) Regulations 2007.

Prescribed document

The *Dangerous goods sites – emergency planning code* (the code) is a prescribed document under regulation 75 of the Storage and Handling Regulations. It is mandatory to prepare an emergency plan in accordance with this code.

Acknowledgements

The code was formulated in close collaboration with the Fire and Emergency Services Authority of Western Australia, and endorsement was obtained from the HAZMAT Coordinating Committee. Individual emergency plans should integrate with the state's emergency system for events involving hazardous materials (WESTPLAN — HAZMAT), especially where there is the potential for offsite impact.

Note: WESTPLAN – HAZMAT is the Western Australian hazardous materials emergency plan. It details a cooperative set of arrangements and procedures to ensure a rapid and effective response for all hazardous materials emergencies in the State.

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1 Introduction

1.1 Application

Regulation 75 of the Storage and Handling Regulations requires all operators of sites storing in excess of a manifest quantity of dangerous goods to prepare an emergency plan in accordance with the code.

Emergency management is the complete process of safety planning, with the final objective being to protect people, minimise damage to property, minimise harm to the environment and reduce disruption to business operations in the event of an emergency. It focuses on prevention, preparation, response and recovery.

Note: For the purpose of this code, an emergency is defined as any dangerous goods incident that harms or that threatens to harm people, property or the environment.

1.2 Approach

Emergency plans focus on preparation for response and recovery for foreseeable emergencies at a dangerous goods site. The emergency plan is implemented by onsite personnel. The emergency plan must also address potential offsite impacts and ensure occupiers of an adjacent site are adequately informed and protected from a dangerous situation.

Note: The emergency plan should mesh with the operator's business systems (e.g. for security; safety, health, environment management; business continuity). If the site has an existing emergency plan that uses a current industry specific emergency planning guideline, it is only necessary to ensure the required parts of this code are addressed and included within that plan.

The dangerous goods site is expected to have sufficient resources to deal with most onsite emergencies without calling on the resources of emergency service agencies. Resources include arrangements that provide for contractors to deal with emergencies (e.g. clean-up crews or contractors to deal with discharges that go offsite).

The site operator should liaise closely with local emergency services personnel when preparing the emergency plan. On receipt of written notice from the Fire and Emergency Services Authority of Western Australia (FESA), the operator is required to amend the plan. Sites storing more than ten times manifest quantity must also prepare a special risk plan for FESA.

Note: Costs incurred by emergency service agencies in emergency response activities (other than normal operating costs) may be charged to the operators of the dangerous goods site.

1.3 Availability of documents

The emergency plan is kept onsite and must be accessible to all personnel.

Where a special risk plan is also required, it should be kept with copies of the latest manifest and site plan, and be readily accessible to Resources Safety and FESA. It is recommended that these documents are kept in a secure weatherproof container at the main entrance and clearly marked "HAZCHEM Emergency Information".

2 Emergency planning

2.1 Emergency planning process

Preparing an emergency plan should be a cooperative and consultative process involving site personnel (Figure 2.1), as well as:

- people on adjacent sites;
- Fire and Emergency Services Authority of Western Australia (FESA);
- local government; and
- first aid and healthcare providers.

It may be beneficial to form a planning committee with senior management involvement and authorisation because emergencies override normal business activities, and resources need to be assigned to put the plan into effect.

