## Appendix 4. Environmental Sensitivity Maps













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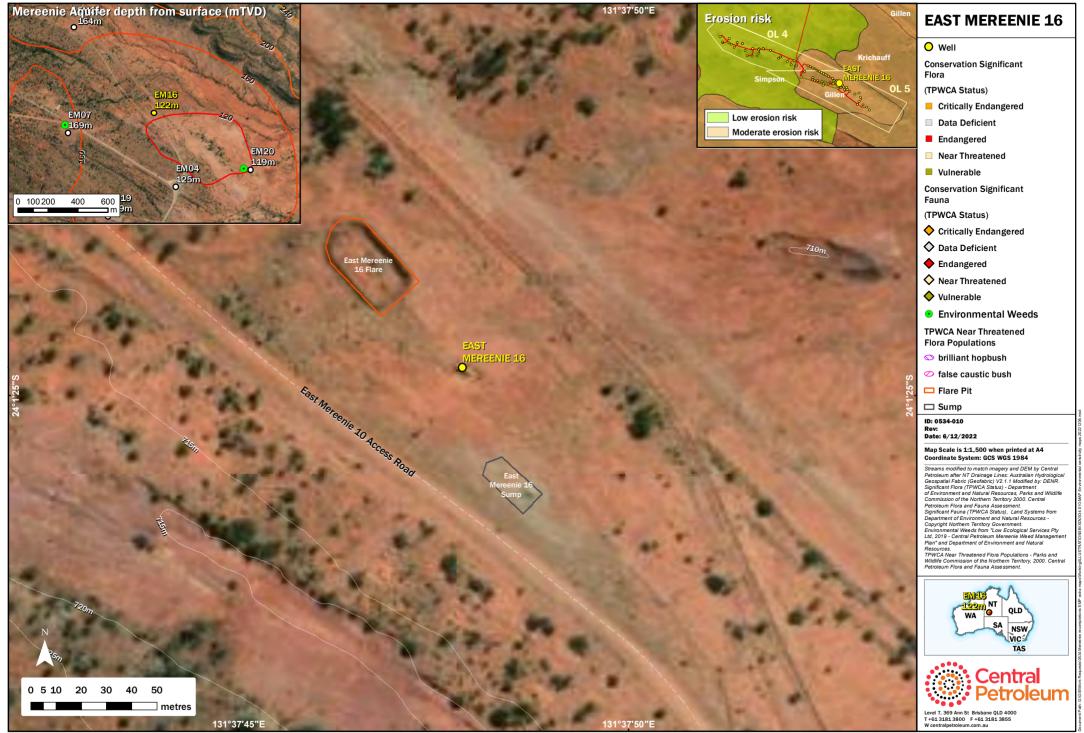


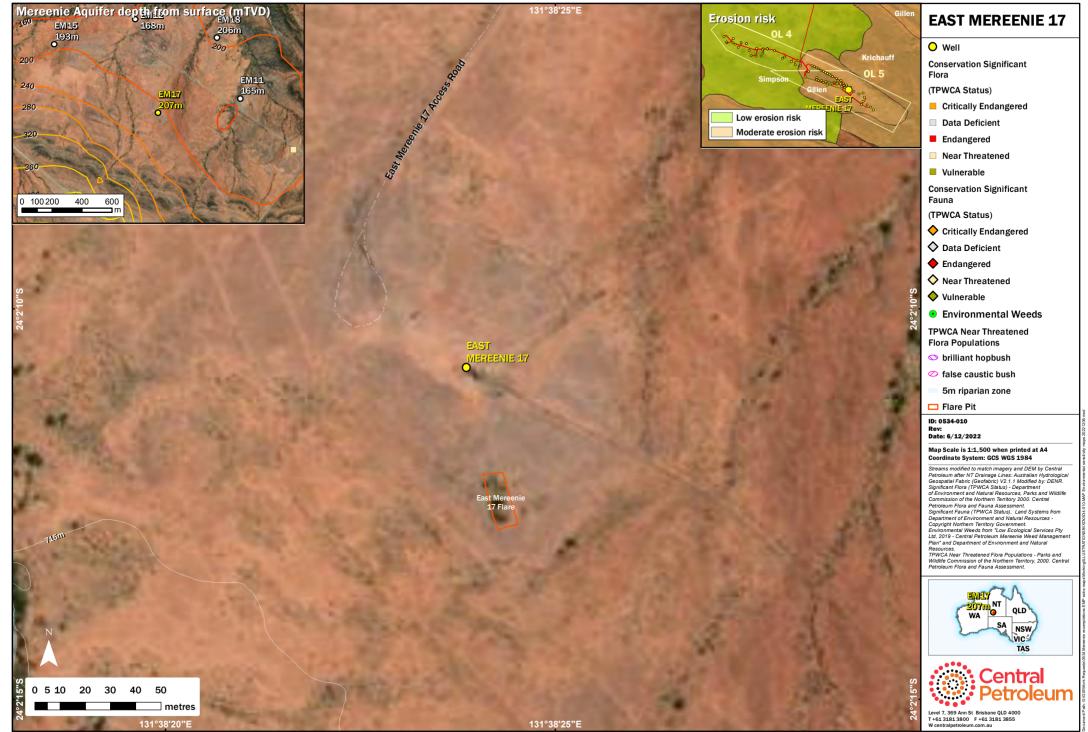






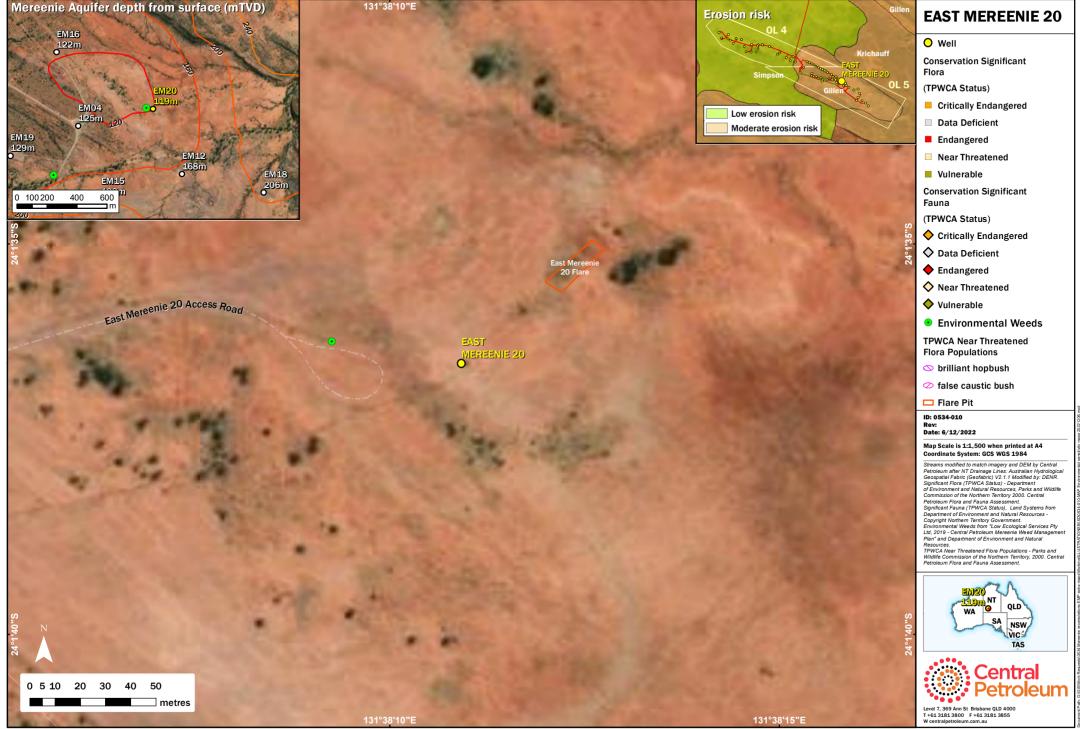






















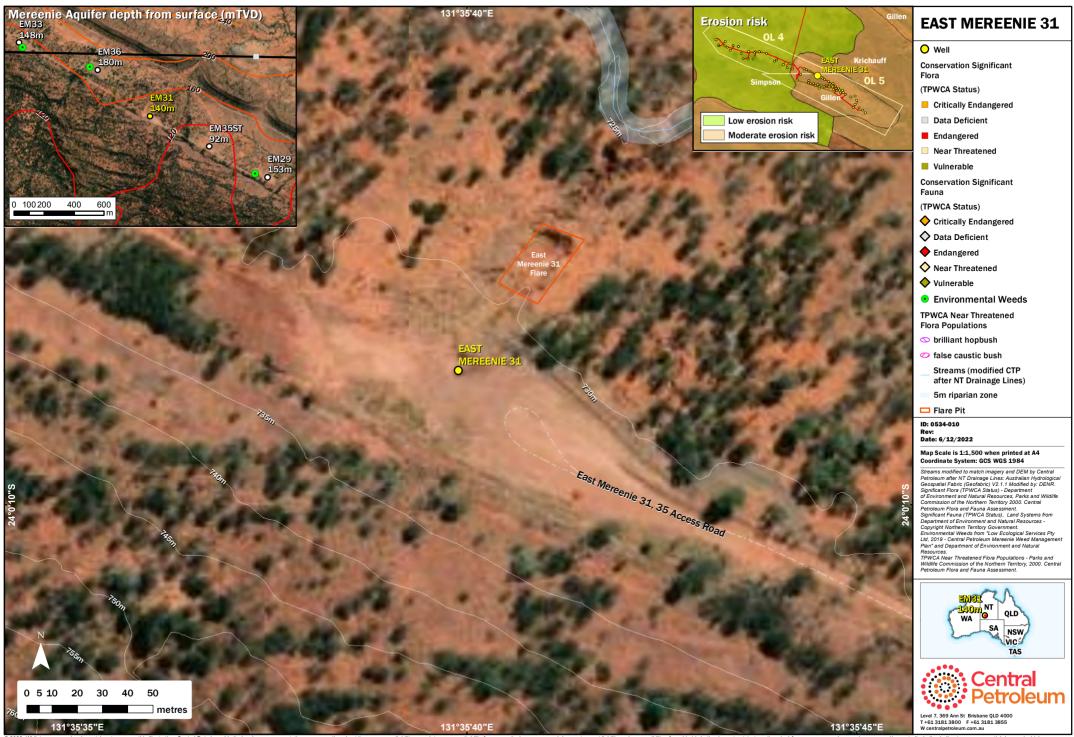




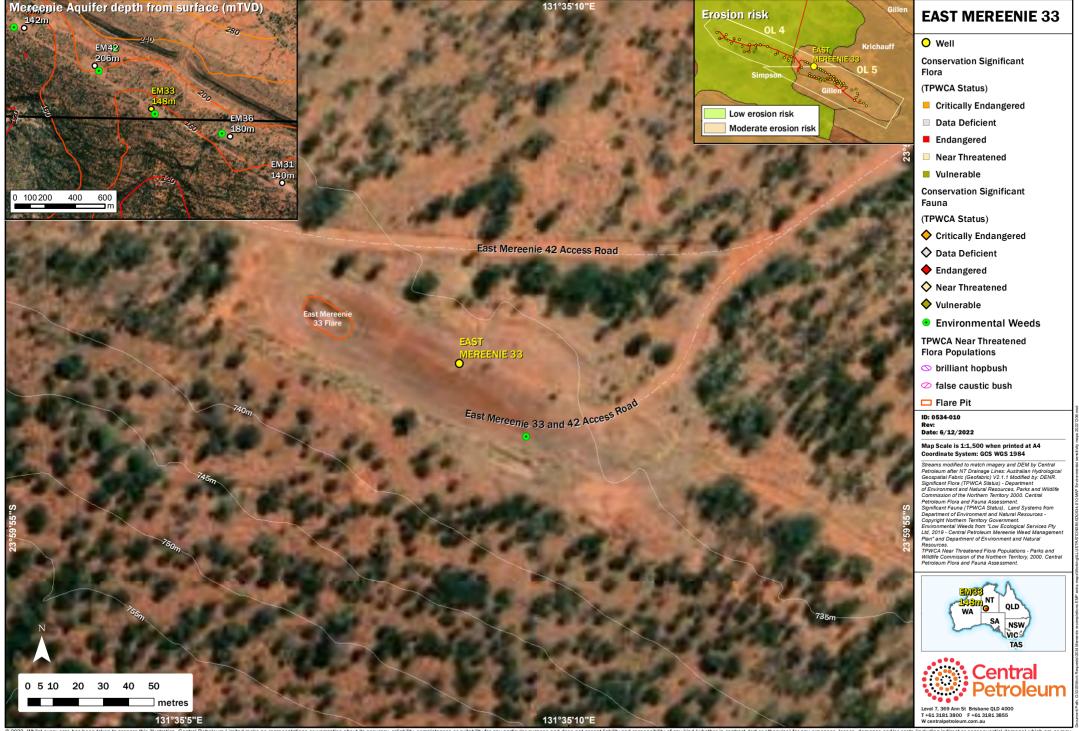












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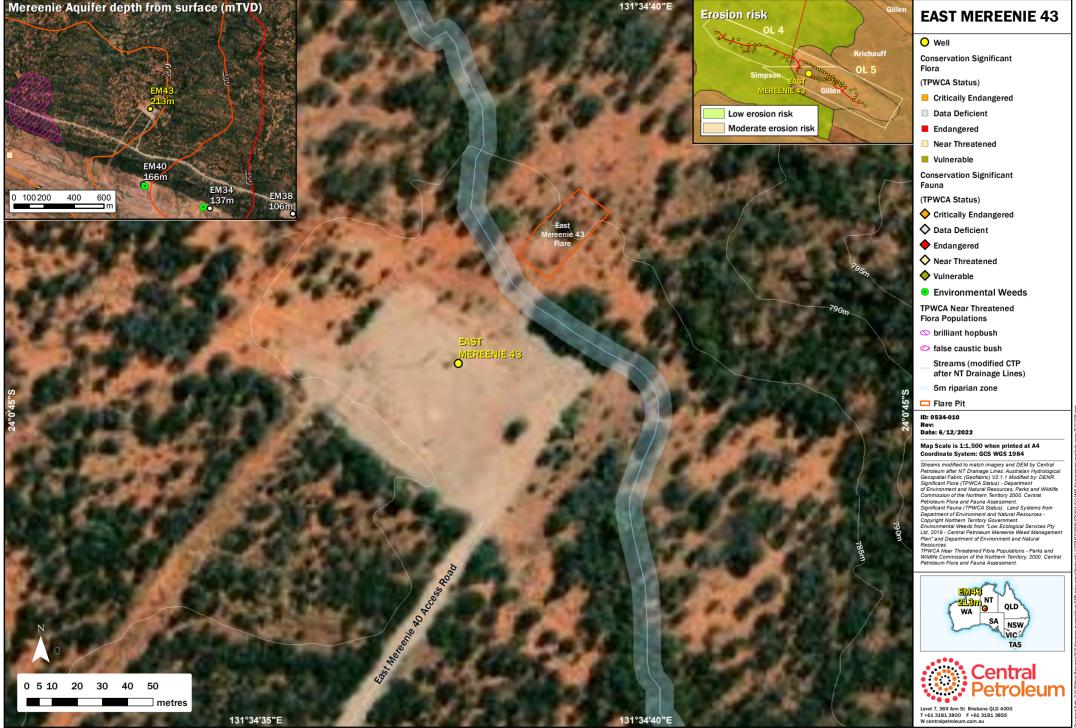
















