Draft Emergency Plan – Tomago Resource Recovery Facility

21D School Drive, Tomago, NSW

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WORKING FOR THE FUTURE

Contents

Appendices

1 Emergency Response Plan

1.1 Purpose and scope

Under the Fire and Rescue NSW's Fire Safety Guideline: Fire Safety in Waste Facilities, all waste facilities are required to prepare an Emergency Plan in accordance with AS 3745-2010 Planning for emergencies in facilities.

The Emergency Plan is to assess fire safety risks and identify appropriate responses and controls and include emergency response procedures for staff and other persons at the waste facility in the event of fire.

The emergency plan is to identify an emergency control organization of the facility, including staff nominated as fire wardens in the emergency response procedures.

The emergency plan is to identify safe evacuation routes and assembly area (and alternates), shutdown processes, firefighting team activation, removal of uninvolved vehicles, activation of pollution control measures, etc.

The waste facility is to ensure all staff receive appropriate training in fire safety, including emergency response procedures, use of first attack firefighting equipment, evacuation drills, etc.

The emergency plan is to identify a process of regular fire safety audits to ensure fire safety requirements are being met, including reviewing stockpile limits, safe work practices, clear access, firefighting and emergency equipment.

Waste facilities are also required to prepare an Emergency Services Information Package. This is attached to this emergency plan at Appendix E.

This emergency response plan should be read in conjunction with the Pollution Incident Response Management Plan (PIRMP).

2 Facility Overview

2.1 Facility description

2.2 Hours of operation

The hours of operation for the recycling facility are as follows:

Operational Activity	Hours
Opening hours (staffed)	24 hrs / 7 days a week
Waste deliveries	
Waste processing	
Product transferred off-site	

2.3 Fire safety and emergency features

A list of the fire safety equipment is provided in Appendix B. The location of fire hydrants, fire hose reels and spill kits is shown on the evacuation diagram in Chapter 5.

2.4 Emergency Planning Committee

The Emergency Planning Committee (EPC) consists of the Director and the Operations Manager.

The facility Director is responsible for ensuring this Emergency Plan is regularly reviewed and remains up-to-date. The Director is responsible for ensuring all staff are adequately trained and aware of this Emergency Plan.

The Operations Manager is responsible for allocating roles to different personnel and for the implementation of the plan in the event of an emergency. The Operations Manager is the Chief Warden for the site.

The responsibilities of the EPC include:

- Developing, maintaining and regularly reviewing this Emergency Plan
- Appointing members to the Emergency Control Organisation
- Reviewing and updating emergency response procedures
- Ensuring all staff receive appropriate training to allow them to implement the Emergency Plan
- Conduct emergency drills
- Ensure all visitors are aware of the Emergency Procedures.

3 Identifying an Emergency

An emergency is an event that arises internally, or from external sources, which may adversely affect the occupants or visitors in a facility, and which requires an immediate response. Identify an emergency quickly will minimise the harm caused to people and the facility.

Table 1: List of types of emergency

Emergency	Colour code	Description	Example
Fire and/or smoke	Red	Fire with flames, or smouldering waste producing smoke.	Waste in a storage bay catches fire.
Bomb threat	Purple	There is a credible threat that a bomb or explosive device has been left at or delivered to the facility.	A phone call is received stating that a bomb has been left at the site.

Emergency	Colour code	Description	Example
Medical emergency	Blue	A staff member or visitor is injured or critically ill at the site.	There is a serious accident at the site.
Personal threat	Black	A person on-site is threatening harm to themselves, other people or the facility.	Armed or unarmed persons threatening injury to others or to themselves
Internal emergency	Yellow	Incident on-site is a threat to staff, visitors or the facility	Failure or threat to essential services. Chemical or pollutant spill.
External emergency	Brown	Incident off-site is a threat to staff, visitors or the facility	Failure or threat to essential services. E.g. bushfire or flood
Evacuation	Orange	All or some of the site needs to be evacuated to ensure the safety of staff and visitors.	

4 Emergency Response Procedures

4.1 On-site fire and/or smoke

The site receives, stores and processes a large amount of combustible material. This includes paper, cardboard, plastics, wood, oil and small quantities of hazardous materials. Fire is considered the most likely emergency to occur at the site. In the event of fire or smoke detected, the following general procedure should be followed.

Table 2: Emergency procedure for fire and/or smoke

Emergency Situation: Fire On-site	
Stop Work	• Stop any plant or equipment immediately if it catches fire • Cease any work you are doing if you see a fire or smoke.
Assess the Risk	• Check for Danger. Secure the area and Raise the Alarm. • What has caused the fire? What is burning? Are you trained and competent to fight the fire? What firefighting equipment is available to fight the fire and is it adequate? • Your priority should be to keep yourself and others safe. Decide if you are capable of managing the incident.
Notify	• Report incident to the Area Warden immediately. Area Warden is to ensure the Communications Officer is aware of the incident.

Emergency Situation: Fire On-site	
	• Area Warden to co-ordinate firefighting efforts and use of the firefighting equipment. They may instruct wardens to assist. • Any people not involved in firefighting should proceed to the emergency assembly area in the car park at the entrance of the site (off School Drive). • Wardens are to assist in ensuring all persons not involved in the firefighting area leave the area. • The Chief Warden will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site. • Automatic alarms are installed in Building 1 and Building 2. These will send an alarm to Tarro Fire Station, if activated.