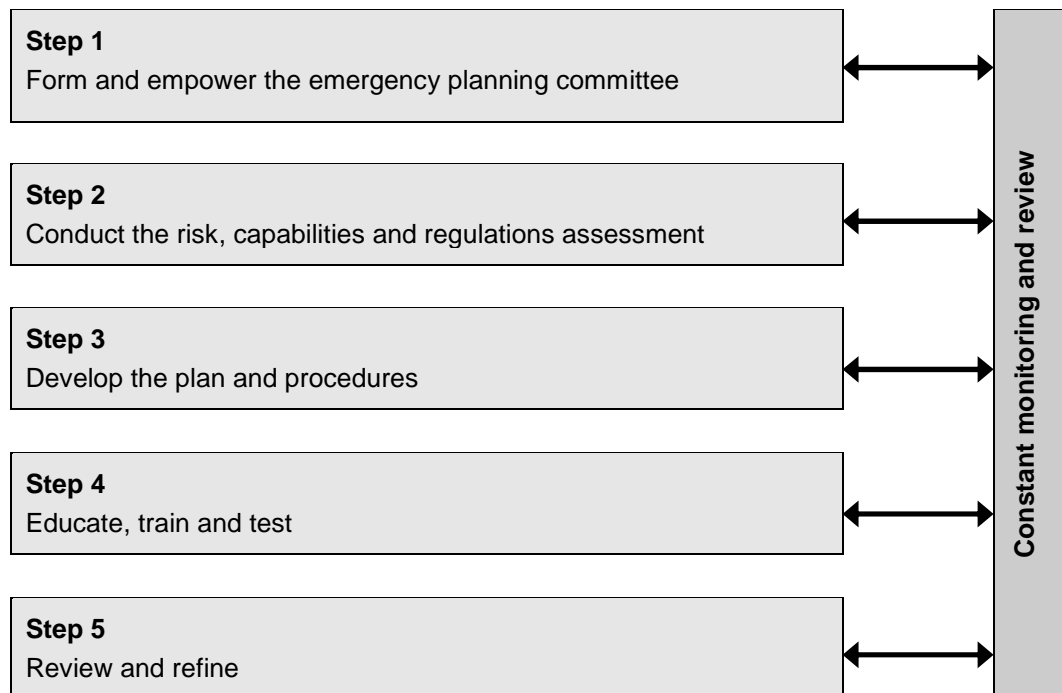


Figure 2.1 Emergency planning process

2.2 Risk and capability assessment

The regulations require a risk analysis and the application of risk reduction measures (risk management). The site operator is required to minimise the risks to people, property and the environment from the dangerous goods.

In many situations, risk management will mean an assessment of compliance with codes of practice for the design, location and operation of the dangerous goods storage and handling facilities, and the *Storage and handling of dangerous goods – code of practice*. If an appropriate code of practice is not available then a first principles structured risk assessment should be carried out and appropriate risk management measures implemented.

The emergency plan must address the specific emergency situations identified in the risk assessment.

There is a regulatory requirement for the following documents, which should be considered as part of the emergency planning process:

- dangerous goods manifest;
- site plan;
- risk assessment in relation to the dangerous goods site, ensuring that all steps are taken to reduce identified risks to a level as low as reasonably practicable;
- register of dangerous goods and hazardous substances; and
- material safety data sheets (MSDSs).

3 Plan types

3.1 Overview

The complexity of an emergency plan varies according to the site (e.g. quantity and type of dangerous goods, location, activities).

There are two basic types of onsite emergency plans for dangerous goods sites — Types 1 and 2.

Dangerous goods sites requiring a Type 2 emergency plan (except service stations, mine sites, and where storage is underground) must also prepare a *special risk plan* (Appendix 1). The site operator needs to consult with FESA (e.g. local station officer) to complete the plan, which must be submitted electronically to Resources Safety and, if requested, FESA.

Note: Operators of service stations, mining operations, and sites where storage is underground only are simply required to submit their contact details (see Appendix 1).

If a person, property or the environment at an adjacent place might be exposed to risk from a dangerous situation, the dangerous goods site is also required to provide emergency advice to a responsible person at the adjacent place (see Subsection 4.5).

Type 1 (for quantities less than ten times the manifest quantity)

A Type 1 emergency plan is for any dangerous goods site that has *less than ten times* the manifest quantity of dangerous goods except when Resources Safety determines that a site could cause a major incident.

Examples of sites requiring a Type 1 emergency plan include medium-sized chemical formulators, large rural supplies stores, gas (cylinder) agents and country fuel depots.

Type 2 (for quantities ten times or more the manifest quantity)

A Type 2 emergency plan is for dangerous goods sites storing *ten times or more* the manifest quantity of dangerous goods or with the potential to cause a major incident.

Such sites have the potential for emergencies that extend beyond the boundary of the site. To control a dangerous goods situation at such a site may require the coordination of a significant number of activities.

3.2 Elements of emergency plans

Table 3.1 lists the essential elements of an emergency plan.

Appendices 2 to 5 contain forms and examples of the information that form the essence of an emergency plan.