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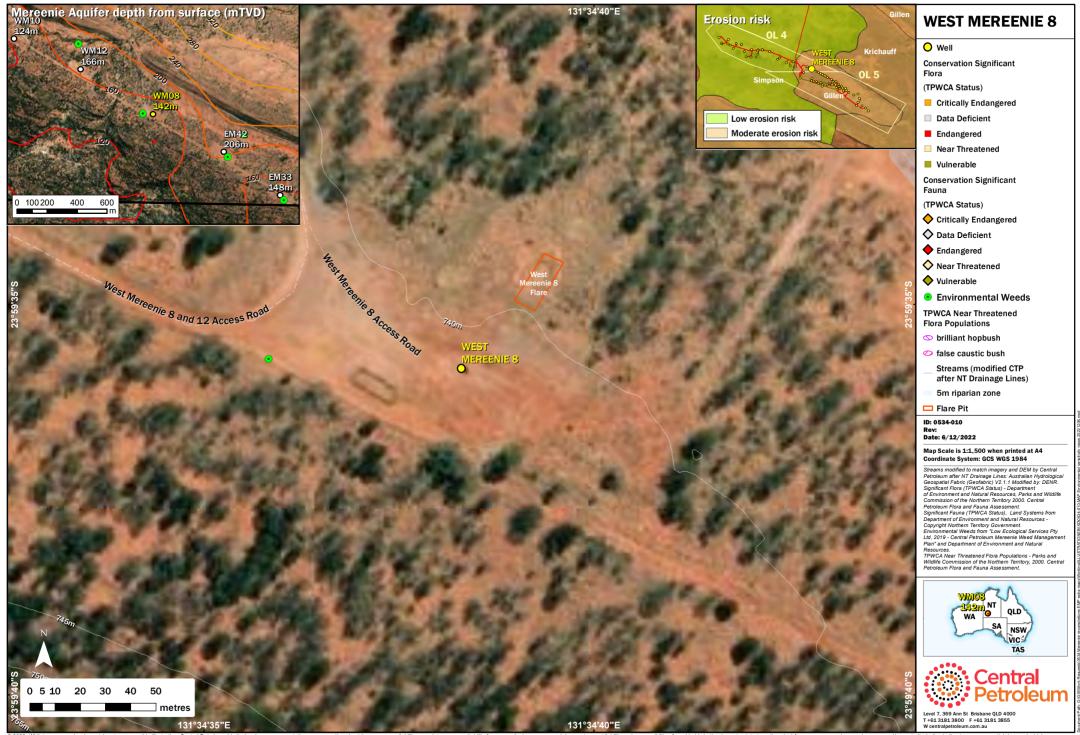
























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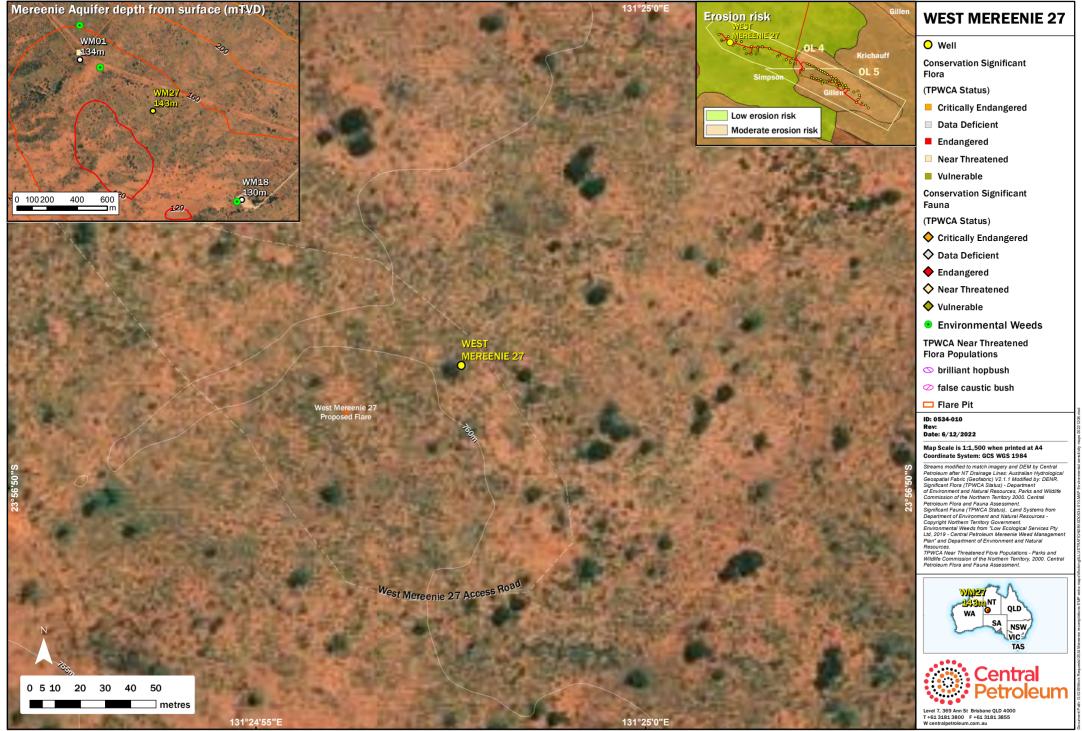






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# Appendix 5. Emergency Response Plan





Mereenie – Emergency Response Plan: MSTD13-MER-PL001-4 Version: 4 / Effective: 07 December 2021 / Revalidation: 07 December 2022 Document Owner: Production Supervisor

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# 1. Introduction

### 1.1 Purpose

The Emergency Response Plan is designed to direct and guide the Site Emergency Response Team (SERT) to respond effectively to site emergencies and resume normal operations. It identifies persons responsible for managing and/or assisting in an emergency and provides general guidelines and tools to assist in the process.

### 1.2 Scope

An emergency is defined as an event (actual or imminent) which endangers or threatens to endanger life, property or the environment, and in the context of this plan requires a coordinated response.

This plan is applicable to all employees, contractors and visitors to Mereenie and the following assets and associated infrastructure operated by Central Petroleum (CTP):

- well sites
- gathering lines
- gas processing facilities
- oil storage tanks
- site offices and workshops
- camp.

This plan is to be used in conjunction with CTP's Emergency Management Plan (MSTD-PLN001 VX).

Areas under the control of a principal contractor are not covered under this plan however CTP's contract manager/owner must review and approve the contractors' plans and if necessary, create a bridging document detailing any additional requirements and support required as well as establishing clear notification protocols.

All ERP's shall be reviewed annually and if changes to plant and conditions occur.

### 1.3 Emergency response Training

All personnel shall receive Emergency Response training in an ongoing manner at each operational site. This training shall consist of both in field and desktop scenarios. Each site shall ensure the training is held (where operational viable) every 6 weeks.

#### 1.4 Emergency Management Approach

CTP uses a two-tiered approach to emergency management as outlined in Figure 1. **Figure 1** 

Level	Examples	Document	Owner
Level 1 –	<ul> <li>Control of the situation does not require external support</li> <li>Non-life-threatening</li> <li>Not expected to escalate</li> <li>Limited damage to the environment, assets or reputation</li> </ul>	Site	Site Emergency
Emergency		Emergency	Response Team
Response		Response Plan	leader

<ul> <li>Highly likely to impact CTP's reputation</li> </ul>	Level 2 - Emergency Management	<ul> <li>Control of the situation requires external support</li> <li>Life is at risk</li> <li>Major damage to the environment, assets</li> <li>or reputation</li> <li>Situation may have personnel, technical, operational or public affairs implications</li> <li>Highly likely to impact CTP's reputation</li> </ul>
--	--------------------------------------	--

Emergency Management Plan Emergency Management Team leader

In addition to and supporting this plan, the Emergency Management Team (EMT) and Emergency Management Plan (EMP) outlines the responsibilities, actions and resources available at head office to support site in the event of a significant emergency.

### **1.5 Response Priorities**

In managing an incident, the SERT will focus their response to ensure:

- our **people** are accounted for and safe.
- we minimise impact on the **environment**
- our **assets** are protected
- CTP's **reputation** is safeguarded.

#### 1.6 Related Documents

Whilst this plan has been designed to be a standalone document, references are made throughout to various other documents which may be useful in the event of an emergency. It is the responsibility of all SERT members to be familiar with the processes and standards within their area of responsibility, and conduct regular exercises to ensure readiness

# 2. Site Emergency Response Team

### 2.1 Roles and Responsibilities

The following specific roles and responsibilities are essential to ensure effective management and accountability during an emergency:

- first responder
- SERT leader the Person in Charge (PIC) on site
- SERT coordinator (supported by a log keeper)
- SERT first aider

Operators, technicians and logistics personnel will assist the SERT leader and may be required to undertake multiple roles depending on the nature of the emergency, its duration and complexity.

If for some reason the SERT leader is unable / unavailable to perform their duties, an alternate person must be identified. Should for some reason SERT members be unable to perform their duties, the SERT leader will allocate other suitably trained persons. On shift SERT role information is to be displayed on the notice board or in the site emergency response room.

Depending on the nature and severity of the emergency, the EMT may be activated to support issues such as:

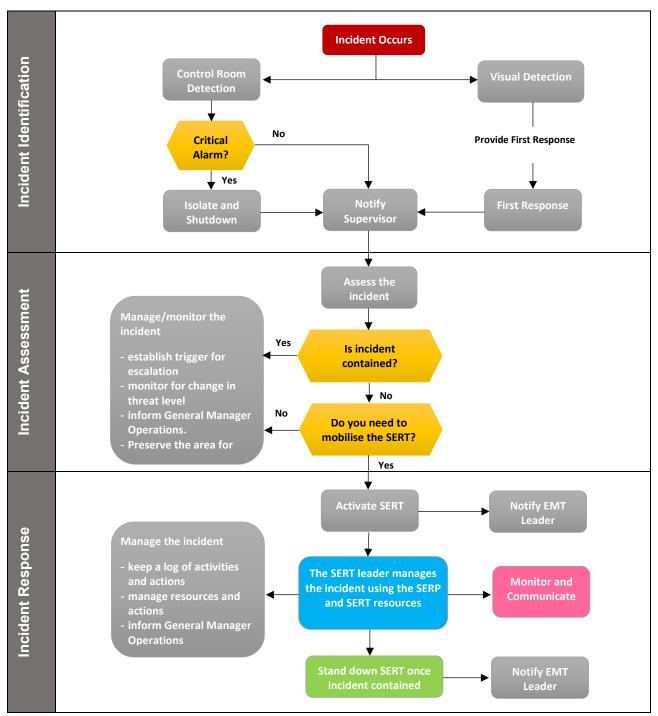
- regulatory and stakeholder notifications
- additional manning
- sourcing assets required to support the site, such as aviation
- medical or other emergency services
- mutual aid or contractor resources.

For more detailed information regarding the above SERT roles, refer to the role cards in Section 4.1.

# 3. Emergency Response Process

Identification, assessment and response processes are outlined in Figure 2 below. Further guidance is available in the role cards in Section 4.1.





### 3.1 Identification

When an event (actual or imminent) endangers or threatens to endanger life, property or the environment, the first responder must, if safe to do so, take action aligned with the first responder role card. It's important everyone is familiar with the responsibilities and initial actions of the first responder.

#### 3.2 Notification

Once immediate action is taken, the first responder must raise the alarm and advise the production supervisor as to the nature of the emergency and any assistance required. An alarm can be raised:

- in person
- by radio (using prefix 'Emergency, Emergency, Emergency)
- by landline or mobile phone (not in restricted areas)
- by SOS alarm on a tracker.

#### 3.2 Assessment

Once notified and briefed, the production supervisor will assess the incident in line with the Emergency Assessment and Escalation Matrix (Figure 3) and call on their experience to determine if the SERT should be activated. Note that even if the thresholds are not met, the SERT may still be activated at the discretion of the PIC on site.