Control the Incident	• The following Fire Control is available onsite:
	  ○ Fire extinguishers
	  ○ Fire hoses
	  ○ Fire hydrants
	  ○ First Aid Kits
	  ○ Emergency quarantine area/s
	• There are automatic fire sprinklers installed in Building 1 and Building 2. These should activate automatically, in the event of a fire. If not, activate manually.

Contain the Area	• If possible, prevent the incident from spreading further. • If safe, move flammable material away from the area. • If bins or piles of waste are smouldering, with a front end loader, move piles into the emergency quarantine areas and break down piles and saturate with water. Note: fire-water is not clean and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains or leaving the site.
Clean Up	• Fire water collected within the bunded footprint of the Secondary Sorting Warehouse and the OSD Basin must be tested. If not suitable for recycling, all water in the OSD Basin must be removed by a licensed liquid waste contractor for treatment / disposal off-site.
Report and Review	• The Chief Warden will compile an incident report and provide a copy to the Communications Officer to keep on file. An investigation or serious incident review may be conducted. Staff may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations.

4.2 Bomb threat

Bomb threats can be in the form of a written threat, telephone threat or suspicious package/object.

4.2.1 Written threats

If a written threat is received, it should be kept, including any envelope or container. Once a message is recognized as a bomb threat, further unnecessary handling should be avoided. Every possible effort should be made to retain evidence such as fingerprints, handwriting or typewriting, paper and postmarks. Such evidence should be protected by placing the evidence in an envelope, preferably a plastic sleeve or envelope.

4.2.2 Telephone threats

For any threatening phone calls received, i.e. is bomb threats, chemical/biological threats:

- Keep the caller on the line for as long as possible,
- Obtain as much information from the caller as possible,
- Converse with the caller in a friendly manner, do not antagonise,
- Refer to the Phone Threat Checklist (Appendix C) asking as many questions as possible,
- Do not hang up even though the caller may have terminated the call,
- Attempt to attract another person's attention, indicate to them a bomb threat has been received,
- Advise the chief warden/warden as soon as possible who will contact the Police; and
  Follow instructions of the warden.

4.2.3 Suspicious objects / packages

Suspect item may be encountered by any enterprise or individual. It is not possible to provide a definitive list of indicators that would cause an item to be considered suspect. The following questions provide a means of assessing if an item should be considered suspect:

a) Is the item identified?

b) Is the item unusual or foreign to its environment? Is the item typical for its environment?

c) Is the item obviously a bomb?

d) Is the item hidden or concealed in any way?

e) Has there been any unauthorized access to the area?

f) Has there been a perimeter breach?

The following actions should be considered for dealing with a suspect item:

- Do not touch or move the suspect item
- The supervisor is to be informed
- Cordon-off immediate area
- Advise ECO/Security who will assess the need to alert Emergency Services
- Respond to the directions of Emergency Services if they are contacted.

4.3 Medical emergency

A medical emergency can be due to an accident or due to a personal health problem. Any indication of a health or safety issue must be taken seriously and investigated immediately.

Table 3: Emergency procedure for a medical emergency

Emergency Situation: Medical Emergency	
Stop Work	• Stop/abandon any plant, equipment or area immediately if a medical emergency occurs.
Assess the Risk	• Check for Danger. Secure the area and Raise the Alarm. • What is the cause of the medical issue? Is it related to the work currently being performed? Has the patient been exposed to a dangerous environment (e.g. electricity, vehicle incident, fall from height) or is it due to personal health issues (e.g. heart attack, stroke) • Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	• Report the incident to the Chief Warden immediately. They may take responsibility for managing the incident. If they are not available, contact the nearest Area Warden or first aid officer. • If necessary, any people not involved in managing the incident should proceed to the emergency assembly area at the entrance of the site. • As required, the Chief Warden of Communications Officer will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site.
Control the Incident	• Trained and competent First Aid Officers should render first aid. • Contact NSW Ambulance (000) services if a serious injury requires their assistance
Contain the Area	• If the injury has been caused by a work incident, prevent access to the area until it has been made safe.
Clean Up	• Dispose of any clinical waste (used first aid equipment, biological matter) if required
Report and Review	• The Chief Warden will compile an incident report and provide a copy to the Communications Officer to keep on file. An investigation or serious incident review may be conducted. Staff may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations. • If relevant follow Worker Compensation and Return to Work procedures

4.4 Personal threat

A personal threat can be armed or unarmed personal threatening injury to others or to themselves. It could be one person or a group of people. The response will depend on the likely level of threat. If a personal threat is suspected, the following actions should be taken:

1. Stop work and leave the area
2. Contact the supervisor / Chief Warden
3. Chief Warden will decide whether to contact the police.
4. Follow instructions of the police or Emergency Services.

4.5 Chemical or pollutant spill

Hazardous materials will be kept at the site. Different types of hazardous waste, including solvents and batteries will be stored and processed in Building 2. Liquid fuel and solvents will be stored in a bunded area in Building 3. A diesel fuel storage and fuelling area is adjacent to Building 1. These are the most likely location of any spill. A spill kit is to be kept along site the liquid storage areas.

The table below provides a summary of actions. In the event of a pollution incident, the Pollution Incident Response Management Plan must be implemented.

Table 4: Emergency procedure for chemical or pollutant spill

Emergency Situation: Chemical or Pollutant Spill	
Stop Work	• Stop any plant or equipment, and leave the area immediately if a Spill occurs
Assess the Risk	• Check for Danger. Secure the area and Raise the Alarm. Contact the Area Warden immediately. • What is the source and cause of the Spill? Have any hazardous substances (e.g. fuel) been released as a result of the spill? Is the spill likely to enter a stormwater drain? • Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	• Contact the Chief Warden, or the Communications Officer if the Chief Warden is not available. • Any people not involved in managing the incident should proceed to the emergency assembly area at the entrance of the site. • The Chief Warden will contact the relevant authorities: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site.