Table 3.1 Emergency plan elements

Description	Section	Type 1	Type 2
Plan title, authority, purpose and distribution	4.1	✓	✓
Site emergency profile	4.2	✓	✓
Facility control centre	4.2		✓
Communications	4.2		✓
Emergency resources	4.2		✓
Emergency response roles and control	4.3	✓	✓
Emergency security provisions	4.3	✓	✓
Notification of authorities	4.4	✓	✓
Notification of neighbours	4.5	*	✓
Alarm initiation	4.6		✓
Health and environment	4.7	*	✓
Evacuation procedure	4.8		✓
Termination of emergency and debrief	4.9		✓
Remediation	4.10	✓	✓
Incident investigations	4.11	✓	✓
Exercises, training and review	4.12	✓	✓
Emergency scenarios	4.13	✓	✓

Note: This listing covers all sites and should be used as a guide.

** Not mandatory but may be considered depending on the size of the operation and types of possible incidents.*

4 Emergency plan elements

4.1 Plan title, authority, purpose and distribution

The plan title and authority section should include:

- a statement that identifies the emergency plan is for the listed site;
- site policy, intent, objective and scope of the plan;
- date the most recent plan was issued;
- plan's revision number;
- plan's copy number;
- name(s) of authorising person(s);
- up-to-date distribution list of everyone supplied with a copy of the plan; and
- allocation of responsibility for ensuring all copies are updated as necessary.

4.2 Site emergency profile

Dangerous goods sites that are identified as Type 2 are required to submit a *special risk plan* electronically. Completing this form could also suffice to address the site emergency profile element for the site emergency plan.

The site emergency profile should include:

- site location:
 - precise location as Australian Map Grid (AMG) coordinates or latitude and longitude (e.g. determined using GPS receiver), and
 - site name and address, including lot number if known;
- contact phone numbers, including after hours and key emergency managers, and arrangements made to cover periods when the site is unattended;
- number of people onsite and times of occupancy;
- an explanation of the nature of the operations at the site;
- licences for the site (dangerous goods, health and environment);
- emergency services contacts (WA Police and FESA where available);
- medical contacts and arrangements;
- location of first aid stations and first aid officers onsite;
- descriptions of the constructions onsite (e.g. buildings and other facilities including construction material, firewalls, fire doors);

- hazard information:
 - identify locations on the site and detail their hazards (such as dangerous goods, some non-dangerous goods fertilisers and common pesticides like glyphosate and trifluralin),
 - location of safety information (e.g. manifest, placarding);
- evacuation provisions;
- security provisions;
- emergency equipment and provisions (e.g. neutralising agents, absorbents, spill kits, breathing apparatus);
- location of services and utilities (e.g. isolation points for power, gas, water, wastewater and stormwater);
- fire alarm and fire control provisions (e.g. sprinklers; location of hydrants, hose reels, fire extinguishers and fire extinguishing foam supplies) and other onsite and offsite warning systems;
- spill containment systems (e.g. ability to contain fire wastewater onsite, offsite drainage, shutoff points);
- contact details for adjacent places at risk; and
- provisions for recovery and remediation.

Facility control centre

A room or area should be designated as the facility control centre to be used by key personnel to coordinate the company's emergency response activities.

The control centre should:

- be fitted with appropriate emergency and communications equipment;
- have a copy of the emergency plan and related documents;
- be equipped with basic stationery; and
- be clearly identified.

Alternative facility control centres may need to be considered depending on the size of the site, facilities available and the types of possible incidents. Responsibility for upkeep of the control centre should be allocated within the plan.

Communications

Effective emergency response cannot be achieved without early implementation and testing of communications to demonstrate efficiency and effectiveness. Maintaining effective communications for the duration of an incident is the most critical aspect of any emergency.

Specify the necessary communications equipment, systems, procedures and training.

Emergency equipment and provisions

An operator of a dangerous goods site must:

- take all reasonably practicable measures to ensure that any dangerous goods incident will be contained within the site;
- provide fire protection equipment; and
- provide other equipment and materials identified in the risk assessment for the control of risks to people, property and the environment.

Requirements may include provision for:

- items identified by FESA (e.g. foam trailers, water tankers, heavy-duty hoses);
- monitoring emissions (e.g. gas detectors, wind direction indicator); and
- remediating onsite (e.g. neutralising agents, sand, attapulgate, spill bins) and offsite contamination (e.g. emergency trailers, clean-up crews or contractors).