#### Figure 3

	Site Emergency Response Team	Emergency Management Team
Activation	The SERT may activate if any of the below criteria is met	The EMT may be activated if any of the below criteria are met
Escalation/Notification	If the team is activated, the SERT leader notifies and provides a summary to the EMT leader	If the EMT is activated, the EMT leader contacts the EMT members and notifies the CEO
Risk Impact	Serious	Critical or Extreme
Injury / Illness to workers	Injury or ill health requiring medical treatment	Fatality or injury/ill health requiring extensive medical treatment (e.g. amputation, spinal injuries, etc.)
Loss of workforce capacity (pandemic or industrial action)	Loss of key staff impacting on operational output or threat of industrial action	Operations compromised due to staff being unavailable
Personnel and asset security	Non-specific threat to CTP staff e.g. protests, suspicious packages, bomb threats, etc.	Community protest action e.g. threats to CTP staff, bomb threat, suspicious packages, security incidents
Environment and / or Community	Localised and / or short-term environment and/or community incident/emergency	Extensive environmental or community incident such as significant contamination, offsite pollution or fatality
Natural Disaster	Predicted or localised damage to facilities/assets e.g. storms, external fires, flooding	Storm, fire, flood damage. Forecast natural disaster (widespread). Multiple locations impacted
Fire and Explosion	Small localised fires or explosions extinguishable by site resources	Uncontrolled fire/explosion requiring external emergency support
Property Damage	Serious damage to CTP assets / third party property	Major damage to CTP assets / third party property
Loss of Containment (LOC) – chemical spill, solid, vapor, liquid.	Major accident event or event requiring HAZMAT response, or non-hazardous substance spill that meets response activating SERP scenario. Any spill to water	Uncontrolled release unable to be isolated and contained within an hour after activating SERT scenario
Laws, regulations, civil actions	Breach of regulations regarding investigations and reporting to authorities. Possible prosecution/fine	Litigation/prosecution by regulator which could lead to temporary plant closure
Stakeholders / Media	Local media coverage. Health and / or safety concerns to local community	State/ national or social media with potential to impact performance of site/team operations
Facility, Plant or System failure / Cyber attack	Significant breach/IT incident affecting one site/location. Loss of access to single location <4hrs	Significant breach /IT incident affecting more than one site/location. Loss of access to single location for >4hrs
Customer interruption / Supply disruptions	Customer service interruption up to 1 day. Product shortfall at facility or supply point >10 TJ per day	Potential customer service interruption up to 3 days. Supply shortage impacting major customers >25TJ per day
Third party failure (Inc. contractor, supplier or partner	Restricted impact which can be rectified in the normal course of business e.g. haulage contract	Supply or services disrupted with threat of serious impacts e.g. customers or critical functions
Financial	Cash flow: <\$1m	Cash flow: >\$1m

### 3.3 Activation

The decision to activate the SERT in an emergency is the responsibility of the PIC and, once activated, they will assume the role of SERT leader and will engage the appropriate personnel to fulfil the SERT roles. If activated, the SERT leader must notify and brief the EMT leader as soon as practical.

#### 3.4 Response

#### Initial briefing

The SERTL will provide an initial briefing (see role card for guidance) covering:

- incident details (where, what, when and how)
- SERT priorities (what's the focus of response activity)
- confirm SERT roles
- answering any questions from the team.

#### **Develop response actions**

Once briefed, the SERT will commence activities aligned with their role cards and using the emergency action guides to:

- identify priorities and tasks e.g. immediate actions
- assign resources/accountability to execute (timing)
- agree communication protocols (next meeting time).

Once actions have been developed, the SERT leader will if necessary, schedule the next meeting and SERT members will commence delivery of their allocated tasks.

All of the above information will be captured by the SERT coordinator and the log keeper in order to ensure actions are clear and accurate.

#### SERT meetings

At any subsequent meetings, the SERT leader will provide further updates and members will update the team on their actions / progress.

#### **Role handover**

The management of some events/incidents could be time consuming and require EMT members to rest. It is the responsibility of the SERT leader and coordinator to monitor team members and rotate personnel with suitable replacements, if necessary. It is essential that replacement team members receive a thorough hand-over briefing prior to commencing.

If an incident is likely to run for an extended period, it is recommended that the initial handover commences early. For reasons of information continuity and familiarisation with the incident, consideration should be given to changing the team every 6-8 hours.

#### 3.5 Stand-down and recovery

An emergency response ends when the SERT leader is satisfied that objectives have been met and priority shifts to achieving business continuity and recovery. Only the SERT leader can decide to 'stand-down' the SERT and switch the focus to recovery. The stand-down should be undertaken in consultation with the General Manager Operations.

When external emergency services are involved, stand-down must be done in consultation with the relevant agencies.

When standing down, the SERT leader must:

- ensure that all teams are informed of the stand down
- identify and document outstanding issues that need to be addressed after the team is deactivated and assign responsible personnel to address these issues
- ensure evidence is preserved to aid in any investigation

- ensure affected areas are barricaded
- that witness accounts are taken
- where possible, photograph evidence
- capture lessons learned as soon as possible after the event (debrief)
- ensure the site emergency response room is immediately re-stocked.

In addition, before recommencing operations the following questions should be asked:

- has all plant and equipment been tested and confirmed safe?
- have relevant emergency service providers confirmed that normal activities can recommence?
- have relevant government agencies/departments agreed that normal activities can recommence?
- could employees be suffering from the effects of the incident?
- are there any unauthorised personnel remaining on site?

## 4. Emergency Response Resources

#### 4.1 Role Cards

Role cards act as prompts and are used as an aid in the event of an emergency. A set of role cards to support this plan are provided in section 6.

#### 4.2 Emergency Action Guides

Emergency Action Guides have been developed and outline typical responses for specific types of emergencies. A set of Emergency Action Guides to support this plan are provided in section D.

#### 4.3 Chemical Response Guidance

All chemicals stored and used on site are to be managed in accordance with the corresponding Safety Data Sheets. Hard copies of Safety Data Sheets are stored in the warehouse with electronic copies available via the Chemwatch website.

Other procedures available in relation to chemicals management include:

- Chemical Management MSTD11-PC002
- Managing Risks with Chemicals in Workplaces MSTD09-PC005
- Emergency Response Procedure Chemical Management MSTD13-PC005

#### 4.4 Plant and Pipeline Shutdown / Isolation

In the event of a loss of containment event, emergency shutdown devices (ESDs) are to be used, however if isolation identification is not clear then the SERT members can access Piping and Instrument Diagrams (P&IDs) on M: files. In these instances, the isolation should be undertaken, and any associated documentation should be completed post event and prior to restart. In the event of a power outage there are master sets of PID's in the control room, supervisor's office & ESS control room.

### 4.5 Emergency Equipment

Emergency equipment is provided at Mereenie in accordance with the site's hazards and possible emergency situations are identified in the site Risk Register. The following equipment is positioned in appropriate locations, clearly identified, and maintained.

- Portable radios
- Satellite Phone
- Portable gas detectors
- First aid equipment (Include Defibrillator)
- On site ambulance
- Fire extinguishers
- Confined space rescue equipment
- Working at heights rescue equipment
- Self-contained breathing apparatus
- Oil and chemical spill kits

Safety showers / eyewash stations.

Where applicable, sites are to be equipped with fixed fire and gas detection and fire-fighting equipment in accordance with the relevant fire codes and legislation.

#### 4.6 Medical Support

Medical emergencies fall into three categories:

- 1. Minor medical emergencies (dealt with on-site by a trained first aider)
- 2. Medical emergencies or injuries requiring more than first aid (dealt with under the guidance of an emergency expert
- 3. Critical or life-threatening medical emergencies which require immediate evacuation of the patient.

The site is supported with a 24/7 dial-in medical service with an on-call doctor for routine medical support or emergency medical advice. In addition, the Kings Canyon medical facility can provide additional support. Medical advice and support will be provided by:

- on-site first aid trained personnel (available on all shifts)
- primary emergency advice:
  - RFDS 24-hour emergency operations center
    - MRACC (Royal Flying Doctors) Telehealth Doctor service
- secondary Emergency Advice:
  - Alice Springs Hospital
  - Kings Canyon clinic.

The Royal Flying Doctor Service is also available to support emergencies.

If medical assistance or a Medivac is required, the initial medical provider will seek advice from the Air Medical Services Doctor or the Royal Flying Doctor Service Call Centre who will coordinate the ongoing actions.

The SERT leader, in consultation with a medical provider, has the authority to initiate a Medivac.

The initial medical provider will consult with the doctor(s) to determine the appropriate level of transport, resources and medical assistance required for a Medivac flight.

Patients will be transferred to the nearest care facility as determined by the initial medical provider in consultation with the Royal Flying Doctor Service call center or the doctor associated with the treatment.

### 4.7 Aviation Resources

Sites may have the capacity to facilitate both Helicopters (rotary) and Planes (fixed wing) in the event of an emergency, however, the preferred option is fixed wing aircraft.

Further details regarding the airstrip / helipad and its safety protocols are outlined in section E.

#### 4.8 Site Emergency Response Room

The site conference room has been established for use if the SERT is activated. This room will be the coordination center and communications hub. All SERT members are to meet there to manage and support operations in the event of an emergency. The room is equipped with:

Plans	<ul> <li>Site Emergency Response Plan – Mereenie</li> </ul>
	<ul> <li>Emergency Management Plan</li> </ul>
Communication	<ul> <li>Telephones – landline and satellite</li> </ul>
	<ul> <li>Digital site Radios</li> </ul>
	<ul> <li>Video/conference calling facilities</li> </ul>
	<ul> <li>Access to Wi-Fi/internet</li> </ul>
General	<ul> <li>Basic stationery – pens, note pads</li> </ul>
	<ul> <li>Whiteboard and markers</li> </ul>
	<ul> <li>Emergency information board</li> </ul>
	<ul> <li>Site maps indicate location of emergency equipment and muster points</li> </ul>

		<ul> <li>Clock</li> </ul>
--	--	---------------------------

The on-site emergency response room will be maintained in a 'ready-for-use' state and is the responsibility of the Administration and Logistics Coordinator. The room will be regularly inspected, and equipment tested every time an emergency exercise is undertaken (approximately every 6 weeks).

### 4.9 Communication

On-site communications during emergency situations is via site digital radios on the:

- Main field channel No. 1; or
- Emergency channel No. 2.

Personnel are to use the radio on the "field" channel to transmit information. Radio communication should be kept to a minimum, so the channel is available for use when required. The PIC will determine when to switch to channel 2 (emergency channel) if at all.

The designated phone in the emergency response room should be used to communicate with the EMT and other sites. Emergency contacts are detailed in section 6. There are two phones in the emergency response room, we should decide which one is to be utilised in an emergency.

### 4.10 Emergency Management Team / Plan

Any emergencies with the potential for critical or extreme outcomes are to be managed in conjunction with the EMT. In an emergency, the objectives of the EMT are to:

- provide support and logistics to the site
- ensure a coordinated response from all parties involved e.g. the state emergency services
- Monitor the site personnel and their ability to manage the situation, especially if there is a long duration.
- control and minimise impacts/losses (human, financial, resource, reputation) related to an escalating incident and to protect those with a vested interest in CTP
- develop an effective communication strategy for all stakeholders e.g. insurers, government and the media
- recover and resume CTP operations.

# 5. Stakeholder Management and Communications

In an emergency, it is important that all communication remains open, honest, timely and accurate.

#### **External Communication**

Any communication with external parties (not related to the immediate emergency response) is to be handled centrally via the EMT leader.

#### **Internal Communication**

The SERT leader / coordinator will ensure all relevant personnel are kept up-to-date and will provide regular updates to the EMT leader.

#### **Managing Enquiries**

If any person receives a call from an external party e.g. journalist, community member, government official, etc., they must inform the caller that they are not an authorised spokesperson and are not in a position to comment, however, will organise for someone to call them back. A message should be logged capturing the follow information.

- callers name
- organisation / affiliation
- contact details
- who they want to speak with
- what the message / query is about

#### Social Media

Nothing should be posted on any social media platforms. Centrals disciplinary process with be followed for any anyone identified as having post any incident related content.

# 6. Post Emergency Review

At the earliest possible time following the emergency, the General Manager Operations or delegate is to organise and facilitate a post-emergency review to identify any lessons learnt (positive and negative).

If appropriate, any improvements or amendments should be considered and, if necessary, a change management process be undertaken to update the framework and any supporting documents, followed by the appropriate training.

# 7. Emergency Contacts

### 7.1 Central Emergency Contacts

Name	Position	Contact Details
	General Manager Operations/Duty Manager	
	Engineering Manager/Duty Manager	
	Chief Operating Officer	
	Risk and HSE Manager	
	Health & Safety Specialist	
Brisbane emergency phone	To be used whilst emergencies are in progress	07 3181 3860

### 7.2 Site Contact Information

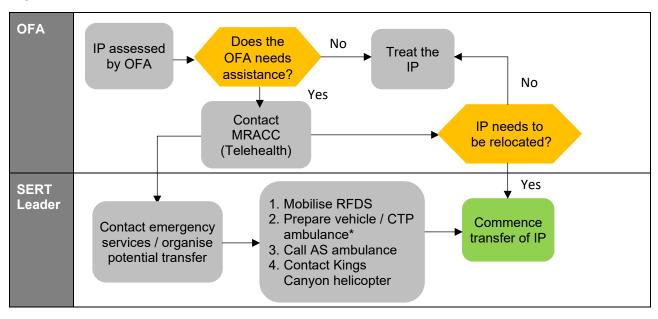
Role / Detail	Contact Details
Production Supervisor	
Logistics and Administration Coordinators	
Kitchen / Ambulance (Satellite Phone)	
Response Room (Satellite Phone)	
Emergency Alert Number	1300 134 406 ISS First Response (24/7)
Mereenie Emergency Number	08 8954 3822

### 7.3 Emergency Services

### **Decision tree**

The assessment and response to a medical emergency is outlined in Figure 4 below. The on-site OFA is responsible for the decision to escalate and seek professional guidance. The SERT Lead is accountable for the early engagement with emergency services e.g. RFDS, Alice Springs Hospital, etc.

#### Figure 4



\*Where the CTP ambulance is to be used contact AS ambulance and plan to meet halfway.

Service		Contact Details	Response Time
Police / Fire / Ambulance (Emergency)		000	
	Remote Health & Royal Flying Doctors Service <sup>1</sup>	08 89517840 / 08 8951 7777 (24/7)	Xhrs to mobilise and be at Mereenie
	RFDS Port Augusta Communications centre	1800 630 784 for plane's ETA's	
	MRACC (Royal Flying Doctors)	1800 1MRACC (1800 167 222)	Immediate
Medical	Alice Springs Hospital (24/7)	08 8951 7777	3hrs 30 min drive
	Kings Canyon Medical Clinic <sup>2</sup>	08 8956 7807	40 min drive
	St John Ambulance - Alice Springs Office	08 8959 6600	Potential to meet IP halfway to Mereenie
	Mall Medical Clinic - Alice Springs	08 8952 2744	
Police	Police - Alice Springs Station	08 8951 8822	
Police	Police (non-emergency)	131 444	
Fire	Fire and Rescue (non- emergency)	08 8999 3473	
Emergency	Emergency Services (flood, storms, etc)	132 500	

<sup>&</sup>lt;sup>1</sup> Doctor on call for all Medical Evacuations via Alice Springs

<sup>&</sup>lt;sup>2</sup> Clinic can be dispatched by 000 if required

In the event of an emergency, the SERT leader is authorised to contact the above, however, **any contact with government, regulatory bodies, etc., must be undertaken centrally by the Brisbane based EMT leader**.