Emergency Situation: Chemical or Pollutant Spill	
Control the Incident	• Find the source of the spill and prevent it from discharging additional liquids. This could mean closing a valve or moving it to a nearby bunded area.
Contain the Area	• If possible, prevent the incident from spreading further. Restrict access to the area if the spill is hazardous. • The following control equipment is available for spill response ○ Spill Kits (including absorbent pads, socks and dry-sorb and gloves).
Clean Up	• Finish cleaning up any liquids and residues. • Dispose of any used spill kit supplies appropriately. Restock any used spill kits. • If needed, a licensed liquid waste contracted should be engaged to remove any contaminated liquid from the OSD Basin.
Report and Review	• The Chief Warden will compile an incident report and provide a copy to the Communications Officer to keep on file. An investigation or serious incident review may be conducted. Staff may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations.

4.6 Explosion

An explosion is unlikely at this facility. However, it is possible a pressurised container could accidently be placed into a processing stream, which may lead to an explosion. There is also a low risk of an explosion due to oxidisation of waste batteries.

Table 5: Emergency procedure for explosion at the site

Emergency Situation: Explosions	
Stop Work	• Abandon any plant, equipment or area immediately if an explosion occurs
Assess the Risk	• Check for Danger. Secure the area and Raise the Alarm • What has caused the explosion? Is there a fire? Are you trained and competent to fight the fire? What firefighting equipment is available to fight the fire and is it adequate? • Your priority should be to keep yourself and others safe. Decide if you are competent to manage the incident.
Notify	• Report incident to site manager immediately. The Chief Warden will take responsibility for managing the incident. If they are not available, contact your Area Warden. • Any people not involved in firefighting should proceed to the emergency assembly area at the entrance of the site.

Emergency Situation: Explosions	
	• The Chief Warden or Communications Officer will contact the relevant authorities immediately: SafeWork NSW, EPA, NSW Police, NSW Health, NSW Fire and Rescue, Local Government (and/or State) Authority. External authorities may take control of emergency response at the site.
Control the Incident	• There is no specific control equipment for Explosions. However refer to the Fire, Medical and Spill Procedures if these occur as a result of the explosion. • If there is any risk of further explosions, the area should be evacuated and staff should wait for Emergency Services.
Contain the Area	• If possible, prevent the incident from spreading further.
Clean Up	• Fire water collected in the Secondary Sorting Warehouse and the OSD Basin must be tested. If not suitable for recycling, all water in the OSD Basin must be removed by a licensed liquid waste contractor for treatment / disposal off-site. Note: Fire-water is not clean and therefore all possible measures must be taken to prevent fire-water from entering the stormwater drains or leaving the site.
Report and Review	• The Chief Warden will compile an incident report and provide a copy to the Communications Officer to keep on file. An investigation or serious incident review may be conducted. Staff may be required to assist external authorities (EPA, SafeWork NSW, NSW Police) with investigations.

4.7 External emergency

In the event of an emergency caused by an event external to the site, the Chief Warden should communicate with Emergency Services, and follow instructions as to whether the site should be evacuated.

4.7.1 Bushfire

In the event of a bushfire, follow the Bushfire Emergency Plan attached at Appendix D.

In summary:

- If there is sufficient notice to leave, all personnel should evacuate via one of the designated routes. All personnel to remain until a head count is completed. Personnel may leave once the Chief Warden has cleared them to do so.
- If a bushfire is in the near vicinity of the site, all persons on-site are to shelter in place in the Secondary Sorting Warehouse / Office building and follow the instructions of the Chief Warden.

4.7.2 Flood

The floor in Building 2 is 0.7m below the Probable Maximum Flood (PMF) level. The Chief Warden is responsible for monitoring flood risk in the area. In the event that flood waters may reach the site boundaries, the the following actions are to be taken:

1. Stop receiving inbound product and Service/Remove all bins and vessels wherever possible sending contents offsite to recycling/disposal destinations
2. Take the actions relevant to each area as listed in Table 6 below.

Table 6: Emergency actions for flood at the site

Material storage location (refer to EJE Architectural Plan A-102B)	Material type	Storage container type	Emergency actions prior to PMF[1] event
1	E-waste	3 m^3 steel skip bin	Move bin to 'Metal Recycling Area' (above PMF level)
2	Lead acid batteries	Pallets	Store on pallet racking above PMF level (second row of racking)
3	IBC storage containers	IBCs	Remove off-site and recycle so no waste held on site
4	Residual paints / thinners	Drums on pallets	Store on pallet racking above PMF level (second row of racking)
5	Empty aerosol containers	240L bin or IBC	Store on pallet racking above PMF level (second row of racking)
6	Drum crusher	Plant item only	Leave in-situ
7	Scrap metal	7m^3 steel skip bin	Move bin to 'Metal Recycling Area' (above PMF level)
8	Hydraulic hoses	20m^3 steel hook lift bin (plastic lined)	Remove off-site and recycle so no waste held on site
9	Residual waste	20m^3 steel hook lift bin	Remove off-site and recycle so no waste held on site
10	Scales	Plant item only	Store on pallet racking above PMF level (second row of racking)
11	Hydrocarbons	Drums and IBCs	Store on pallet racking above PMF level (second row of racking)
12	Oil drum drain	1,500L steel container	Drain oil and store IBC on pallet racking above PMF level (second row of racking)
13	Oil filter drain	1,500L steel container	Drain oil and store IBC on pallet racking above PMF level (second row of racking)
14	Existing tanks (J100 and J120)	Sealed tanks	Leave in-situ (sealed)
15	Contaminated soil	Drums and IBCs	Store on pallet racking above PMF level (second row of racking)
16	Containers and drums (with residual dangerous good resides) (N100)	Drums and IBCs	Store on pallet racking above PMF level (second row of racking)

