Emergency procedures

Definition of emergency
An emergency is an abnormal and dangerous situation needing prompt action to control, correct and return to a safe condition.

Types of emergency
Potential emergencies in the meat industry include fire, explosion, structural damage, power or equipment failure, refrigerant or gas leakage and confined space mishaps.

Emergency plan
The goal of the emergency plan is to ensure the safety of all occupants of the affected area and minimise damage to assets.

The emergency plan usually describes:

a) emergency procedures, including:
   • an effective response to an emergency
   • evacuation procedures
   • identifying those that hold responsibility i.e. Wardens, First Aid officers
   • notification of emergency services at the earliest opportunity
   • medical treatment and assistance; and
   • effective communication between the person authorised by the person conducting the business or undertaking to coordinate the emergency response and all persons at the workplace.

b) testing of the emergency procedures, including frequency

c) information, training and instruction to relevant workers in relation to implementing the emergency procedures.

What is the supervisor’s role in an emergency situation?
The supervisor should:

• have knowledge of the emergency procedures for the site, and the application to his or her area of responsibility
• ensure all workers under their supervision are aware of the procedures, including early warning and evacuation
• ensure all workers are aware of who the wardens and first aid officers are
- ensure all workers have been trained and have practiced emergency procedures
- ensure maintenance of all equipment including fire extinguishers, warning systems, emergency lighting and exits
- be trained in the use of emergency equipment such as a fire extinguisher.
Further information

- AMIC OH&S and Workers Compensation database – Emergency procedures
- Safe Work Australia – Emergency plans fact sheet
- Australian Government ComCare - Emergency Procedures
- Workplace Standards Tasmania – Emergency procedures checklist
Sample emergency policy

<Site Name>
<Site Address>
<Site Phone number>

EMERGENCY PLAN

DATE

Introduction

This plan has been prepared to present the emergency plan for the <Site Name>
Its primary objective is to ensure employees know how to react in an emergency situation on the site.
That is, they are aware of what is expected of them and where they are expected to evacuate to.
The emergency procedures described in this manual have been prepared to comply with:
Australian Standard AS3745
<Site Name> WHS Manual
The recommended organisation and procedures in this plan provide a flexible and appropriate response in the event of an emergency on the <SITE NAME> site.
Ongoing training is needed for all employees to ensure the effective implementation of this plan.
The following examples of emergencies and hazards referenced in AS 3745 - 2002 Emergency Control Organisation and Procedures for Buildings, Structures and Workplaces have been considered:

a. Blackouts   Covered in this Plan
b. Bomb Threat Covered in this Plan
c. Chemical    Covered in this Plan
d. Biological  No plan as the risk is considered minimal
e. Radiation   This is covered through section 27 of the WHS manual
f. Civil disorder No plan as the risk is considered minimal
g. Cyclones (inc storm surge) Covered in this Plan
h. Earthquake  No plan as the risk is considered minimal
i. Fire        Covered in this Plan
j. Flood       Covered in this Plan
k. Hazardous substances instances Covered in this Plan
l. Industrial accident Covered in this Plan
m. Letter bomb/Infected letter No plan as the risk is considered minimal
n. Medical emergency Covered in WHS Manual
o. Severe weather/ storm damage Covered in this plan
p. Structural instability No plan as the risk is considered minimal
q. Terrorism   No plan as the risk is considered minimal
r. Transport accident No plan as the risk is considered minimal
s. Toxic emissions Covered in this Plan
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11 04 (A) Site plan - Evacuation Routes and Emergency Assembly Areas  
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**Attachments - Responsibilities**  
11 04 (C) Chief Warden Responsibilities  
11 04 (D) Warden Responsibilities  
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11 04 (G) Security Guard Responsibilities  
11 04 (H) Switchboard Operator Responsibilities
Attachments - Emergency Response Procedures

11 04 (I) Ammonia Leak Response
11 04 (J) Chemical Leak Response
11 04 (K) Black Out Response
11 04 (L) Bomb Threat Response
11 04 (M) Critical Response Procedure
11 04 (N) Evacuation After Hours Response
11 04 (O) Fire First Response
11 04 (P) Floods Response
11 04 (Q) LPG Leak Response
11 04 (R) Letter Bomb Response
11 04 (S) Severe Weather Response

Other Attachments -

11 04 (T) Observer’s checklist and Debriefing Record
## Emergency Services & Contact Telephone Numbers

<table>
<thead>
<tr>
<th>Contact Body</th>
<th>Name</th>
<th>Phone</th>
<th>Ext /Radio</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fire / Police / Ambulance</td>
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</table>

**Alternative Numbers:**

- **Fire:**
- **Police:**

**Hospital**

- **Poison Information Line**

**Site Security**

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<thead>
<tr>
<th>Contact Body</th>
<th>Name</th>
<th>Phone</th>
<th>Ext /Radio</th>
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<tbody>
<tr>
<td>Reception</td>
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<tr>
<td>CEO</td>
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<tr>
<td>Group Operations Manager</td>
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<tr>
<td>Area Wardens</td>
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<table>
<thead>
<tr>
<th>Contact Body</th>
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<th>Phone</th>
<th>Ext /Radio</th>
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</thead>
<tbody>
<tr>
<td>Warden</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Deputy Warden</td>
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<tr>
<td>Issues / Media Control</td>
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<tr>
<td>WHS Officer</td>
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**Immediate Neighbours**

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Ammonia (Orica Australia)</td>
<td>1800 033 111</td>
</tr>
<tr>
<td>Liquid Nitrogen (Boc)</td>
<td>1800 653 272</td>
</tr>
<tr>
<td>Liquid CO2</td>
<td></td>
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<tr>
<td>Natural Gas (Origin Energy)</td>
<td>1800 808 526</td>
</tr>
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**Immediate Neighbours**

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<tr>
<th>Company Name</th>
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**Media Contact**

In the event of an emergency, the Chief Executive may only make Press Statements on behalf of **<SITE NAME>**.