The operator must identify any additional resources specific to the likely incidents at the site and, if not available onsite, how they will be acquired at short notice (Appendix 2).

The emergency plan should detail protocols for ensuring effective integration of onsite and offsite emergency resources.

4.3 Roles and responsibilities

All site personnel

Personnel should receive emergency training specific to their roles, and be provided with:

- a simplified instruction sheet detailing their duties during an emergency;
- a site plan that shows building exits, evacuation points and emergency equipment; and
- an emergency operations flow chart (Appendix 3) that indicates:
 - what actions will be taken,
 - who will take these actions, and
 - how, when and where the actions will be done.

Emergency response roles and control

The plan should include a duty list that specifies roles, responsibilities, contact details and how the responsible person will be identified.

Written procedures for each duty person should be clear, simple and appropriate. Individual action cards should be prepared for key personnel having duties under the emergency plan.

Emergency security provisions

The operator of a dangerous goods site must assign responsibility and prepare procedures for security arrangements during an emergency to ensure that only those people essential to carrying out the emergency response action remain in the vicinity of the incident.

4.4 Notification of authorities

There is a legislative requirement to notify Resources Safety as soon as practical after a dangerous situation arises. If the initial advice is verbal then written advice is required within 24 hours and a formal dangerous goods incident report may be required.

The plan should:

- specify essential contact numbers (Appendix 4):
- specify the emergency conditions that would activate the early warning of a major incident to emergency services
- set out the procedures for contacting the emergency service agencies and the exact advice to be given on contact;
- provide contact details for the Department of Health if gas or smoke plumes from an emergency would result in adverse health effects;
- provide contact details and availability of managers and technical experts for advice during an emergency;
- specify who will contact the emergency service agencies and a readily identifiable liaison officer to brief all emergency service agencies on their arrival;
- allocate responsibility for reporting incidents to Resources Safety.

Note: Incident reporting guidance and an incident report form are available from the Resources Safety website.

4.5 Notification of neighbours

If a person, property or the environment adjacent to the dangerous goods site might be exposed to risk from a dangerous situation, the plan should:

- identify dangerous situations that would affect people or property on adjacent sites (neighbours) and assess the risks;
- identify the neighbours who are likely to be affected — consider people present during or outside of work hours and list their contact details;
- establish procedures and means of contacting;
- provide precise advice about the actions that will be undertaken to control specific dangerous good situations; and
- provide relevant information about the site's offsite emergency planning.

The following information about the site must be provided to neighbours before dangerous goods may be stored or handled:

- name and address of the site;

- 24-hour contact details;
- activities involving dangerous goods;
- what could happen (i.e. hazards related to a dangerous goods emergency situation that might present a risk, and the potential effects on people, property and the environment);
- how they will know that something has happened (i.e. how the dangerous goods site will communicate with neighbours regarding an emergency, including how much notice can be expected before being affected by a dangerous situation and advising when the situation is safe); and
- what will be done to control a dangerous goods situation:
 - what the site operator will do to control and minimise the risk of a dangerous situation, and
 - what the neighbour should do in specific emergencies (e.g. closing windows and doors, preparing for evacuation).

4.6 Alarm initiation

The plan must include a description of the alarm system, how it will be operated and its testing schedule, including:

- what conditions justify raising an initial alarm;
- who should raise the alarm;
- where alarm points are located and how they are identified;
- what the alarm activates;
- who receives and responds to the alarm;
- what actions are required after the alarm is raised;
- how the alarm is confirmed or cancelled;
- how people on- and offsite who may be affected are warned; and
- how affected people will be advised with timely notice when the emergency is over.

4.7 Health and environment

Anyone who may have been exposed to the dangerous goods should be considered as potentially contaminated and treated appropriately.

The emergency response plan must also identify dangerous situations that could affect people, property or the environment onsite or offsite and address how to:

- contact first aid officers and medical services and arrange treatment and medical checks where necessary;
- record names and contact details for people who may have been exposed;
- monitor the effects of the dangerous goods incident (e.g. environmental monitoring, contractor details);

- contain the effects of the dangerous goods incident (e.g. block drains, neutralise spills and leaks); and
- contact the Government departments responsible for public health and the environment.