Material storage location (refer to EJE Architectural Plan A-102B)	Material type	Storage container type	Emergency actions prior to PMF[1] event
17	Pressure vessels	6 m^3 steel skip bin	Remove off-site and recycle so no waste held on site
18	Fluorescent tubes	3 m^3 steel skip bin	Remove off-site and recycle so no waste held on site

[1] The Probable Maximum Flood (PMF) level is predicted to be 0.7m above floor level of Building 2.

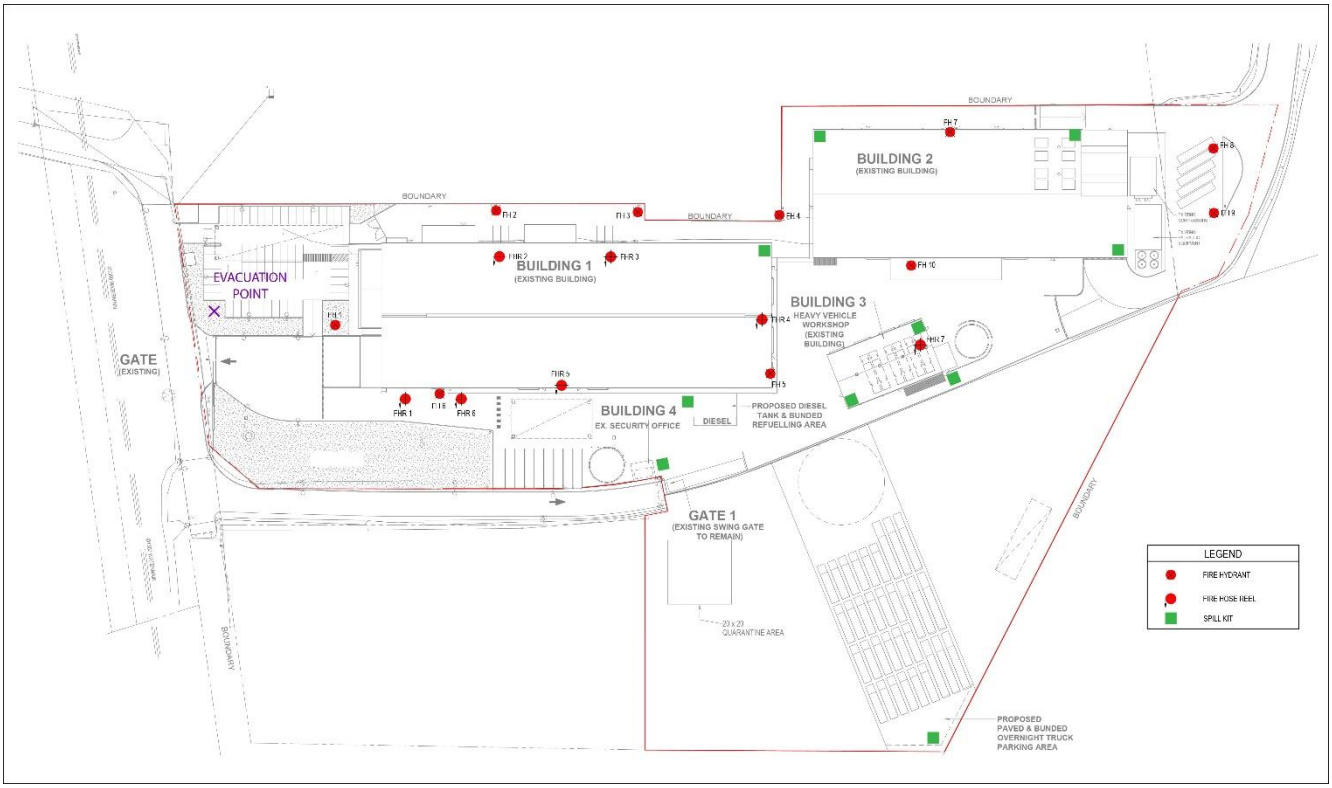
4.8 Other Unplanned emergency

In the event of another emergency, of a kind not anticipated, the Chief Warden should be immediately contacted. The Chief Warden will determine whether Emergency Services should be contacted. All staff and visitors should follow the instructions of the Chief Warden.

5 Evacuation Diagram

Figure 1 shows the location of firefighting equipment and the preferred evacuation point, where staff are to assemble in the event of an emergency requiring the site to be evacuated.

Figure 1: Evacuation diagram



6 Emergency Control Organisation

The Emergency Control Organisation (ECO) is responsible for managing the emergency at the site. Clear roles and responsibilities, and a clear change of command are essential for minimizing the impacts of an emergency. All members of the ECO must be trained and must be clear on their role in the event of an emergency.