# 8. Role Cards

#### 8.1 First Responder

#### **Role Card**

### Section 1 – Responsibilities

Central Petroleum

Section 1 – Responsibilities	
In the event of an incident, please remain calm and be prepared to assist where possible (depend experience and competency). Please provide as much information as possible to the production s	
Immediate Actions	Complete
<ul> <li>Raise the alarm</li> <li>Check for DANGER - do not put yourself at risk <ul> <li>Is the scene safe?</li> </ul> </li> <li>Implement appropriate actions to prevent or contain the situation, if possible</li> <li>Provide assistance e.g. assess for life threatening injuries <ul> <li>Are they responsive?</li> <li>Are they breathing?</li> <li>Any bleeding?</li> </ul> </li> <li>If safe and appropriate to do so, shut down any equipment</li> <li>Evacuate or leave the scene, if warranted</li> <li>Notify the production supervisor providing as much detail as possible e.g. <ul> <li>Location</li> <li>Incident details</li> <li>Number of casualties and their condition</li> </ul> </li> </ul>	
	Complete
During an Emergency     Follow the production supervisor/SERT leader's instructions	Complete
Post Incident	Complete
<ul> <li>Participate in the SERT post-emergency review</li> </ul>	
<ul> <li>Propose changes to the Site Emergency Response plan and any procedures, as a result of the incident</li> </ul>	

### 8.2 Site Emergency Response Team leader (SERTL)

#### **Role Card**

### Section 1 – Responsibilities

The SERT leader is responsible for:

- activation and stand-down of the SERT
- notifying the EMT leader upon activation
- overall management of the emergency response including recovery.

The SERT leader is the final decision maker in relation to analysis, option development, selection and execution of the incident response

**Immediate Actions** 

Complete

oleum

<ul> <li>Review the first responder's brief</li> <li>Take immediate action, if necessary</li> <li>Work through the SERT leader activation checklist (Section 2)</li> <li>Using your knowledge and experience and the Emergency Assessment Matrix (Section 3), determine if the SERT should be activated</li> </ul>		
Activate	Not Activate	
<ul> <li>Determine which SERT members (Section 4) are required</li> <li>Engage SERT coordinator to contact SERT members</li> <li>Notify the EMT leader of activation and provide a situation update</li> <li>Proceed to the designated site emergency response room</li> <li>Conduct an initial team brief using information from section 2</li> <li>Confirm the SERT member roles and activities</li> </ul>	<ul> <li>Await updates from operations personnel and reassess the incident as required</li> </ul>	Complete
<ul> <li>Authorise any immediate assistance and speciality</li> </ul>	st support (internal or external)	Complete
<ul> <li>Consolidate assumptions and identify the worst case and most likely impacts</li> <li>Decide on the priority objectives.</li> <li>Manage and lead the SERT to ensure the efficient and effective resolution of the emergency, ensuring the impact on people, assets, environment, value and reputation is minimised</li> <li>Facilitate open communication and ensure regular updates are provided</li> <li>Ensure the General Manager Operations is regularly updated on the incident</li> <li>Approve necessary expenses related to the management of the emergency</li> <li>Facilitate and support the implementation of any business continuity plans by the respective teams</li> <li>Ensure an accurate record is kept of all SERT actions and decisions</li> <li>Declare the emergency is over and stand-down teams</li> <li>Coordinate transition to recovery stage</li> <li>Decide on the team structure to manage the recovery process</li> </ul>		
Post Incident		
<ul> <li>Determine the level of investigation required and</li> <li>Debrief the SERT</li> <li>Conduct a post-emergency review – GM ops.</li> <li>Propose changes to the site emergency response of the incident. – ALL</li> </ul>		

Section 2 – Activation checklist		
Date	Time	Name
Incident Description		
What happened?		
Where did it happen?		
When did it happen?		
How did it happen?		
Is everybody accounted for?		
Are there any casualties?		
How have you been notified and how accurate is the information?		
Incident Status		
Is the incident contained or escalating?		
What is potentially at risk?		
What are your objectives?		
What actions are being taken?		
Who is taking action?		
What resources / equipment / manpower is being used?		
Initial incident assessment		
What are the likely impacts on health, safety, environment and/or community?		
What are the likely community, government, media or reputational impact?		
What is the operational impact (short, medium or long term)?		
How effective is the response?		
What support is needed?		
What support does the SERT need from the EMT (in the longer term)?		
Follow up		
Exchange / confirm contact details for first responder		
Decision		
		experience, consider the actual or potential ergency Assessment Matrix (see section 3).
Yes		No
Rationale		

#### Section 3 – Assessment and Escalation Matrix

The SERT leader will:

- use this guide to quickly assess actual or potential incident consequences and notification thresholds. Note that you may choose to activate / notify at levels lower than those detailed;
- Contact the EMT leader if the SERT is activated;

	Site Emergency Response Team	Emergency Management Team
Activation	The SERT may activate if any of the criteria below is met	The EMT may activate if any of the below criteria is met
Escalation / Notification	If this team is activated, the SERT leader notifies and provides a summary to the EMT leader	If the EMT is activated, the EMT leader contacts EMT members and notifies the CEO
Risk Impact	Minor to Serious	Critical or Extreme
Injury / Illness to workers	Injury or ill health requiring medical treatment	Fatality or Injury/ill health requiring extensive medical treatment (e.g. amputation, spinal injuries, etc.)
Loss of workforce capacity (pandemic or industrial action)	Loss of key staff impacting operational output or threat of industrial action	Operations compromised due to staff being unavailable
Personnel and asset security	Non-specific threat to CTP staff e.g. protests, suspicious packages, bomb threat, etc.	Community protest action e.g. threats to CTP staff, bomb threat, suspicious packages, security incidents
Environment and / or Community	Localised and/or short-term environmental and/or community incident/emergency	Extensive environmental or community incident such as significant contamination, offsite pollution or fatality
Natural Disaster	Predicted or localised damage to facilities/assets e.g. storms, external fires, flooding	Storm, fire, flood damage. Forecast natural disaster (widespread). Multiple locations impacted
Fire and Explosion	Small localised fires or explosions extinguishable by site resources	Uncontrolled fire/explosion requiring external emergency support
Property Damage	Serious damage to CTP assets/third party property	Major damage to CTP assets/third party property
Loss of Containment (LOC) – chemical spill, solid, vapor, liquid.	Major accident event, or event requiring HAZMAT response, or non-hazardous substance spill that meets response activating SERP scenario. Any spill to water	Uncontrolled release unable to be isolated and contained within an hour after activating SERT scenario
Laws, regulations, civil actions	Breach of regulations regarding investigations and reporting to authorities. Possible prosecution/fine	Litigation/prosecution by regulator which could lead to temporary plant closure
Stakeholders / Media	Local media coverage. Health and/or safety concerns to local community	State/national or social media with potential to impact performance of site/team operations
Facility, Plant or System failure / Cyber attack	Significant breach/IT incident affecting one site/location. Loss of access to single location <4hrs	Significant breach/IT incident affecting more than one site/location. Loss of access to single location for >4hrs
Customer interruption / Supply disruptions	Customer service interruption up to 1 day. Product shortfall at facility or supply point >10 TJ per day	Potential customer service interruption up to 3 days. Supply shortage impacting major customer >25TJ per day
Third party failure (inc. contractor, supplier or partner	Restricted impact which can be rectified in the normal course of business. e.g. haulage contract	Supply or services potentially disrupted with threat of serious impacts e.g. customers or critical functions
Financial	Cash flow: <\$1m	Cash flow: >\$1m

Section 4 – SERT Member Details				
Role	Name	Engaged		
Mandatory				
SERT leader				
Coordinator				
Log keeper				
SERT Members				
First aid				
Team member				

### 8.3 Site Emergency Response Team Coordinator



#### **Role Card**

#### Section 1 – Responsibilities

The SERT coordinator's primary role is to support the SERT leader. The function of the coordinator is to:

- manage and coordinate staff while providing quality control and coordination of the SERT's planning process
- ensure that staff have the information, guidance and facilities required to fulfil their roles
- manage the SERT's time, coordinate briefings, and manage the site emergency response room
- align the planning of the functional areas with the direction and intent of the SERT leader
- assume the role of SERT leader should the SERT leader be unavailable
- The SERT coordinator will be the primary contact p for all communications

Immediate Actions	Complete
<ul> <li>Respond to the activation</li> </ul>	
Contact SERT members	
<ul> <li>Confirm the arrival of all SERT members</li> </ul>	
<ul> <li>Facilitate the initial team brief to the SERT</li> </ul>	
During an Emergency	Complete
<ul> <li>Record and monitor all response actions (Section 2)</li> </ul>	
<ul> <li>Establish communications</li> </ul>	
<ul> <li>Provide regular situation updates to the SERT leader</li> </ul>	
<ul> <li>Implement routines and procedures in the site emergency response room</li> </ul>	
including security of information, control of access, and equipment	
<ul> <li>Coordinate and synchronise staff in the site emergency response room</li> </ul>	
<ul> <li>Ensure an accurate record is kept of all SERT actions and decisions</li> </ul>	
<ul> <li>Program and facilitate SERT update briefs</li> </ul>	
<ul> <li>Coordinate SERT requests for assistance</li> </ul>	
<ul> <li>Coordinate the regular update of the SERT</li> </ul>	
<ul> <li>Monitor and ensure that activities are in accordance with SERT objectives</li> </ul>	
<ul> <li>Supervise the completion of an accurate SERT log</li> </ul>	
<ul> <li>Be prepared to act as the SERT leader if required</li> </ul>	
Post Incident	Complete
<ul> <li>Support recovery operations, as required</li> </ul>	
<ul> <li>Ensure SERT members attend the debriefing</li> </ul>	
<ul> <li>Coordinate and participate in the post-emergency review</li> </ul>	
<ul> <li>Carry-out all relevant SERT coordinator actions identified in the post-emergency review</li> </ul>	
<ul> <li>Propose changes to the site emergency response framework and any procedures, as a result of the incident.</li> </ul>	

Sectio	on 2 – Site Response Activity / Event Log			
Time	Action	Owner	Due	Status

## 8.4 Emergency Response Team Member



#### **Role Card**

Section 1 – Responsibilities			
Th	ne SERT member's primary role is to support the SERT leader		
Im	nmediate Actions	Complete	
•	Respond to the activation		
•	Proceed to muster point and respond to the situation as directed by the SERT leader		
•	Attend the initial brief		
Dı	uring an Emergency	Complete	
•	If instructed & safe to do so, participate in incident response, which could include:		
	- rescuing personnel if there is no danger		
	- extinguishing small fires around the plant using a range of extinguishers		
	- using a fire blanket to extinguish small fires		
	- provide basic first aid		
	- containing minor spills		
•	If required (e.g. after hours when admin staff re not on site), undertake the role and responsibility of:		
	<ul> <li>log keeper – documenting incoming/outgoing information and maintaining incident log sheet</li> </ul>		
	<ul> <li>coordinator – providing support to the SERT leader and coordinating movement of personnel and delivery of equipment resources and liaison with the response team</li> </ul>		
	- coordinate any resources/assistance required by the SERT or EMT		
•	Consider any secondary impacts as a result of the incident		
•	Assist in the development of the SERT's responses, objectives and priorities		
•	Cooperate with emergency services		
•	Prepare for the stand-down of the SERT and recovery of site		
Po	ost Incident	Complete	
•	Provide ongoing advice to the recovery operations, as required		
•	Participate in the SERT post-emergency review		
•	Propose changes to the site emergency response framework and any procedures, as a result of the incident		

## 8.5 Emergency Response First Aid

#### **Role Card**



Section 1 – Responsibilities	
Assess and provide first aid assistance to injured people	
Immediate Actions	Complete
<ul> <li>Respond to the activation</li> <li>Proceed to muster point and respond to the situation as directed by the SERT leader</li> <li>Attend the initial briefing and consider the incident</li> </ul>	
During an Emergency	Complete
Perform triage on injured personnel	
Assess medical response	
<ul> <li>Direct/manage medical personnel and supplies</li> </ul>	
<ul> <li>Activate external resources, if needed</li> </ul>	
<ul> <li>Consider any secondary impacts as a result of the incident</li> </ul>	
<ul> <li>Assist in the development of the SERT's response, objectives and priorities</li> </ul>	
Cooperate with emergency services	
<ul> <li>Prepare for stand-down and recovery of SERT</li> </ul>	
Post Incident	Complete
<ul> <li>Be prepared to provide ongoing advice to the recovery operations, as required</li> </ul>	
<ul> <li>Participate in the SERT post-emergency review</li> </ul>	
<ul> <li>Propose changes to the site emergency response framework and any procedures as a result of the incident</li> </ul>	

# 9. Emergency Event Guides

## 9.1 Emergency Event Guide 1 – Vehicle Accident

	Incident	
Na	ature of the incident:	
	Vehicle/Vehicle Collision	
	Pedestrian Hit/Run Over	
	Response Guide	
An	ply Emergency Action Guide and prepare for escalation	
Ϋ́Ρ		
•	Call for assistance as soon as possible	
•	Assess and ensure the scene is safe – withdraw personnel from danger (if required)	
•	Prioritise causalities – undertake a primary assessment of any causalities	
•	Mobilise SERT, if additional resources are needed	
•	Mobilise competent first aider to treat injured persons (if required) at scene or first-aid station	
•	Mobilise the following if necessary - electrician if there is an electrical risk, equipment to	
	stabilise vehicle, fire control equipment	
	Additional Response – as required	
An	nbulance – Fire – Police (Dial 000)	
Ca	all a medical facility for assistance/guidance	
Arı	range escort for external emergency support / back-up	
No	otify General Manager Operations	
	What to Do	
	nsider the following, to <b>minimise danger:</b>	
1.	Other traffic:	
-	use hazard lights on vehicles to warn oncoming traffic	
-	switch headings on if at night	
-	ask bystander/s to extend the warning perimeter to at least 100mts away to warn & control oncoming tra	affic
-	Battery disconnect	
2.	Fire: switch off the vehicle's motor and, for diesel vehicles, shut off any emergency fuel switches	
2	stop people from smoking nearby	
-	if there is a fire under the bonnet, and you have a fire extinguisher and it safe to do so, release the bonn	net
	catch (but don't open fully) and aim the extinguisher through the gap	
3.	Fumes:	
-	stay clear of fumes if petrol/diesel is leaking and ensure there are no naked flames or people smoking n	earby
4.	Damaged vehicles:	
-	if airbags have not been activated, stay clear of the steering wheel and front dashboard	
-	if not in gear, apply the handbrake or put the vehicle in gear	
5.	Spilt fuel or chemicals:	na what
-	if the accident involves a vehicle carrying hazardous material, stay clear. Take note of the signs indicatin is being carried e.g. type of sign and code number and call 000 for advice	ig what
-	if there are clouds of vapour, spilt liquids, bottles, gas cylinders or unusual odors, avoid contact with the	se
	substances and have everyone stay upwind if possible, to avoid fumes	
6.	Fallen or damaged powerlines	
-	remain at least 6m from any fallen power lines and don't attempt to move the cables	
-	do not go near a vehicle if it is being touched by electrical cables advise the patient not to move and wa	it for
	emergency services to arrive	
	What to Do	
	Prioritise Causalities	
	Once safe to do so, assess casualties as follows: (Using the vehicle medical booklet to assist)	
	- Are they conscious?	
	<ul><li>Are their airways clear and open?</li><li>Are they breathing?</li></ul>	
	- Are they bleeding?	