4.8 Evacuation procedure

The site evacuation procedure should include details of:

- what conditions justify an evacuation (or whether to protect-in-place);
- methods of communicating to people onsite and offsite;
- who has responsibility to order an evacuation;
- evacuation assembly points, including alternatives;
- routes to evacuation assembly area;
- exit points; and
- method for accounting for personnel.

As well as the above considerations for evacuating site personnel, the evacuation procedure should include neighbours and the community, and cover:

- specific evacuation advice; and
- when to protect-in-place (people may be best protected indoors with doors and windows closed).

4.9 Termination of emergency and debrief

The emergency plan should:

- include procedures that specify what conditions apply to allow the termination of the emergency; and
- assign authority and responsibility to call the emergency over.

As part of the risk assessment review process, the plan should also identify debriefing arrangements with all parties that were involved or affected by the incident.

4.10 Remediation

The site operator is required, so far as is practicable, to take immediate action to make the site and surrounding area safe, and to cleanup and dispose of any leaked or spill dangerous goods.

The emergency plan should cover arrangements for:

- clean-up, safe storage and disposal of contaminated material; and
- long-term decontamination and remediation.

Note: Under the Contaminated Sites Act 2003, it is mandatory to report any known or suspected contaminated site to the Department of Environment and Conservation.

4.11 Incident investigations

After an incident, Resources Safety may restrict access to a site to:

- make it safe; or
- preserve evidence for an investigation.

Regardless of whether Resources Safety conducts an investigation, the emergency plan should allocate responsibility and establish the criteria for internal investigations as part of the risk assessment review process.

4.12 Training, emergency response exercises and review

As part of the induction to a dangerous goods site, operators are required to train people at risk from dangerous goods about the emergency plan and responding to an emergency (e.g. use of emergency response equipment).

The plan should include specific details on:

- how people at risk from a dangerous goods situation will be trained;
- how and when emergency response exercises will be conducted;
- when the plan is to be reviewed (and amended); and
- who is assigned responsibility for the reviews.

The plan should be reviewed:

- if indicated after emergency exercises;
- after a real emergency;
- when there is a change in circumstances onsite, including changes in contact details, emergency resources or the nature of dangerous goods or processes;
- when there is a change of circumstances offsite, including changes to populations, sensitive populations, infrastructure, offsite risks to the site; or
- in any case, at least every three years.

4.13 Emergency scenarios

The risk assessment will specifically identify the dangerous goods emergency scenarios to be covered in the emergency planning process (see Section 2.2). Such emergencies typically involve leaks, spills, fire, dangerous reactions, smoke, vapour or gas plumes, and explosions, and secondary events with environmental and public health considerations.

The emergency plan should consider procedures to contain and control specific emergency scenarios. These procedures need to:

- explain the actions necessary to minimise the harmful effect of the dangerous goods incident; and
- be clear, concise and appropriate to the particular incident.

A procedure should be developed for each credible dangerous goods situation or emergency identified in the risk assessment. Procedures could be developed for medium, large and catastrophic emergencies but must:

- define the minimum dangerous situation that is considered an emergency and provide a description; and
- describe in detail the specific actions required to control, contain and minimise the risk posed to people, property and the environment from the emergency.

Emergency response information can be obtained from material safety data sheets (MSDSs), emergency procedure guides or Australian Standard HB76:2004 *Initial Emergency Response Guide*. If necessary, Appendix 5 contains a form that, once completed, should provide sufficient information for each specific dangerous situation or emergency.

Appendix 1 – Special risk plan

The special risk plan is designed to provide essential information to FESA to use in an emergency. It only applies to sites with ten times or more the manifest quantity of dangerous goods where there is an increased likelihood that an incident may require FESA's attendance.

This special risk plan presented below is available as a Word template on the Resources Safety website. Not all elements are required for service stations, mining operations, and sites where storage is underground only. These sites are only required to submit their contact details (i.e. complete as much as possible of the business details section). However, all other site operators should complete as much of the template as possible and then liaise with local FESA personnel (i.e. Station Officer at local Fire Station, District Manager at regional office) to finalise the contents.

Note: The special risk plan does NOT satisfy all the requirements for a dangerous goods site emergency plan — a separate site emergency plan must also be prepared in accordance with this code.