The members of the ECO are:

1. Chief Warden – is in overall control of managing the response to an emergency. The Chief Warden is identified by a white hat/helmet.
2. Deputy Chief Warden – fulfils the role of Chief Warden in the absence of the Chief Warden
3. Communications Officer – is responsible for co-ordinating communication between members of the ECO, with authorities, with neighbouring properties and with other staff/visitors on-site. The Communications Officer is identified by a white hat/helmet.
4. Area Wardens – are responsible for managing the detailed response within their area. An Area Warden will be appointed for each of the following areas; Processing Area, Building & Landscape Supplies, Secondary Building and Office/Gatehouse. The Area Wardens are identified by a yellow hat/helmet.
5. Wardens – are responsible for ensuring the response is carried out in accordance with emergency procedures. The Wardens are identified by a red hat/helmet.
6. First Aid Officers – are trained in first response first aid. The first aid officers are identified by a green vest with white cross.

Table 7: Summary of roles and responsibilities of Emergency Control Organisation members.

Personnel	Responsibilities before emergency	Responsibilities during emergency	Responsibilities after emergency
Chief Warden	• Maintain a current register of ECO members • Replace ECO members when a position becomes vacant • Conduct regular exercises • Ensure emergency response procedures are kept up-to-date • Attend meetings of the EPC • Ensure personal ECO identification is available (i.e. coloured hats).	• Respond and take control, as appropriate • Ascertain the nature of the emergency and implement appropriate action • Ensure that the appropriate Emergency Service has been notified. • Implement emergency response procedures, as necessary • Control access to affected areas • Monitor the progress of the evacuation and record any action taken in an incident log • Brief the Emergency Services personnel upon arrival on type,	• Notify ECO members when the Emergency is over and it is safe for staff and visitors to return to their area of the facility. • Organise to debrief ECO members, and Emergency Services if appropriate. • Compile a report for the EPC and management.

Personnel	Responsibilities before emergency	Responsibilities during emergency	Responsibilities after emergency
		scope and location of the emergency, and on the status of the evacuation • Act on the instructions of the Senior Officer of the Emergency Services	
Deputy Chief Warden	As above, in the absence of the Chief Warden.	As above, in the absence of the Chief Warden. Assist as required.	As above, in the absence of the Chief Warden. Assist as required.
Communication officer	• Ensure they know how to use the communication equipment and can contact all members of the ECO. • Maintain records and logbooks and make them available for emergency response. • Ensure that ECO members know how to use communication equipment and can contact other ECO members. • Ensure emergency communication contact details are up-to-date (including ECO, emergency authorities, neighbours) • Attend training and emergency exercises	• Ascertain the nature and location of the Emergency • Confirm the appropriate Emergency Service has been notified. • Notify appropriate ECO members • Transmit instruction and information • Record a log of the events that occurred during the emergency. • Co-ordinate a head count for the site to ensure all persons (staff and visitors) are accounted for. • Act as directed by the Chief Warden.	• Collate records of events during the emergency for debriefing and ensure they are secured for future reference.
Area wardens	• Confirm sufficient wardens for area of responsibility • Co-ordinate the completion of Personal Emergency Evacuation Plan (PEEP) documentation, as required. • Report on deficiencies of emergency equipment • Ensure all staff have appropriate PPE • Ensure wardens have communicated the emergency response procedures to all occupants in their area	• Implement the emergency response procedures for their area. • Ensure the appropriate Emergency Service has been notified. • Direct wardens to check the area for any abnormal situation • Commence evacuation if the circumstances in their area warrant this. • Communicate with the Chief Warden by whatever means and act on instructions. • Advise the Chief Warden as soon as possible of the circumstances and action taken.	• Compile a report of the actions taken during the emergency for the debrief. • Assist with clean-up. • Notify Chief Warden if specialised equipment needs servicing or replacing.

Personnel	Responsibilities before emergency	Responsibilities during emergency	Responsibilities after emergency
	• Ensure occupants are aware of the identify of their wardens • Coordinate safety practices. • Ensure personal ECO identification is available (i.e. coloured hats) • Attend training and emergency exercises	• Provide instructions to wardens and other persons in the area. • Confirm that the activities of wardens have been completed and report this to the Chief Warden. • Hand over and brief Emergency Services, as appropriate.	
Wardens	• Ensure all occupants are aware of the emergency response procedures • Carry out safety practices • Ensure person ECO identification is available (i.e. coloured hats) • Attend training and emergency exercises.	• Act as area wardens if necessary • Operate the communication system in place • Check that any fire doors and smoke doors are properly closed • Close or open other doors in accordance with the emergency response procedures. • Search the area to ensure all people have evacuated • Ensure orderly flow of people into protected areas. • Respond to the emergency as directed by the Chief Warden and Area Wardens. • Communicate the status of the situation with the area warden. • Hand over and brief Emergency Services, as appropriate.	• Assist with clean-up • Notify Area Warden if specialised equipment needs servicing or replacing.

7 Training

7.1 Routine Training

All new employees must be trained in the contents of this Emergency Plan, including location of emergency assembly area, contacts list, incident notification etc., during the induction process.

On an annual basis, all members of the Emergency Control Organisation are to be provided with refresher training in relation to their responsibilities and in dealing with emergency situations.

At least annually, a drill needs to be undertaken at the facility to test and evaluate compliance against this Plan and identify areas where further training is required and/or changes to this Plan is needed. This drill could be a

fire drill, emergency spill response, phone threat etc. A record of the training drill needs to be maintained by the Communications Officer.

The Chief Warden is to make an assessment of the drill and provide a report to the EPC. A copy of the report is to be provided to the Communications Officer for filing in the facility's records system.

Training methods include emergency drills, fire extinguisher training, evacuation training, spill response training and tool box topics. Evidence of training is maintained on Hippo Station and/or the site training matrix.