#### Injuries and Ongoing Management

- Common injury types:
  - airway blockages
  - head injuries
  - chest injuries
  - spinal injuries
- 1. Unless necessary (for example if the vehicle could explode), do not move a patient until help arrives as it could lead to further injury;
- 2. Continue to monitor their breathing as this can rapidly deteriorate. Be ready to perform CPR should this occur -Do not use mouth-to-mouth method if victim ingested or inhaled any substance;
- 3. Record observations (if possible) until help arrives e.g. breathing, pulse, skin colour and temperature. Any changes could indicate a serious change in their condition;
- 4. If the patient is conscious, continue to reassure them. Let them know that help is on the way.

#### NOTICE

Try to remain calm as anxiety can spread quickly.

#### **Post Event Actions**

- Clean up any oil/fuel spills, as per site environmental procedures;
- Monitor for possible fire;
- Secure the scene for incident investigation do not move anything unless a person's life depends upon it;
- Photograph & preserve the scene.

## 9.2 Emergency Event Guide 2 – Transporting Incident – Rollover/Injuries

Heavy Haulage / Road transport       Bulk vessel (transported)       Road Tanker / Tanker truck         Other       Response Guide         Apply Emergency Action Guide and prepare for escalation <ul> <li>Call for assistance as soon as possible;</li> <li>Assess and cautiously approach from upwind - ensure the scene is safe – withdraw personnel from danger (if required);</li> <li>Mobilise the SERT if additional resources are needed – carry suitable volumes of fresh water;</li> <li>Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid station;</li> <li>Assist external personnel with notifications and calls for assistance.</li> </ul> <li>         Additional Response – as required         <ul> <li>Ambulance – Fire – Police (Dial 000)</li> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations         </li> </ul> </li> <li>         Interacting personnel enter after considering their Safety needs and wear appropriate PPE;</li> <li>         Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for methods of control / management;</li> <li>Alert Management; SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact;</li> <li>         Lensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills.</li> <li>         Use safety related equipment as required, to safely extract personnel if in immediate danger;</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>         Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;&lt;</li>			
Response Guide         Apply Emergency Action Guide and prepare for escalation         • Call for assistance as soon as possible;       • Assess and cautiously approach from upwind - ensure the scene is safe – withdraw personnel from danger (if required);         • Mobilise the SERT if additional resources are needed – carry suitable volumes of fresh water;       • Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid station;         • Assist external personnel with notifications and calls for assistance.       • Additional Response – as required         Ambulance – Fire – Police (Dial 000)       • Arrange escort for external back-up         Notify General Manager Operations       • Mhat to Do         1. Interacting personnel enter after considering their Safety needs and wear appropriate PPE;       • Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for methods of control / management;         3. Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact;       • Ensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills.         5. Use safety related equipment as required, to safely extract personnel if in immediate danger;       • Extricate personnel and team to a safe distance and clear of fumes (Upwind);         7. Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;       8. Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is invol			
Response Guide         Apply Emergency Action Guide and prepare for escalation         • Call for assistance as soon as possible;       •         • Assess and cautiously approach from upwind - ensure the scene is safe – withdraw personnel from danger (if required);       •         • Mobilise the SERT if additional resources are needed – carry suitable volumes of fresh water;       •         • Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid station;       •         • Assist external personnel with notifications and calls for assistance.       •         Ambulance – Fire – Police (Dial 000)       •       •         Arrange escort for external back-up       •       •         Notify General Manager Operations       •       •         •       •       •       •         •       •       •       •       •         •       •       •       •       •         •       •       •       •       •       •         •<			
Apply Emergency Action Guide and prepare for escalation         • Call for assistance as soon as possible;         • Assess and cautiously approach from upwind - ensure the scene is safe – withdraw personnel from danger (if required);         • Mobilise the SERT if additional resources are needed – carry suitable volumes of fresh water;         • Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid station;         • Assist external personnel with notifications and calls for assistance.         Ambulance – Fire – Police (Dial 000)         Arrange escort for external back-up         Notify General Manager Operations         What to Do         1. Interacting personnel enter after considering their Safety needs and wear appropriate PPE;         2. Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for methods of control / management;         3. Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact;         4. Ensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills.         5. Use safety related equipment as required, to safely extract personnel if in immediate danger;         6. Extricate personnel and team to a safe distance and clear of fumes (Upwind);         7. Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;         8. Divert or stop traffic (do not start vehicles if a low flash-point product has been split)			
<ul> <li>Call for assistance as soon as possible;</li> <li>Assess and cautiously approach from upwind - ensure the scene is safe – withdraw personnel from danger (if required);</li> <li>Mobilise the SERT if additional resources are needed – carry suitable volumes of fresh water;</li> <li>Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid station;</li> <li>Assist external personnel with notifications and calls for assistance.         <ul> <li>Additional Response – as required</li> </ul> </li> <li>Ambulance – Fire – Police (Dial 000)</li> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>Uhat to Do</li> <li>Interacting personnel enter after considering their Safety needs and wear appropriate PPE;</li> <li>Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for methods of control / management;</li> <li>Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact;</li> <li>Ensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills.</li> <li>Use safety related equipment as required, to safely extract personnel if in immediate danger;</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;</li> <li>Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is involved</li> </ul>			
<ul> <li>Assess and cautiously approach from upwind - ensure the scene is safe – withdraw personnel from danger (if required);</li> <li>Mobilise the SERT if additional resources are needed – carry suitable volumes of fresh water;</li> <li>Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid station;</li> <li>Assist external personnel with notifications and calls for assistance.</li> <li>Additional Response – as required</li> <li>Ambulance – Fire – Police (Dial 000)</li> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>Uhat to Do</li> <li>Interacting personnel enter after considering their Safety needs and wear appropriate PPE;</li> <li>Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for methods of control / management;</li> <li>Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact;</li> <li>Ensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills.</li> <li>Use safety related equipment as required, to safely extract personnel if in immediate danger;</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;</li> <li>Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is involved</li> </ul>			
<ul> <li>danger (if required);</li> <li>Mobilise the SERT if additional resources are needed – carry suitable volumes of fresh water;</li> <li>Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid station;</li> <li>Assist external personnel with notifications and calls for assistance.</li> </ul> Additional Response – as required Ambulance – Fire – Police (Dial 000) Arrange escort for external back-up Notify General Manager Operations What to Do 1. Interacting personnel enter after considering their Safety needs and wear appropriate PPE; 2. Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for methods of control / management; 3. Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact; 4. Ensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills. 5. Use safety related equipment as required, to safely extract personnel if in immediate danger; 6. Extricate personnel and team to a safe distance and clear of fumes (Upwind); 7. Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance; 8. Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is involved			
<ul> <li>Mobilise the SERT if additional resources are needed – carry suitable volumes of fresh water;</li> <li>Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid station;</li> <li>Assist external personnel with notifications and calls for assistance.         <ul> <li>Additional Response – as required</li> </ul> </li> <li>Ambulance – Fire – Police (Dial 000)         <ul> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>What to Do</li> </ul> </li> <li>Interacting personnel enter after considering their Safety needs and wear appropriate PPE;</li> <li>Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for methods of control / management;</li> <li>Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact;</li> <li>Ensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills.</li> <li>Use safety related equipment as required, to safely extract personnel if in immediate danger;</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;</li> <li>Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is involved</li> </ul>			
<ul> <li>Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid station;</li> <li>Assist external personnel with notifications and calls for assistance.</li> <li>Additional Response – as required</li> <li>Ambulance – Fire – Police (Dial 000)</li> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>Uhat to Do</li> <li>Interacting personnel enter after considering their Safety needs and wear appropriate PPE;</li> <li>Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for methods of control / management;</li> <li>Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact;</li> <li>Ensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills.</li> <li>Use safety related equipment as required, to safely extract personnel if in immediate danger;</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;</li> <li>Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is involved</li> </ul>			
<ul> <li>Assist external personnel with notifications and calls for assistance.         <ul> <li>Additional Response – as required</li> </ul> </li> <li>Ambulance – Fire – Police (Dial 000)         <ul> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>What to Do</li> </ul> </li> <li>Interacting personnel enter after considering their Safety needs and wear appropriate PPE;</li> <li>Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for methods of control / management;</li> <li>Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact;</li> <li>Ensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills.</li> <li>Use safety related equipment as required, to safely extract personnel if in immediate danger;</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;</li> <li>Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is involved</li> </ul>			
Additional Response – as required         Ambulance – Fire – Police (Dial 000)         Arrange escort for external back-up         Notify General Manager Operations         What to Do         1. Interacting personnel enter after considering their Safety needs and wear appropriate PPE;         2. Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for methods of control / management;         3. Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact;         4. Ensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills.         5. Use safety related equipment as required, to safely extract personnel if in immediate danger;         6. Extricate personnel and team to a safe distance and clear of fumes (Upwind);         7. Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;         8. Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is involved			
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<ul> <li>control / management;</li> <li>Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concerned, areas of impact;</li> <li>Ensure all personnel are safe and clear of area -Stay upwind and clear of any Vapour, Fumes, Smoke and Spills.</li> <li>Use safety related equipment as required, to safely extract personnel if in immediate danger;</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;</li> <li>Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is involved</li> </ul>			
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<ol> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;</li> <li>Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is involved</li> </ol>			
8. Divert or stop traffic (do not start vehicles if a low flash-point product has been split) – if tanker truck is involved			
In a life, ISOLATE for 600 metres (1/2 mile) in all directions,			
9. If Spill fluid loss evident, undertake measures to prevent spread of spilled product – if possible - (i.e. block drains, dam ditches, boom watercourses, close water intakes);			
10. Isolate spill or leak area for at least 100 metres (330 feet) in all directions;			
11. Remove all sources of ignition to reduce the potential fire hazard;			
12. Stop further leakage - close valves, attempt to stop leaks, if safe to do so;			
13. Never attempt to perform a rescue without support or adequate forethought;			
14. Consider all details as described in Event Guide 1.			
<b>Refer to</b> : MSTD13-PL002 ERP Spill response procedure for assistance with methods of containment or prompts during the containment process (if fluid) or the <i>Australian-Emergency-Response-Guide-Book-2018</i> in M-Files.			
Post Event Actions			
<ul> <li>Secure the scene for incident investigation;</li> </ul>			

Team debrief / Mental anguish and concerns.

## 9.3 Emergency Event Guide 3 – Security Incident

	Incide	nt	
Nature of the incident: Unauthorised Access Missing Person(s) Other	<ul><li>Threat of Violence</li><li>Suspicious Package</li></ul>	<ul><li>☐ Assault</li><li>☐ Bomb Threat</li></ul>	
	Response		
Apply Emergency Action Guide	e and prepare for escalation	on	
<ul> <li>Call for assistance as soon as</li> <li>Assess and ensure the site is</li> <li>Mobilise the SERT if additional</li> </ul>	safe – withdraw personnel t al resources are needed.	,	
Ambulance Delice (Diel 000)	Additional Respons	e – as required	
Ambulance – Police (Dial 000) Arrange escort for external back-	0		
Notify General Manager Operation	•		
	What to	Do	
	Bomb Threat / Suspi	icious Package	
	NOTI	CE	
<ul> <li>Under no circumstances should any person attempt to move or disarm a bomb or open a suspicious package</li> <li>Bomb threats create a specific type of emergency and require a swift and positive response. If a bomb threat is received, by whatever means, ALL action taken will be under the guidance and direction of the SERT leader</li> <li>If the threat is received via phone, do not hang up as the call could possibly be traced</li> </ul>			
Telephone		Post	
<ul> <li>Try to obtain as much inform the caller. When did you put you put it? What does it look bomb is it? What will make it</li> </ul>	it there? Where did k like? What kind of	<ul> <li>Do not open a letter or package if it looks suspicious.</li> </ul>	
<ul> <li>Try to assess if the caller is male or female? Do they have an accent? Are there any distinctive background noises?</li> </ul>			
<ol> <li>Remain calm and treat the threat seriously</li> <li>Activate the evacuation alarm, consider ESD of the plant and, if necessary, de-pressure and isolate affected equipment</li> </ol>			
<ol> <li>Complete the bomb/extortion</li> <li>Call the police on 000</li> </ol>	threat report		
5. Make a decision to evacuate	personnel		
6. Devise and implement (with a		ch plan	
<ol> <li>Devise and implement an evaluation</li> <li>Assess the long-term and shore</li> </ol>			
9. Make a decision to resume n			