1. Business details						
Name of site				Fire Safety Branch file no.		
Address	(Lot no.)			Special risk plan file no.		
				Streetsmart map coord.		
Suburb				GPS coordinates		
Site manager contact details	Name		Phone		Mobile	
	Email				Fax	
	After hours numbers		Phone		Mobile	
Owner contact details	Name		Phone		Mobile	
	Email				Fax	
	After hours numbers		Phone		Mobile	
Technical expert contact details	Name		Phone		Mobile	
	Email				Fax	
	After hours numbers		Phone		Mobile	
No. people on site	Day		Night		Weekend	
Staff numbers	Day		Night		Weekend	
Facility unattended	Day/s	Time/s			DG licence no.	
Nature of operations						
Emergency control centre location						
DEC licence no.		Direct brigade alarm no.		Keys held by FESA		

2. Construction			
Roof		No. of floors	
Walls		Basement	
Floors		Stairs	
Floor area		Date of construction	

3. Arrival action required
<ul style="list-style-type: none"> Action 1 Action 2 Action 3 and so on

4. Assessment (parts of the facility that require special attention and/or areas to avoid)
<ul style="list-style-type: none"> Item 1 Item 2 Item 3 and so on

5. Hazards on site							
	UN no.	Class	Packing group	Licence quantity	Average quantity	Location	Response guide no.
1. Hazard (e.g. chemical, fire risks)							
2.							
3.							
4.							
5.							
6. and so on							

Note 1: This listing is only for quick reference use by emergency services and does not replace the need for a manifest. For additional information and accurate up to date listing of hazards, please refer to the current manifest, which is a mandatory requirement for premises storing, handling or processing dangerous goods or hazardous materials.

Note 2: Response guide no. is the number listed in Australian Standard HB76:2004.

6. Emergency information and warning devices		
Material safety data sheets	Location	
Emergency services manifest	Location	
Gas detectors and alarms	Type, location	
Smoke alarms	Type, location	
Thermal alarms	Type, location	
Wind direction indicator(s)	Location	
Wind speed meters	Location	

7. Exposures (areas to be protected by FESA)

- Item 1
- Item 2
- Item 3 and so on

8. Means of escape

Evacuation plan	Location					
Protect-in-place refuges	Location					
Staff evacuation map	Location					
Assembly areas	Location					
Exits - ground floor			Exits - upper floors			
Number of lifts			Fire lift			
Goods lift			Emergency lighting			
Notifications	Siren		Phone		Radio	

9. Access by FESA (information that may affect access such as gates locked after hours, electronic fences, alarm monitoring companies and guard dogs)

Emergency service access	
Emergency vehicle parking	
Back-up vehicle parking	
Secondary vehicle parking	
Aerials	

10. Security provisions

- Provision 1
- Provision 2
- Provision 3 and so on

11. Onsite resources available (indicate type, quantity, location and other information as required)

Lime	
Dry sand	
Other neutralising agents	
Absorbents	
List other resources (e.g. emergency trailer, self-contained breathing apparatus - SCBA, spill containment equipment, drain blockers)	

12. Additional resources required (indicate type, quantity, location and other information as required)

<ul style="list-style-type: none"> Resource 1 (e.g. foam trailer, medium tanker, mutual aid) Resource 2 Resource 3 and so on 	
---------------------------------------------------------------------------------------------------------------------------------------------------------------	--

13. Services and utilities

Fire indicator panel	Location	
Main power isolation point	Location	
Smoke detection control point	Location	
Sprinkler system main valve	Location	
Hazardous gas isolation valve	Location	
Domestic fuel or gas isolation valve	Location	
Water isolation valve	Location	
Stormwater isolation valve	Location	
Wastewater isolation valve	Location	
Sewer connection	Location	

14. Active fire safety systems (indicate type, quantity, location and other information as required)

Sprinkler system				
Sprinkler system booster	Location		No. inlets	
Fire pump room	Location			
Street hydrants-primary (main or nearest street hydrant)	Mains size (mm)		Pressure (kPa)	Flow rate (l/m)
Street hydrants-secondary (other local street hydrants)	Mains size (mm)		Pressure (kPa)	Flow rate (l/m)
On-site hydrants	Mains size (mm)		Pressure (kPa)	Flow rate (l/m)
Hydrant booster systems	Location		No. inlets	
Foam supplies				
Smoke control systems				
Gas discharge				
Hose reels				
Extinguishers				