7.2 Training and Review following and Incident

Within 1 month following any emergency incident, a review of this plan, training and control equipment and any other relevant facts shall be conducted to determine the effectiveness of emergency response processes. A Serious Incident Review may be conducted as a part of this review.

Training methods include emergency drills, fire extinguisher training, evacuation training and Spill Response Training.

8 Review and Routine Servicing

The Emergency Planning Committee will review this Emergency Plan at least once every 2 years, and after each Emergency.

Appendix A: Emergency Contact List

EMERGENCY SERVICES	
Emergency (Fire, ambulance, police)	**Emergency – 000**
Fire & Rescue NSW / Rural Fire Service	**Emergency – 000** **Fire & Rescue Pollution Notification Line – 1300 729 579** **Nearest fire stations are -** • Tarro Fire Station: (02) 4964 1271 • Mayfield West Fire Station: (02) 4967 7550
Environment Protection Authority	**131 555** **Newcastle office: (02) 4908 6800**
Health NSW	**Cessnock District Health Service** **Business hours: (02) 4991 0555**
SafeWork NSW	**131 050** **Newcastle office: (02) 4921 2900**
Port Stephens Council	**(02) 4921 2900**

Notification of neighbouring properties		
Premises	**Address**	**Contact**
Industrial	21C School Drive, Tomago	Door knocking
Industrial: Setco Engineering	10 McIntyre Rd, Tomago	(02) 4964 5900
Industrial: Redicrete	21B School Drive, Tomago	(02) 4964 9292
Industrial: Tomago Aluminium	638 Tomago Rd, Tomago	(02) 4966 9669

Appendix B: List of Safety Equipment

Equipment	Location
Spill kits	3 x 120L spill kits • 1 x waste receiving area • 1 x office/weighbridge area • 1 x secondary processing building (near fuel & chemical storage area)
Safety Data Sheets (SDS)	Office
First Aid Kit	Office
Personal Protective Equipment	Worn by staff, spares in office
Traffic bollards and traffic cones	Office
Fire extinguishers	• 6 x Building 1 • 6 x Building 2 • 2 x Building 3 • 1 x Office • 1 x Weighbridge area • 1 each in truck cabs 1 x each mobile equipment (e.g. front end loader)
Fire hoses	• 6 x Building 1 • 4 x Building 2 • 1 x Building 3
Fire Hydrants	• 6 x Building 1 • 2 x Building 2 • 2 x Yard (North of Building 2)
Fire detection system	Automated flame and smoke detectors fitted multiple points in Building 1 and Building 2.

Appendix C: Telephone Threat Checklist

TELEPHONE THREAT CHECKLIST AND RECORDING SHEET

KEEP CALM

Recipient name:
Telephone number:
Signature:

General questions to ask:

1. What is it?
2. When is the bomb going to explode? OR When will the substance be released?
3. Where did you put it?
4. What does it look like?
5. When did you put it there?
6. How will the bomb explode? OR How will the substance be released?
7. Did you put it there?
8. Why did you put it there?

Chemical / biological threat questions:

1. What kind of substance is in it?
2. How much of the substance is there?
3. How will the substance be released?
4. Is the substance a liquid, powder or gas?

Bomb threat questions:

1. What type of bomb is in it?
2. What is in the bomb?
3. What will make the bomb explode?

Exact wording of the threat:

CALLER'S VOICE

Accent:
Any impediment:
Voice (loud, soft, etc.):
Speech (fast, slow):
Diction (clear, muffled, slurred):
Manner (calm, emotional, etc.):
Did you recognize the caller?
If so, who do you think it is?
Was the caller familiar with the area?

THREAT LANGUAGE

Well spoken:
Incoherent:
Irrational:
Taped:
Message read by caller:
Abusive:
Other:

BACKGROUND NOISES

Street noises:
House noises:
Aircraft:
Voices:
Music:
Machinery:
Other:

NOTES

OTHER

Sex of caller: Estimated age:

CALL TAKEN

Date: Time: Duration:
Number called:

ACTION TAKEN

Call reported to:
Phone number:

Appendix D: Bushfire Emergency Plan

Appendix E: Emergency Services Information Package

Key site contact: TBC

Potentially Hazardous Material Stored On-site – Liquid wastes

Product or waste	Amount stored onsite
Tank 1 – Waste oil	54,000 L
Tank 2 – Waste oil	67,000 L
Tank 3 – Oily water / coolant	20,000 L
Tank 4 – Oily water / coolant	20,000 L
Tank 5 – Fuel / AdBlue for refuelling vehicles and equipment	60,000 L
Tank 6 – Liquid food waste from Packaged Food Recycling Plant (PFRP)	20,000 L
Tanks 7 – Drill mud liquid storage tank	50,000 L