	Threat of Violence/Assault
	NOTICE
	ectly confronting a person who is threatening violence
	ence escalates, do not try to deal with the violent person by yourself – seek help person to talk
	o interrupt. If you do, then do so in a calm, gentle and assured manner.
	but do not turn your back on the person
	irect eye contact
	walk in front of the person and remain far enough away to avoid being assaulted
•	iysiological changes in the person such as reddening of the face, clenching fists, grimaces, voice ng louder, heavy breathing, narrowing of their gaze, and so forth.
3. Diffuse th	
	person at ease, empathise with their situation/concerns and let them know you understand. Try to
•	their grievances and negotiate a peaceful solution
4. Contact I	human resources for support
	Unauthorised Access to Site
	earch for any unauthorised personnel
-	where they were last seen and what they were doing
	eople, facilities and vehicles general alarm and muster, if necessary
- Conside	er shutting down safety critical systems if they cannot be maintained safely if unattended
<ol> <li>If located</li> <li>Approad</li> </ol>	l: ch the individual and clearly communicate where they are and the area's restrictions
- Try to fi	nd out why they are on site (follow the guidelines provided)
4. Call the p	police on 000 or escort the individual off site
	Missing Person
1. Obtain inf	ormation on the time and location of their last sighting
- Use trad	ckers, work information, last known sighting
2. Try and e	stablish communication via phone, radio or tracker
3. Initiate se	
4. Dispatch	SERT member to last known location, plan to drive the route taken by missing personnel. Ensure
•	maintained with the SERT member undertaking the search
	e any requirements for outside assistance or additional support and notify authorities, if necessary
-	ce are required for a search and rescue, allow them to take control of the situation
<ol> <li>∠IMI lead</li> </ol>	er to communicate with next of kin
<ul> <li>Secure th</li> </ul>	Post Event Actions e scene for incident investigation
	at the termination of the emergency is communicated
	with any witnesses/bystanders to ensure they are ok

Follow up with any witnesses/bystanders to ensure they are ok

## 9.4 Emergency Event Guide 4 – Bushfire / Flood

Incident				
Nature of the incident:				
□ Bushfire □ Storm □ Flood □ Other				
Response Guide				
Apply Emergency Action Guide and prepare for escalation				
<ul> <li>Call for assistance as soon as possible;</li> <li>Access and answer the access is acfe, with draw personnel from denoter (if required).</li> </ul>				
<ul> <li>Assess and ensure the scene is safe – withdraw personnel from danger (if required);</li> <li>Mobilise the SERT if additional resources are needed;</li> </ul>				
<ul> <li>Mobilise competent first aider to treat injured persons (if required) at scene or first-aid stat</li> </ul>	tion.			
Additional Response – as required				
Ambulance – Fire – Police (Dial 000)				
Arrange escort for external back-up				
Notify General Manager Operations				
What to Do				
Bushfire				
1. Obtain information about the fire including location, wind direction, strength, size and type	of fire, and if there are			
any injured/missing personnel				
2. Get weather information and pay attention to the wind direction, check local fire info at:				
www.firenorth.org.au/nafi3/				
3. Consider checking fire breaks, if safe to do so				
<ul><li>4. Initiate contact with emergency services and neighbours in surrounding properties</li><li>5. Activate alarms and muster, as required</li></ul>				
NOTICE				
	underice at which time			
<ul> <li>The control of a bushfire rests with the Rural Fire Brigade until the fire reaches the site bo management can then take control</li> </ul>	undaries at which time			
<ul> <li>Should fire breaks be crossed, the SERT leader shall review what plant must be shut dow</li> </ul>	n or additional fire			
breaks be prepared				
<ul> <li>During a fire, to ensure the safety of personnel, the environment and equipment, consider</li> </ul>	ation must be given to			
shutting the plant down.				
Adverse Weather				
1. Obtain information about the emergency including location, size and extent of event, poter	ntial for damage,			
flooding or storm, and if personnel have been injured or are missing				
2. Regularly check weather information and pay attention to warnings from: http://www.bom.	gov.au/nt/			
3. Road condition reports from: https://roadreport.nt.gov.au/road-map				
4. Initiate contact with emergency services, alert road transport companies used by CTP of c				
5. Ensure that no critical activity is started which cannot be completed before the event due	•			
6. If adequate warning, prepare site by removing any items which may become loose during	a storm, flood, etc.			
7. Consider whether the plant should be shut down or develop protocols for shutdown				
8. Consider if it is safe for people to remain on-site and if so – where.				
9. Activate alarms and muster, as required				
Post Event Actions				

• Secure the scene for incident investigation

# 9.5 Emergency Event Guide 5 – Electric Shock

	Incide	nt			
Nature of the incident:					
Electric Shock	Flash Burn Injury	Vehicle Roll Over			
Unconscious	Respiratory Condition	□ Other			
	Response	Guide			
	-				
Apply Emergency Action Guide	and prepare for escalation	on			
<ul> <li>Call for assistance as soon as</li> </ul>					
<ul> <li>Assess and ensure the scene</li> <li>Mobilise the SERT if additiona</li> </ul>		nel from danger (if required)			
<ul> <li>Mobilise the SERT if additiona</li> <li>Mobilise electrician to arrange</li> </ul>					
		required) at scene or first-aid station			
<ul> <li>Call Ambulance – Dial 000</li> </ul>	- · · ·				
<ul> <li>Arrange clean potable water for</li> </ul>					
	Additional Respons	se – as required			
Call a medical facility for assistant					
Arrange escort for external back-u Notify General Manager Operation					
Notify General Manager Operation	What to	Do			
	Treatment for El	ectric Shock			
1. Check for danger to yourself, bystanders and the patient					
	2. Before trying to assist the patient, switch off or isolate power				
	high voltage lines, do not a	approach. Wait until power is disconnected by an			
authorised electrician	· · · · · · · · · · · · · · · · · · ·				
4. Reassure and calm the patient	and do not leave them ald				
If patient is unconscious	anaciaus fallour	If patient is conscious			
- Check for signs of life: if unc		- Place them in a comfortable position propped up	ρ		
DRSABCD (Danger, Respor Airway, Breathing, CPR, Def	-	against a wall to avoid further injury and/or breathing difficulties			
5. Apply cool running water to the		-			
6. If possible, remove jewellery a					
	v	ssing, preferably clean, dry, non-fluffy material such a	as		
plastic cling film	see and light nen stick area	song, preferably olean, ary, nen nany material saon	uo		
8. Seek professional medical ass	istance				
	NOT	ICE			
<ul> <li>In the event of any electrical st</li> </ul>					
<ul> <li>In the event of any electrical shock, the patient should be transported by ambulance or company vehicle for medical attention</li> </ul>					
Post Event Actions					
<ul> <li>Secure the scene for incident i</li> </ul>					

## 9.6 Emergency Event Guide 6 – Fire / Explosion

	Incident		
Nature of the incident:			
<ul><li>☐ Building</li><li>☐ Electrical</li></ul>	<ul> <li>Plant and Equipment</li> <li>Chemical</li> </ul>	Bulk Fuel/Oil Cther	
	Response Gu	Other	
Apply Emergency Action Guid	and prepare for escalation		
<ul> <li>Call for assistance as soon as</li> </ul>	-		
	is safe – withdraw personnel f	• • • •	
Shut down plant and systems that may be affected by the fire or provide first response fire-fighting, if			
safe to do so;	l recourses are needed.		
<ul> <li>Mobilise the SERT if additional</li> <li>Mobilise compotent first aider</li> </ul>		aguirad) at scope or first aid station:	
<ul> <li>Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid station;</li> <li>Establish exclusion zones if required (800 mtrs – 1600 mtrs – as required);</li> </ul>			
<ul> <li>Arrange isolation of energy so</li> </ul>			
	oplicable) at job site and refer to	o emergency plan;	
	entify hazardous materials and	• • •	
	Additional Response –	as required	
Ambulance – Fire – Police (Dial (			
Arrange escort for external back-			
Notify General Manager Operation	What to Do		
	Treatment Pla		
	NOTICE		
NOTE: Major plant fires will not b	e fought using firefighting equi	pment, plant ESD will be used.	
Only provide basic firefig	hting on small fires (wastepape	er bin size), if close enough or safe to do	SO.
1. Shut down and depressurise		-	
2. If possible, isolate all energy s			
-	ensuring it is at a safe distance	e (up to 800 mts) and upwind and condu	ct head
count of all POB.			
4. Notify the EMT leader	y additional assistance is requi	rod	
		/hen safe to do so, and only after confirn	nation with
the SERT leader	the missing personnel, if and w		
	Tanks		
1. Stop pumps, close valves, if s		n	
2. Don't go into bunded areas or			
3. Activate foam generators if sa	fe to do so – SERTL. ( <i>SOP nu</i>	<i>mber</i> for site: ).	
4. Do not attempt to remove veh			
	Post Event Act	ions	
<ul> <li>Secure the scene for incident</li> </ul>	investigation		

## 9.7 Emergency Event Guide 7 – Confined Space

	Incide	ent		
Nature of the incident:				
Person Trapped	Person Injured	□ Fire		
Toxic Atmosphere	Electrical	Engulfment		
□ Other				
	Response	e Guide		
Apply Emergency Action Gu	iide and prepare for es	scalation		
<ul> <li>Call for assistance as soon as</li> </ul>	possible			
<ul> <li>Assess and ensure the scene</li> </ul>	is safe - withdraw all unne	ecessary personnel from area		
<ul> <li>Mobilise the SERT if additional</li> </ul>	I resources are needed			
<ul> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station</li> </ul>				
<ul> <li>Mobilise electrician – arrange</li> </ul>	isolations (if required)			
<ul> <li>Access Work Permit at job site</li> </ul>	e and refer to the emergen	icy plan		
	Additional Respon	se – as required		
Ambulance – Fire – Police (Dial 0	,			
Check gas monitoring results on	· · ·			
Test atmosphere with monitor be		space – check wind direction		
Arrange escort for external back-				
Notify General Manager Operatio				
1 If nore and are transed or up	What to			
	•	STOP all persons from entering the location	on unless	
authorised and fitted with appropriate lifesaving equipment / PPE 2. SERT Leader shall ensure that isolations remain intact and that no other oxygen depleting events may unfold				
during the extraction.				
3. The Rescue plan for the task would indicate the requirement to have BA, first aid, a method of extraction and				
-	suitable numbers to complete the task – ensuring this is correct and the gear is available, then;			
-	•	in BA only when prepared, and ready to	respond	
5. Other team members shall be waiting in support including the SERT first aider with a Satellite phone with			one with	
	access to medical support online (if required)			
6. Vehicle (ambulance if possible) is at the ready to remove patient as required				
7. Ambulance has oxygen with m	nask and defibrillator availa	able		
8. Spotters shall be used to ensure that all persons remain clear of the situation unless required to assist				
	Post Event	Actions		
<ul> <li>Secure the scene for incident</li> </ul>	investigation			

#### 9.8 Emergency Event Guide 8 – Spill / Release – Road Haulage – Wet Weather

.o Emergency Event Guide 6 – Spin / Release – Road Haulage – wet wea		
Incident		
Nature of the incident:		
Heavy Haulage / Road transport		
□ Other		
Response Guide		
Apply Emergency Action Guide and prepare for escalation		
<ul> <li>Site responder - Call for assistance as soon as possible</li> </ul>		
If on scene -Assess and cautiously approach from upwind - ensure the scene is safe – withdra		
<ul> <li>personnel from danger (as required), use available extinguishers, shielding, breathing support</li> <li>Mobilise the SERT for additional resources as needed – carry ELSA gear, extinguishers, tools</li> </ul>		
<ul> <li>gear.</li> <li>Mobilise competent first-aider(s) to treat injured persons (if required) at scene or first-aid static</li> </ul>	on	
<ul> <li>Assist external personnel with notifications and calls for assistance</li> </ul>		
Additional Response – as required		
Ambulance – Fire – Police (Dial 000)		
Arrange escort for external back-up		
Notify General Manager Operations		
What to Do           1. Ensure vehicles can safely navigate to and from areas of concern – provide alternate routes	if possible:	
2. Ensure all personnel are safe and clear of area -Stay clear of Vapour, Fumes, Smoke and Sp		
<ol> <li>Use safety related equipment as required, to safely extract personnel if in immediate danger;</li> <li>Different PPE (Face shields, goggles, heavy gloves, Gum boots) may be required in Wet weat</li> </ol>		
<ol> <li>Different PPE (Face shields, goggles, heavy gloves, Gum boots) may be required in Wet wea safely perform any task;</li> </ol>		
5. Extricate personnel and team to a safe distance and clear of potential hazardous fumes (Upw	vind);	
<ol> <li>Attempt to Identify the spill - refer to the HAZCHEM code, Truck Placarding, Driver or SDS for control / management;</li> </ol>	r methods of	
<ol> <li>Alert Management / SES / Police or 000 of situation ASAP, note location, HAZCHEM concern impact;</li> </ol>	ned, areas of	
8. Divert or stop traffic (do not start vehicles if a low flash-point product has been split) if tanker event is involved in a fire, ISOLATE for 800 metres in all directions;	truck or Chemical	
9. Consider equipment – dependent on location, proximity or safety – what can or should be sa	aved?	
10. Interacting personnel enter only when wearing appropriate PPE;		
11. If fluid form, attempt to prevent spread of spilled product from the vehicle itself (shut valves -	internal / external)	
if safe to do so, using hazard specific PPE;	,	
12. Remove all sources of ignition to reduce any potential of fire;		
3. Notify EMT and advise situation and request assistance if needed – advise SES, Police – update as required;		
14. Never attempt to perform a rescue without support or adequate forethought;		
Refer to: MSTD13-PL002 ERP Spill response procedure for assistance with methods of contain during the containment process (if fluid) or the <i>Australian-Emergency-Response-Guide-Book-</i> Post Event Actions Secure the scene for incident investigation;		
<ul> <li>Team debrief / Mental anguish and concerns.</li> </ul>		

#### 9.9 Emergency Event Guide 9 – Spill / Release Site related

Incident				
Nature of the incident:				
□ Warehousing movements □ Plant Failure □ Bulk site storage vessel □ Evaporation Pond				
□ Other				
Response Guide				
Apply Emergency Action Guide and prepare for escalation				
Call for assistance as soon as possible;				
<ul> <li>Assess and cautiously approach from upwind - ensure the scene is safe – withdraw personnel from danger (if required or able);</li> </ul>				
<ul> <li>Mobilise the SERT if additional resources are needed - carry ELSA gear, extinguishers, tools, spill gear;</li> </ul>				
<ul> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station;</li> </ul>				
<ul> <li>Assist external personnel with notifications and calls for assistance.</li> </ul>				
Additional Response – as required				
Ambulance – Fire – Police (Dial 000)				
Arrange escort for external back-up				
Notify General Manager Operations				
What to Do				
1. Notify EMT (radio) and advise situation and request assistance if needed;				
2. Consider ESD of plant – dependent on location, proximity or safety need;				
3. Ensure all personnel are safe and clear of area -Stay clear of Vapour, Fumes, Smoke and Spills;	:			
<ol> <li>Interacting personnel consider wearing ELSA gear if attempting to extract any personnel – advise ERTL of intent – obtain support and clearance;</li> </ol>				
<ol> <li>Different PPE (Face shields, goggles, heavy gloves, Gum boots) may be required to safely perform the tas</li> <li>Remove all sources of ignition to reduce the potential fire hazard;</li> </ol>	<i>κ</i> ,			
<ol> <li>Establish source of spill/leak, and determine the extent of pollution;</li> <li>Stop further leakage (e.g. stop pumping or in case of pipeline leak give warnings to stop the flow), close va</li> </ol>	alvee			
attempt to stop leaks, move object on its side;	iives,			
9. Isolate spill or leak area for at least 100 metres (330 feet) in all directions to prevent spread of spilled prod	luct			
(if the situation requires- i.e. block drains, dam ditches, boom watercourses, close water intakes);				
10. Divert or stop traffic (do not start vehicles if a low flash-point product has been split);				
11. Attempt to collect spilled and ponding hydrocarbon and return product to safe containment;				
12. Use safety related equipment as required, to safely extract personnel if in immediate danger;				
13. Consider decontamination of personnel – clothing / footwear / equipment – water to dilute substance;				
14. Never attempt to perform a rescue without support or adequate forethought;				
Refer to: MSTD13-PL002 ERP Spill response procedure for assistance with methods of containment or prompts				
during the containment process (if fluid) or the Australian-Emergency-Response-Guide-Book-2018 in M-File				
Post Event Actions				

- Secure the scene for incident investigation;
- Team debrief / Mental anguish and concerns.