Administration staff is to be advised to respond to any queries with:

(“Good morning/afternoon, **<SITE NAME>** we have NO COMMENT - a statement will be issued shortly.”)

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**General Evacuation Procedures**

Instructions applicable to all Occupants.

The Evacuation Alarm System is a **Describe**-tone alarm system.

**ALERT TONE** – Repeated beeps.

**EVACUATION TONE** – A wailing tone.

**FOLLOW INSTRUCTIONS OF YOUR SUPERVISOR**

The Fire and Emergency evacuation alarm system installed throughout the **Site name** Site is controlled by MANUAL CONTROL POINTS (M.C.P.’S), in the following locations:

Every person should familiarise themselves with the locations of MANUAL CONTROL POINTS (M.C.P.’S) and of Fire Extinguishers within their respective departments.

Personnel are to evacuate on hearing the emergency tone.

If a Warden tells you to prepare for an evacuation:

**SWITCH OFF MANUFACTURING EQUIPMENT YOU ARE OPERATING.**

**WAIT FOR INSTRUCTIONS BY THE WARDEN**

**Evacuation Procedure:**

Upon hearing the **EVACUATION TONE OR ON THE DIRECTION OF A WARDEN**, personnel should proceed, quickly and orderly, to the closest Emergency Exit Door in their Department and then proceed to the designated **EVACUATION ASSEMBLY AREA**. Walk smartly, do not attempt to hurry or pass the person ahead of you, **DO NOT RUN**

Do not crowd exit doors

**DO NOT** go to the locker rooms or lunch rooms
DO NOT SMOKE until approval is given by the area Supervisor.

Remain at the Evacuation Assembly Area until your presence has been accounted for. Then remain in that area awaiting instructions or until the “All clear” is given and you are directed that you can return to your normal station.

Follow other directions from Wardens or Emergency Services as required

Be a calming influence with others who may appear agitated

ALL VISITORS / CONTRACTORS ON SITE DURING AN EMERGENCY MUST BE TAKEN TO THE DESIGNATED ASSEMBLY AREA
Emergency Planning Committee

An Emergency Planning Committee has been established with responsibility to put in place and administer the emergency plan.

Current Committee Members:

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
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Duties of the Committee include:

2. Design and implementation of the Emergency Control Plan.
3. Appointment of persons to emergency positions
4. Arrangements for the training of personnel.
5. Arrangements for evacuation exercises.

The committee should meet at least annually to review the Emergency Control Organisation.

Emergency Control Organisation

In the event of an emergency the responsibility of the Control Organisation is to follow a system of procedures to organise and supervise occupants to ensure, as far as is practicable, the safety of persons and property and if necessary, the orderly movement of people and safe evacuation from a danger zone.

The control organisation will also supervise and ensure the orderly re-entry to buildings when declared safe.

**STRUCTURE:**

The Emergency Control Organisation is comprised of the following positions.
Emergency Control Organisation Structure

<table>
<thead>
<tr>
<th>Area of Control</th>
<th>Emergency Position</th>
<th>Normal Position</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Site</td>
<td>Chief Warden</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Emergency Controller</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kill Floor</td>
<td>Area Warden</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boning Room</td>
<td>Area Warden</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Rendering</td>
<td>Area Warden</td>
<td></td>
<td></td>
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<tr>
<td>Cold Stores</td>
<td>Area Warden</td>
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<tr>
<td></td>
<td>Assembly Warden 1</td>
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<td>Assembly Warden 2</td>
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**Welfare**

The general welfare of personnel working at the scene of an emergency / disaster will be the responsibility of the Emergency Co-ordinator. Meals and clothing will be arranged as required.

Welfare of employees directly involved in the emergency / disaster will be taken care of by selected personnel under the direction of the Emergency Co-ordinator.

An Emergency Reception Centre will be established to make available information direct to relatives of employees.

**Stand Down Procedures.**

At the completion of all operational on-site activity emergency personnel will be advised to stand down.

Before stand-down is finally authorised, thorough checks will be made as to numbers and welfare of all personnel, conditions of essential equipment and finality of emergency / disaster.

Decisions to recommence production / operations will be made by Senior Management.

**Communication**

The normal business telephone and two way radio systems provides effective communication between departments and outside organisations.

Note: in the event of a blackout or power being switched off:

Calls can be made from fax telephones or mobiles phones.

**Testing of Emergency Response Scenarios**

Sites are required to test their response to the potential emergency scenarios.
When conducting evacuation drills sites should plan to test against the scenarios contained within this plan.

**De-Briefing.**

As soon as practicable after the emergency operation or an evacuation drill, a full de-briefing will be held using the observer’s checklist as the de-briefing tool. This will be arranged by WHS officer and will involve the site Emergency Planning Committee.

Lessons learnt from the exercise should be added to the emergency plan.

**Training and Instruction**

Every person permanently working on the site will be given training and instruction on emergency procedures and the evacuation plan on the day of engagement.

The site will conduct annual evacuation drills as well as some training scenarios.

Instruction must be given on the following subjects:

1. Procedures to be followed in the event of an emergency.
2. Means of escape from the building in the event of an emergency.
3. Location and method of operation of:
   a. Fire Fighting equipment
   b. Emergency warning systems

**Records**

A record must be maintained detailing the emergency training provided to management and staff, and of any emergency drills conducted.

The following minimum frequency of training should be given:

- New employee’s, on day of commencing employment.
- Annual evacuation exercise.
- Annual instruction to Chief and Area Wardens.

Annual training in selection and use of portable fire extinguishers and hose reels.