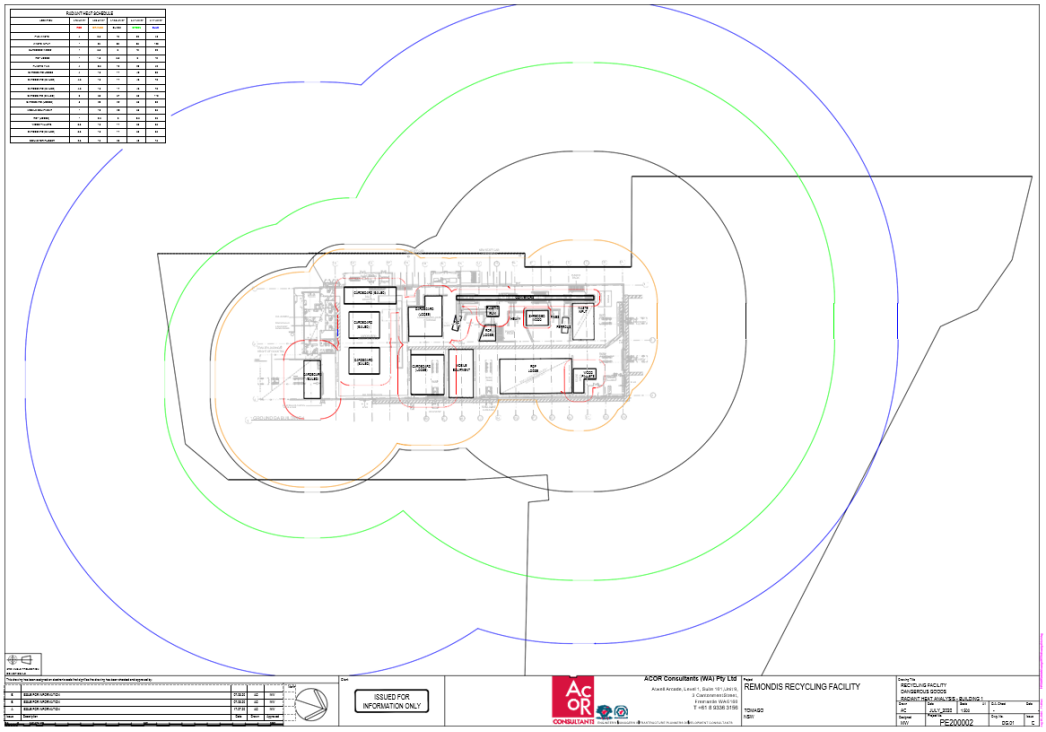
Combustible Material Stored On-site

Item	Building	Hazard	Causes	Consequences
1	1 (external)	Diesel storage, external	50,000L tank damaged by mobile equipment	Fire – thermal radiation Toxic fumes Contaminated firewater
2	1	Hydraulic oil, external	Knock-on from encroaching fire	Fire – thermal radiation Toxic fumes Contaminated firewater
3	1	Conveyor rubber, internal	Ignition of combustible materials during crushing Bearing seizure (friction) Belt misalignment (friction) Fire transfer between belts Belt failure due to fire Inadequate maintenance	Fire – thermal radiation, conduction, convection Toxic fumes Contaminated firewater
4	1	Plastics (PVC and LDPE) storage, internal	Knock-on from encroaching fire Ignition during shredding	Fire – thermal radiation, conduction Toxic fumes Contaminated firewater

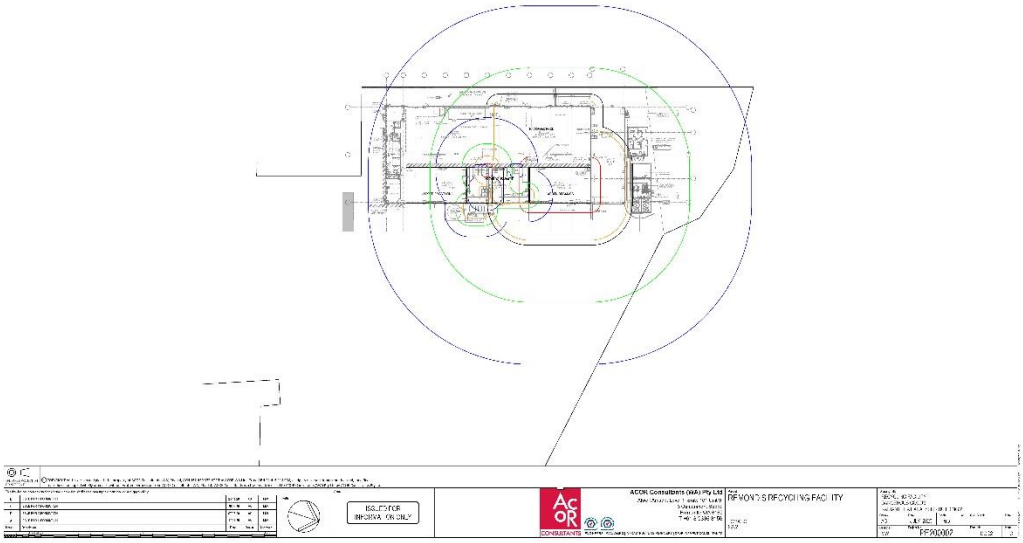
Item	Building	Hazard	Causes	Consequences
5	1	Paper storage, internal	Knock-on from encroaching fire Inappropriate management of naked flames	Fire – thermal radiation Contaminated firewater
6	1	Cardboard storage, internal	Knock-on from encroaching fire Inappropriate management of naked flames	Fire – thermal radiation Contaminated firewater
7	1	Textiles storage, internal	Knock-on from encroaching fire Inappropriate management of naked flames	Fire – thermal radiation Contaminated firewater
8	1	Solid wood storage, internal	Knock-on from encroaching fire Inappropriate management of naked flames	Fire – thermal radiation Contaminated firewater
9	1	Shredded wood storage, internal	Knock-on from encroaching fire Inappropriate management of naked flames	Fire – thermal radiation Contaminated firewater
10	3 (external)	Waste oil storage, external	54kL / 67kL tanks damaged by mobile equipment	Fire – thermal radiation Toxic fumes Contaminated firewater
11	3 (external)	Waste coolant storage, external	20kL tanks damaged by mobile equipment	Fire – thermal radiation Toxic fumes Contaminated firewater
12	2	Aerosol storage, internal	Damage from handling	Fire – thermal radiation Vapour cloud explosion
13	2 (external)	Li Battery storage, internal	Ineffective cell discharge and exposure to atmosphere	Fire – thermal radiation Vapour cloud explosion