# 9.10 Emergency Event Guide 10 – Aircraft Accident

Incident         Nature of the incident: <ul> <li>Helicopter Down</li> <li>Plane Down</li> <li>Emergency Landing</li> <li>Other</li> <li>Response Guide</li> </ul> Apply Emergency Action Guide and prepare for escalation <ul> <li>Call for assistance as soon as possible</li> <li>Assess and ensure the scene is safe – withdraw personnel from danger (if required)</li> <li>Mobilise the SERT if additional resources are needed</li> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station</li> <li>Assist pilot and crew with notifications and calls for assistance</li> <li>Additional Response – as required</li> <li>Ambulance – Fire – Police (Dial 000)</li> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>Vinat to Do</li> <li>Fire response team and vehicle to attend site – with a satellite phone;</li> <li>If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;</li> <li>Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> <li>Remove all sources of ignition to reduce the potential fire hazard;</li> </ul>
Cher       Response Guide         Apply Emergency Action Guide and prepare for escalation <ul> <li>Call for assistance as soon as possible</li> <li>Assess and ensure the scene is safe – withdraw personnel from danger (if required)</li> <li>Mobilise the SERT if additional resources are needed</li> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station</li> <li>Assist pilot and crew with notifications and calls for assistance</li> <li>Additional Response – as required</li> <li>Ambulance – Fire – Police (Dial 000)</li> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>What to Do</li> <li>Fire response team and vehicle to attend site – with a satellite phone;</li> <li>If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;</li> <li>Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ul>
Response Guide         Apply Emergency Action Guide and prepare for escalation         • Call for assistance as soon as possible         • Assess and ensure the scene is safe – withdraw personnel from danger (if required)         • Mobilise the SERT if additional resources are needed         • Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station         • Assist pilot and crew with notifications and calls for assistance         Additional Response – as required         Ambulance – Fire – Police (Dial 000)         Arrange escort for external back-up         Notify General Manager Operations         Vhat to Do         1. Fire response team and vehicle to attend site – with a satellite phone;         2. If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;         3. Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.         4. Extricate personnel and team to a safe distance and clear of fumes (Upwind);         5. Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);
Apply Emergency Action Guide and prepare for escalation         • Call for assistance as soon as possible         • Assess and ensure the scene is safe – withdraw personnel from danger (if required)         • Mobilise the SERT if additional resources are needed         • Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station         • Assist pilot and crew with notifications and calls for assistance         Additional Response – as required         Ambulance – Fire – Police (Dial 000)         Arrange escort for external back-up         Notify General Manager Operations         U         Vhat to Do         1.         1.         Fire response team and vehicle to attend site – with a satellite phone;         2.         If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;         3.       Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.         4.       Extricate personnel and team to a safe distance and clear of fumes (Upwind);         5.       Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);
<ul> <li>Call for assistance as soon as possible</li> <li>Assess and ensure the scene is safe – withdraw personnel from danger (if required)</li> <li>Mobilise the SERT if additional resources are needed</li> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station</li> <li>Assist pilot and crew with notifications and calls for assistance</li> <li>Additional Response – as required</li> <li>Ambulance – Fire – Police (Dial 000)</li> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>What to Do</li> <li>Fire response team and vehicle to attend site – with a satellite phone;</li> <li>If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;</li> <li>Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ul>
<ul> <li>Assess and ensure the scene is safe – withdraw personnel from danger (if required)</li> <li>Mobilise the SERT if additional resources are needed</li> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station</li> <li>Assist pilot and crew with notifications and calls for assistance</li> <li>Additional Response – as required</li> <li>Ambulance – Fire – Police (Dial 000)</li> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>Fire response team and vehicle to attend site – with a satellite phone;</li> <li>If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;</li> <li>Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ul>
<ul> <li>Mobilise the SERT if additional resources are needed</li> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station</li> <li>Assist pilot and crew with notifications and calls for assistance</li> <li>Additional Response – as required</li> <li>Ambulance – Fire – Police (Dial 000)</li> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>What to Do</li> <li>1. Fire response team and vehicle to attend site – with a satellite phone;</li> <li>2. If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;</li> <li>3. Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>4. Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>5. Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ul>
<ul> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station         <ul> <li>Assist pilot and crew with notifications and calls for assistance</li> <li>Additional Response – as required</li> </ul> </li> <li>Ambulance – Fire – Police (Dial 000)         <ul> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>What to Do</li> </ul> </li> <li>Fire response team and vehicle to attend site – with a satellite phone;</li> <li>If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;</li> </ul> <li>Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li>
<ul> <li>Assist pilot and crew with notifications and calls for assistance         <ul> <li>Additional Response – as required</li> </ul> </li> <li>Ambulance – Fire – Police (Dial 000)         <ul> <li>Arrange escort for external back-up</li> <li>Notify General Manager Operations</li> <li>What to Do</li> </ul> </li> <li>Fire response team and vehicle to attend site – with a satellite phone;</li> <li>If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;</li> <li>Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ul>
Additional Response – as required         Ambulance – Fire – Police (Dial 000)
Ambulance – Fire – Police (Dial 000)       Image of the external back-up         Arrange escort for external back-up       Image of the external back-up         Notify General Manager Operations       Image of the external back-up         Image of the external back of the
Arrange escort for external back-up         Notify General Manager Operations         What to Do         1. Fire response team and vehicle to attend site – with a satellite phone;         2. If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;         3. Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.         4. Extricate personnel and team to a safe distance and clear of fumes (Upwind);         5. Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);
<ul> <li>Notify General Manager Operations What to Do </li> <li>1. Fire response team and vehicle to attend site – with a satellite phone;</li> <li>2. If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted; <li>3. Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>4. Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>5. Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </li></ul>
<ol> <li>Fire response team and vehicle to attend site – with a satellite phone;</li> <li>If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;</li> <li>Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ol>
<ol> <li>If personnel are on the plane and fire is a barrier - Safely attempt to approach and extinguish any fire (or keep at bay) whilst personnel exit or are assisted;</li> <li>Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ol>
<ul> <li>at bay) whilst personnel exit or are assisted;</li> <li>Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ul>
<ol> <li>Interacting personnel consider wearing ELSA gear when attempting to extract any onboard aircraft personnel.</li> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ol>
<ol> <li>Extricate personnel and team to a safe distance and clear of fumes (Upwind);</li> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ol>
<ol> <li>Isolate spill or leak area in all directions to prevent spread of spilled product (i.e. block drains, dam ditches, boom watercourses, close water intakes);</li> </ol>
boom watercourses, close water intakes);
6. Remove all sources of ignition to reduce the potential fire hazard
e
7. SERT first aid responder to provide immediate assistance - call Medical doctor / advise nearest clinic for
support if required for in-field assistance;
8. Call 000 to advise of incident;
9. Monitor the downed aircraft and maintain safety vigil from a safe distance;
10. Do not attempt to touch or move the aircraft or any items which may have been thrown from the impact area.
Post Event Actions
<ul> <li>Secure the scene for incident investigation (CASA and Police incident scene)</li> </ul>

# 9.11 Emergency Event Guide 11 – Medical Trauma

Incident	í l	
Nature of the incident:		
<ul> <li>□ Person Trapped</li> <li>□ Person Injured</li> <li>□ Fire</li> <li>□ Electrical</li> <li>□ Engulfment</li> </ul>		
Response Guide		
Apply Emergency Action Guide and prepare for escalation		
<ul> <li>Call for assistance as soon as possible</li> </ul>		
<ul> <li>Assess and ensure the scene is safe – withdraw personnel from danger (if required)</li> </ul>		
<ul> <li>Mobilise the SERT if additional resources are needed</li> </ul>		
<ul> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station</li> <li>Mobilise cleatricity and example isolations (if required)</li> </ul>		
<ul> <li>Mobilise electrician and arrange isolations (if required)</li> <li>Access Work Permit at job site and refer to the emergency plan</li> </ul>		
Access work Permit at job site and refer to the emergency plan Additional Response – as required		
Ambulance – Fire – Police (Dial 000)		
Arrange escort for external back-up		
Notify General Manager Operations		
What to Do		
1. First responder shall:		
2. Follow DRSABCD (Danger, Response, Send for help, Airway, Breathing, CPR, Defibrillation);		
3. After the area assessment begin most appropriate actions;		
4. Remove the patient and clear the area of personnel if potential for harm is, or may become evident (as required);		
5. Keep others aware of dangers and delegate an assistant to help in key tasks;		
6. Give preference to the SERT First aider to deliver emergency care to an injured person;		
7. If an ambulance is available – bring the vehicle (and all medical equipment) to the site of the injured person;		
8. Ensure a Satellite phone is at the scene and turned on;		
9. SERT leader shall activate the SERT to ensure the area is made safe.		
Post Event Actions     Secure the scene for incident investigation		

# 9.12 Emergency Event Guide 12 – Well Blowout

Incident			
Nature of the incident:     Oil Well     Gas Well       Other			
Response Guide			
Apply Emergency Action Guide and prepare for escalation			
Call for assistance as soon as possible			
<ul> <li>Activate the emergency shutdown</li> </ul>			
<ul> <li>Assess and ensure the scene is safe – withdraw personnel from danger (if required)</li> </ul>			
<ul> <li>Mobilise the SERT if additional resources are needed</li> </ul>			
<ul> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station</li> </ul>			
<ul> <li>Mobilise electrician and arrange isolations (if required)</li> </ul>			
Additional Response – as required			
Ambulance – Fire – Police (Dial 000)			
Arrange escort for external back-up			
Notify General Manager Operations What to Do			
1. Use DRS – Danger, Response, Send for help;			
2. Close the surface valves or the Blowout Preventer (BOP) using all necessary safety equipment and care;			
3. Evacuate non-essential personnel and establish exclusion zones;			
4. Contact Company Drilling manager for information on how to further control the situation;			
5. Initiate the necessary well controls and monitor results;			
6. Account for personnel – both contractor and staff.			
Post Event Actions			
<ul> <li>Secure the scene for incident investigation</li> </ul>			

# 9.13 Emergency Event Guide 13 – Bites / Stings

Nature of the incident:		
□ Snake Bite □ Spider Bite □ Bee / Wasp Sting □ Other		
Response Guide		
Apply Emergency Action Guide and prepare for escalation		
<ul> <li>Call for assistance as soon as possible</li> </ul>		
<ul> <li>Secure scene and withdraw personnel from danger (if required)</li> </ul>		
<ul> <li>Try to identify what caused the poisoning/bite/sting</li> </ul>		
<ul> <li>Establish exclusion zones, if required</li> </ul>		
<ul> <li>Mobilise the SERT if additional resources are needed</li> </ul>		
<ul> <li>Mobilise competent first-aider to treat injured persons (if required) at scene or first-aid station</li> </ul>		
Arrange escort for internal backup		
Additional Response – as required		
Ambulance – Fire – Police (Dial 000)		
Arrange transport of persons to medical facility		
Arrange escort for external back-up Notify General Manager Operations		
What to Do		
Managing a Snake Bite		
NOTICE		
<ul> <li>Do not wash venom off the skin as this will assist identification. Do not use a constrictive bandage (i.e.</li> </ul>		
arterial tourniquet)		
<ul> <li>Do not try and catch the snake – identification is no longer required for antivenom</li> </ul>		
1. Check for signs of life: if patient is unconscious, follow DRSABCD (Danger, Response, Send for help,		
Airway, Breathing, CPR, Defibrillation) procedures;		
2. Keep the patient calm;		
<ol> <li>Apply a pressure bandage firmly starting just above the fingers or toes and moving up the limb as far</li> </ol>		
as possible;		
<ul><li>4. Immobilise casualty:</li><li>apply a splint to immobilise the limb</li></ul>		
- apply a splitt to inflibilitie the lifts - check circulation of fingers or toes		
<ul> <li>ensure patient doesn't move</li> <li>5. Call for an ambulance/medical assistance.</li> </ul>		
What to Do		

Managing a Spider Bite

1. Follow DRABCD (Danger, Response, Airway, Breathing, CPR, Defibrillation) procedures

- 2. Lie patient down
- 3. Keep patient calm
- 4. Immobilise patient:
  - apply a splint to immobilise the limb
  - check circulation in fingers or toes
  - ensure patient doesn't move
- 5. Call for an ambulance/medical assistance.