15. Passive fire safety systems (add information as required)

Fire walls		Fire floors		Fire stairs	
Fire rated lifts		Fire rated service shaft		Fire doors	

16. Integration with other plans (Y or N; name facilities that may be affected and provide plan no.)

Affects other plans		Facility 1	Facility 2	Facility 3	Facility 4 and so on
Plan number					

17. Evacuation of surrounding facilities and the community (Y or N; add information as required)

Offsite protecting-in-place to be considered		Procedure	
Offsite protection-in-place plan		Location	
Offsite evacuation to be considered		Procedure	
Offsite evacuation plan		Location	
Are responding agencies advised of offsite plans?		Who has plans?	
Media notification required (offsite impact)			

18. Neighbours (details of persons present and when – D day, N night, W weekend)

<ul style="list-style-type: none"> • Neighbour 1 • Neighbour 2 • Neighbour 3 and so on

19. Environmental considerations

On-site drainage systems		Bunding in place	
Fire wastewater containment onsite			
Off-site drainage systems			
<ul style="list-style-type: none"> • Consideration 1 (e.g. extent of plumes) • Consideration 2 (e.g. sensitive environmental receptor such as wetlands and flora and fauna protection areas) • Consideration 3 and so on 			

20. Other important notes

<ul style="list-style-type: none"> • Note 1 (e.g. safeguards, proximity to houses, community facilities, hazards, groundwater) • Note 2 • Note 3 and so on

21. Site visits and/or exercises (Y or N; add information as required)

Site visits required?		Once a year		Twice a year		Every two years	
Exercises required?		Once a year		Twice a year		Every two years	
Emergency response training required for staff?							

22. Monitoring, reviewing and maintaining plan

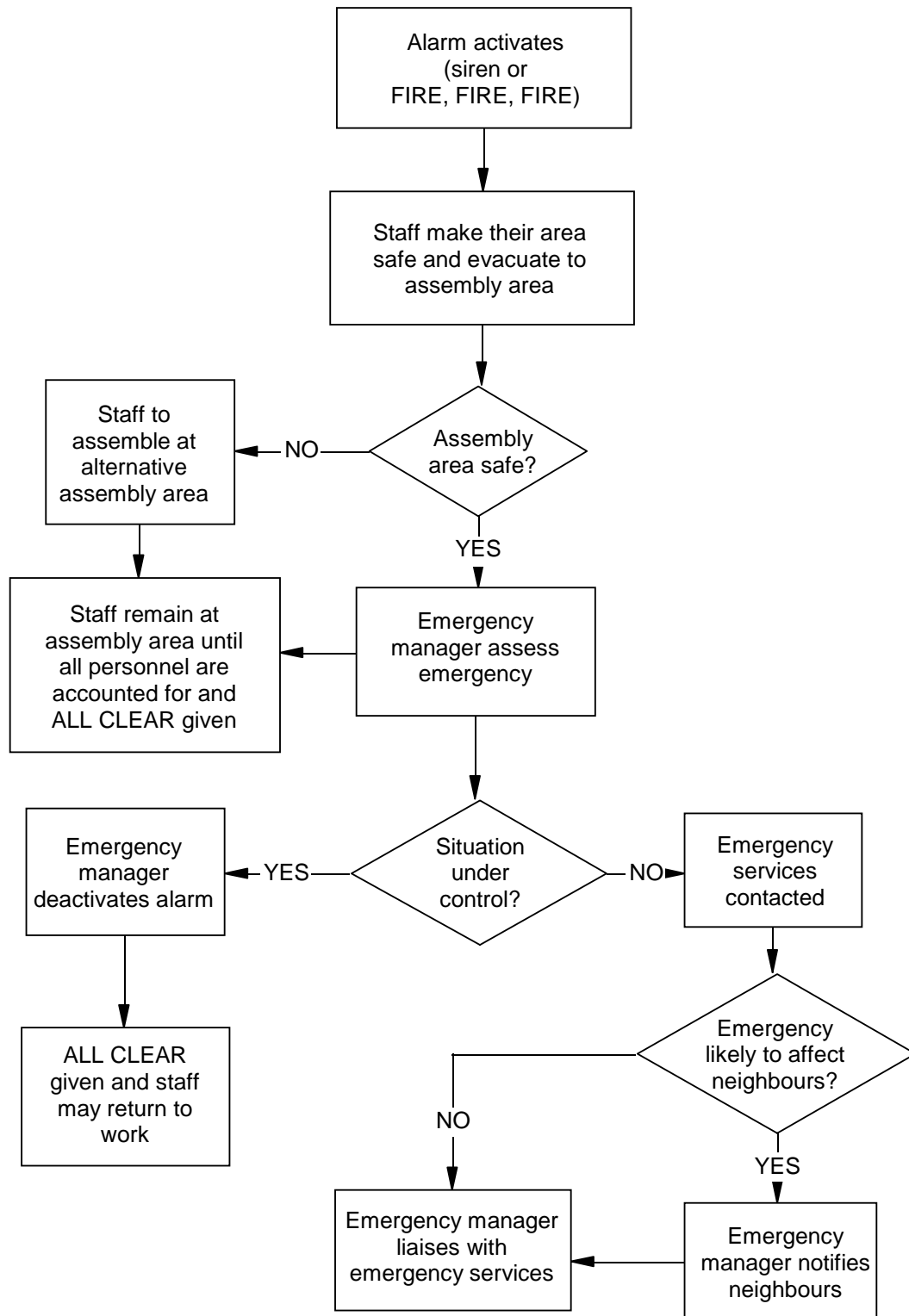
Every 12 months plus after:

Near miss	Change in surroundings (e.g. use)	Facility alterations
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23. Location map, site plan, floor plans (refer to attachments)**Distribution list**

Local fire station	
FESA Regional District Manager	
Special Risks Coordinator	
FESA Extranet Special Risks Portal	
Site operator (manifest tube, control centre)	

Appendix 3 – Emergency flow chart



Appendix 4 – Emergency contacts

Name and role title	Emergency role function	Business hours (BH) phone	After hours (AH) phone	Mobile	Fax	Email
Facility emergency manager						
Facility backup manager						
Emergency liaison officer	Liaise with emergency services					
Media liaison officer	Liaise with media					
Facilities operations centre						
Dangerous goods and OH&S officer	Ensure regulatory compliance, including incident reporting					
Neighbour 1	Address					
Neighbour 2 (and so on)	Address					
Local police						
Emergency services	Major emergency – fires, spills, dangerous goods release	000	000			
Onsite environmental officer	Ensure regulatory compliance, including clean-up and monitoring					
Department of Environment and Conservation	Pollution Response Unit	1300 784 782 BH 1800 018 800 AH				

Appendix 5 – Example of emergency scenario procedure

Company name	ABC Enterprises		
Address	1 Lana St, Beachtown, WA 6999		
Revision date	DD/MM/YYYY	Procedure no.	Admin 1
Revised by	John Smith	Procedure name	Fire
Applies to	Administration building		

Scope			
Response to reported fire in the Administration building			
Information			
Administration building is equipped with a smoke detection system but no sprinkler system. Building is well serviced by fire extinguishers and hose reels, adjacent to each of the 2 exit doors. (Details shown on site plan)			
Actions			
On discovering a fire:			
Person discovering the fire:			
<ol style="list-style-type: none"> 1. Ensure the safety of anyone within the vicinity of the fire. 2. Call the Fire Brigade by phoning 000. 3. Contact Receptionist (extension XXXX) and explain the situation 4. If safe and trained, attempt to extinguish the fire. 			
DURING BUSINESS HOURS			
Receptionist:			
<ul style="list-style-type: none"> • Contact the chief warden on extension NNNN. • If it is safe to do so: <ul style="list-style-type: none"> – Await instructions – Prevent further entry to the building. – Prepare emergency messages. 			
Chief Warden:			
<ul style="list-style-type: none"> • Attend the scene. • Determine evacuation requirements and initiate evacuation (Emergency Procedure 2). 			
AFTER HOURS			
Security:			
<ul style="list-style-type: none"> • Carry out the role of the receptionist and the chief warden • Following the evacuation, contact the duty manager and report the situation. 			
Approved by	John Citizen	Date	DD/MM/YYYY