Location of stored materials on-site with radiant heat estimates (Source: Fire Safety Study, 2020)

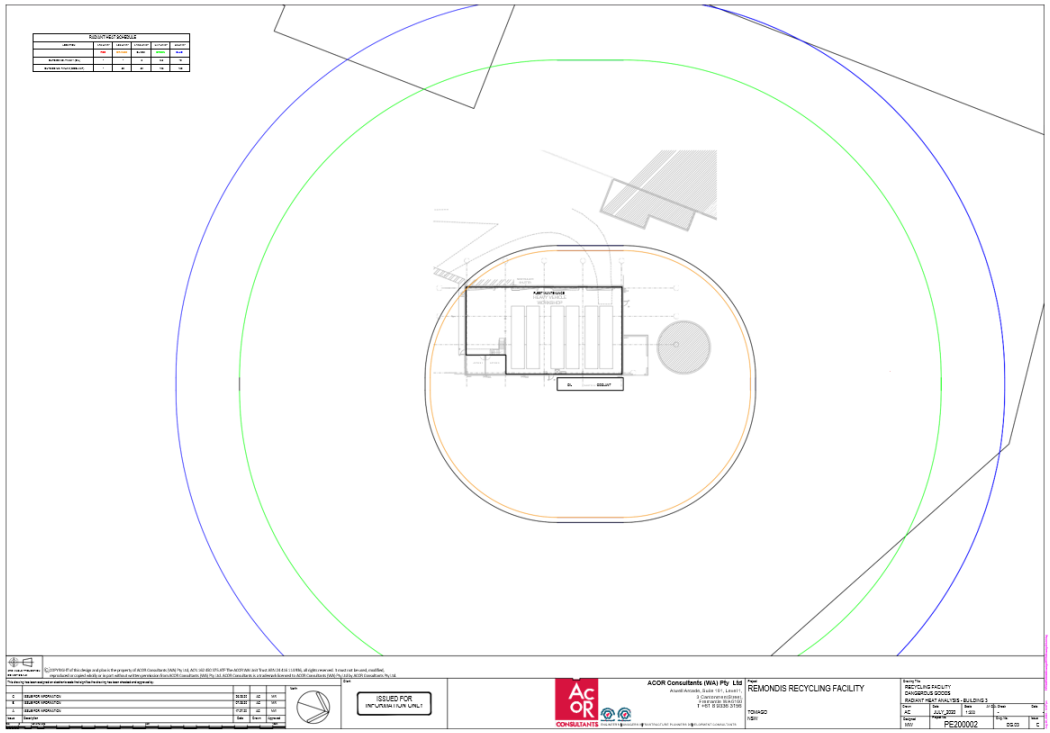
Building 1



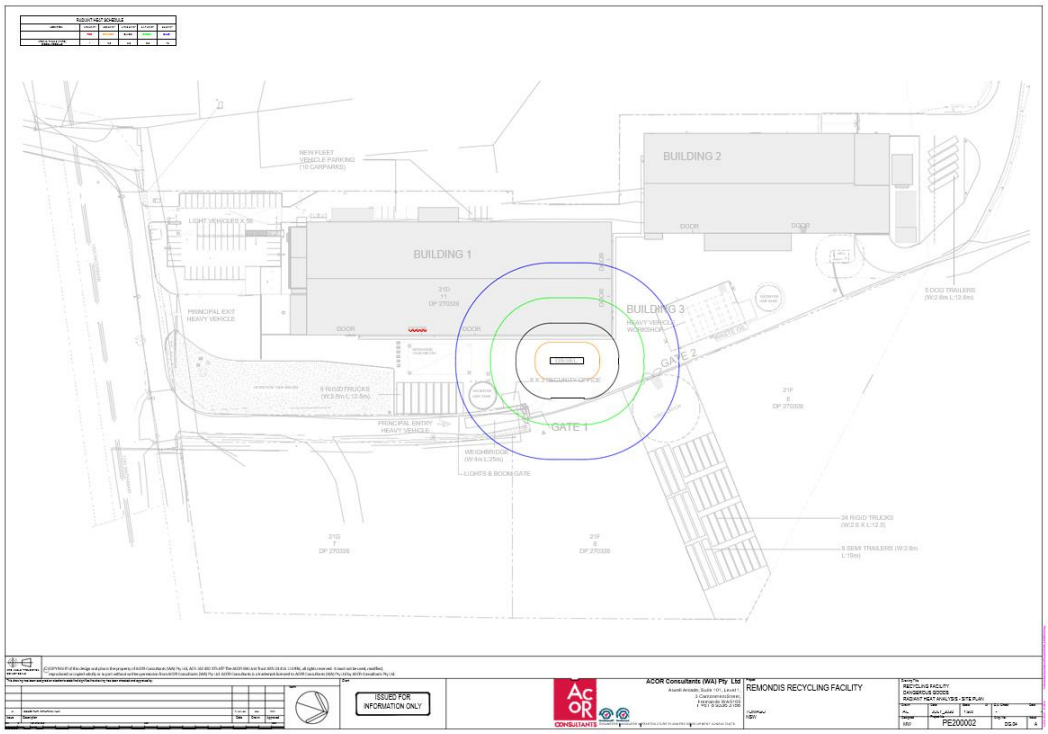
Building 2



Building 3



Diesel storage



Evacuation diagram, showing firefighting equipment on-site