What to Do
Managing a Sting / Allergy
NOTICE
<ul> <li>Person with a known allergy may be carrying an EpiPen® and may request assistance in administering the drug</li> </ul>
1. Follow DRABCD (Danger, Response, Airway, Breathing, CPR, Defibrillation) procedures;
2. Lie patient down;
3. Keep patient calm;
4. Administer
<ul> <li>EpiPen® if available and required (EpiPen injection time use is indicated on the pen – 10 second &amp; new 3 second);</li> </ul>
5. Apply ice or cold compresses to help reduce the pain and/or swelling;
6. Call for an ambulance/medical assistance.
Post Event Actions
<ul> <li>Secure the scene for incident investigation</li> </ul>

# 9.14 Emergency Event Guide 14 – Pipelines

	Incid	ent	
Nature of the incident:			
Rupture	Leak	Blowout	
□ Other			
Apply Emergency Action	Response Guide and prepare for esc		
<ul> <li>Call for assistance as soor</li> </ul>			
	ene is safe – withdraw personn	el from danger (if required)	
<ul> <li>Mobilise the SERT if additi</li> </ul>	•	5 ( 1 )	
<ul> <li>Mobilise competent first-ai</li> </ul>	der to treat injured persons (if r	equired) at scene or first-aid station	
-	ange isolations (if required)		
<ul> <li>Access Work Permit at job</li> </ul>	site and refer to the emergenc	y plan	
	Additional Respons	e – as required	
Ambulance – Fire – Police (Di	,		
Check gas monitoring results			
Arrange escort for external ba	nitor before entering the confin	ed space	
Notify General Manager Oper			
	What to	Do	
	Lea		
<b>NOTE:</b> If there is a leak, the re Emergency Action Guide.	<b>NOTE:</b> If there is a leak, the response should be consistent with the information presented in the spill/release Emergency Action Guide.		
	Rupture	es	
1. Identify the location of the	failure and isolate the affected	section of the pipeline, suspend operations if	
necessary;			
2. Arrange for the safe shute	lown of plant, equipment, vehic	eles in the affected area;	
3. Establish a perimeter arou	und the affected area, evacuate	e or restrict access;	
4. Determine if any outside a	ssistance is required;		
_	ing protocols prior to entering	the area or introducing any potential ignition sources	
<ul><li>e.g. equipment;</li><li>6. If the spill has leaked into</li></ul>	any water courses, install boor	ns/barriers to limit any flows. Establish spoon	
drains/berms/dirt bunds to	contain any flow or runoff;		
7. Review forecast weather information;			
8. Monitor and manage the I	eaked product ensuring persor	nnel remain safe.	
	Post Even	t Actions	
<ul><li>Secure the scene for incide</li><li>Determine the likely amount</li></ul>			

# 9.15 Emergency Event Guide 15 – Gas Leak (Minor)

Na	ture of the incident:		Incident	
	Rupture	🗆 Leak	Blowout	
	Other			
۸n	ply Emergency Action Guid		oonse Guide	
_			otify SERT Coordinator and SERT Leader	
	Mobilise the SERT if additional r		-	
•	Shut down or isolate plant as re-	quired, cease vehicle	e / equipment movements, cordon off the area	
	Organise Work Permit and or In			
•	Monitor progress of repairs or si	tuation until conditior	n made safe	
•	Advise team members of satisfa	•	•	
			sponse – as required	
	bulance – Fire – Police (Dial 000	,	ng aafa	
	eck gas monitoring during proce st atmosphere with monitor befor		ng sale	
	g details of condition, time and ta			
	tify General Manager Operations	3		
			/hat to Do	
NO	TE: The ESD systems provide t		Leak hanism for all Gas escanes: no attempt should be m	ade to
	<b>NOTE:</b> The ESD systems provide the main control mechanism for all Gas escapes: no attempt should be made to disperse or extinguish a Gas cloud or fire unless the extinguisher is readily at hand and the fire smaller than a			
waste bin in size.				
1.	Identify the location of the leak	and isolate the affec	ted section of the pipeline, suspend operations if neo	cessary;
2.	Arrange for the safe shutdown	of plant, equipment,	vehicles in the affected area;	
3.	Establish a perimeter around the	ne affected area, eva	cuate or restrict access;	
4.	Determine if any outside assist	ance is required;		
5.	Establish gas or other testing p	rotocols prior to ente	ering the area or introducing any potential ignition so	urces
	e.g. equipment;			
6.	Make emergency repairs to elir	ninate gas escaping	from the affected area;	
7.	Review forecast weather inform	nation;		
8.	Prepare a Permit and work ord	er to finalise after im	mediate repairs undertaken;	
9.	9. Prepare and enter information to incident report in INX;			
10.	10. Determine the likely amount of release.			
			Event Actions	
	Secure the scene for incident in			
•	De-priet team re incident, non-d	issemination or discl	osure of information to friends or media	

# 9.16 Emergency Event Guide 16 – Gas Leak (Major)

		Incident	
	of the incident:		
		Leak 🛛	Blowout
L Oth	er	Response Guide	
Apply	Emergency Action Guide and		
	for assistance as soon as possible		-
<ul> <li>Activ</li> </ul>	vate the ESD system – as required		
<ul> <li>Mob</li> </ul>	ilise the SERT		
		se vehicle / equipment movements, cordo	on off the area
	ess the scene – move personnel fu		
	y EMT if additional resources are		
	•	njured persons (if required) at scene o	or first-aid station
<ul> <li>SER</li> </ul>	T refer to the emergency plan		
		Additional Response – as required	
	nce – Fire – Police (Dial 000)		
	emergency situation and advise E entry to all affected areas	M I	
	General Manager Operations		
	xternal emergency response as di	rected or required	
		What to Do	
		Leak	
1. The	ESD systems provide the main co	ontrol mechanism for all Gas escapes	: no attempt should be made to
disp	perse or extinguish a Gas cloud or	fire;	
2. Idei	ntify the location of the failure and	isolate the affected section of the leak	<pre>c, suspend operations if necessary;</pre>
3. Arra	ange for the safe shutdown of plan	t, equipment, vehicles in the affected	area;
4. Est	ablish a perimeter around the affeo	ted area, evacuate or restrict access	;
5. Det	ermine if any outside assistance is	required;	
6. If re	pairs are possible – undertake usi	ng caution;	
7. Rev	view forecast weather information;		
8. Ass	ign a team member to gather and	record information about the leak and	I the incident timeline;
9. Det	ermine the likely leak volume.		
		Post Event Actions	
	ure the scene for incident investiga prief team re incident, non-dissemi	tion nation or disclosure of information to f	iriends or media

# **10. Additional Information**

# 10.1 Aviation Guidance

Aircraft must contain enough fuel for the return leg of journey as additional fuel stocks are not available on site

## Site Airstrip Basic Information

- Airstrips are generally maintained all-weather dirt runway
- Site coordinates (To be supplied):
  - Latitude/Longitude:
  - Elevation
- The runway is on a magnetic bearing of:
- The strip dimensions are:
- Runway / Site call sign and frequency: (if required) Frequency:
- Pilot should establish radio communications with Site 30 minutes from runway to allow for runway checks and local weather condition reports

Note: Any concerns or hazards associated with the runway or landing position:

When arriving at night (or following periods of wet weather), the RFDS pilot may determine that an airstrip inspection is required prior to landing.

- 1. If an inspection is deemed necessary, the RFDS Operations Communications Centre will contact you to arrange some someone to be present at the airfield at least 15 minutes prior to the aircraft's arrival.
- 2. The pilot must be able to contact a person at the airfield to confirm the runway is serviceable and free of hazards.
- 3. Contact between the aircraft and the ground will be made via UHF Channel 13.
- 4. If verbal confirmation via **UHF Channel 13** is not forthcoming, the pilot will independently assess the situation and may not land.

#### Site Airstrip Night Landing

Lighting is required to be initiated at least 30 minutes before the estimated time of arrival of the aircraft in the way prescribed by RFDS night landing requirements.

#### Parking

- Park your vehicle so that it is pointing into the wind.
- Turn your headlights on high beam and hazard lights on.
- No vehicle is to be parked at either end of the runway.
- All vehicles must be at least 30 metres from the side of the airstrip.
- If possible, park as close as practicable to the windsock (do not attempt to illuminate the windsock with car lights).
- If parking here is not possible, park in a clear location at least 30 metres from the side of the strip.

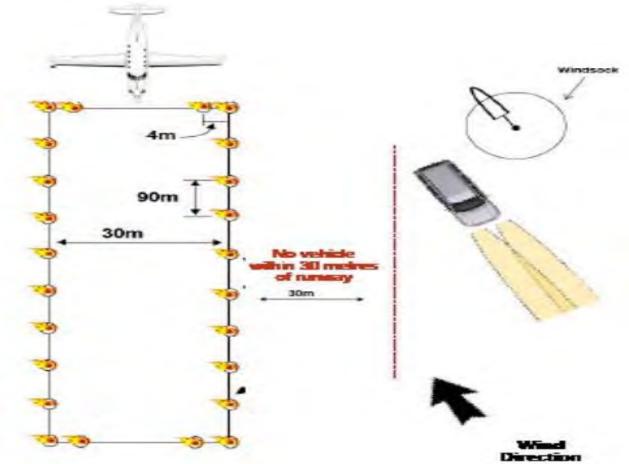
## Stay listening to UHF channel 13

- 1. The pilot will contact you as they approach your area to confirm the airstrip is serviceable and safe.
- 2. Speak up if there are any issues
- 3. The aircraft may NOT land if the pilot is unable to contact you.
- 4. In the event the aircraft is circling overhead, and you haven't had contact from them, there may be radio issues. If you have checked the airfield as per this procedure, turn on your vehicle's hazard lights to indicate it is safe to land.
- 5. If you have radio issues, call the RFDS Operations Communications Centre on 1800 RFDS SA (1800 733 772).

### After aircraft departure

Flares / lights must be left lit for 30 minutes in the event the aircraft must return to land due to an emergency.

## Figure 1



Before the aircraft is due to land, check the strip to ensure it is clear of wildlife, stock or debris. Condition of runway surface is to be determined and any issues communicated to the pilot.

#### Site Helipad basic information

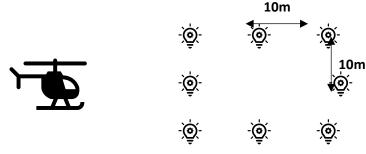
- Helipad is a maintained all-weather dirt pad
- Site coordinates:
  - Latitude/Longitude:
- The helipad is located:
- The pad dimensions are 30 x 30 meters
- Site call sign:
- Frequency:
- Pilot should establish radio communications 30 minutes prior to landing on site to allow for checks and local weather condition reports

The helipad has a final approach and take-off area which is circular and equal to twice the length of a helicopter. Should a larger than normal helicopter be used, and concern is raised regarding the landing site, the airstrip should be used.

#### Site Helipad Night Landing

Lighting is required to be initiated at least 30 minutes before the estimated time of arrival of the aircraft in the way prescribed by RFDS night landing requirements.

#### Figure 1



Five (5) minutes before the helicopter is due to arrive, inspect the landing area to ensure the site is free of lose objects that could be blown away.

#### Helicopter Safety Procedure

All personnel are to be instructed as to the safest way to approach the helicopter including:

- removing and securing any loose clothing when approaching or when showing wind direction
- only approaching the helicopter when the pilot gives you the thumbs up
- approaching and leaving the helicopter in a crouched position in the pilot's field of vision, never toward the rear of the helicopter
- always follow the pilot's instructions as they are responsible for the safety of the flight
- If the helicopter is taking off immediately, move at least 10 metres away with your gear and crouch down.
   Remain there until the helicopter has gone.

## 10.2 Site Information / Maps

## Location

Site Name	Mereenie	
Site Address	Off Larapinta Drive	
Site Grid Reference	Latitude: 23 58 36 South	
	Longitude: 131 33 42 East	
	Item	Details
Site Location and Accessibility Relevant to Local Community	Nearest Town	Alice Springs (300kms)
	Nearest Major Road	Larapinta Drive
	Nearest Airport	Kings Canyon
	Nearest Airstrip	Mereenie

#### Operation

Core Site Business	Gas Production
Operating Hours	365 days per year, 24 hours per day
Staffing arrangements	Operations staff work day shift only. 24-hour support is provided via an on-call roster. Operations staff stay on-site in an accommodation block.
Site Internal Emergency Radio Channel	No. 2 Not monitored 24hrs.

#### **Onsite Medical Support**

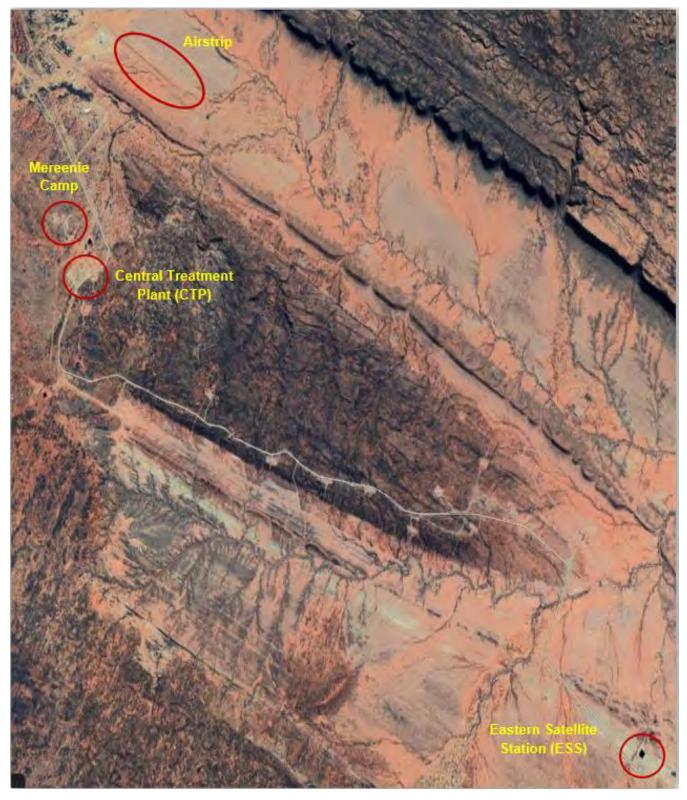
Qualified first aiders	2 per shift
First aid kits	In every vehicle and boxed for use in emergencies
NT Health Medial Kit	Fully equipped drug dispensing kit
Specific equipment	Fully equipped medical room and ambulance on standby

#### Maps

The following maps / pictures are included for use in an emergency:

- Site showing location of the camp, Central Processing Facility, and airstrip
- Camp maps showing the location of emergency equipment
- Central Processing Facility
- Major pipeline infrastructure map

# Mereenie Operation Map



## Mereenie Camp Map



#### **Central Treatment Plant**



#### **Eastern Satalitte Station**



Major Pipeline Infrastructure map

